



240 S. Illinois Route 59, Bartlett, Illinois 60103

Regular Meeting of the Township Board

June 2, 2020

7:00 PM

A G E N D A

- I. Call to Order – Roll Call
- II. Pledge of Allegiance
- III. Town Hall (Public Comments)
- IV. Reports
 - A. Supervisor’s Report
 - B. Clerk’s Report
 - C. Assessor’s Report
 - D. Trustees’ Reports
 - E. Department Reports
- V. Bill Paying
- VI. Unfinished Business
 - A. Consideration of Cleaning Services for Township Facilities
- VII. New Business
 - A. Regular Meeting Minutes of May 19, 2020
 - B. Resolution to Extend the March 17, 2020 Proclamation of a Disaster in Hanover Township
 - C. Resolution to Approve Addendum No. Three to the Building Lease with the Bartlett Volunteer Fire Association
 - D. Approval to Purchase a Replacement Road Maintenance Truck
 - E. Consideration of Additional Precautionary Steps to Ensure the Health, Safety, and Welfare of Township Residents Regarding the Coronavirus
- VIII. Executive Session
- IX. Other Business
- X. Adjournment

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 5/19/2020 - 6/1/2020

	<u>Total</u>
Total Town Fund	31,265.55
Total Senior Services Fund	18,308.72
Total General Assistance Fund	2,653.10
Total Road Maintenance Fund	1,283.15
Total Mental Health Board Fund	970.68
Total IMRF Fund	
Total Social Security Fund	
Total Vehicle Fund	
Total Capital Fund	
 Total All Funds	 <u><u>54,481.20</u></u>

Supervisor

Trustee

Trustee

Town Clerk
Attest

Trustee

Trustee

Hanover Township Board Audit Report

May 19 through June 1, 2020

Type	Date	Num	Name	Memo	Amount
1103 · Aging Services - Revenue					
1103500 · Senior Programs					
Check	05/19/2020	136684	Edward Sundmacher	Program Refund	54.00
Check	05/29/2020	136798	Suzanne Blevins	Program Refund	76.00
Check	05/29/2020	136799	Barbara Van Housen	Program Refund	38.00
Check	05/29/2020	136800	Judy Austgen	Program Refund	206.00
Check	05/29/2020	136801	Katherine Jablonowski	Program Refund	65.00
Total 1103500 · Senior Programs					439.00
1103509 · Lending Closet					
Check	05/29/2020	136796	Ignazio Laudicinia	Lending Closet Refund	40.00
Check	05/29/2020	136797	Clara Bolognini	Lending Closet Refund	25.00
Total 1103509 · Lending Closet					65.00
Total 1103 · Aging Services - Revenue					504.00
1014 · Town Fund - Expenditures					
101CAP · Capital Expenditures					
1014430 · Computer Equipment & Software					
Check	05/19/2020	136681	ProxIT Technology Solutions	Inv# 20980 Backup Cloud Services - April	1,229.23
Check	05/19/2020	136681	ProxIT Technology Solutions	Inv# 21058 Monitors (8)	1,656.00
Check	05/29/2020	136812	ProxIT Technology Solutions	Inv# 21225 Backup Cloud Services - May	1,331.23
Total 1014430 · Computer Equipment & Software					4,216.46
Total 101CAP · Capital Expenditures					4,216.46
101CHN · Community Health					
1014453 · Printing					
Check	05/29/2020	136803	Braden Interact Business Products (SS)	Inv# 636865 Copy Charges	2.82
Total 1014453 · Printing					2.82
1014459 · Professional Services					
Check	05/29/2020	136795	Alexian Brothers Health System	Inv# 1435841 Health Lab Services	162.92
Total 1014459 · Professional Services					162.92
Total 101CHN · Community Health					165.74
101CVA · Community & Veteran Affairs					
101CMA · Community Relations					
1014617 · Equipment & Furniture					
Check	05/29/2020	136811	Leaf (618-009)	Inv# 10648610 Kyocera Copier Lease	97.44
Total 1014617 · Equipment & Furniture					97.44
Total 101CMA · Community Relations					97.44

Hanover Township Board Audit Report

May 19 through June 1, 2020

Type	Date	Num	Name	Memo	Amount
Total 101CVA · Community & Veteran Affairs					97.44
101ES · ES - Expenditures					
1014812 · Volunteer Appreciation					
Check	05/19/2020	136678	Mark Your Space, Inc.	Inv# 5658 Yard Signs (30)	450.00
Total 1014812 · Volunteer Appreciation					450.00
1014813 · Vehicle Fuel & Maintenance					
Check	05/19/2020	136669	Friendly Ford, Inc	Inv# C58886 Oil Change	52.90
Total 1014813 · Vehicle Fuel & Maintenance					52.90
Total 101ES · ES - Expenditures					502.90
101ISE · Insurance & Employee Benefits					
1014507 · Flex Plan & 457 Plan					
Check	05/29/2020	136806	CUNA Mutual Retirement Solutions	Bill# 770520132183102 Plan Administration	462.50
Total 1014507 · Flex Plan & 457 Plan					462.50
Total 101ISE · Insurance & Employee Benefits					462.50
101MAIN · Facilities Maintenance					
1014205 · Janitorial Supplies					
Check	05/19/2020	136661	Bade Supply	Inv# 35987 Hand Sanitizer	202.80
Check	05/19/2020	136661	Bade Supply	Inv# 36167 Can Liners/Towels/Glass Cleaner/Toilet Tissue/Soaps	1,085.14
Total 1014205 · Janitorial Supplies					1,287.94
1014208 · Housekeeping Contract					
Check	05/19/2020	136675	Imperial Service Systems, Inc	Inv# 133358 Cleaning Services - Town Hall May 2020	1,069.00
Check	05/19/2020	136675	Imperial Service Systems, Inc	Inv# 133391 Cleaning Services - Senior Center May 2020	1,666.00
Total 1014208 · Housekeeping Contract					2,735.00
1014209 · Building Contracts					
Check	05/19/2020	136670	Fox Valley Fire & Safety	Inv# 349901 Security Monitoring Astor Ave May 2020	372.00
Check	05/19/2020	136677	Johnson Controls Security Solutions	Inv# 34273855 Quarterly Security Monitoring - Senior	255.00
Total 1014209 · Building Contracts					627.00
1014210 · Building Maintenance - Town					
Check	05/19/2020	136685	The Home Depot	Inv# 7043215 Tools/Toolbox/Thermometer/Tape Measure	101.84
Check	05/19/2020	136685	The Home Depot	Inv# 7841622 Wire Cutter - Dept Split	15.16
Check	05/19/2020	136685	The Home Depot	Inv# 7600426 Drill Bit - Dept Split	16.97
Check	05/19/2020	136685	The Home Depot	Inv# 6113103 Plier Set - Dept Split	26.20
Check	05/19/2020	136685	The Home Depot	Inv# 6482657 Drive Socket - Dept Split	28.41
Check	05/19/2020	136685	The Home Depot	Inv# 6483010 Tool Kit - Dept Split	24.68
Check	05/19/2020	136685	The Home Depot	Inv# 5795264 Ball Hex - Dept Split	15.46
Check	05/19/2020	136685	The Home Depot	Inv# 4031515 Screws	9.97

Hanover Township Board Audit Report

May 19 through June 1, 2020

Type	Date	Num	Name	Memo	Amount
Total 1014210 · Building Maintenance - Town					238.69
1014211 · Building Maintenance - Senior					
Check	05/19/2020	136685	The Home Depot	Inv# 7043215 Tools/Toolbox/Thermometer/Tape Measure	101.84
Check	05/19/2020	136685	The Home Depot	Inv# 7841622 Wire Cutter - Dept Split	15.16
Check	05/19/2020	136685	The Home Depot	Inv# 7600426 Drill Bit - Dept Split	16.97
Check	05/19/2020	136685	The Home Depot	Inv# 6113103 Plier Set - Dept Split	26.20
Check	05/19/2020	136685	The Home Depot	Inv# 6482657 Drive Socket - Dept Split	28.41
Check	05/19/2020	136685	The Home Depot	Inv# 6483010 Tool Kit - Dept Split	24.68
Check	05/19/2020	136685	The Home Depot	Inv# 5795264 Ball Hex - Dept Split	15.46
Total 1014211 · Building Maintenance - Senior					228.72
1014212 · Building Maintenance - Astor					
Check	05/19/2020	136685	The Home Depot	Inv# 7043215 Tools/Toolbox/Thermometer/Tape Measure	101.84
Total 1014212 · Building Maintenance - Astor					101.84
1014213 · Equipment Maintenance - Town					
Check	05/19/2020	136685	The Home Depot	Inv# 4030962 Carpet Cleaner	40.41
Total 1014213 · Equipment Maintenance - Town					40.41
1014222 · Trash Removal - Town					
Check	05/19/2020	136673	Groot, Inc.	Acct# 3107-68246 Inv# 5466507 Monthly Charges April/May 2020	529.46
Total 1014222 · Trash Removal - Town					529.46
1014223 · Trash Removal - Senior					
Check	05/19/2020	136673	Groot, Inc.	Acct# 3107-61390 Inv# 5466343 Monthly Charges April/May 2020	678.76
Total 1014223 · Trash Removal - Senior					678.76
1014224 · Trash Removal - Astor					
Check	05/19/2020	136673	Groot, Inc.	Acct# 3107-69323 Inv# 5466508 Monthly Charges April/May 2020	1,321.56
Total 1014224 · Trash Removal - Astor					1,321.56
1014225 · Grounds/Reserve Maintenance					
Check	05/19/2020	136683	SiteOne Landscape Supply, LLC	Inv# 99400916-001 Herbaside for Weed Control	203.09
Total 1014225 · Grounds/Reserve Maintenance					203.09
1014228 · Building Maintenance - Izaak					
Check	05/19/2020	136685	The Home Depot	Inv# 7043215 Tools/Toolbox/Thermometer/Tape Measure	101.84
Total 1014228 · Building Maintenance - Izaak					101.84
1014230 · Trash Removal - Izaak					
Check	05/19/2020	136673	Groot, Inc.	Acct# 3107-54379 Inv# 5467244 Monthly Charges April/May 2020	250.50

Hanover Township Board Audit Report

May 19 through June 1, 2020

Type	Date	Num	Name	Memo	Amount
Total 1014230 · Trash Removal - Izaac					250.50
1014292 · Dental, Vision & Life Insurance					
Check	05/19/2020	136704	NCPERS	Billing# 5785062020 Monthly Premium	16.00
Total 1014292 · Dental, Vision & Life Insurance					16.00
Total 101MAIN · Facilities Maintenance					8,360.81
101PAN · Pantry					
1014161 · Utilities					
Check	05/19/2020	136667	Com Ed 016 (Astor)	Acct# 8584152016 Monthly Charges 4/3-5/4	551.04
Total 1014161 · Utilities					551.04
Total 101PAN · Pantry					551.04
101THE · Town Hall Expense					
1014403 · Utilities - Town					
Check	05/19/2020	136665	Com Ed 006 (Town)	Acct 7826009006 Monthly Charges 4/2-5/1	435.53
Total 1014403 · Utilities - Town					435.53
1014416 · Equipment Rental - Town					
Check	05/29/2020	136811	Leaf (618-009)	Inv# 10648610 Kyocera Copier Lease - Main	306.01
Check	05/29/2020	136811	Leaf (618-009)	Inv# 10648610 Kyocera Copier Lease - Passports	23.10
Total 1014416 · Equipment Rental - Town					329.11
Total 101THE · Town Hall Expense					764.64
101TOE · Town Office Expense					
1014404 · Office Supplies					
Check	05/29/2020	136814	Staples	Inv# 3438950779 Paper Clips/Pop Up Notes/Stapler	93.22
Total 1014404 · Office Supplies					93.22
1014406 · Printing					
Check	05/19/2020	136662	Braden Interact Business Products (Town)	Inv# 637590 Copy Charges	51.07
Check	05/19/2020	136682	Safeguard Business Systems	Inv# 34064913 AP/Payroll Checks (2,000)	416.35
Total 1014406 · Printing					467.42
1014560 · Emergency Contingency Fund					
Check	05/19/2020	136685	The Home Depot	Inv# 1036606 ES Station Conversion	49.02
Check	05/19/2020	136703	McKesson Medical Surgical	Inv# 1242029 Covid 19 Supplies/PPE/Gloves	56.20
Check	05/19/2020	136703	McKesson Medical Surgical	Inv# 1648383 Covid 19 Supplies/PPE/Gloves	141.35
Check	05/29/2020	136816	Dalmatian Fire Equipment, Inc	Inv# 404671 Self Contained Breathing Apparatus (8)	14,918.00
Total 1014560 · Emergency Contingency Fund					15,164.57

**Hanover Township
Board Audit Report**
May 19 through June 1, 2020

Type	Date	Num	Name	Memo	Amount
Total 101TOE · Town Office Expense					15,725.21
104ASR · Assessor's Division					
1044405 · Office Supplies					
Check	05/19/2020	136676	Image Systems & Business Solutions	Inv# 313947 Copy Charges	33.94
Total 1044405 · Office Supplies					33.94
1044492 · Dental, Vision & Life Insurance					
Check	05/19/2020	136704	NCPERS	Billing# 5785062020 Monthly Premium	16.00
Total 1044492 · Dental, Vision & Life Insurance					16.00
Total 104ASR · Assessor's Division					49.94
109YFS · Youth & Family Services					
109ADM · Administration & Clinical					
1094614 · Printing					
Check	05/29/2020	136815	TTSG Leasing	Inv# 49948 Copier Charges	19.71
Total 1094614 · Printing					19.71
1094617 · Equipment Maintenance					
Check	05/29/2020	136807	De Lage Landen Financial Services	Inv# 67855581 Copier Lease (2 Months)	349.16
Total 1094617 · Equipment Maintenance					349.16
Total 109ADM · Administration & Clinical					368.87
Total 109YFS · Youth & Family Services					368.87
Total 1014 · Town Fund - Expenditures					31,265.55
1104 · Aging Services - Expenditures					
1104ADM · Administration					
1104524 · Utilities					
Check	05/19/2020	136666	Com Ed 009 (Snr)	Acct# 7826010009 Monthly Charges 4/2-5/1	2,345.63
Check	05/19/2020	136686	Village of Bartlett	Acct# 51470 Inv# 700785 Water/Sewer	282.02
Total 1104524 · Utilities					2,627.65
1104527 · Equipment					
Check	05/19/2020	136687	Wells Fargo	Inv# 5010337039 Copier Payment	289.85
Total 1104527 · Equipment					289.85
1104528 · Office Supplies					
Check	05/29/2020	136802	Accurate Office Supply Co	Inv# 513996 Copy Paper/Labels/Tape	507.44
Total 1104528 · Office Supplies					507.44
1104533 · Printing					

Hanover Township Board Audit Report

May 19 through June 1, 2020

Type	Date	Num	Name	Memo	Amount
Check	05/29/2020	136803	Braden Interact Business Products (SS)	Inv# 636865 Copy Charges	8.07
Total 1104533 · Printing					8.07
Total 1104ADM · Administration					3,433.01
1104NUT · Nutrition					
1105551 · Congregate Food					
Check	05/19/2020	136671	Get Fresh Produce, Inc	Inv# 3483322 Congregate Food	98.73
Check	05/19/2020	136671	Get Fresh Produce, Inc	Inv# 3498655 Congregate Food	40.50
Check	05/19/2020	136671	Get Fresh Produce, Inc	Inv# 3501035 Congregate Food	9.25
Check	05/19/2020	136671	Get Fresh Produce, Inc	Inv# 3503990 Congregate Food	24.00
Check	05/19/2020	136671	Get Fresh Produce, Inc	Inv# 3503725 Congregate Food	28.78
Check	05/19/2020	136671	Get Fresh Produce, Inc	Inv# 3506716 Congregate Food	20.00
Check	05/19/2020	136671	Get Fresh Produce, Inc	Inv# 3506843 Congregate Food	20.00
Check	05/19/2020	136671	Get Fresh Produce, Inc	Inv# 3512451 Congregate Food	64.50
Check	05/19/2020	136671	Get Fresh Produce, Inc	Inv# 3512826 Congregate Food	61.08
Check	05/19/2020	136671	Get Fresh Produce, Inc	Inv# 3513683 Congregate Food	19.35
Check	05/19/2020	136671	Get Fresh Produce, Inc	Inv# 3514507 Congregate Food	142.60
Check	05/19/2020	136671	Get Fresh Produce, Inc	Inv# 3516144 Congregate Food	39.73
Check	05/19/2020	136671	Get Fresh Produce, Inc	Inv# 3516457 Congregate Food	106.65
Check	05/19/2020	136671	Get Fresh Produce, Inc	Inv# 3517075 Congregate Food	16.20
Check	05/19/2020	136671	Get Fresh Produce, Inc	Inv# 3516459 Congregate Food	196.30
Check	05/19/2020	136671	Get Fresh Produce, Inc	Inv# 3518740 Congregate Food	247.34
Check	05/19/2020	136671	Get Fresh Produce, Inc	Credit Inv# 3478636 Congregate Food	-3.43
Check	05/19/2020	136671	Get Fresh Produce, Inc	Credit# 437637 Congregate Food	-25.95
Check	05/19/2020	136672	Gordon Food Service	Inv# 202176800 Congregate Food	594.50
Check	05/19/2020	136672	Gordon Food Service	Inv# 202234873 Congregate Food	844.78
Check	05/19/2020	136672	Gordon Food Service	Inv# 202314803 Congregate Food	343.76
Check	05/19/2020	136672	Gordon Food Service	Credit# 14210594 Congregate Food	-29.58
Check	05/19/2020	136674	Highland Baking Company	Inv# 2278214 Congregate Food	26.00
Check	05/19/2020	136674	Highland Baking Company	Inv# 2287277 Congregate Food	23.98
Check	05/19/2020	136674	Highland Baking Company	Inv# 2288435 Congregate Food	67.78
Check	05/19/2020	136674	Highland Baking Company	Inv# 2288932 Congregate Food	12.36
Check	05/19/2020	136674	Highland Baking Company	Inv# 2288933 Congregate Food	29.01
Check	05/19/2020	136674	Highland Baking Company	Inv# 2289215 Congregate Food	28.24
Check	05/19/2020	136674	Highland Baking Company	Inv# 2289216 Congregate Food	14.12
Check	05/19/2020	136674	Highland Baking Company	Inv# 2290807 Congregate Food	40.14
Check	05/19/2020	136674	Highland Baking Company	Inv# 2291214 Congregate Food	57.92
Check	05/19/2020	136674	Highland Baking Company	Credit# 2282996 Congregate Food	-32.80
Check	05/19/2020	136674	Highland Baking Company	Credit# 2194792-CM Congregate Food	-18.38
Check	05/29/2020	136808	Get Fresh Produce, Inc	Inv# 3519771 Congregate Food	38.95
Check	05/29/2020	136808	Get Fresh Produce, Inc	Inv# 3519573 Congregate Food	153.03
Check	05/29/2020	136808	Get Fresh Produce, Inc	Inv# 3520281 Congregate Food	31.95
Check	05/29/2020	136808	Get Fresh Produce, Inc	Inv# 3519383 Congregate Food	26.50
Check	05/29/2020	136808	Get Fresh Produce, Inc	Inv# 3521723 Congregate Food	193.61
Check	05/29/2020	136808	Get Fresh Produce, Inc	Inv# 3522080 Congregate Food	41.03
Check	05/29/2020	136809	Gordon Food Service	Inv# 202459412 Congregate Food	660.45
Check	05/29/2020	136809	Gordon Food Service	Inv# 202515537 Congregate Food	404.40

Hanover Township Board Audit Report

May 19 through June 1, 2020

Type	Date	Num	Name	Memo	Amount
Check	05/29/2020	136810	Highland Baking Company	Inv# 2292404 Congregate Food	22.93
Check	05/29/2020	136810	Highland Baking Company	Inv# 2292841 Congregate Food	22.09
Total 1105551 · Congregate Food					4,702.40
1105553 · Congregate Supplies					
Check	05/19/2020	136671	Get Fresh Produce, Inc	Inv# 3483322 Congregate Supplies	51.38
Check	05/19/2020	136671	Get Fresh Produce, Inc	Inv# 3512826 Congregate Supplies	64.85
Check	05/19/2020	136671	Get Fresh Produce, Inc	Inv# 3516457 Congregate Supplies	27.20
Check	05/19/2020	136671	Get Fresh Produce, Inc	Inv# 3516459 Congregate Supplies	20.20
Check	05/19/2020	136671	Get Fresh Produce, Inc	Inv# 3518740 Congregate Supplies	20.20
Check	05/19/2020	136680	Perri {1}, Marilyn	Supplies for Cafe	53.96
Check	05/29/2020	136808	Get Fresh Produce, Inc	Inv# 3521723 Congregate Supplies	91.63
Check	05/29/2020	136809	Gordon Food Service	Inv# 202459412 Congregate Supplies	142.08
Check	05/29/2020	136809	Gordon Food Service	Inv# 202515537 Congregate Supplies	76.43
Total 1105553 · Congregate Supplies					547.93
1105558 · Home Delivered Meals Food					
Check	05/19/2020	136671	Get Fresh Produce, Inc	Inv# 3483322 HDM Food	98.72
Check	05/19/2020	136671	Get Fresh Produce, Inc	Inv# 3498655 HDM Food	40.50
Check	05/19/2020	136671	Get Fresh Produce, Inc	Inv# 3501035 HDM Food	9.25
Check	05/19/2020	136671	Get Fresh Produce, Inc	Inv# 3503990 HDM Food	24.00
Check	05/19/2020	136671	Get Fresh Produce, Inc	Inv# 3503725 HDM Food	28.77
Check	05/19/2020	136671	Get Fresh Produce, Inc	Inv# 3506716 HDM Food	20.00
Check	05/19/2020	136671	Get Fresh Produce, Inc	Inv# 3506843 HDM Food	20.00
Check	05/19/2020	136671	Get Fresh Produce, Inc	Inv# 3512451 HDM Food	64.50
Check	05/19/2020	136671	Get Fresh Produce, Inc	Inv# 3512826 HDM Food	61.07
Check	05/19/2020	136671	Get Fresh Produce, Inc	Inv# 3513683 HDM Food	19.35
Check	05/19/2020	136671	Get Fresh Produce, Inc	Inv# 3514507 HDM Food	142.60
Check	05/19/2020	136671	Get Fresh Produce, Inc	Inv# 3516144 HDM Food	39.72
Check	05/19/2020	136671	Get Fresh Produce, Inc	Inv# 3516457 HDM Food	106.65
Check	05/19/2020	136671	Get Fresh Produce, Inc	Inv# 3517075 HDM Food	16.20
Check	05/19/2020	136671	Get Fresh Produce, Inc	Inv# 3516459 HDM Food	196.30
Check	05/19/2020	136671	Get Fresh Produce, Inc	Inv# 3518740 HDM Food	247.33
Check	05/19/2020	136671	Get Fresh Produce, Inc	Credit Inv# 3478636 HDM Food	-3.42
Check	05/19/2020	136671	Get Fresh Produce, Inc	Credit# 437637 HDM Food	-25.95
Check	05/19/2020	136672	Gordon Food Service	Inv# 202176800 HDM Food	594.50
Check	05/19/2020	136672	Gordon Food Service	Inv# 202234873 HDM Food	844.77
Check	05/19/2020	136672	Gordon Food Service	Inv# 202314803 HDM Food	343.76
Check	05/19/2020	136672	Gordon Food Service	Credit# 14210594 HDM Food	-29.57
Check	05/19/2020	136674	Highland Baking Company	Inv# 2278214 HDM Food	26.00
Check	05/19/2020	136674	Highland Baking Company	Inv# 2287277 HDM Food	23.98
Check	05/19/2020	136674	Highland Baking Company	Inv# 2288435 HDM Food	67.77
Check	05/19/2020	136674	Highland Baking Company	Inv# 2288932 HDM Food	12.35
Check	05/19/2020	136674	Highland Baking Company	Inv# 2288933 HDM Food	29.02
Check	05/19/2020	136674	Highland Baking Company	Inv# 2289215 HDM Food	28.24
Check	05/19/2020	136674	Highland Baking Company	Inv# 2289216 HDM Food	14.12
Check	05/19/2020	136674	Highland Baking Company	Inv# 2290807 HDM Food	40.14

Hanover Township Board Audit Report

May 19 through June 1, 2020

Type	Date	Num	Name	Memo	Amount
Check	05/19/2020	136674	Highland Baking Company	Inv# 2291214 HDM Food	57.92
Check	05/19/2020	136674	Highland Baking Company	Credit# 2282996 HDM Food	-32.80
Check	05/19/2020	136674	Highland Baking Company	Credit# 2194792-CM HDM Food	-18.38
Check	05/19/2020	136679	Pur Foods LLC dba Mom's Meals	Inv# MM04302020 Special Dietary Meals (280)	1,882.16
Check	05/29/2020	136808	Get Fresh Produce, Inc	Inv# 3519771 HDM Food	38.95
Check	05/29/2020	136808	Get Fresh Produce, Inc	Inv# 3519573 HDM Food	153.02
Check	05/29/2020	136808	Get Fresh Produce, Inc	Inv# 3520281 HDM Food	31.95
Check	05/29/2020	136808	Get Fresh Produce, Inc	inv# 3519383 HDM Food	26.50
Check	05/29/2020	136808	Get Fresh Produce, Inc	Inv# 3521723 HDM Food	193.61
Check	05/29/2020	136808	Get Fresh Produce, Inc	Inv# 3522080 HDM Food	41.02
Check	05/29/2020	136809	Gordon Food Service	Inv# 202459412 HDM Food	660.44
Check	05/29/2020	136809	Gordon Food Service	Inv# 202515537 HDM Food	404.40
Check	05/29/2020	136810	Highland Baking Company	Inv# 2292404 HDM Food	22.93
Check	05/29/2020	136810	Highland Baking Company	Inv# 2292841 HDM Food	22.09
Total 1105558 · Home Delivered Meals Food					6,584.48
1105560 · Home Delivered Meals Supplies					
Check	05/19/2020	136671	Get Fresh Produce, Inc	Inv# 3483322 HDm Supplies	51.37
Check	05/19/2020	136671	Get Fresh Produce, Inc	Inv# 3512826 HDM Supplies	64.85
Check	05/19/2020	136671	Get Fresh Produce, Inc	Inv# 3516457 HDM Supplies	27.20
Check	05/19/2020	136671	Get Fresh Produce, Inc	Inv# 3516459 HDM Supplies	20.20
Check	05/19/2020	136671	Get Fresh Produce, Inc	Inv# 3518740 HDM Supplies	20.20
Check	05/29/2020	136808	Get Fresh Produce, Inc	Inv# 3521723 HDM Supplies	91.62
Check	05/29/2020	136809	Gordon Food Service	Inv# 202459412 HDM Supplies	142.07
Check	05/29/2020	136809	Gordon Food Service	Inv# 202515537 HDM Supplies	76.34
Total 1105560 · Home Delivered Meals Supplies					493.85
Total 1104NUT · Nutrition					12,328.66
1104PRO · Enrichment Programs					
1104515 · Programming					
Check	05/19/2020	136668	Dance Alternatives, Inc.	Inv# HP04290506 Line Dance Classes 4/29 & 5/6	110.00
Total 1104515 · Programming					110.00
1104520 · Volunteer Services					
Check	05/19/2020	136688	Crane, Christopher J	Mileage Reimbursement Recognition Signs Delivery	12.88
Check	05/19/2020	136689	Christopher, Cindy L	Home Delivered Meals Mileage April 2020	135.72
Check	05/19/2020	136690	Domingo, Frances	Home Delivered Meals Mileage April 2020	93.96
Check	05/19/2020	136691	Gomez, Diana	Home Delivered Meals Mileage April 2020	52.20
Check	05/19/2020	136692	Gonzalez, Nora C	Home Delivered Meals Mileage April 2020	52.20
Check	05/19/2020	136693	Herrera, Marina	Home Delivered Meals Mileage April 2020	83.52
Check	05/19/2020	136694	Kay, Linda	Home Delivered Meals Mileage April 2020	83.52
Check	05/19/2020	136695	Konzal, Tessa	Home Delivered Meals Mileage April 2020	31.32
Check	05/19/2020	136696	Lopez-Iftikhar, Maria	Home Delivered Meals Mileage April 2020	20.88
Check	05/19/2020	136697	Miguel, Michael	Home Delivered Meals Mileage April 2020	93.96
Check	05/19/2020	136698	Murillo Corona, Devora	Home Delivered Meals Mileage April 2020	114.84
Check	05/19/2020	136699	Robles, Thalia	Home Delivered Meals Mileage April 2020	62.64

Hanover Township Board Audit Report

May 19 through June 1, 2020

Type	Date	Num	Name	Memo	Amount
Check	05/19/2020	136700	Trujillo, Gisel	Home Delivered Meals Mileage April 2020	125.28
Check	05/19/2020	136701	Zak, Robert	Home Delivered Meals Mileage April 2020	93.96
Check	05/19/2020	136702	Zbrzezny, Jamie A	Home Delivered Meals Mileage April 2020	115.88
Total 1104520 · Volunteer Services					1,172.76
Total 1104PRO · Enrichment Programs					1,282.76
1104TRN · Transportation					
1104518 · Vehicle Maintenance					
Check	05/29/2020	136804	Complete Fleet Services Inc.	Inv# 25755 Wheel Simulators/Oil Change/Chair Lift Repair	694.62
Check	05/29/2020	136813	Suburban Tire Auto Care Centers	Inv# 0507213 Headlight Bulbs	65.67
Total 1104518 · Vehicle Maintenance					760.29
Total 1104TRN · Transportation					760.29
Total 1104 · Aging Services - Expenditures					17,804.72
2024 · Human Services - Expenditures					
2024ADM · Administration					
2024202 · Office Supplies					
Check	05/29/2020	136814	Staples	Inv# 3445754414 Plastic Shopping Bags (Reimbursed by Foundation)	113.52
Check	05/29/2020	136814	Staples	Inv# 3443653349 Copy Paper	87.98
Check	05/29/2020	136814	Staples	Inv# 3432534834 Food pantry Bags (Reimbursed by Foundation)	81.84
Total 2024202 · Office Supplies					283.34
2024204 · Equipment					
Check	05/29/2020	136811	Leaf (618-009)	Inv# 10648610 Kyocera Copier Lease	106.23
Total 2024204 · Equipment					106.23
2024511 · Phone and Internet					
Check	05/29/2020	136805	Comcast (898 WS)	Acct 8771100850097898 Monthly Cable/Internet Charges 5/25-6/24	176.96
Total 2024511 · Phone and Internet					176.96
Total 2024ADM · Administration					566.53
2024HOM · Home Relief					
2024103 · Utilities					
Check	05/29/2020	5484	Com Ed	Utilities Assistance	86.57
Total 2024103 · Utilities					86.57
2024119 · Emergency Assistance					
Check	05/29/2020	5485	Cenlar Mortgage	Emergency Assistance	2,000.00
Total 2024119 · Emergency Assistance					2,000.00

Hanover Township Board Audit Report

May 19 through June 1, 2020

Type	Date	Num	Name	Memo	Amount
Total 2024HOM · Home Relief					2,086.57
Total 2024 · Human Services - Expenditures					2,653.10
3034 · Road Maintenance - Expenditures					
3034ADM · Administration					
3034711 · Utilities					
Check	05/19/2020	136664	Com Ed 8009 (R&B)	Acct# 7826008009 Monthly Charges 4/2-5/1	112.66
Total 3034711 · Utilities					112.66
Total 3034ADM · Administration					112.66
3034ROD · Road Maintenance					
3034602 · Operating Supplies & Materials					
Check	05/19/2020	136683	SiteOne Landscape Supply, LLC	Inv# 99400916-001 Herbaside for Weed Control	203.09
Check	05/19/2020	136685	The Home Depot	Inv# 1613822 Husky Contractor Bags (100)	51.94
Check	05/19/2020	136685	The Home Depot	Inv# 7614067 Drill/Tool Set/Hammers/Shovels/Rope	535.67
Check	05/19/2020	136685	The Home Depot	Inv# 6614110 Tool Set/Wrench Set	64.94
Check	05/19/2020	136685	The Home Depot	Inv# 30674 Couplings	16.87
Check	05/19/2020	136685	The Home Depot	Inv# 615059 PVC Pipes	26.52
Check	05/19/2020	136685	The Home Depot	Credit Inv# 6312575	-129.00
Total 3034602 · Operating Supplies & Materials					770.03
3034610 · Street Lighting					
Check	05/19/2020	136663	Com Ed 152	Acct# 0045120152 Monthly Charges 4/9-5/8	400.46
Total 3034610 · Street Lighting					400.46
Total 3034ROD · Road Maintenance					1,170.49
Total 3034 · Road Maintenance - Expenditures					1,283.15
5054 · Mental Health - Expenditures					
5054COM · HT Community Resource Center					
5054210 · Utilities					
Check	05/29/2020	136794	Com Ed 019 (MHB)	Acct# 6992134019 Monthly Charges 4/7-5/6	343.68
Total 5054210 · Utilities					343.68
5054250 · Building Maintenance					
Check	05/19/2020	136677	Johnson Controls Security Solutions	Inv# 34273849 Quarterly Security Monitoring	255.00
Check	05/29/2020	136793	Fox Valley Fire & Safety	Inv# 349900 Security Monitoring	372.00
Total 5054250 · Building Maintenance					627.00
Total 5054COM · HT Community Resource Center					970.68
Total 5054 · Mental Health - Expenditures					970.68

**Hanover Township
Board Audit Report**
May 19 through June 1, 2020

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
TOTAL					<u>54,481.20</u>



Memorandum

Date: May 29, 2020

To: Hanover Township Board

Cc: James Barr, Administrator

From: Caleb Hanson, Director of Facilities and Road Maintenance

Re: Review and possible expansion of Township facilities cleaning processes.

Per direction from the board, I have researched the requested additional option to the adjustments to the Hanover Township facilities cleaning program. This additional option will be labeled as Option 4.

Option 4 includes the retention of all current cleaning contracts, the transition of one full time Maintenance Associate to a Custodial Technician position, and the hiring of one additional full time Custodial Technician staff member. This option would have an annual budget of \$163,000, which includes the original cleaning contracts of \$58,000, the existing salary of \$50,000 of the current Facilities Associate, an additional \$50,000 for the added Custodial Technician position, and \$5,000 for training, cleaning equipment and salary increase due to certifications. Option 4 would increase the total cleaning hours per week to 148 “man hours”. This greatly increases the current cleaning capacity and visibility, as well as places staff members within each of the 5 facilities for a greater length of time throughout each day. A tentative schedule for Option 4 would include 2 full time staff members during normal work hours (1 staff cleaning the Senior Center and Town Hall, and 1 staff cleaning the Izaak Walton Center, Astor Avenue Community Center, and Community Resource Center and other locations), with the current cleaning contractors remaining on their existing “after-hours” cleaning schedule.

For comparison purposes, included below is a breakdown of each option presented to the board:

Option 1:

Retention of current cleaning contracts with supplemental twice daily disinfection by facilities staff.
Total cleaning hours: 68 “after hours” plus additional disinfection throughout operational hours by staff.
Annual budget: \$58,000.

Option 2:

Bringing all cleaning “in house”. Hiring 3 full time custodial staff.
Total cleaning hours: 120 scheduled during both daytime and after-hours work.
Annual budget: \$158,000 including salaries, benefits, equipment, chemicals, and training.

Option 3:

Hybrid of current cleaning contracts and transition of Facilities Associate to Custodial Technician position.

Total cleaning hours: 108 with 40 hours during normal operating hours and 68 hours “after hours”.

Annual budget: \$108,000 including current cleaning contracts and existing staff salary, plus training, and salary increase due to certifications.

Option 4:

Retention of current cleaning contracts, transfer of Facilities Associate to Custodial Engineer and hire 1 full time Custodial Technician.

Total cleaning hours: 148 with 80 hours during normal operating hours and 68 “after hours”.

Annual budget: \$163,000 including current contracts, existing staff salary and benefits, additional staff salary, salary increase due to certifications, equipment, chemicals, and training.

In addition, it should be noted that options 2, 3, and 4 offers the Township Facilities Department the ability control the training and certification of staff, greater visibility of the cleaning and disinfecting of the facilities and allows greater control of the overall quality and efficiency of the cleaning program throughout the township facilities.

Please review the enclosed information and provide input on the direction the Department of Facilities and Road Maintenance will move forward in providing the cleanest, safest facilities for both staff and the residents of Hanover Township. Thank you for your consideration. Please contact me at (630) 483-5678 or chanson@hanover-township.org with any questions or concerns.

- I. Call to Order/Roll Call: Supervisor McGuire called the meeting to order at _____ p.m. He then read the following into the record: On March 9, 2020, in light of the circumstances surrounding the public health emergency caused by the novel coronavirus known as Covid-19, Governor Pritzker issued a Disaster Proclamation for the State of Illinois. He renewed this proclamation on April 30, 2020 and it is still in effect. Shortly afterward, on March 16, 2020, Governor Pritzker issued Executive Order 2020-07, which suspends for the duration of the Gubernatorial Disaster Proclamation, certain provisions of the Illinois Open Meetings Act. Specifically, the Order suspends the in-person attendance by members of a public body and suspends the conditions limiting when remote participation is permitted for attendance at a public meeting. That Executive Order was also renewed by Executive Order 2020-33 signed on April 30, 2020. Therefore, pursuant to Executive Orders 2020-07 and 2020-33, those members of the Township Board attending this May 19, 2020 Board Meeting by means other than physical presence are doing so lawfully. This participation is by videoconference. These same Executive Orders further provide that public bodies are encouraged to provide video, audio and/or telephonic access to meetings to ensure members of the public may monitor the meeting, and to update their websites and social media feeds to keep the public fully apprised of any modifications to the format of meetings due to Covid19. This Board should note that the Township posted information about this meeting on the website and regularly used social media platforms, Facebook, Twitter, Instagram, and LinkedIn. This information shared with the public the way in which they could participate in the meeting, submit comments and monitor the meeting in light of the ongoing public health emergency.

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

Others present either in person or via teleconference were Assessor Tom Smogolski, Aging Services Interim Director Kristen Vana, 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*, 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 or via teleconference at this time, and Mr. McGuire closed the Town Hall.
- IV. Reports
- A. Supervisor's Report: Supervisor McGuire reported that during the last Board meeting he authorized \$2,700 as rent on the Bartlett Fire Barn for one month; going forward, the amount due for rent will be \$2,000 per month. He will be having a town hall meeting with the Supervisors of Schaumburg and Elk Grove, along with County Commissioner Morrison to discuss responses to Covid 19. He had a call from a Hanover Park Trustee who expressed her desire to seek a County CDBG for rental assistance; he share with the Trustee Hanover Township's assistance program and hardship funds and asked that any

funds raised or granted be given to the food pantry so as not to duplicate services. Since the May 5 Board meeting, he has changed the rate for emergency assistance; Director Imperator let him know that it was in the Township's best interest to increase the rate to \$3,000, depending on the family situation. The Board members concurred with this decision. The Supervisor strongly encouraged the Board members to take the sexual harassment training, as the state law directs that employees also take it. He asked that if a member prefers not to take it, and it is not mandatory for elected officials, you let his office know. He asked that the Board concur with the cancellation of the Kite Fest planned for June; the Board concurred and staff will notify the public. Lastly, he reported that the Village of Bartlett is preparing grant paperwork for state shovel-ready projects and has asked the Township to write a letter in support of such a grant. The Board concurred with this idea and staff was directed to prepare a letter over his signature.

- B. Clerk's Report: The Clerk had no report.
- C. Assessor's Report: The Assessor reported that he has completed the sexual harassment training class. He also reported that the County would waive the late penalty on taxes for two months. Our resources will be stretched due to potential late payment. The Supervisor noted that that is why the Township has reserves – for such situations.
- D. Trustee Liaison Committee Reports: There were no reports.
- E. Department Reports: Written reports were prepared for the Board's review; highlights included Director Hudek reporting that Open Gym, with 38 weekly participants, will continue through June. Work is being conducted virtually with all clients contacted weekly, with staff making many referrals to DHA and the food pantry. Summer Tutoring will be an eight-week program. Staff is scheduled to return in June. The ATCOY held meetings to discuss recommendation of virtual/telephone versus in-person contact for the time being, including child/adolescent programming. The COY will hold its food drive May 29 from 1-3 p.m. here at the Township. Staff member Ryan Dickinson had a baby girl.

Director Kuttentberg added that Veterans Specialist Cindy Wollack is having more successes working with the Veterans seeking her assistance. The Township Officials of Cook County is promoting a virtual Township Day in Cook County; Hanover is planning a virtual touch-a-truck event. Arts in Bartlett has been pushed to October. The legislature would be in session this week working on Covid-19 related issues. Huff School will distribute meals this summer, so the Township may not have to offer its summer lunch program. The Army Corps of Engineers has confirmed that the addition CNR track is approved. Supervisor McGuire complimented him on his dogged attention to the residents in this process.

Manager Teachout reported that the all purchase service agreements would be paid in advance rather than at the end of the period to allow for Covid-19 support. A virtual Human Services Agencies meeting would be held on May 27. Training on Early Childhood Trauma will be held for the agencies. The main concern today is discovering ways to provide agencies at the Resource Center a safe way to reopen. The CILA home is still receiving Township food deliveries.

Director Smith reported that Community Health staff has made over 212 well being

calls; residents are looking for health services. They are holding virtual programming. The CCDPH assigned 89 cases of Covid-19 to the department for tracking investigation; all 89 are Township residents.

Acting Director Vana reported that Director Colagrossi's last day was last Friday. Staff has welcomed her, and the transition has gone smoothly. Volunteer appreciation signs throughout the community are well received. Home delivered meals stand at 120 deliveries versus the usual 95. Drivers are returning to work HDM. An aide will start at the reception desk May 29. Two to three virtual programs are being held daily with about 140 participants. The Aging Services Facebook page will be going up this week. The Age Options audit would occur June 11-12.

Director Hanson reported that the IWL paving project is about completed. The area received 7.5 inches of rainfall last week incurring substantial flooding in three areas that have been monitored and addressed by the department (Dale Drive, King Arthur Ct., and the east side of the IWL Reserve). The drainage issue at Chapel Creek subdivision is being addressed with a study of the plats and maps to measure and mark right of way boundaries. The immediate flooding issue has been repaired and the resident complainant has responded that he is satisfied with the Township response.

Director Crews reported that the team had requests for three flood pump-outs last week at resident homes. Four crews are currently working. The department had a call for search and rescue; unfortunately it was not successful, but they would continue the search later this week. Four volunteers joined the force; training days have condensed into eight hours to accommodate emerging situations. June 1 will start 24-hour shift rotations; the number of weekly training would reduce, but there will be a new schedule to accommodate training needs. The Township is being patrolled daily; they have participated in Elgin parades. The Elgin Fire Department continues to work with the Township department virtually. Discussions have transpired between Director Crews and the Carpentersville Fire Department to iron out details of the support arrangement.

Director Imperator reported that \$45,053 has been collected for the Hanover Township Foundation since March. The department is receiving thousands of dollars worth of purchases per week to supplement the food pantry. Volunteers and drivers would be returning June 1; several have opted out due to fears of Covid-19. The department assisted with flood victims impacted by the May rains with a place to stay. An online workshop with Social Workers was held on March 13 for 40 participants. Donations of back to school backpacks are coming in. Volunteers love the appreciation lawn signs. The facility is open on Tuesday evenings and has Saturday hours to train volunteers. Training for summer lunch is ongoing, in the event it will be held at IWL.

Mr. Barr reported that Mrs. Kristen Vana has taken the position of Interim Director for Aging Services. Manager Callahan would take on additional responsibilities in the meantime. The new sever transfer went smoothly. He reiterated that the sexual harassment training that would be available for staff and elected officials later this month.

At this point, the Supervisor formally excused any Director from the balance of the Township Board meeting.

VII. Bill Paying: Mr. Barr presented the bills for payment from May 5, 2020 through May 4, 2020 as

follows:

a.	Town	\$70,033.38
b.	Senior Services	37,368.54
c.	General Assistance	10,408.39
d.	Road Maintenance	2,764.71
e.	Mental Health Board	68,949.10
f.	Vehicle	0.0
g.	Capital	<u>17,886.21</u>
	Total	<u>\$207,410.33</u>

A motion was made by Trustee Martinez and seconded by Trustee ESsick to approve payment of the bills as presented from May 5, 2020 through May 18, 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: During the May 5 Board meeting, the Supervisor reported that he did not intend for the Federal stimulus checks to count as income with regard to emergency assistance; Senator Castro is working the General Assembly to make a state wide declaration of this decision in the omnibus bill that is currently being worked on.

IX. New Business:

- A. Board Meeting Minutes of May 5, 2020: Clerk Dolan Baumer presented the minutes from the Board meeting of May 5, 2020 for review and approval. Trustee Moinuddin moved to approve the Board meeting of May 5, 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. Resolution to Approve a Grant Agreement with the State of Illinois Department of Natural Resources: Trustee Martinez moved to approve resolution #051920 a grant agreement with the State of Illinois Department of Natural Resources; the motion was seconded by Trustee Beattie and a roll call voted followed. Roll call: Ayes: Trustees Beattie, Essick, Martineiz, and Moinuddin, and Supervisor McGuire. Motion unanimously carried.
- C. Appointments to the Hanover Township Mental Health Board: Supervisor McGuire asked for the Board's concurrence in his appointment of Ms Deb Sirchia and Ms Kathy Biesiadecki, to the Mental Health Board. Trustee Essick moved that the Board concur with Mr. McGuire's appointments to the Township Mental Health Board; Trustee Moinuddin seconded the motion. Roll call: Ayes: Trustees Beattie, Martinez, Moinuddin, and Essick, and Supervisor McGuire. Motion carried.
- D. Consideration of Cleaning Services for Township Facilities: Director Hanson read the memo that was sent to all Board members included in the Board packet, regarding the three options he considered for Township cleaning services: to continue with contract services, a hybrid program of daytime Township staff and night-time contract services (for vacuuming, etc.), and a separate division under his department of Township employees as cleaning personnel. Discussion ensued. The Administrator reported that there is money in the budget to expand the F&RM budget to include more staff. Staffing in F&RM would need to be monitored, as there will probably need to be a staff replacement if one moves to the cleaning duties position. The Board asked staff to come

back with yet another proposal that expands on the hybrid idea.

- E. Consideration of Additional Steps to Ensure the Health, Safety and Welfare of Township Residents regarding the Coronavirus: Administrator Barr reported that expanded services are planned for June 1, when all staff should return. Virtual programming will continue through June, dependent on the Governor's order.
- X. Executive Session: No motion to go into Executive Session was made.
- XI. Other Business: Mr. McGuire reported on the conditions of the Hitchcock Design contract regarding the insurance provision. Counselor Airdo explained the situation, with the resolution that it is a moot issue and not having the particular indemnification clause would not adversely affect the Township. The Supervisor asked that the Trustees concur with staff's recommendation to continue the Township's arrangement as it stands with Hitchcock; the Board concurred.
- XII. Adjournment: There being no further business to come before this Board, a motion to adjourn at 8:58 p.m. was made by Trustee Martinez and seconded by Trustee Beattie 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

RESOLUTION _____

**A RESOLUTION
TO EXTEND THE MARCH 17, 2020, PROCLAMATION OF A DISASTER
IN HANOVER TOWNSHIP**

WHEREAS, Section 11 of the Illinois Emergency Management Agency Act (hereinafter, the “Act”), 20 ILCS 3305/11, and Section 19 of the Hanover Township Emergency Services Ordinance (hereinafter, the “Ordinance”), H.T. Ord. EMA-01-27-09-1, as amended by H.T. Ord. 01-14-13-2 and H.T. Ord. 02-20-18-2, authorizes the Township Supervisor of Hanover Township to declare a local disaster; and

WHEREAS, Section 4 of the Act and Section 2 of the Ordinance define a “disaster” as “an occurrence or threat of widespread or severe damage, injury or loss of life or property resulting from any natural or technological cause, including but not limited to...public health emergencies...” 20 ILCS 3305/4; H.T. Ord. EMA-01-27-09-1, § 2; and

WHEREAS, Section 4 of the Act and Section 2 of the Ordinance define a “public health emergency” as “an occurrence or imminent threat of an illness...that: (a) is believed to be caused by...the appearance of a novel...infectious agent...; and (b) poses a high probability of...widespread exposure to an infectious toxic agent that poses a significant risk of substantial future harm to a large number of people in the affected population.” 20 ILCS 3305/4; H.T. Ord. EMA-01-27-09-1, § 2; and

WHEREAS, in late 2019, a new and significant outbreak of Coronavirus Disease 2019 (hereinafter, “COVID-19”), a novel severe acute respiratory illness that can spread among people through respiratory transmissions and present with symptoms similar to those of influenza, emerged in China; and

WHEREAS, certain populations are at higher risk of experiencing more severe illness as a result of COVID-19, including older adults and people who have serious chronic medical conditions such as heart disease, diabetes, or lung disease, and emerging evidence has shown that young people, including infants and toddlers, are also at risk for such complications; and

WHEREAS, on January 30, 2020, the World Health Organization (hereinafter, the “WHO”) declared COVID-19 a Public Health Emergency of International Concern, and, on March 11, 2020, announced that COVID-19 can be characterized as a “pandemic,” as the rates of infection continued to rise in many locations around the world and across the United States; and

WHEREAS, on March 13, 2020, the President of the United States of America declared that, as of March 1, 2020, COVID-19 constituted a “national emergency,” and, on March 9, 2020, the Governor of the State of Illinois determined that the circumstances surrounding COVID-19 constituted a “public health emergency,” and declared that a “disaster” exists within the State of Illinois; and

WHEREAS, on March 20, 2020, due to circumstances surrounding COVID-19, the Governor of the State of Illinois issued Executive Order 2020-10, requiring, *inter alia*, for the duration of the Gubernatorial Disaster Proclamation, individuals currently living in the State of Illinois to stay at home or in their place of residence, except to perform certain essential activities, and certain non-essential businesses and operations to cease in-person operations; and

WHEREAS, on April 30, 2020, the Governor of the State of Illinois determined that the circumstances surrounding COVID-19 continued to constitute an “epidemic” and “public health emergency,” and again declared that a “disaster” exists within the State of Illinois; and

WHEREAS, on May 5, 2020, the Governor of the State of Illinois released “Restore Illinois,” a five-phased plan to gradually reopen the State of Illinois, guided by health metrics and marked by the reopening of distinct business, education, and recreation activities characterizing each phase; and

WHEREAS, on March 17, 2020, the Township Supervisor issued a proclamation of a disaster in Hanover Township (hereinafter, the “Proclamation”), a copy of which is attached hereto as Exhibit “A” and incorporated herein by this reference, pursuant to Section 11 of the Act and Section 19 of the Ordinance, in order to protect the public health and safety and provide emergency assistance to victims of COVID-19; and

WHEREAS, on May 5, 2020, Township Board adopted a resolution to extend the Proclamation through June 2, 2020 (the “Resolution”), a copy of which is attached hereto as Exhibit “B” and incorporated herein by this reference, in order to protect the public health and safety and provide emergency assistance to victims of COVID-19; and

WHEREAS, the WHO has reported _____ confirmed cases of COVID-19 and _____ deaths attributable to COVID-19 globally as of June 2, 2020; and

WHEREAS, the Centers for Disease Control and Prevention (hereinafter, the “CDC”) has reported _____ confirmed cases of COVID-19 and _____ deaths attributable to COVID-19 in the Unites States of America as of June 2, 2020; and

WHEREAS, the Illinois Department of Public Health (hereinafter, the “IDPH”) has reported _____ confirmed cases of COVID-19 and _____ deaths attributable to COVID-19 in Illinois as of June 2, 2020; and

WHEREAS, as of June 2, 2020, the rate of infection among those surveillance tested for COVID-19, the number of COVID-19 patients admitted to the hospital, and the number of COVID-19 patients needing ICU beds is stable or declining within the State of Illinois, and every region of the State of Illinois has met the criteria to proceed into Phase 3 of the Restore Illinois framework; and

WHEREAS, despite efforts to contain COVID-19, the WHO, the CDC, and the IDPH have indicated that COVID-19 is expected to continue to spread and has, in fact, continued to spread, and that continued efforts are required in order to contain COVID-19; and

WHEREAS, pursuant to Section 11 of the Act, Section 19 of the Ordinance, Section 10 of the Proclamation, and Section 11 of the Resolution, the Proclamation may not be continued or renewed beyond the adjournment of the regular meeting of the Township Board on June 2, 2020, except by or with the consent of the Township Board; and

WHEREAS, the Township Board finds that the circumstances surrounding COVID-19 continue to constitute an “epidemic” and a “public health emergency,” as defined by Section 4 of the Act and Section 2 of the Ordinance, and deems it necessary and appropriate to extend the Proclamation through July 7, 2020, in order to protect the public health and safety and provide emergency assistance to victims of COVID-19; and,

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

SECTION ONE: INCORPORATION OF RECITALS. The recitals and attachments referenced therein are hereby incorporated into the body of this Resolution as though fully set forth herein.

SECTION TWO: RATIFICATION AND AUTHORIZATION. The Proclamation and all action taken in furtherance thereof are hereby ratified, and, pursuant to the provisions of Section 11 of Act and Section 19 of the Ordinance, the extension of the Proclamation through July 7, 2020, is hereby authorized.

SECTION THREE: EMERGENCY OPERATIONS PLAN. The Hanover Township Emergency Operations Plan shall remain activated, and the Director of the Hanover Township Emergency Services Department, or his designee, is hereby authorized, subject to the direction and control of the Township Supervisor, to continue to carry out such functions as may be necessary to manage and coordinate Hanover Township’s disaster response and recovery operations.

SECTION FOUR: EMERGENCY PURCHASING. Pursuant to Section 10 of the Act and Section 12 of the Ordinance, the Township Supervisor is hereby authorized to continue to enter into contracts and incur obligations necessary to effectively combat the disaster, to protect the health and safety of persons, protect property, and provide emergency assistance to victims of the disaster, in light of the exigencies of the disaster, and, excepting mandatory constitutional requirements, without regard to the procedures and formalities normally prescribed by law pertaining to the performance of public work, entering into contracts, the incurring of obligations, the employment of temporary workers, the rental of equipment, the purchase of supplies and materials, and the appropriation, expenditure, and disposition of public funds and property.

SECTION FIVE: EMERGENCY STAFFING. The Township Administrator is hereby authorized, subject to the direction and control of the Township Supervisor, to continue to implement such emergency staffing protocols and procedures as may be necessary for the preservation of public health and safety, and for the preservation of the health of Hanover Township employees. Specifically, and without limitation, the Township Administrator shall be authorized to continue to implement alternative staffing protocols, procedures, and shifts for all Hanover Township Departments.

SECTION SIX: COOPERATION. The Hanover Township Office of Community Health and the Hanover Township Emergency Services Department are hereby directed to continue to coordinate with each other with respect to disaster preparation, response, and recovery operations, with the aid and assistance of all other Township Departments, as necessary, and pursuant to the direction of the Township Supervisor, and, where delegated by the Township Supervisor, the Township Administrator. Further, all Hanover Township officials and employees are hereby directed to continue to take all practicable steps to coordinate the resources and emergency operations of Hanover Township with the State of Illinois, the County of Cook, and other local governments in and around Hanover Township, to utilize the resources of all agencies in the area for disaster preparation, response, and recovery operations.

SECTION SEVEN: ADDITIONAL EMERGENCY REGULATIONS. The Township Supervisor is hereby authorized, pursuant to the power vested in him by the Act, the Ordinance, and this Resolution to continue to issue additional emergency regulations and orders in furtherance of the Proclamation. Notice of all such additional emergency regulations and orders shall promptly be filed by the Township Clerk in her office, posted to the Hanover Township website, and otherwise publicized to the general public.

SECTION EIGHT: PUBLICATION AND FILING. Pursuant to Section 11 of the Act and Section 19 of the Ordinance, this Resolution shall promptly be filed by the Township Clerk in her office, posted to the Hanover Township website, and otherwise publicized to the general public.

SECTION NINE: 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 TEN: REPEALER. All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION ELEVEN: EFFECTIVE DATE. This Resolution shall be effective immediately, and shall expire automatically upon the adjournment of the regular meeting of the Township Board on July 7, 2020; provided, however, that the Township Board may

terminate or further extend the Proclamation by a majority vote at any regular, special, or emergency meeting of the Township Board.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: June 2, 2020

APPROVED: June 2, 2020

Brian P. McGuire, Township Supervisor

ATTEST:

Katy Dolan Baumer, Township Clerk

C E R T I F I C A T I O N

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 June 2, 2020, and approved on June 2, 2020, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk

EXHIBIT A

**PROCLAMATION OF A DISASTER
IN HANOVER TOWNSHIP**

WHEREAS, Section 11 of the Illinois Emergency Management Agency Act (hereinafter, the "Act"), 20 ILCS 3305/11, and Section 19 of the Hanover Township Emergency Services Ordinance (hereinafter, the "Ordinance"), H.T. Ord. EMA-01-27-09-1, as amended by H.T. Ord. 01-14-13-2 and H.T. Ord. 02-20-18-2, authorizes the Township Supervisor of Hanover Township to declare a local disaster; and

WHEREAS, Section 4 of the Act and Section 2 of the Ordinance define a "disaster" as "an occurrence or threat of widespread or severe damage, injury or loss of life or property resulting from any natural or technological cause, including but not limited to...public health emergencies...." 20 ILCS 3305/4; H.T. Ord. EMA-01-27-09-1, § 2; and

WHEREAS, Section 4 of the Act and Section 2 of the Ordinance define a "public health emergency" as "an occurrence or imminent threat of an illness...that: (a) is believe to be caused by...the appearance of a novel...infectious agent...; and (b) poses a high probability of...widespread exposure to an infectious toxic agent that poses a significant risk of substantial future harm to a large number of people in the affected population."20 ILCS 3305/4; H.T. Ord. EMA-01-27-09-1, § 2; and

WHEREAS, in late 2019, a new and significant outbreak of Coronavirus Disease 2019 (hereinafter, "COVID-19"), a novel severe acute respiratory illness that can spread among people through respiratory transmissions and present with symptoms similar to those of influenza, emerged in China; and

WHEREAS, certain populations are at higher risk of experiencing more severe illness as a result of COVID-19, including older adults and people who have serious chronic medical conditions such as heart disease, diabetes, or lung disease; and

WHEREAS, on January 30, 2020, the World Health Organization (hereinafter, the "WHO") declared COVID-19 a Public Health Emergency of International Concern, and, on March 11, 2020, announced that COVID-19 can be characterized as a pandemic, as the rates of infection continued to rise in many locations around the world and across the United States; and

WHEREAS, on March 13, 2020, the President of the United States of America declared that, as of March 1, 2020, COVID-19 constituted a national emergency, and, on March 9, 2020, the Governor of the State of Illinois determined that the circumstances surrounding COVID-19 constituted a "public health emergency," and declared that disaster exists within the State of Illinois; and

WHEREAS, the WHO has reported 173,344 confirmed cases of COVID-19 and 7,019 deaths attributable to COVID-19 globally as of March 16, 2020; and

WHEREAS, the Centers for Disease Control and Prevention (hereinafter, the "CDC") has reported 3,487 confirmed cases of COVID-19 and 68 deaths attributable to COVID-19 in the United States of America as of March 16, 2020; and

WHEREAS, the Illinois Department of Public Health (hereinafter, the "IDPH") has reported 105 confirmed cases of COVID-19 and an additional 1,143 persons under investigation in Illinois as of March 16, 2020; and

WHEREAS, despite efforts to contain COVID-19, the WHO, the CDC, and the IDPH indicate that COVID-19 is expected to spread; and,

WHEREAS, the evidence establishes that the circumstances surrounding COVID-19 constitute a "public health emergency," as defined by Section 4 of the Act and Section 2 of the Ordinance, and deems it necessary and appropriate to declare, pursuant to Section 11 of the Act and Section 19 of the Ordinance, that a "disaster" exists within Hanover Township, in order to protect the public health and safety and provide emergency assistance to victims of COVID-19;

NOW, THEREFORE, I, BRIAN P. MCGUIRE, Supervisor of Hanover Township (hereinafter, the "Township"), Cook County, Illinois, by the authority vested in me by the Illinois Emergency Management Agency Act (hereinafter, the "Act"), 20 ILCS 3305/11, and the Hanover Township Emergency Services Ordinance (hereinafter, the "Ordinance"), H.T. Ord. EMA-01-27-09-1, as amended by H.T. Ord. 01-14-13-2 and H.T. Ord. 02-20-18-2, hereby proclaim as follows:

SECTION ONE: INCORPORATION OF RECITALS. The recitals are hereby incorporated into the body of this Proclamation as though fully set forth herein.

SECTION TWO: LOCAL DISASTER. Pursuant to the provisions of Section 10 of Act and Section 19 of the Ordinance, a disaster, as defined in Section 4 of the Act and Section 2 of the Ordinance, is hereby declared to exist in the Township.

SECTION THREE: EMERGENCY OPERATIONS PLAN. The Hanover Township Emergency Operations Plan is hereby activated, and the Director of the Hanover Township Emergency Services Department, or his designee, is authorized, subject to the direction and control of the Township Supervisor, to carry out such functions as may be necessary to manage and coordinate the Township's disaster response and recovery operations.

SECTION FOUR: EMERGENCY PURCHASING. Pursuant to Section 10 of the Act and Section 12 of the Ordinance, the Township Supervisor is hereby authorized to enter into contracts and incur obligations necessary to effectively combat the disaster, to protect the health and safety of persons, protect property, and provide emergency assistance to victims of the disaster, in light of the exigencies of the disaster, and, excepting mandatory constitutional requirements, without regard to the procedures and formalities normally prescribed by law pertaining to the performance of public work,

entering into contracts, the incurring of obligations, the employment of temporary workers, the rental of equipment, the purchase of supplies and materials, and the appropriation, expenditure, and disposition of public funds and property.

SECTION FIVE: EMERGENCY STAFFING. The Township Administrator is hereby authorized, subject to the direction and control of the Township Supervisor, to implement such emergency staffing protocols and procedures as may be necessary for the preservation of public health and safety, and for the preservation of the health of Township employees. Specifically, and without limitation, the Township Administrator is authorized to implement alternative staffing protocols, procedures, and shifts for all Township Departments.

SECTION SIX: COOPERATION. The Hanover Township Office of Community Health and the Hanover Township Emergency Services Department are hereby directed to coordinate with each other with respect to disaster preparation, response, and recovery operations, with the aid and assistance of all other Township Departments, as necessary, and pursuant to the direction of the Township Supervisor, and, where delegated by the Township Supervisor, the Township Administrator. Further, all Township officials and employees are hereby directed to take all practicable steps to coordinate the resources and emergency operations of the Township with the State of Illinois, the County of Cook, and other local governments in and around the Township, to be utilize the resources of all agencies in the area for disaster preparation, response, and recovery operations.

SECTION SEVEN: ADDITIONAL EMERGENCY REGULATIONS. By the authority vested in me pursuant to the Act and the Ordinance, I hereby reserve the right to issue additional emergency regulations and orders in furtherance of this Proclamation. Notice of all such additional emergency regulations and orders will promptly be filed by the Township Clerk in her office, posted to the Township website, and otherwise publicized to the general public.

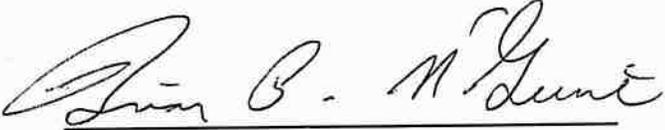
SECTION EIGHT: PUBLICATION AND FILING. Pursuant to Section 11 of the Act and Section 19 of the Ordinance, this Proclamation shall be promptly filed by the Township Clerk in her office, posted to the Township website, and otherwise publicized to the general public.

SECTION NINE: SEVERABILITY. If any section, paragraph or provision of this Proclamation 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 Proclamation.

SECTION TEN: EFFECTIVE DATE. This Proclamation shall be effective immediately, and shall expire automatically upon the first to occur of: (a) the adjournment of the next regular or special meeting of the Hanover Township Board; and (b) 11:59 p.m. on the date that is seven days after the date of this Proclamation; provided,

however, that the Township Board may extend the duration of this Declaration by a majority vote at any regular, special, or emergency meeting of the Township Board.

IN WITNESS WHEREOF, I have hereunto set my hand this 17th day of March, in the year of our Lord two thousand and twenty.

A handwritten signature in cursive script, reading "Brian P. McGuire". The signature is written in black ink and is positioned above a horizontal line.

Brian P. McGuire, Supervisor
Hanover Township

EXHIBIT B

RESOLUTION _____

**A RESOLUTION
TO EXTEND THE MARCH 17, 2020, PROCLAMATION OF A DISASTER
IN HANOVER TOWNSHIP**

WHEREAS, Section 11 of the Illinois Emergency Management Agency Act (hereinafter, the “Act”), 20 ILCS 3305/11, and Section 19 of the Hanover Township Emergency Services Ordinance (hereinafter, the “Ordinance”), H.T. Ord. EMA-01-27-09-1, as amended by H.T. Ord. 01-14-13-2 and H.T. Ord. 02-20-18-2, authorizes the Township Supervisor of Hanover Township to declare a local disaster; and

WHEREAS, Section 4 of the Act and Section 2 of the Ordinance define a “disaster” as “an occurrence or threat of widespread or severe damage, injury or loss of life or property resulting from any natural or technological cause, including but not limited to...public health emergencies...” 20 ILCS 3305/4; H.T. Ord. EMA-01-27-09-1, § 2; and

WHEREAS, Section 4 of the Act and Section 2 of the Ordinance define a “public health emergency” as “an occurrence or imminent threat of an illness...that: (a) is believed to be caused by...the appearance of a novel...infectious agent...; and (b) poses a high probability of...widespread exposure to an infectious toxic agent that poses a significant risk of substantial future harm to a large number of people in the affected population.” 20 ILCS 3305/4; H.T. Ord. EMA-01-27-09-1, § 2; and

WHEREAS, in late 2019, a new and significant outbreak of Coronavirus Disease 2019 (hereinafter, “COVID-19”), a novel severe acute respiratory illness that can spread among people through respiratory transmissions and present with symptoms similar to those of influenza, emerged in China; and

WHEREAS, certain populations are at higher risk of experiencing more severe illness as a result of COVID-19, including older adults and people who have serious chronic medical conditions such as heart disease, diabetes, or lung disease, and emerging evidence has shown that young people, including infants and toddlers, are also at risk for such complications; and

WHEREAS, on January 30, 2020, the World Health Organization (hereinafter, the “WHO”) declared COVID-19 a Public Health Emergency of International Concern, and, on March 11, 2020, announced that COVID-19 can be characterized as a “pandemic,” as the rates of infection continued to rise in many locations around the world and across the United States; and

WHEREAS, on March 13, 2020, the President of the United States of America declared that, as of March 1, 2020, COVID-19 constituted a “national emergency,” and, on March 9, 2020, the Governor of the State of Illinois determined that the circumstances surrounding COVID-19 constituted a “public health emergency,” and declared that a “disaster” exists within the State of Illinois; and

WHEREAS, on March 20, 2020, due to circumstances surrounding COVID-19, the Governor of the State of Illinois issued Executive Order 2020-10, requiring, *inter alia*, for the duration of the Gubernatorial Disaster Proclamation, individuals currently living in the State of Illinois to stay at home or in their place of residence, except to perform certain essential activities, and certain non-essential businesses and operations to cease in-person operations; and

WHEREAS, on April 30, 2020, the Governor of the State of Illinois determined that the circumstances surrounding COVID-19 continued to constitute an “epidemic” and “public health emergency,” and again declared that a “disaster” exists within the State of Illinois; and

WHEREAS, on March 17, 2020, the Township Supervisor issued a proclamation of a disaster in Hanover Township (hereinafter, the “Proclamation”), a copy of which is attached hereto as Exhibit “A” and incorporated herein by this reference, pursuant to Section 11 of the Act and Section 19 of the Ordinance, in order to protect the public health and safety and provide emergency assistance to victims of COVID-19; and

WHEREAS, pursuant to Section 11 of the Act, Section 19 of the Ordinance, and Section 10 of the Proclamation, the Proclamation may not have been continued or renewed beyond 11:59 p.m. on March 24, 2020, except by or with the consent of the Township Board; and

WHEREAS, on March 24, 2020, Township Board adopted a resolution to extend the Proclamation through May 5, 2020 (the “Resolution”), a copy of which is attached hereto as Exhibit “B” and incorporated herein by this reference, in order to protect the public health and safety and provide emergency assistance to victims of COVID-19; and

WHEREAS, the WHO has reported 3,489,053 confirmed cases of COVID-19 and 241,559 deaths attributable to COVID-19 globally as of May 5, 2020; and

WHEREAS, the Centers for Disease Control and Prevention (hereinafter, the “CDC”) has reported 1,152,372 confirmed cases of COVID-19 and 67,456 deaths attributable to COVID-19 in the United States of America as of May 5, 2020; and

WHEREAS, the Illinois Department of Public Health (hereinafter, the “IDPH”) has reported 63,840 confirmed cases of COVID-19 and 2,662 death attributable to COVID-19 in Illinois as of May 5, 2020; and

WHEREAS, despite efforts to contain COVID-19, the WHO, the CDC, and the IDPH have indicated that COVID-19 is expected to continue to spread, and has, in fact, continued to spread rapidly; and

WHEREAS, pursuant to Section 11 of the Act, Section 19 of the Ordinance, Section 10 of the Proclamation, and Section 11 of the Resolution, the Proclamation may not be continued or renewed beyond the adjournment of the regular meeting of the

Township Board on May 5, 2020, except by or with the consent of the Township Board; and

WHEREAS, the Township Board finds that the circumstances surrounding COVID-19 continue to constitute an “epidemic” and a “public health emergency,” as defined by Section 4 of the Act and Section 2 of the Ordinance, and deems it necessary and appropriate to extend the Proclamation through June 2, 2020, in order to protect the public health and safety and provide emergency assistance to victims of COVID-19; and,

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

SECTION ONE: INCORPORATION OF RECITALS. The recitals and attachments referenced therein are hereby incorporated into the body of this Resolution as though fully set forth herein.

SECTION TWO: RATIFICATION AND AUTHORIZATION. The Proclamation and all action taken in furtherance thereof are hereby ratified, and, pursuant to the provisions of Section 11 of Act and Section 19 of the Ordinance, the extension of the Proclamation through June 2, 2020, is hereby authorized.

SECTION THREE: EMERGENCY OPERATIONS PLAN. The Hanover Township Emergency Operations Plan shall remain activated, and the Director of the Hanover Township Emergency Services Department, or his designee, is hereby authorized, subject to the direction and control of the Township Supervisor, to continue to carry out such functions as may be necessary to manage and coordinate Hanover Township’s disaster response and recovery operations.

SECTION FOUR: EMERGENCY PURCHASING. Pursuant to Section 10 of the Act and Section 12 of the Ordinance, the Township Supervisor is hereby authorized to continue to enter into contracts and incur obligations necessary to effectively combat the disaster, to protect the health and safety of persons, protect property, and provide emergency assistance to victims of the disaster, in light of the exigencies of the disaster, and, excepting mandatory constitutional requirements, without regard to the procedures and formalities normally prescribed by law pertaining to the performance of public work, entering into contracts, the incurring of obligations, the employment of temporary workers, the rental of equipment, the purchase of supplies and materials, and the appropriation, expenditure, and disposition of public funds and property.

SECTION FIVE: EMERGENCY STAFFING. The Township Administrator is hereby authorized, subject to the direction and control of the Township Supervisor, to continue to implement such emergency staffing protocols and procedures as may be necessary for the preservation of public health and safety, and for the preservation of the health of Hanover Township employees. Specifically, and without limitation, the Township Administrator shall be authorized to continue to implement alternative staffing protocols, procedures, and shifts for all Hanover Township Departments.

SECTION SIX: COOPERATION. The Hanover Township Office of Community Health and the Hanover Township Emergency Services Department are hereby directed to continue to coordinate with each other with respect to disaster preparation, response, and recovery operations, with the aid and assistance of all other Township Departments, as necessary, and pursuant to the direction of the Township Supervisor, and, where delegated by the Township Supervisor, the Township Administrator. Further, all Hanover Township officials and employees are hereby directed to continue to take all practicable steps to coordinate the resources and emergency operations of Hanover Township with the State of Illinois, the County of Cook, and other local governments in and around Hanover Township, to utilize the resources of all agencies in the area for disaster preparation, response, and recovery operations.

SECTION SEVEN: ADDITIONAL EMERGENCY REGULATIONS. The Township Supervisor is hereby authorized, pursuant to the power vested in him by the Act, the Ordinance, and this Resolution to continue to issue additional emergency regulations and orders in furtherance of the Proclamation. Notice of all such additional emergency regulations and orders shall promptly be filed by the Township Clerk in her office, posted to the Hanover Township website, and otherwise publicized to the general public.

SECTION EIGHT: PUBLICATION AND FILING. Pursuant to Section 11 of the Act and Section 19 of the Ordinance, this Resolution shall promptly be filed by the Township Clerk in her office, posted to the Hanover Township website, and otherwise publicized to the general public.

SECTION NINE: 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 TEN: REPEALER. All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION ELEVEN: EFFECTIVE DATE. This Resolution shall be effective immediately, and shall expire automatically upon the adjournment of the regular meeting of the Township Board on June 2, 2020; provided, however, that the Township Board may terminate or further extend the Proclamation by a majority vote at any regular, special, or emergency meeting of the Township Board.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: May 5, 2020

APPROVED: May 5, 2020

Brian P. McGuire, Township Supervisor

ATTEST:

Katy Dolan Baumer, Township Clerk

C E R T I F I C A T I O N

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 May 5, 2020, and approved on May 5, 2020, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk

RESOLUTION _____

**A RESOLUTION
TO APPROVE ADDENDUM NO. THREE TO THE BUILDING LEASE BETWEEN
HANOVER TOWNSHIP AND THE BARTLETT VOLUNTEER FIRE DEPARTMENT**

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

SECTION ONE: Addendum No. Three (“Addendum No. 3”) to the Building Lease, dated July 1, 2008, as modified by Addendum No. One and Addendum No. Two thereto, dated July 22, 2008, and January 4, 2011, respectively, between the Bartlett Volunteer Fire Department and Hanover Township (the “Township”), a copy of which is appended hereto and expressly incorporated herein by this reference, is hereby approved subject to the Township Attorney’s approval.

SECTION TWO: The Township Supervisor and the Township Clerk of Hanover Township are authorized to sign and attest, respectively, Addendum No. Three on behalf of the Township following approval by the Township Attorney.

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: REPEALER. 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 June 2, 2020

APPROVED June 2, 2020

Brian P. McGuire, Township Supervisor

ATTEST:

Katy Dolan Baumer, Township Clerk

C E R T I F I C A T I O N

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 June 2, 2020, and approved on June 2, 2020, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk

ADDENDUM NO. THREE dated June 2, 2020, to the Building Lease dated July 1, 2008 (the "Building Lease"), as modified by Addendum No. One thereto dated July 22, 2008 ("Addendum No. One"), and Addendum No. Two thereto dated January 4, 2011 ("Addendum No. One"), between the Bartlett Volunteer Fire Dep't., an Illinois not-for-profit corporation ("Lessor"), and Hanover Township, an Illinois township (the "Lessee" or "Township"). The Building Lease, as amended by Addendum No. One and Addendum No. Two, is hereinafter referred to as the "Lease Agreement".

A. The Lease Agreement is hereby amended as follows:

1. In addition to portion of the building (the "Building") located 218 South Main Street, Bartlett, IL 60103, leased by Lessee under the Lease Agreement, Lessee hereby leases from Lessor the area known as "Fireman's Hall" (the "Additional Space"), including, but not limited to, the kitchen, bathrooms, and common use areas thereof, for a term which shall commence on June 1, 2020, and terminate on August 31, 2020 (the "Additional Space Term"), on the same terms, covenants, and conditions contained in the Lease Agreement, except to the extent modified herein.
2. In addition to the rent payable under the Lease Agreement, Lessee shall pay Lessor or Lessor's agent as rent for the Additional Space for the Additional Space Term the sum of \$4,500.00, payable in a single installment, due and payable on July 15, 2020, at Lessor's address stated in the Lease Agreement or such other address as Lessor may designate in writing.

B. Following the expiration of the Additional Space Term, the Lease Agreement shall remain in full force and effect.

Hanover Township:

Bartlett Volunteer Fire Dep't.,
an Illinois not-for-profit corporation:

By: _____
Brian P. McGuire, Supervisor

By: _____
President

Attest:

Attest:

Katy Dolan Baumer, Clerk

Title: _____



Memorandum

Date: May 29, 2020

To: Hanover Township Board

Cc: James Barr, Township Administrator

From: Caleb Hanson, Director of Facilities and Road Maintenance

Re: Facilities and Road Maintenance Vehicle Replacement

The Facilities and Road Maintenance Department road division vehicle is scheduled for replacement during the current fiscal year as part of the Township's annual vehicle replacement program. The road division vehicle is primarily driven by road division staff, and used for snow plowing, hauling dirt, stone, and spoils, and brush pickup operations.

The current vehicle is a 2003 International single axel dump truck with 64,624 miles with moderate frame and body rust from being used for road salting during snow removal operations and has significant engine repairs needed. The vehicle was recently serviced due to smoke in the exhaust and was found to have excessive carbon buildup in all cylinders. The repair, a complete breakdown of engine and replacement of cylinders, is estimated at \$15,000 - \$20,000. Staff requested a quote with the joint purchasing partner contract through the State of Illinois with Rush Truck Center, Springfield Illinois, for a 2021 International single axel dump truck, including 11' plow, salt spreader, pre-wet chemical tank and all necessary hydraulic systems. The total cost for the International with options is \$131,133.00. This does not include a modest trade in amount (waiting on evaluation) for the 2003 International. Rush Truck Center is the only dealer holding a purchasing contract for Internationals. Staff has requested a second quote for a comparable vehicle from a separate purchasing group. Staff estimates that lettering on the vehicle will cost an additional \$150 - \$200.

Attached is the quote from Ruch Truck Center, Inc. of Springfield, Illinois. As the Director of Facilities and Road Maintenance, I recommend the Township Board authorize the purchase of the 2021 International single axel dump truck from the State of Illinois joint purchasing contract from Rush Truck Center in the net amount of \$131,133.00. Please let me know if I can provide any additional information. Thank you for your consideration.



Rush Truck Center, Springfield

3441 Gatlin Dr
Springfield, IL 62707
(217) 523-5631

rushtruckcenters.com

Retail Sales Order

SALES ORDER		Date 04/03/2020	
Please enter my order for the following: <input checked="" type="checkbox"/> New <input checked="" type="checkbox"/> F.E.T. Applicable <input type="checkbox"/> Used <input type="checkbox"/> F.E.T. Exempt		HANOVER TOWNSHIP Customer's Name 250 SOUTH ROUTE 59 BARTLETT IL 60103 Street City State Zip Federal Tax ID # Business Phone Fax (630) 837-0960	
Make International	Series HV507	Purchaser's Name	
Year 2021	Body Type REFERENCED BELOW	Street City State Zip	
Color RED # 2303	Trim STANDARD	Federal Tax ID # Business Phone Fax	
Serial #		Purchaser's Name	
Stock #		Street City State Zip	
To be delivered on or about		Federal Tax ID # Business Phone Fax	
STATE CONTRACT # 19416CMS BOSS-4-B-2573		By Salesman	
WAS USED TO PRICE THE FOLLOWING EQUIPMENT		Truck Will be Titled in _____ County.	
TRUCK CHASSIS SPECIFICATIONS AS LISTED IN SALES PROPOSAL # 31251 DATED 04/02/2020		LIENHOLDER INFORMATION	
BODY & MOUNTED EQUIPMENT AS LISTED IN MONROE		Date of Lien	
TRUCK EQUIP. QUOTE # 9TRR002260 DATED 04/03/2020		Lien Holder	
REAR TAILGATE SODIUM CHLORIDE TANK from KANKAKEE TRUCK EQUIPMENT per EMAIL 03-26-20			
Sales Price	130,811.00	Draft Through	
Factory Paid F.E.T.	0.00		
F.E.T. Tire Credit	0.00		
Total Factory Paid F.E.T.	0.00		
Optional Extended Warranties	0.00		
Sub-Total	130,811.00		
Dealer Paid F.E.T. *	0.00	Manufacturer Rebate	
Local Taxes	0.00	Total Used Vehicle Allowance *	
License, Transfer, Title, Registration Fee	158.00	Less Total Balance Owed	
Documentary Fee	164.00	Total Net Allowance on Used Vehicle(s)	
Total Cash Delivered Price	131,133.00	Deposit or Credit Balance	
Total Down Payment	0.00	Cash with Order	
Unpaid Cash Balance Due on Delivery	131,133.00	←-----	
A DOCUMENTARY FEE IS NOT AN OFFICIAL FEE. A DOCUMENTARY FEE IS NOT REQUIRED BY LAW, BUT MAY BE CHARGED TO CUSTOMERS FOR HANDLING DOCUMENTS RELATING TO THE SALE. A DOCUMENTARY FEE MAY NOT EXCEED A REASONABLE AMOUNT AGREED TO BY PARTIES. THIS NOTICE IS REQUIRED BY LAW. The Dealer's Inventory Tax charge is intended to reimburse the Dealer for ad valorem taxes on its motor vehicle inventory. The charge, which is paid by the Dealer to the county tax assessor-collector, is not a tax imposed on a Customer by the government, and is not required to be charged by the Dealer to the Customer.		*See Trade-in details on page 4 Customer, by the execution of this Order, offers to purchase the Product(s) described above upon the Terms and Conditions contained herein. Customer acknowledges that Customer has read the Terms and Conditions of this Order on Page 2 and has received a true copy of this Order and the Terms and Conditions.	
*SUBJECT TO ADJUSTMENT - FINAL F.E.T. MAY VARY. ANY F.E.T. VARIANCE RESPONSIBILITY OF DEALER		Customer's Signature Date <i>David Mueller</i> 04-03-2020 OFFER RECEIVED BY: SALES REPRESENTATIVE Date	
NOTICE: THE FOLLOWING ARE IMPORTANT PROVISIONS OF THIS ORDER THIS ORDER CANCELS AND SUPERCEDES ANY PRIOR AGREEMENTS AND, AS OF THE DATE HEREOF, COMPRISES THE COMPLETE AND EXCLUSIVE STATEMENT OF THE TERMS OF THE AGREEMENT BETWEEN THE PARTIES. IF ANY REPRESENTATIONS, SPECIFICATIONS OR OTHER AGREEMENTS ARE RELIED UPON BY CUSTOMER, THEY MUST BE IN WRITING AND SPECIFICALLY IDENTIFIED AND REFERENCED IN THIS ORDER; OTHERWISE, THEY WILL NOT BE BINDING ON OR ENFORCEABLE AGAINST DEALER. THERE ARE NO UNWRITTEN ORAL AGREEMENTS BETWEEN THE PARTIES.		OFFER ACCEPTED BY: AUTHORIZED REPRESENTATIVE Date	



Rush Truck Center, Springfield

3441 Gatlin Dr
Springfield, IL 62707
(217) 523-5631

rushtruckcenters.com

Retail Sales Order

1. Parties to Order; Definitions. As used in this Retail Sales Order ("Order"), the terms: (a) "Dealer" shall mean the Rush Dealer identified at the top of the first page of this Order; (b) "Customer" shall mean the Customer identified on the first page of this Order; (c) "Manufacturer(s)" shall mean the entity or entities that manufactured the Product(s), it being understood by Customer that Dealer is in no respect the agent of Manufacturer(s); and (d) "Product(s)" shall mean the new and/or used vehicle or other components, accessories or products, which are being purchased by Customer, as set forth in this Order.

2. WARRANTY DISCLAIMERS AND LIMITATIONS

NEW PRODUCTS – MANUFACTURER WARRANTIES ONLY. Any warranties on any new Product(s) sold under this Order are limited only to any printed Manufacturers' warranties delivered to Customer with the Product(s). EXCEPT FOR ANY SUCH WARRANTIES MADE BY MANUFACTURERS, THE PRODUCT(S) ARE SOLD WITHOUT ANY OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, EACH OF WHICH IS EXPRESSLY DISCLAIMED.

USED PRODUCTS – NO WARRANTIES. All used Product(s) sold under this Order are sold on an "AS IS, WHERE IS" basis, without any warranties by Dealer, provided that Products that are sold by Dealer as "Certified Pre-Owned" are subject to the express written terms and conditions of the Dealer's certified pre-owned program. EXCEPT FOR ANY MANUFACTURERS' WARRANTIES THAT MAY STILL BE IN EFFECT, ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, ARE EXPRESSLY DISCLAIMED.

LIMITED WARRANTY ON SERVICES. Dealer warrants that all services performed by Dealer for Customer in conjunction with the sale of the Product(s), including if applicable installation, upfitting and conversion services ("Services"), will be performed in a good and workmanlike manner ("Services Warranty"). The Services Warranty is valid for a period of ninety (90) days from the date the Product(s) is delivered to Customer. Customer's sole and exclusive remedy, and Dealer's entire liability, under the Services Warranty is the repair of any nonconforming portion of the Services. DEALER PROVIDES NO OTHER WARRANTIES, EXPRESS OR IMPLIED, CONCERNING ITS SERVICES. The Services Warranty is strictly limited to Services performed by Dealer for Customer. Dealer does not warrant any services provided by any third-party, including but not limited to installation, upfitting or conversion services. Any warranties are solely those that are provided by the third-party service provider.

NO OTHER WARRANTIES. EXCEPT AS SET FORTH ABOVE, DEALER EXPRESSLY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED.

3. Reappraisal of Trade-In Vehicle. If the motor vehicle which has been traded in ("Trade-In Vehicle") as a part of the consideration for the Product(s) ordered hereunder is not to be delivered to Dealer until delivery to Customer of the Product(s), the Trade-In Vehicle shall be reappraised at that time and such reappraised value shall determine the allowance made for the Trade-In Vehicle. If the reappraised value is lower than the original allowance shown on the front of this Order, Customer may, if dissatisfied, cancel this Order.

4. Delivery of Trade-In Vehicle by Customer; Customer Warranty of Title. Customer agrees to deliver to Dealer satisfactory evidence of title to the Trade-In Vehicle at the time of delivery of the Trade-In Vehicle to Dealer. Customer warrants the Trade-In Vehicle to be Customer's property free and clear of all liens and encumbrances.

5. Delay or Failure in Delivery; Limitation of Dealer Liability. Dealer shall not be liable for failure to deliver or delay in delivering any Product(s) covered by this Order where such failure or delay is due, in whole or in part, to any cause beyond the reasonable control, or is without the gross negligence or intentional misconduct, of Dealer. Examples of causes beyond Dealer's reasonable control include, but are not limited to, Manufacturers' delay or failure to deliver Product(s) for any reason, earthquake, hurricane or other natural disaster, fire, war, terrorist act, labor dispute, strike, etc.

6. Liability for Taxes. The price for the Product(s) specified on the face of this Order includes reimbursement to Dealer for federal excise taxes paid, but does not include sales or use taxes or occupational taxes based on sales volume (federal, state or local) unless expressly so stated. Customer assumes and agrees to pay, unless prohibited by law, any such sales or use or occupational taxes imposed on or applicable to the transaction covered by this Order, regardless of which party may have primary tax liability thereof.

7. Customer's Deposit. Any Customer's deposit, whether cash or Trade-In Vehicle, shall not be refunded except due to Dealer's failure to deliver the Product(s).

8. Risk of Loss; Insurance. Customer shall assume all risk of loss relating to the Product(s) at the time Customer receives possession of the Product(s), or at the time Customer receives title to the Product(s) if title is conveyed before Customer receives possession. Customer shall obtain insurance for the Product(s) that will be in effect at the time Customer takes possession of the Product(s), or at the time Customer receives title to the Product(s) if title is conveyed before the Customer receives possession. Dealer shall have no responsibility or liability related to the Product(s) after Customer receives either possession or title to the Product(s).

9. Governing Law; Venue; Time to Commence Action. Except to the extent that the laws of the United States may apply or otherwise control this Order, the rights and obligations of the parties hereunder shall be governed by, and construed and interpreted in accordance with, the laws of the state in which Dealer is located, without regard to conflict of law principles. The mandatory venue for any claim, litigation, civil action or any other legal or administrative proceeding ("Action") involving any controversy or claim between or among the parties to this Order, is the state in which Dealer is located. Customer has one (1) year from the accrual of any cause of action arising from the purchase of the Product(s) to commence an Action against Dealer.

10. Limitation of Damages. Customer agrees that in the event of any Action brought by Customer against Dealer, Customer shall not be entitled to recover any incidental or consequential damages as defined in the Uniform Commercial Code, including but not limited to indirect or special damages, loss of income or anticipated profits, or down-time, or any punitive damages.

11. Fees and Expenses of Actions. In any Action, whether initiated by Dealer or Customer, where the Customer has a right, pursuant to statute, common law or otherwise, to recover reasonable attorneys' fees and costs in the event it prevails, Customer agrees that Dealer shall have the same right to recover reasonable attorneys' fees and costs incurred in connection with the Action in the event that Dealer prevails.

12. Execution and Delivery by Electronic Transmission. If this Order or any document executed in connection with this Order is delivered by facsimile, email or similar instantaneous electronic transmission device pursuant to which the signature of or on behalf of such party can be seen, such execution and delivery shall be considered valid, binding and effective for all purposes as an original document. Additionally, the signature of any party on this Order transmitted by way of a facsimile machine or email shall be considered for all purposes as an original signature. Any such faxed or emailed document shall be considered to have the same binding legal effect as an original document. At the request of Dealer, any faxed or emailed document shall be re-executed by Customer in an original form.

13. Waiver; Severability. No waiver of any term of this Order shall be valid unless it is in writing and signed by Dealer's authorized representative. If any provision or part of any provision of this Order shall be deemed to violate any applicable law or regulation, such invalid provision or part of a provision shall be inapplicable, BUT the remaining part of that provision and the remainder of the Order shall continue to be binding and enforceable.

14. No Broker; Manufacturer Incentives. If at any time Dealer determines that the Customer intends to engage in the resale of vehicles for profit, where such resale is not in conjunction with further manufacturing, Dealer reserves the right to cancel this Order. Certain manufacturer incentives are intended to be used for retail customers at the location as identified by the Customer in this Order. Customer represents that they will register the vehicle with their state motor vehicle department and are not purchasing this vehicle with the intent to resell/export the vehicle, except where such resale is in conjunction with further manufacturing. If at any time Dealer determines that the foregoing representations are not true, Dealer has the right to seek repayment of any manufacturer incentives that are paid.

15. Communication Consent. Dealer and any other owner or servicer of this account may use any information Customer gives Dealer, including but not limited to email addresses, cell phone numbers, and landline numbers, to contact Customer for purposes related to this account, including debt collection and marketing purposes. In addition, Customer expressly consents to any such contact being made by the most efficient technology available, including but not limited to, automated dialing equipment, automated messages, and prerecorded messages, even if Customer is charged for the contact.

Customer Initial _____

<u>Description</u>	(US DOLLAR)	<u>Price</u>
Net Sales Price:		\$73,421.00

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ABOVE FIGURE IS FOR CHASSIS ONLY (Does NOT include body or mounted equipment)

ABOVE FIGURE WAS CALCULATED USING STATE CONTRACT # 19416CMS BOSS4-B-2573

CONTRACT PRICING GOOD THRU 5/31/2020

ANY ORDERS AFTER 5/31/2020 WILL INCREASE BASED ON THE STATE'S AGREED RENEWAL AMOUNT

ABOVE FIGURES DO NOT INCLUDE ANY FUTURE/POTENTIAL INCREASES FOR THE FOLLOWING:
EMISSION SURCAHRGES, FREIGHT / DESTINATION FEES and RAW MATERIAL SURCHARGES

Approved by Seller:

Accepted by Purchaser:

SALES REPRESENTATIVE 04-03-2020

HANOVER TOWNSHIP

Official Title and Date

Firm or Business Name



Authorized Signature

Authorized Signature and Date

This proposal is not binding upon the seller without Seller's Authorized Signature

Official Title and Date

The TOPS FET calculation is an estimate for reference purposes only. The seller or retailer is responsible for calculating and reporting/paying appropriate FET to the IRS.

The limited warranties applicable to the vehicles described herein are Navistar, Inc.'s standard printed warranties which are incorporated herein by reference and to which you have been provided a copy and hereby agree to their terms and conditions.