

- 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 operations,” including, but not limited to, “essential government functions.” 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: (a) requiring in-person attendance at meetings by members of a public body; and (b) limiting when remote participation is permitted. Thereafter, on April 1, 2020, in light of the circumstances surrounding the ongoing outbreak of COVID-19, Governor Pritzker issued Executive Order 2020-18, *inter alia*, continuing and extending Executive Order 2020-07 and Executive Order 2020-10 through, at least, April 30, 2020. In furtherance of Executive Order 2020-10, and pursuant to Executive Order 2020-07, the Supervisor and other members of the Township Board are lawfully attending this April 7, 2020, Township Board Meeting by means other than physical presence. Such participation by “other means” will be by videoconference, in accordance with the Hanover Township Electronic Attendance Rules and Procedures for Board Meetings. I ask that the Township Clerk make note of this attendance in the official Minutes of this Meeting..

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

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*, Assistant Administrator Kristin Vana, 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. Reports
- A. Supervisor’s Report: Supervisor McGuire reported that he has continued to participate in ongoing Corona virus response management meetings. He is also monitoring the county and state health website to insure we are on top of the issues. He participated in a weekly Sunday conference call with Elgin officials, state and local officials to discuss emergency response issue.
- B. Clerk’s Report: The Clerk reported by the Governor’s Executive Order 2020-22, the

Annual town Meeting for 2020 is suspended through the duration of the Gubernatorial Disaster Proclamation. Although the meeting has already been posted, she will post the cancellation. The meeting will be rescheduled.

- C. Assessor's Report: Assessor Smogolski reported that his staff is doing well and participating in the township-wide telephone campaign to seniors and others affected by the stay at home directive.
- D. Trustee Liaison Reports: Committee meeting have been postponed until further notice.
- E. Department Reports: Copies of the department reports were submitted to the Board for review; highlights included Director Houdek reporting that staff is making home delivered meals deliveries, working at the food pantry, and answering phones. Therapists and tutors have been doing web-based sessions and well-being checks. Since March 20 they have assisted with the delivery of 408 home delivered meals, and 283 hours at Astor Center. Therapists have put in 61 hours for over 100 well-being checks. Stress at home seems to be the number one issue, followed by financial situations, guilt, etc. Therapists are keen to be on the alert for domestic violence and alcohol abuse. They have reached out to the police and their school contacts to remind them of Township services. One of the challenges is to remain HIPPA compliant during virtual therapy. She also noted that the health of the therapists is also a concern. The Alternative to Suspension program staff has been reaching out to see if the participants are well. Celebration of Leadership has been postponed.

Director Kuttentberg read an email from resident Matt Dobson thanking the Township for all it has done in this crisis. The Director and his staff are using social media to stay in touch with Township residents and the response from residents and businesses has been favorable. Responses and comments have also been coming in from Representative Kishnamoorthi, Commissioner Morrison and Senator Castro. Twelve Vets were served last week. The Illinois General Assembly is still adjourned; the Senate is scheduled to meet on April 21. The top issue is the budget and a work group has been convened to address it. Last week, he met with the Township Communicators of Illinois group to discuss best practices and traded stories and idea. By far, Hanover Township is offer the most, and the most uninterrupted services. He shared a story that townships are the only governments working at this time, due to the vital nature of our services at times like these.

Director Colagrossi reported that there were 51 Dial-a-Ride trips, 650 home delivered meals, 222 curbside pick-ups of meals, seven lending closet loans, and 720 well-being calls were made. Virtual programming has been held. 18 people have been added to the home delivered meals because through well being checks, staff discovered the residents were afraid to leave their homes. Manager Teachout reported that the day-to-day operations of most agencies are ongoing. Quarterly payments to the agencies have been made on time. Agencies are reporting low numbers, but she has assured them that they will not be penalized. Almost all are operating under emergency guidelines. TIDE gave 144 rides since March 20. The April 28 Mental Health Board meeting may cancel. She has made 33 seniors under her watch for well being phone calls. The food pantry is helping keep those seniors kitchens stocked.

Director Smith reported that the recent blood drive was a success with 27 donors. They are planning another in May with Vitalent, which requires 30-40 pledges before they

confirm. She and her staff have conducted training on personal protective equipment, and have made temperature logs of staff, and conducting health screenings with staff and officials who enter the Center. The department has canceled the Sprint-2-Spring 5k, asking those registered to either get a refund, or donate it to the Hanover Township Foundation; 50% have asked to defer it to next year or donate it. Ariel has been helping with bell-being calls. Online video/virtual classes have been conducted and are available on our website and on Facebook. Pam has been helpful with cancellation of the 5k and the donations, etc. She has also created health education graphics for the media.

Director Imperato reported that the department has received help from all staff. The food pantry has seen an increase of 215 since April 1 and is at 687 clients today. Today saw 80 people using the pantry. They deliver to 76 families. They have had 663 calls for assistance and distributed 120 Easter baskets. The Salvation Army and CEDA have both agreed to telephone applications. NICOR has agreed to offer \$400 assistance to help with energy bills. LIHEAP will continue this year. On April 1, the GA fund amount was increased to \$75 emergency assistance and the time period has been shorted to 12 months; one is pending application now.

The Facilities and Road Maintenance department is running at critical staffing and continue to perform work orders throughout the facilities, as well continuing with the spring brush pick up and pot hole filling. Sanitation of the facilities is done twice daily. Director Hanson reports that staffs, along with other Township staff, are performing daily food deliveries and pick-ups. He is continuing to meeting with the Township Emergency group to insure all protocols are known and met. Currently, supplies of PPEs are good, but viable options are still being researched. Once a Township facility area has been deep cleaned, it is closed so that it will be taken out of service for the time being.

Administrative Service staff is rotating coverage of the Town Hall, with all participating in well-being calls. The Passport service is closed for the time being. Payroll is being processed and Suzy is monitoring the shift changes. Mackenzie is working on the budget and with other departments. Accounting and IT are only in the office as necessary. Monitors with cameras and headsets have been ordered to facilitate web meetings. The new service installation has been delayed and will be started up in mid-May, reported Assistant Director Vana.

Chief Crews reported that Emergency Services is maintaining a 24-hour coverage of volunteers. 1800 hours have been recorded since the onset of the Virus emergency situation. Beds were received this week for two on the overnight shift. Volunteers have participated in various parades around the town, including the one at Westbrook and one in Elgin. PPEs have been monitored. All volunteers are taking precautions very seriously.

Administrator Barr reported that he appreciates the staff's flexibility and the ability to keep seamless hours and more during this time. He has met twice with other government entities in the area to discuss best practices and availability of Township services. The key has been to have a strong organization and communication on how to best serve our resident. Special recognition to Directors Colagrossi, Imperator, and Crews for keeping our services going and uninterrupted and levels high. He has met with MTA and 25 other officials and has seen that Hanover is the "go to" township, as all departments continue to provide outside services at an amazing level. No major

purchases were made under the proclamation, noted Mr. McGuire.

VII. Bill Paying: Mr. Barr presented the bills for payment from March 24 through April 6, 2020 as follows:

a.	Town	\$26,741.58
b.	Senior Services	21,147.45
c.	General Assistance	10,014.85
d.	Road Maintenance	4,329.65
e.	Mental Health Board	17,529.35
f.	Vehicle	0
g.	Capital	<u>0</u>
	Total	<u>\$79,762.88</u>

A motion was made by Trustee Muinuddin and seconded by Trustee Martinez to approve payment of the bills as presented from March 24, 2020 through April 6, 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. Board Meeting Minutes of March 24, 2020: Clerk Dolan Baumer presented the minutes from the workshop of March 24, 2020 for review and approval. Trustee Beattie moved to approve the Board meeting minutes of March 24, 2020; motion seconded by Trustee Martinez and a roll call followed. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Motion unanimously carried.
- B. Executive Session Minutes of March 24, 2020: Clerk Dolan Baumer asked that the Board table this item to the next meeting. Trustee Martinez moved to table the Executive Session Minutes of March 24, 2020 to the April 21 meeting; motion seconded by Trustee Beattie. Roll call: Ayes: Trustees Essick, Beattie, Martinez, and Moinuddin, and Supervisor McGuire. Motion carried.
- C. Resolution to Approve a Mutual Aid Agreement with the Village of Carpentersville: Trustee Essick moved to approve resolution #040720 approving of a mutual aid agreement with the Village of Carpentersville; motion seconded by Trustee Martinez. Roll call: Ayes: Trustees Martinez, Moinuddin and Essick, and Supervisor McGuire. Abstain: Trustee Beattie. Motion carried.
- E. Consideration of Additional Steps to Ensure the Health, Safety and Welfare of Township Residents regarding the Coronavirus: Supervisor McGuire reported that the current procedures through April 30 would be the delivery model. Events are continuing to be canceled through May, including the Township Foundation gala.

X. Executive Session: No motion to go into closed session was made.

XI. Other Business: Trustee Essick thanked the staff for all they have done and said he knows what it means to be on the front line, as they are, and can appreciate the work they are doing. He said they are remarkable.

- XII. Adjournment: There being no further business to come before this Board, a motion to adjourn at 8:03 p.m. was made by Trustee Beattie and seconded by Trustee Martinez 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