

- I. Call to Order/Roll Call: Supervisor McGuire called the meeting to order at 7:00 p.m. He then read the following into the record: On March 20, 2020, in light of the circumstances surrounding the ongoing outbreak of Covid 19, Governor Pritzker issued Executive Order 2020-10 requiring *inter alia*, individuals currently living in Illinois to “shelter-in-place” at their homes, except to perform certain “essential activities” or conduct certain “essential businesses and operation,” including but not limited to “essential government function.” Previously, on March 16, 2020, in light of the circumstances surrounding the ongoing outbreak of Covid 19, Governor Pritzker issued Executive Order 2020-07 suspending for the duration of the Gubernatorial Disaster Proclamation, *inter alia*, the provisions of the Act: requiring in-person attendance at meetings by members of a public body; and limiting when remote participation is permitted. Further, Executive Order 2020-10 and pursuant to Executive Order 2020-07, Trustee Essick is lawfully attending this March 24, 2020 Township Board meeting by means other than physical presence. Such participation by “other means” will be by video conference, in accordance with the Hanover Township Electronic Attendance Rules and Procedures for Board meetings.

Clerk Dolan Baumer called the roll; physically present were Trustees Beattie, Moinuddin, and Martinez, and Supervisor McGuire. Via teleconference, Trustee Essick was also in attendance.

Others present either in person or via teleconference Aging Services Director Tracey Colagrossi\*, Human Services Director Mary Jo Imperato\*, Community Health Director Kristin Smith\*, Community and Veterans Affairs Director Tom Kuttentberg\*, Emergency Services Director Mike Crews, Facilities and Road Maintenance Director Caleb Hanson, Youth and Family Services Director Tina Houdek\*, Mental Health Board Manager Amanda Teachout\*, Human Resources Manager Manager Suzy Callahan, Administrator James Barr, and Attorney Mike Airdo\*.

\*Attendance via teleconference.

- II. Pledge of Allegiance: Supervisor McGuire invited 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. No public was present, and Mr. McGuire closed the Town Hall.
- IV. Unfinished Business: No unfinished business was discussed.
- V. Hearing regarding the Hanover Township Budget & Appropriation Ordinance: Trustee Martinez moved to recess into a hearing regarding the Hanover Township Budget and Appropriation Ordinance at 7:04 p.m.; motion seconded by Trustee Beattie and carried by roll call vote: Ayes: Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Nays: none.

The Supervisor gavelled the hearing to order and present by roll call were Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire.

- A. Explanation of the Hanover Township Budget and Appropriation Ordinance: Administrator Barr reviewed the Budget and Appropriation Ordinance, noting recommendations made during the Finance Committee meeting. He prepared a memo to the Board outlining the Finance Committee recommendations. Total combined expenditures are recommended to increase by 26% primarily due to one-time capital improvement projects. Highlights include a projected increase by Age Options grant increase by 43% due to increased participation over the last year. The department’s

transfer to capital fund is increasing by \$80,000 due to the anticipated replacement of the building automation system at the Senior Center. Social Service salaries are increasing. Youth & Family Services budget is decreasing slightly due to employee retirements, showing an overall decrease of 1.6%. The facilities division of the Facility & Road Maintenance budget are project to increase 3.6% with the most significant expense being the communications line item- implementation of the cloud-based work order system. Overall expenditures in this budget will decrease 10%. The Mental Health Board will see an increase in benefits expense as the Manager will now utilize full family health benefits. The Resource Center budget increase due to the need to replace a roof top unit in FY21. The Assessor's office budget is increasing by 5.4% due to salary adjustments. Community Health budget professional services line item is increasing due to increased use of lab services. Overall increase is 1.2%. Emergency Services budget is increase by 4.2%; the Director position has increase from 32 hours per week to a 40 hours per week position. The communications line is decreased by 26.5%, which was an expense in FY20 due to DuComm's new computer system. Community and Veterans Affairs is budgeted to increase 3.1% reflecting a paid, year round undergraduate intern position. The Veterans Affairs position has decreased from a 40 to a 32 hour per week position. The Administrative Services fund will increase by 35.1% primarily due to salary increases and transfer to the capital fund to \$765,000, as well as personnel costs associated with the addition a full-time administrative assistant position. Vehicle fund expenditures budgeted to increase 68.2% due to potential purchase of a new Emergency Services vehicle, an Aging Services bus, and an Open Gym van. The Capital fund includes the completion of the Izaak Walton Center master plan and an Emergency Services station. Both project have been awarded grant funding. Parking lots at Astor Avenue and Izaak Walton will be resurfaced; consideration of an integrated cloud-based security camera system is also including in the budget, as well as replacing the Senior Center automation system and a Town Hall roof top unit and internal remodeling. Total expenditures are budget for \$2,585,000.

- B. Comments and Questions from the Board regarding the Ordinance: None.
- C. Comments and Questions from the Public regarding the Ordinance: None.
- D. Approval of the Hanover Township Budget and Appropriation Ordinance for FY21 beginning April 1, 2020 and ending March 31, 2021: Trustee Martinez moved to approve ordinance #032420 the Hanover Township Budget and Appropriation ordinance for FY21 beginning April 1, 2020 and ending March 31, 2021; second by Trustee Beattie. Roll call vote: Ayes: Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Nays: none. Motion carried and the Budget will be filed.

At 7:07 p.m., Trustee Beattie moved that that the Board adjourn the Hearing and go back into the regular meeting; second by Trustee Martienz. Roll call vote: Ayes: Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Nays: none. Motion carried.

Mr. McGuire gaveled the regular meeting back to order. Present by roll call were Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire.

## VI. Reports

- A. Supervisor's Report: Supervisor McGuire reported that this has been a record week. He extended his appreciation to the elected officials and staff for continuing to meet the essential service goals of the Township. Departments continue to operate during the

historic two weeks of the pandemic, thus far. Again, Hanover Township continues to lead the way in Illinois townships, as well as for other local governments, proving that we are agile and able to adapt to provide services. The IL Department of Public Health says that this pandemic will not peak for another two weeks in our area. New York is begging for ventilators from the Federal Government... we are all in uncharted territory that has not been seen since the Spanish Flu, 100 years ago. Kudos to all.

He asked that the Board approve payment of one week's Director salary for Mr. Simandl for covering as acting director in Director Crew's absence last week. Trustee Martinez moved to pay Mr. Simandl one week's director salary for covering for Director Crew's last week; motion seconded by Trustee Beattie, followed by a roll call vote. Ayes: Trustees Beattie, Essick, Moinuddin, and Martinez, and Supervisor McGuire. Motion carried.

- B. Clerk's Report: The Clerk reported that elections went smoothly; tensions were understandably high, but overall it was uneventful. Cook County however, did not prepare the polling places properly, missing hand sanitizer and wipes. The County has sent out notices to the Township elected officials and staff regarding filing the Statements of Economic Interest; in the Governor's last Proclamation, he extended the period to file for another month.
- C. Assessor's Report: The Assessor's staff is conducting appointments via telephone. The staff has been flexible to pitch-in in other departments.
- D. Department Reports: Copies of the department reports were submitted to the Board for review; highlights included Assistant Administrator Vana reporting that the staff at Town Hall is being rotated; she also announced that once again our Passport Agency processes and staff earned a perfect score by the Department of State, Passport Department. Most served agencies have been touched, reported Manager Teachout, and most are operating. Some are struggling due to the stay-in-place situation. Supplies and groceries have been delivered to area group homes. Director Colagrossi reported that 68 rides to dialysis have been made. Home Delivered Meals is going smoothly with the assistance of YFS staff; 481 meals were 'served' last week, including 176 curbside. 17 lending closet clients were also served. Announcements and well-being check calls are being made by staff. Director Smith reported that she is meeting with Emergency Services and Facilities & Road Maintenance staff regarding making health screening questionnaires available to staff. Shortages exist for certain supplies (masks, hand sanitizer, etc.). Discussions held regarding precautions during unique situations of exposure. Supplies of personal protective equipment (PPEs) is being monitored. The department is serving clients by phone and emergency appointments in person; safety videos are being made available by the department. Director Imperato reported that the food pantry service is going well, also with the assistance of YFS staff. Two Human Services staff are out of the office, staying at home. Thanks to the Village of Streamwood and the Illinois Food Bank, the shelves are well-stocked. They are making deliveries to seniors, disable, and to those without transportation every day. They've made 120 visits, which is higher than normal. General Assistance and Emergency Assistance is being handled by telephone. Township Foundation Gala sponsorships are coming in. Director Kuttentberg has been flooding the website, social media, Facebook, and news outlets with information and press releases. Our Covid 19 services are listed on the website. The department has also conducted an email campaign, which is working well. Veteran Affairs Cyndi Wollack has met with 16 veterans since last week. She had

been notified of a veteran who received approval by the Veterans Administration of significant back due and future amounts due the client, thanks to her diligent work. The General Assembly is due to return on March 31; Medicaid disbursements need to be made by March 31; no one is completely sure what will happen then. Four caucus leaders are putting together a list of essential bills. Approval of a budget will be done as late as is possible. Director Hanson noted that critical staffing levels are in place, utilizing split shifts to maintain social distancing. The supply situation is okay for the moment but wipes are low and the department is changing application of other more readily available solutions, such as alcohol swabs as alternates. Staff is cleaning areas not being used, and then closing them so that they will not be used and can be cordoned off from use and recleaning. Staff is making itself available to help out at the food pantry and for transport. Director Houdek was pleased to report that YFS staff is helping out other departments. Therapists are doing phone sessions, 27 last week alone. Heightened anxiety is one of the major issues noted. Upcoming event dates and program open dates are being adjusted and moved. Director Crews expressed his appreciation to Jerry Simandl for covering his post while he was ill. Emergency Services is on duty 24/7. Guidelines for each shift are being followed. Those exposed to others are being monitored. IDPH correspondence is being monitored. The department is using best practices. Altered hours of other departments are being covered. Administrator Barr expressed his deep appreciation to all employees for their service and flexibility. He anticipates a continuation of and/or increase in needed services in the coming weeks, especially our most vulnerable residents' need looking after and need most valuable and essential services we provide.

VII. Bill Paying: Mr. Barr presented the bills for payment from February 20, 2020 through March 23, 2020 as follows:

a.	Town	\$129,597.24
b.	Senior Services	48,514.18
c.	General Assistance	13,044.57
d.	Road Maintenance	20,056.81
e.	Mental Health Board	114,366.68
f.	Vehicle	62,076.00
g.	Capital	<u>83,968.38</u>
	Total	<u>\$471,623.86</u>

A motion was made by Trustee Moinuddin and seconded by Trustee Martinez to approve payment of the bills as presented from February 20, 2020 through March 23, 2020. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Nays: None. Motion carried and the bills will be paid.

VIII. Unfinished Business: No unfinished business was discussed.

IX. New Business:

A. Workshop Minutes of February 8, 2020: Clerk Dolan Baumer presented the minutes from the workshop of February 8, 2020 (Breakfast with the Board) for review and approval. Trustee Martinez moved to approve the workshop minutes of February 8, 2020; motion seconded by Trustee Essick and a roll call followed. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Motion unanimously carried.

- B. Rescheduled Meeting Minutes of February 20, 2020: Clerk Dolan Baumer presented the minutes from the rescheduled February 20, 2020 Board meeting for review and approval by the Board. Trustee Martinez moved to approve the rescheduled Board meeting minutes of February 20, 2020; motion seconded by Trustee Essick. Roll call: Ayes: Trustees Essick, Martinez, and Moinuddin, and Supervisor McGuire. Abstain: Trustee Beattie. Motion carried.
- C. Special Meeting Minutes of February 28, 2020: Clerk Dolan Baumer presented the minutes of the special meeting of the Board of February 28, 2020 for review and approval by the Board. Trustee Beattie moved to approve the special meeting minutes of February 28, 2020; motion seconded by Trustee Moinuddin. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Motion unanimously carried.
- D. Special Meeting Minutes of March 14, 2020: Clerk Dolan Baumer presented the minutes of the special meeting of the Board of March 14, 2020 for review and approval by the Board. Trustee Beattie moved to approve the special meeting minutes of March 14, 2020; motion seconded by Trustee Martinez. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Motion unanimously carried.
- E. Resolution to Approve Rev. No. 2 to the Publishing Service Agreement with Liturgical Publications Inc.: Trustee Moinuddin moved to approve resolution #0324201 revision number 2, amending the publishing service agreement with Liturgical Publicans Inc., to extend the contract by three years commencing on May 1, 2020; Trustee Beattie seconded the motion. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Motion unanimously carried.
- F. Resolution to Approve the Amended 2020 PACE TRIP Transit Grant and Service Agreement: Trustee Beattie moved to approve resolution #0324202 for the Amended 2020 PACE TRIP Transit Grant and Service agreement. Trustee Moinuddin seconded the motion. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Motion unanimously carried.
- G. Resolution to Approve a Contract for Services for the C-HOPE Program (Senior Citizen Mental Health Services): Motion made by Trustee Moinuddin and seconded by Trustee Beattie to approve resolution #0324203 approving of a C-HOPE contract for services with the Mental Health Board. Roll call: Ayes: Trustees Beattie, Martinez, Moinuddin, and Essick, and Supervisor McGuire. Nays: None. Motion carried.
- H. Resolution to Approve a Contract for Services for the Home Delivered Meals Program: Motion made by Trustee Beattie and seconded by Trustee Martinez to approve resolution #0324204 approving of a contract for services for the Home Delivered Meals program. Roll call: Ayes: Trustees Beattie, Martinez, Moinuddin, and Essick, and Supervisor McGuire. Nays: None. Motion carried.
- I. Resolution to Approve a Contract for Services for the Provision of a Clinical Interventionist (Substance Abuse Program): Motion made by Trustee Martinez and seconded by Trustee Moinuddin to approve resolution #0324205 approving of a contract for services for the provision of a clinical interventionist for the Substance Abuse Program (SAP). Roll call: Ayes: Trustees Martinez, Moinuddin, Beattie, and Essick, and Supervisor McGuire. Nays: None. Motion carried.

- J. Resolution to approve a Contract for Services for the Provision of the Alternative to Suspension Program: Motion made by Trustee Beattie and seconded by Trustee Moinuddin that the Board approve resolution #0324206 approving of contract for services for the provision of the Alternative to Suspension Program (ASP). Roll call: Ayes: Trustees Martinez, Moinuddin, Beattie, and Essick, and Supervisor McGuire. Nays: None. Motion carried.
- K. Resolution to Approve a Contract for Services for the Provision of a Bilingual Therapist: Motion made by Trustee Martinez and seconded by Trustee Beattie to approve resolution #0324207 approving of a contract for services for the provision of a bilingual therapist. Roll call: Ayes: Trustees Martinez, Moinuddin, Beattie, and Essick, and Supervisor McGuire. Nays: None. Motion carried.
- L. Resolution to Approve a Contract for Services for the Provision of Psychiatric Back-up Services: Motion made by Trustee Moinuddin and seconded by Trustee Beattie to approve resolution #0324208 approving of a contract for services for the provision of psychiatric back-up services. Roll call: Ayes: Trustees Martinez, Moinuddin, Beattie, and Essick, and Supervisor McGuire. Nays: None. Motion carried.
- M. Resolution to Extend the March 17, 2020 Proclamation of a Disaster in Hanover Township: Trustee Beattie moved that the Board extend the Proclamation of Disaster in Hanover Township, resolution #0324209. The motion was seconded by Trustee Martinez. Mr. McGuire noted that this resolution extends the proclamation made at the special Board meeting of March 14, to May 5, 2020. Note that the Board may take action to lift it should it desire to do so, and it may be extended or the Township may issue a new one if need be. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Nays: None. Motion carried.
- N. Approval of the 2020 Annual Town Meeting Agenda: Motion made by Trustee Martinez and seconded by Trustee Essick to approve the 2020 Annual Town Meeting agenda as presented by Clerk Dolan Baumer. Roll call: Ayes: Trustees Martinez, Moinuddin, Beattie, and Essick, and Supervisor McGuire. Nays: None. Motion carried.
- O. Consideration of Additional Steps to Ensure the Health, Safety and Welfare of Township Residents regarding the Coronavirus: Mr. Barr reported that the Township is well-prepared at this juncture, but is watching the IDPH and other agencies for further information coming perhaps this weekend.
- X. Executive Session: Motion to go into Executive Session was made by Trustee Martinez pursuant to section 2c1 (The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body...), pursuant to the Illinois Open Meetings Act; Trustee Moinuddin seconded the motion; motion carried by roll call vote. Ayes: Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Nays: None. At 8:02 p.m., directors were excused.
- The Board returned from Executive Session at 8:17 p.m. and the Supervisor called the meeting to order. Present by roll call vote were Trustees Beattie, Moinuddin, Essick and Martinez, and Supervisor McGuire.
- XI. Other Business: Trustee Martinez moved to suspend the normal policy of three-step suspension process for violation of scheduled attendance (no show) in favor of a two-step termination procedure during an emergency situation as we find ourselves today; Trustee Moinuddin

seconded the motion. Roll call: Ayes: Trustees Martinez, Moinuddin, Beattie, and Essick, and Supervisor McGuire. Nays: None. Motion carried.

The next Board meeting is scheduled for April 7 and the plan is to hold the meeting, again with remote access as was done for this meeting.

Trustee Beattie moved to cancel the April 11 Board workshop/Breakfast with the Board and Trustee Moinuddin seconded the motion. Roll call: Ayes: Trustees Martinez, Moinuddin, Beattie, and Essick, and Supervisor McGuire. Nays: None. Motion carried by unanimous vote and the Clerk was asked to post the notice.

Trustee Beattie offered her congratulations to Director Kuttnerberg for the phenomenal job he is doing. Mr. McGuire noted that he has exerted much executive authority around the Board over the past weeks making sure Emergency Services is well supplied with provisions. In addition, he authorized the purchase of emergency warning lights bars for Emergency Service vehicles, should we need them. He suggested the Board take a deep look into funding the department in the next budget cycle to assess the future needs in light of experiences with this pandemic.

- XII. Adjournment: There being no further business to come before this Board, a motion to adjourn at 8:24 p.m. was made by Trustee Beattie and seconded by Trustee Moinuddin followed by a roll call vote. Ayes: Trustees Beattie, Moinuddin, Essick and Martinez, and Supervisor McGuire. Motion carried and the meeting was adjourned.

Respectfully submitted,



Katy Dolan Baumer

Clerk

Copy: Supervisor, Administrator, Attorney, (4) Trustees, and Assessor, Senior and Welfare Services, Y&F Services, Community & Veterans Affairs