



240 S. Illinois Route 59, Bartlett, Illinois 60103

Regular Meeting of the Township Board

June 16, 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’ Committee Reports
 - E. Department Reports
- V. Bill Paying
- VI. Unfinished Business
- VII. New Business
 - A. Regular Meeting Minutes of June 2, 2020
 - B. Executive Session Minutes of June 2, 2020
 - C. Resolution to Amend the Establishment of the Task Force on Diversity and Engagement
 - D. Consideration of Neighborhood Social Services
 - E. Approval of the Rescheduled Annual Town Meeting Agenda
 - F. 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

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DEPARTMENT OF ADMINISTRATIVE SERVICES

Report for May 2020

SERVICE PROVIDED	MAY 2020**	MAY 2019	FYTD 2021	FYTD 2020
<i>Passports</i>	0	402	0	914
Photo fees	\$0	\$2,700	\$0	\$6,300
Fee deposits	\$0	\$10,480	\$0	\$23,045
<i>Fishing/Hunting licenses</i>	0	10	0	20
<i>Handicap Placards</i>	14	21	19	43
<i>Cook County vehicle stickers</i>	0*	2	0	4
<i>Human Resources Requests</i>	147	127	306	282
<i>New Employee Orientations</i>	0	0	0	2
<i>Technology work orders</i>	49	87	82	138
<i>Resident Contacts</i>	561	1,363	1,210	3,110
<i>Percent of Budget Expended (100% of year)</i>	3.6%	3.7%	8.2%	10.3%

*Cook County vehicle sticker program ended July 1, 2019

**COVID-19 partial closure

Department Highlights

- Assistant Township Administrator Vana and Manager Callahan continued to work with ProxIT to complete the new server installation. The new server replaced the existing server that no longer has enough space to retain all Township files and software needs. The migration to the new server took place the weekend of May 15.
- Manager Callahan participated in a virtual presentation on May 12 through BambooHR on *Creating a Thoughtful and Effective Offboarding Process*.
- Director Hanson, Manager Nelson, and Manager Callahan conducted 2 phone interviews for the Facilities and Road Maintenance Summer Assistant position.
- Township Administrator Barr and Manager Callahan held a Fleet Planning Meeting on May 21 to discuss the replacement rank of vehicles from each department and the estimated fiscal year the vehicle is to be replaced.
- Township Administrator Barr continued to lead weekly Management Team and COVID-19 Planning video conference meetings.
- Township Administrator Barr continued to facilitate weekly Community Health and Emergency Services COVID-19 Planning meetings with the Township Supervisor.
- Township Administrator Barr participated in weekly Bartlett local government management video conferences coordinating COVID-19 response.
- Township Administrator Barr hosted a video conference for Streamwood local government managers to maintain open lines of communication regarding the public health emergency.
- Township Administrator Barr chaired a virtual meeting of the Illinois Association of Township Administrators to discuss best practices for Townships in an ongoing response to the Coronavirus.
- Aging Services Director Colagrossi stepped down from her role on May 15 to accept a position as Senior Center Manager with the Village of Arlington Heights. Assistant Township Administrator Vana is serving as Interim Director of Aging Services while a full search is conducted.
- The Northern Illinois University Center for Governmental Studies strategic planning consultants hosted a video conference with the Management Team on May 28 to develop an Action Plan following the Township Board strategic planning retreat earlier this year.

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DEPARTMENT OF AGING SERVICES

Report for May 2020

SERVICE PROVIDED	MAY 2020*	MAY 2019	FYTD 2021	FYTD 2020
<i>Programming Division</i>				
Planned programs	64	270	118	525
Participants	484	3,343	919	7,509
Participants (unduplicated)	104	679	153	922
Wait listed (unduplicated)	0	47	0	88
Art & Computer classes	17	79	25	144
Art & Computer class participants	77	403	99	774
New volunteers	0	4	0	11
Total volunteers (unduplicated)	35	156	37	184
Volunteer hours reported	175	2,384	352	5,322
Meals Served	978	1,495	2,028	3,049
Meals delivered by volunteers	3,162	2,318	6,259	4,594
<i>Social Services Division</i>				
Clients served (unduplicated)	155	165	242	295
Clients served (duplicated)	281	253	676	540
Energy Assistance	7	19	7	30
Prescription drugs & health insurance assistance	67	106	128	216
Social Service programs	6	14	10	28
Social Service program participants	58	146	106	398
Lending Closet transactions	36	144	69	281
<i>Transportation Division</i>				
One way rides given	304	1,522	688	3,032
Individuals served (unduplicated)	19	137	21	215
New riders	0	29	21	215
Unmet requests for rides	0	142	0	249

*COVID-19 partial closure

Department Highlights

- Effective May 18, Kristin Vana began her role as Interim Director of Aging Services. The recruitment process for a permanent director will begin in June.
- Programs continue to be offered virtually and included yoga, line dancing, senior exercise, visual art programs and education programs. Staff continue to offer technology support to participants as needed.
- As a result of COVID-19, the Transportation Division's numbers have decreased due to transporting dialysis clients only, one a time. Medical and non-medical appointments will begin again in June.
- Social Services assisted the Office of Community Health in translating 11 COVID-19 contract tracing cases.
- Social Services staff participated in the Community and Economic Development Association (CEDA) Remote Intake Information Session on May 18. Best practices were provided when conducting remote intake and information was given on next LIHEAP's program year.
- Interim Director Vana communicated with the CEO of AgeOptions, Diane Slezak, to discuss recommendations and guidelines to begin on-site programming and the congregate meal program. Currently there are not any guidelines for re-opening, however communication with AgeOptions will continue as they work with the Illinois Department on Aging to develop guidelines and recommendations at the state level.

OFFICE OF THE ASSESSOR

Report for May 2020

SERVICE PROVIDED	MAY 2020*	MAY 2019	FYTD 2021	FYTD 2020
<i>Administration</i>				
Office visits	0	129	0	431
Building permits processed	48	534	89	861
Change of Name	0	4	0	9
Property tax appeals	0	0	0	0
Certificate of Errors	0	49	1	91
Property location updates	0	0	0	0
Sales Recording	0	0	0	0
New owner mailing	0	767	0	767
<i>Exemptions</i>				
Homeowner exemptions	0	14	0	29
Senior homeowner exemptions	0	22	0	101
Senior Freeze exemptions	0	49	2	92
Disabled Veteran exemptions	0	3	0	11
Disabled person exemptions	0	16	2	27
Miscellaneous exemptions	0	2	2	6

*COVID-19 partial closure

Department Highlights

- Extended Tuesday hours were not offered in May due to the COVID-10 public health emergency.
- The total number of email addresses on the Assessor's Office contact list is 3,094. 3 new email contacts were added in May.
- Cook County Assessor's office is continually updating and revising their website. The office has added Certificate of Error digitally for years 2016, 2017 and 2018 to their website.
- Cook County Assessor's office is closed and staff are working remotely from home. Appeals have been restarted.
- The Cook County Treasurer postponed indefinitely the 2018 delinquent tax sale. 2019 2nd installment tax bills are due August 3 but can be paid until October 1 without penalty.
- During the COVID-19 emergency, Chief Deputy Glascott is working from home answering Assessor's office phone calls and emails, Deputy Deyne is working from home making senior wellness calls/chats and Deputy Christopher is delivering Home Delivered Meals.
- Deputy Deyne assisted Aging Services with 92 senior wellness calls/chats.
- Deputy Christopher assisted Aging Services with 235 home delivered meals.
- Board of Review final results were received May 11, 2020.

Office of the Assessor Mission Statement:

The Hanover Township Assessor is your nearest liaison to the Cook County Assessor's Office. Our duty is to provide professional assistance with questions you may have regarding your real estate assessments and tax bills.

OFFICE OF COMMUNITY AND VETERANS AFFAIRS

Report for May 2020

SERVICE PROVIDED	MAY 2020*	MAY 2019	FYTD 2021	FYTD 2020
<i>Website Visits*(total)</i>	5,692	4,814	12,663	8,818
<i>Website Visits (unique)</i>	3,700	4,207	8,180	7,712
<i>Facebook Likes</i>	27	34	80	78
<i>Facebook Reach</i>	58,126	52,208	136,558	104,801
<i>Twitter Followers (new)</i>	1	0	13	3
<i>YouTube Views</i>	189	187	626	456
<i>Media Releases</i>	0	5	2	7
<i>Veteran Contacts</i>	83	62	174	192
<i>Total Veterans served</i>	50	51	110	134
<i>Total Resident Contacts (Elgin office)</i>	0	200	0	271

*COVID-19 partial closure

Department Highlights

- Veterans Service Officer Wollack participated in a conference call of stakeholders on May 5 with the Veterans Administration Jesse Brown facility to discuss changes to their operations during the state’s phase 3 plan.
- Director Kuttenberg and Communications Specialist Smith participated in a planning meeting with Youth and Family Services staff on May 15 to discuss promotions for the department Youth Leaders’ Food Drive.
- Director Kuttenberg coordinated with Commissioner Morrison’s staff to conduct a virtual Town Hall on Townships on May 22. Supervisor McGuire participated and spoke about the programs and services Hanover Township is offering during the pandemic.
- Director Kuttenberg hosted a virtual meeting of the Township Communicators of Illinois on May 27 to discuss COVID-19 best practices and strategies. Staff and officials from 15 townships participated in the meeting.
- Director Kuttenberg spoke with Age Options CEO Diane Slezak on May 29 to discuss the state’s plans for providing direction to senior centers for the resuming of programs and services. Information was relayed to Administrator Barr and Interim Aging Services Director Vana.

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DEPARTMENT OF EMERGENCY SERVICES

Report for May 2020

SERVICE PROVIDED	MAY 2020*	MAY 2019	FYTD 2021	FYTD 2020
<i>Volunteers</i>				
Total volunteers	30	35	30	35
New volunteers	0	0	0	0
<i>Hours</i>				
Volunteer Detail Hours	2,346	491	4,738	836
Volunteer Work Hours	120	212	243	383
Volunteer Training Hours	238	191	244	667
<i>Total Volunteer Hours</i>	2,704	894	5,261	1,886
<i>Details</i>				
Emergency Call Outs	11	7	19	15
Safety Patrols	32	5	118	9
Township Sponsored Events	0	2	0	4
Other Community Events	9	3	21	4
Miscellaneous	0	0	2	0
<i>Total Details</i>	52	17	160	32

*COVID-19 partial closure

Department Highlights

- HTES participated in the Elgin community parades on May 1, May 3, May 5, May 7, May 21 and May 26. Parades have formally ended in May.
- HTES responded to Hanover Park for on automobile extrication on May 10.
- HTES responded to a fire in Hanover Park on May 13 and May 28.
- HTES provided pump out to residents due to excessive rainfall on May 15 (Hanover Park and Bartlett) and on May 17 (Hanover Park).
- HTES provided resources to a search for a missing young woman in Winfield on May 21 and May 29.
- HTES provided weather monitoring on May 23 from a strong line of thunderstorms in the Township.
- HTES provided traffic management in Barrington Hills on May 26.
- HTES has 5 new candidates in the cue to begin training classes. Classes are on-going on Saturday for the existing four probationary members.
- Director Crews participated in 3 City of Elgin COVID-19 Emergency operations meetings. Elgin ceased hosting this meeting June 1.
- Director Crews met with the Carpentersville Fire Department to explore a response for scene lighting support for Carpentersville Fire Department, East Dundee Fire Department, West Dundee Fire Department, and Rutledge Dundee Fire District.

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DEPARTMENT OF FACILITIES & ROAD MAINTENANCE

Report for May, 2020

SERVICE PROVIDED	MAY 2020**	MAY 2019	FYTD 2021	FYTD 2020
<i>Administration</i>				
Vehicle service calls	2	9	4	20
Work orders	214*	85	424	170
Event set-ups/tear downs	5**	194	9	388
<i>Energy Efficiency – Electricity (Kw)</i>				
Astor Avenue Community Center	4,396	4,106	8,816	8,240
Town Hall	3,900	5,580	9,060	12,300
Senior Center	18,981	24,691	40,013	48,326
<i>Energy Efficiency – Gas (Therms)</i>				
Astor Avenue Community Center	147	112.10	374.85	361.22
Town Hall	372.75	736.98	1,015.37	2,106.95
Senior Center	1,111.32	1,357.81	2,242.63	2,715.62
<i>Road Maintenance</i>				
Salt Usage (Tons)	0	0	20	42

*Increase due to implementation of UpKeep Work Order system allowing for more accurate documentation

**COVID-19 partial closure

Department Highlights

- Department staff, while maintaining social distancing orders, resumed full schedule staffing.
- Two additional Seasonal Summer Assistants were hired. Seasonal Assistant Migliazzo and Seasonal Assistant Rivas are a welcome addition to the Facilities and Road Maintenance Department, and will be assisting in mowing, landscaping, and other functions within the department.
- Facilities staff continues daily complete spray sanitation of buses, and is continuing the twice daily disinfecting of all facilities as part of department coronavirus precautions.
- With social distancing of staff and cancellation of programming, Facilities staff continues to monitor closed building, such as Izaak Walton Center and Community Resource Center, to maintain functions, safety, and security of facilities.
- Facilities and Roads staff assisted with management, assessment, and cleanup of flooding due to extensive rain events. Staff monitored the Izaak Walton Center due to rising flood waters along both Willow and Poplar Creeks, placed road hazard signage on flooded roadways, pumped out flooded swales where possible, closed bridges within the Izaak Walton Reserve, cleared debris and cleaned eroded materials along Township roadways and throughout Township reserves.
- The annual Township unincorporated Brush Pickup Program continued the first full week of May. Road Associate Crane chipped 9 truckloads of mulch at 3 tons per load for a total of 27 tons of mulch, bringing the season total to 45 tons. All mulch was delivered to residents of the Township through our Resident Mulch Delivery Service.

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DEPARTMENT OF HUMAN SERVICES

Report for May 2020

SERVICE PROVIDED	MAY 2020**	MAY 2019	FYTD 2021	FYTD 2020
<i>General Assistance</i>				
General Assistance clients	11	11	23	22
General Assistance appointments	27	23	54	47
Emergency Assistance appointments	24	26	52	50
Emergency Assistance approved	2	2	3	3
Crisis intake clients	348	141	737	270
Access to Care	0	0	0	0
<i>LIHEAP Applications/PIPP Re-certifications</i>				
Office	25	42	35	67
Circuit Breaker	0	0	0	0
<i>Social Services</i>				
ComEd Hardships	5	3	5	4
Weatherization	0	0	0	0
<i>Food Pantry</i>				
Served (Households)	905	714	1,866	1,412
New applications	0***	36	0	72
Food Donations	88	52	128	90
<i>Community Center Walk-Ins</i>	0	230	0	411

*Program Closed

**COVID-19 partial closure

***Modified acceptance process during COVID-19

Department Highlights

- Food Pantry usage continues strong with serving 905 families of which 277 were home deliveries. As we move to reopening at a reduced indoor capacity the use of shopping lists, call ahead orders and curbside pickup will continue. Delivery service to residents 60 years or older, disabled, COVID positive families, and families without transportation continues to be necessary at this time.
- Aging Services continues to refer residents over 60 in need of food to Human Services for delivery.
- Food Pantry donations continue to be strong and the pantry is well stocked with fresh vegetables, fruits, milk, eggs, cheese, butter, and meats as well as personal care items.
- Hanover Township Foundation has received over \$50,000 in monetary donations since the start of the COVID-19 pandemic. These funds have allowed the food pantry to be well stocked and allowing residents to select grocery items they need.
- Community Economic Development Association (CEDA) continues to allow electronic filing of applications for Low Income Home Energy Assistance Program (LIHEAP) as well as ComEd Hardship and Nicor Sharing. In May 30 applications were completed.
- Community Economic Development Association (CEDA) has kept hours at Human Services every Wednesday however is not planning to return until the end of the year due to the public health emergency. They continue to assist residents remotely as well.
- Salvation Army continues to allow electronic filing of applications. In May 2 applications were filed for residents not meeting the requirements for Emergency Assistance.
- Employment Specialist Flaxman continues to meet with residents remotely assisting with resume writing and employment opportunities.

Welfare Services Mission Statement:

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

OFFICE OF THE MENTAL HEALTH BOARD

Report for May 2020

SERVICE PROVIDED	APRIL 2020*	APRIL 2019	FYTD 2021	FYTD 2020
<i>Grant Funding</i>				
New clients	534	500	534	500
Ongoing clients	567	256	567	256
Closed cases	34	44	34	44
Prevention programming presentations	37	52	37	52
Number in audience	311	497	311	497
<i>TIDE</i>				
Participants	25	19	25	19
Rides	93	203	93	203
<i>Resource Center</i>				
Organizations providing services	6	6	6	6
Clients served	3	77	3	77

*COVID-19 partial closure

Department Highlights

- The Mental Health Board met on May 6 and agreed to meet in June or July if any agencies requested emergency funding during the summer. The Mental Health Board also authorized to pay all Purchase of Service agencies their first quarter's payment with the intent that having the funds in advance would assist the agencies. This totaled \$66,500 in funds.
- The Mental Health Board met again on May 26 and awarded \$12,500 to Shelter, Inc, in capital funds. Shelter, Inc. is an agency that provides emergency shelter to children and adolescents.
- Manager Teachout continued communication with agencies regarding reporting requirements and operations.
- Manager Teachout assisted with senior citizen well-being chats.
- Manager Teachout secured a three-day training for agencies working with children and their families that have experienced trauma for funded agency staff.
- The Human Services Coordinating Council met on May 27. There were 26 participants from area agencies and they discussed challenges and successes they are having in the current climate of COVID-19.
- Manager Teachout discussed the utilization and cleaning of the Resource Center with Director Hanson of Facilities and Road Maintenance.
- The grocery delivery to the Community Integrated Living Arrangement Home on Hunters Ridge continued weekly throughout the month of May from the Food Pantry.
- Manager Teachout submitted four posts to social media regarding Mental Health Awareness Month.
- Manager Teachout discussed mental health support with Director Crews for Emergency Services volunteers.
- Manager Teachout continued weekly participation in Management Team Meetings.

Mental Health Board Mission Statement:

The Hanover Township Mental Health Board ensures that services in the area of mental health, including developmental disabilities, addictions and substance abuse, are available to all residents of Hanover Township.

OFFICE OF COMMUNITY HEALTH

Report for May 2020

SERVICE PROVIDED	MAY 2020**	MAY 2019	FYTD 2021	FYTD 2020
<i>Appointments</i>				
ProTimes	7	8	15	18
TB skin test	0	8	0	15
Cholesterol	0	7	0	9
Pharmaceutical Assistance Programs	0	2	0	3
Miscellaneous labs	3	17	3	31
Wellness Screening (BP, diabetes, anemia)	1	58	1	169
Other*	21	41	64	78
<i>Clinic Clients</i>				
Senior Center/ home visits	20	106	36	227
Astor Avenue	0	14	0	24
Elgin, Izaak Walton Center	0	7	0	8
Offsite clinics	0	5	0	20
Total clients (unduplicated)	7	83	17	171
<i>Public Education & Health Promotion</i>				
Media coverage	0	4	0	8
Informational seminars/Program	1	4	3	12
Program Participants	22	268	61	506
<i>Primary Care Provider Support</i>	0	5	0	7

*Other includes virtual nurse appointments during COVID-19 closure

**COVID-19 partial closure

Department Highlights

- Director Smith updated the employee and visitor health screening monitoring forms based on guidance from the Center of Disease Control and Illinois Department of Public Health.
- Hosted a blood drive with Vitalant Donation Center on May 5, which resulted in 22 units of blood collected for donation.
- Director Smith provided 4 home visits for residents in the month of May.
- Director Smith and Community Health Nurse Court became case investigators for contact tracing efforts of COVID positive patients for Cook County Department of Public Health and were assigned 112 cases in the month of May.
- The department created 6 educational videos for social media on COVID-19, contact tracing and nutrition recipes.
- Director Smith and Community Health Nurse Court provided virtual nurse appointments for residents and conducted 10 virtual appointments in the month of May.
- Community Health Assistant Tyrrell and Receptionist Brandes conducted 212 wellbeing chats to senior citizen residents in the month of May.
- Community Health Nurse Court conducted 59 vulnerable adult calls to senior citizen residents in the month of May.
- Community Health Receptionist made 35 cloth face masks for veterans and older adults.

Office of Community Health Mission Statement:

Our mission is to provide education and health promotion, prevent the spread of disease and illness, and to assist residents in accessing quality health services.

DEPARTMENT OF YOUTH AND FAMILY SERVICES

Report for May 2020

SERVICE PROVIDED	MAY 2020*	MAY 2019	FYTD 2021	FYTD 2020
<i>Outreach & Prevention</i>				
Open Gym participants	113	1,354	113	3,032
Open Gym participants (unduplicated)	26	446	26	489
Alternative to Suspension referrals	0	0	0	0
Alternative to Suspension participants	124	78	181	205
Alternative to Suspension participants (unduplicated)	47	41	102	82
<i>Clinical</i>				
Therapy clients	171	475	372	998
Therapy clients (unduplicated)	32	208	102	402
New clients (unduplicated)	8	0	10	19
Clinical hours	150	293	341	595
Group session participants	11	208	17	384
<i>Tutoring Participants</i>				
Total	0	0	0	144
Unduplicated	0	0	0	57

*COVID-19 partial closure

Department Highlights

- The department shifted the delivery of services to a virtual format for all programming.
- The Clinical Services Division provided 178 telehealth appointments and provided 110 case management services to current open cases while working remotely.
- Virtual Open Gym began on May 4 with 113 youth participating.
- The Alternative to Suspension program conducted 48 virtual group sessions with 85 student participants from School District U-46.
- Substance Abuse Prevention Specialist Konzal conducted 15 youth leadership groups with 93 participants.
- The Parent Support Group began in May with 11 participants.
- Director Houdek coordinated and participated in weekly video conference meetings with the Association of Illinois Township Committees on Youth members to discuss current service delivery practice and impact of the pandemic to communities.
- Youth and Family Services staff continued to assist the Department of Aging Services by delivery 800 Home Delivered Meals providing 72 hours of time.
- Youth and Family Services staff provided 201 hours and completed 1,032 wellness calls for the Department of Aging Services.
- Open Gym Assistants continued to assist the Department of Human Services by working at the Food Pantry and providing 396 hours.
- Substance Abuse Prevention Specialist Konzal, along with 11 Youth Leaders, conducted a Food Drive for the Food Pantry on May 29. Approximately 23 cars participated providing two vans of food for the Food Pantry.

The mission of Hanover Township Youth and Family Services is the prevention of juvenile delinquency and the promotion of positive youth development in young people. We strengthen families, provide outreach to youth at risk of school failure and contribute to the building of a healthier Township community.

Hanover Township
Board Audit Report
From 6/2/2020 - 6/15/2020

	<u>Total</u>
Total Town Fund	96,855.00
Total Senior Services Fund	22,622.82
Total General Assistance Fund	11,363.86
Total Road Maintenance Fund	26,396.94
Total Mental Health Board Fund	1,740.31
Total IMRF Fund	
Total Social Security Fund	
Total Vehicle Fund	
Total Capital Fund	
 Total All Funds	 <u><u>158,978.93</u></u>

Supervisor

Town Clerk

Attest

Trustee

Trustee

Trustee

Trustee

Hanover Township Board Audit Report

June 2 - 15, 2020

Type	Date	Num	Name	Memo	Amount
1013 · Town Fund - Revenue					
1013440 · YFS - Tutoring Fees					
Check	06/02/2020	136843	Akpatulu, Kate	Refund for Winter/Spring Tutoring Services due to Covid-19	22.50
Check	06/02/2020	136844	Baig, Aleem	Refund for Winter/Spring Tutoring Services due to Covid-19	22.50
Check	06/02/2020	136845	Bentz, Timothy	Refund for Winter/Spring Tutoring Services due to Covid-19	22.50
Check	06/02/2020	136846	Carney, Teresa	Refund for Winter/Spring Tutoring Services due to Covid-19	45.00
Check	06/02/2020	136847	Chavez, Guadalupe	Refund for Winter/Spring Tutoring Services due to Covid-19	22.50
Check	06/02/2020	136848	DiGiulio, Barb	Refund for Winter/Spring Tutoring Services due to Covid-19	45.00
Check	06/02/2020	136849	Galecki, Anna	Refund for Winter/Spring Tutoring Services due to Covid-19	22.50
Check	06/02/2020	136850	Gomez, Rossin	Refund for Winter/Spring Tutoring Services due to Covid-19	22.50
Check	06/02/2020	136851	Leskis, Jennifer	Refund for Winter/Spring Tutoring Services due to Covid-19	45.00
Check	06/02/2020	136852	Mika, Beata	Refund for Winter/Spring Tutoring Services due to Covid-19	22.50
Check	06/02/2020	136853	Mitchell, Patricia	Refund for Winter/Spring Tutoring Services due to Covid-19	22.50
Check	06/02/2020	136854	Mylnarczyk, Angela	Refund for Winter/Spring Tutoring Services due to Covid-19	22.50
Check	06/02/2020	136855	Nichols, Kristine	Refund for Winter/Spring Tutoring Services due to Covid-19	22.50
Check	06/02/2020	136856	Pinedo, Yolanda	Refund for Winter/Spring Tutoring Services due to Covid-19	22.50
Check	06/02/2020	136857	Ramirez, Karla	Refund for Winter/Spring Tutoring Services due to Covid-19	22.50
Check	06/02/2020	136858	Rivas, Francisco	Refund for Winter/Spring Tutoring Services due to Covid-19	22.50
Check	06/02/2020	136859	Rogers, Angela	Refund for Winter/Spring Tutoring Services due to Covid-19	22.50
Check	06/02/2020	136860	Santini, Jennifer	Refund for Winter/Spring Tutoring Services due to Covid-19	22.50
Check	06/02/2020	136861	Saucedo, Erika	Refund for Winter/Spring Tutoring Services due to Covid-19	45.00
Check	06/02/2020	136862	Slusher, Joe	Refund for Winter/Spring Tutoring Services due to Covid-19	45.00
Check	06/02/2020	136863	Suarez, Cynthia	Refund for Winter/Spring Tutoring Services due to Covid-19	22.50
Check	06/02/2020	136864	Vo, Thu	Refund for Winter/Spring Tutoring Services due to Covid-19	22.50
Check	06/02/2020	136865	Cruz Villegas, Celia	Refund for Winter/Spring Tutoring Services due to Covid-19	22.50
Total 1013440 · YFS - Tutoring Fees					630.00
Total 1013 · Town Fund - Revenue					630.00
1103 · Aging Services - Revenue					
1103500 · Senior Programs					
Check	06/09/2020	137010	Dorothy Bell	Program Refund	66.00
Check	06/12/2020	137012	John LeMaire	Program Refund	64.00
Check	06/12/2020	137013	Harvey Belcher	Program Refund	64.00
Total 1103500 · Senior Programs					194.00
Total 1103 · Aging Services - Revenue					194.00
3033 · Road Maintenance - Revenue					
3033100 · Replacement Tax					
Check	06/03/2020	136951	Village of Bartlett (Repl Taxes)	Replacement Tax Allocation	3,867.39
Check	06/03/2020	136952	Village of Streamwood (Repl Tax)	Replacement Tax Allocation	4,325.23
Check	06/03/2020	136953	Village of Hanover Park (Repl Tax)	Replacement Tax Allocation	2,860.15
Check	06/03/2020	136954	Village of Hoffman Estates (Repl Taxes)	Replacement Tax Allocation	554.79
Check	06/03/2020	136955	City of Elgin (Repl Taxes)	Replacement Tax Allocation	9,652.32
Total 3033100 · Replacement Tax					21,259.88

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Type	Date	Num	Name	Memo	Amount
Total 3033 · Road Maintenance - Revenue					21,259.88
1014 · Town Fund - Expenditures					
101CAP · Capital Expenditures					
1014430 · Computer Equipment & Software					
Check	06/09/2020	136956	Access 1 Source	Inv# 79303 Time and Attendance Software Monthly Fee	281.50
Check	06/09/2020	136994	ProxiT Technology Solutions	Inv# 21291 Router	85.06
Check	06/09/2020	136994	ProxiT Technology Solutions	Inv# 21269 Network Labor & New Server Install Labor	6,705.63
Check	06/12/2020	137020	Granicus	Inv# 125265 Annual Website Hosting Subscription	8,103.21
Total 1014430 · Computer Equipment & Software					15,175.40
Total 101CAP · Capital Expenditures					15,175.40
101CHN · Community Health					
1014453 · Printing					
Check	06/09/2020	136964	Braden Interact Business Products (SS)	Inv# 642009 Copy Charges	0.80
Total 1014453 · Printing					0.80
1014457 · Furniture and Computer Equip					
Check	06/09/2020	136985	Leaf (618-008)	Inv# 10688826 Lower Level Copier Lease	66.00
Total 1014457 · Furniture and Computer Equip					66.00
1014491 · Health Insurance					
Check	06/12/2020	137036	United Healthcare	Monthly Medical Premiums	1,143.28
Total 1014491 · Health Insurance					1,143.28
1014492 · Dental, Vision & Life Insurance					
Check	06/09/2020	137005	Vision Service Plan	Acct# 30070457 May Premium	10.60
Total 1014492 · Dental, Vision & Life Insurance					10.60
Total 101CHN · Community Health					1,220.68
101CVA · Community & Veteran Affairs					
101CMA · Community Relations					
1014617 · Equipment & Furniture					
Check	06/02/2020	136832	Verizon Wireless (00002)	Inv# 9854880800 Monthly Charges 04/19-05/18	36.01
Total 1014617 · Equipment & Furniture					36.01
1014620 · Satellite Office Programs					
Check	06/09/2020	136982	Martha Duncan	IWC Rental Deposit Refund	50.00
Total 1014620 · Satellite Office Programs					50.00
1014621 · Satellite Office Utilities					
Check	06/09/2020	136969	Com Ed 010	Acct# 6997418010 Monthly Charges 4/9-5/8	597.27
Check	06/09/2020	136991	Nicor 78	Acct# 78-11-12-9467 Monthly Charges 4/26-5/25	79.24

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Type	Date	Num	Name	Memo	Amount
Check	06/12/2020	137018	City of Elgin	Acct# 413720-6423 Water Monthly Charges 4/8-5/7	8.56
			Total 1014621 · Satellite Office Utilities		685.07
			1014623 · Satellite Office Phone & Intrnt		
Check	06/12/2020	137019	Comcast (6276 IWC Internet)	Acct# 8771 20 032 0786276 Monthly Charges 6/4-7/3	183.95
			Total 1014623 · Satellite Office Phone & Intrnt		183.95
			1014691 · Health Insurance		
Check	06/12/2020	137036	United Healthcare	Monthly Medical Premiums	571.64
			Total 1014691 · Health Insurance		571.64
			1014692 · Dental, Vision & Life Insurance		
Check	06/09/2020	137005	Vision Service Plan	Acct# 30070457 May Premium	10.60
			Total 1014692 · Dental, Vision & Life Insurance		10.60
			Total 101CMA · Community Relations		1,537.27
			101VET · Veteran Affairs		
			1014792 · Dental, Vision & Life Insurance		
Check	06/09/2020	137005	Vision Service Plan	Acct# 30070457 May Premium	8.48
			Total 1014792 · Dental, Vision & Life Insurance		8.48
			Total 101VET · Veteran Affairs		8.48
			Total 101CVA · Community & Veteran Affairs		1,545.75
			101ES · ES - Expenditures		
			1014803 · Uniforms		
Check	06/09/2020	136996	Ray O'herron Co., Inc.	Inv# 2029063 Oxford Uniform Shirt	96.99
			Total 1014803 · Uniforms		96.99
			1014806 · Office Supplies		
Check	06/09/2020	136999	Staples	Inv# 3444615353 Toner	68.50
			Total 1014806 · Office Supplies		68.50
			1014812 · Volunteer Appreciation		
Check	06/09/2020	136987	Lonnie Williams	New Candidates Training Day Supplies	12.09
			Total 1014812 · Volunteer Appreciation		12.09
			1014813 · Vehicle Fuel & Maintenance		
Check	06/09/2020	136966	Carol Stream Lawn and Power	Inv# 448472 On Board Generator Maintenance	93.12
Check	06/09/2020	136966	Carol Stream Lawn and Power	Inv# 448651 Water Pump Maintenance	105.12
Check	06/09/2020	136966	Carol Stream Lawn and Power	Inv# 448954 Subaru Generator Maintenance	97.83
Check	06/09/2020	136966	Carol Stream Lawn and Power	Inv# 448955 Honda Generator Maintenance	107.12

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Type	Date	Num	Name	Memo	Amount
Check	06/09/2020	136974	Friendly Ford, Inc	Inv# C58886 Oil Change	52.90
Check	06/09/2020	136980	Illinois Tollway	Inv# G127000004420 Transponder Fees	430.85
Check	06/09/2020	137004	Village of Hanover Park (Fuel)	Inv# 2020-00000850 April 2020 Fuel	524.77
Total 1014813 · Vehicle Fuel & Maintenance					1,411.71
1014814 · Communications					
Check	06/02/2020	136832	Verizon Wireless (00002)	Inv# 9854880800 Monthly Charges 04/19-05/18	93.01
Check	06/09/2020	136967	Comcast (ES 773)	Acct# 877110083 0226773 ES Internet Charges 5/18-6/17	159.64
Check	06/09/2020	136968	Comcast (Town 207)	Acct# 8771 10 083 0234207 ES Cable Charges 5/20-6/19	10.55
Check	06/09/2020	136972	Dupage Public Safety Communications	Inv# 17255 Annual Fee May 2020 - April 2021	10,609.00
Check	06/09/2020	136990	Motorola Solutions, Inc.	Inv# 4937220200331 Monthly Radio Service	586.00
Total 1014814 · Communications					11,458.20
1014891 · Health Insurance					
Check	06/12/2020	137036	United Healthcare	Monthly Medical Premiums	983.23
Total 1014891 · Health Insurance					983.23
1014892 · Dental, Vision & Life Insurance					
Check	06/09/2020	137005	Vision Service Plan	Acct# 30070457 May Premium	8.48
Total 1014892 · Dental, Vision & Life Insurance					8.48
Total 101ES · ES - Expenditures					14,039.20
101LEA · Legal & Auditing					
1014502 · Legal Services					
Check	06/09/2020	136983	Kopon Airdo, LLC	Inv# 190-0001-30378 Legal Services	19,185.52
Total 1014502 · Legal Services					19,185.52
Total 101LEA · Legal & Auditing					19,185.52
101MAIN · Facilities Maintenance					
1014205 · Janitorial Supplies					
Check	06/02/2020	136818	Bade Supply	Inv# 36292 Floor Machine Scrubbing Pads	33.50
Check	06/09/2020	136961	Bade Supply	Inv# 36576 Towels/Can Liners/Cleaning Supplies	572.00
Total 1014205 · Janitorial Supplies					605.50
1014208 · Housekeeping Contract					
Check	06/02/2020	136831	Scrubco	Inv# 11096 Cleaning Services - Astor April	1,000.00
Check	06/09/2020	136981	Imperial Service Systems, Inc	Inv# 134244 Cleaning Services - Town Hall May 2020	1,069.00
Check	06/09/2020	136981	Imperial Service Systems, Inc	Inv# 134275 Cleaning Services - Senior Center May 2020	1,666.00
Check	06/09/2020	136998	Scrubco	Inv# 11139 Cleaning Services - Astor May	1,000.00
Total 1014208 · Housekeeping Contract					4,735.00
1014209 · Building Contracts					
Check	06/09/2020	136992	Orkin Pest Control 337 (Town)	Town Hall Exterminator Annual June 2020 - June 2021	924.60

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June 2 - 15, 2020

Type	Date	Num	Name	Memo	Amount
Check	06/09/2020	136993	Orkin Pest Control 337 (Town)	Inv# 194938023 Town Hall Pest Control April	80.26
Check	06/09/2020	136993	Orkin Pest Control 337 (Town)	Inv# 195963799 Town Hall Pest Control May	80.26
Check	06/09/2020	136993	Orkin Pest Control 337 (Town)	Inv# 197326385 Town Hall Pest Control June	80.26
Total 1014209 · Building Contracts					1,165.38
1014211 · Building Maintenance - Senior					
Check	06/09/2020	137011	Sherwin-Williams	Inv# 0345-2 Exterior Paint for Senior Center Repairs	145.11
Check	06/12/2020	137034	World Security & Control, Inc	Inv# 30997 Senior Elevator Shaft Fire Detector Maintenance	405.00
Total 1014211 · Building Maintenance - Senior					550.11
1014214 · Equipment Maintenance - Senior					
Check	06/02/2020	136822	Fox Valley Fire & Safety	Inv# 352740 Annual Fire Sprinkler Inspection Senior Center	360.00
Total 1014214 · Equipment Maintenance - Senior					360.00
1014215 · Equipment Maintenance - Astor					
Check	06/09/2020	136960	Amperage Electrical Supply Inc	Inv# 1054768 Electrical Box and Cober for Camera Install at Astor Ave	7.95
Total 1014215 · Equipment Maintenance - Astor					7.95
1014219 · Vehicle Fuel - Town					
Check	06/09/2020	137004	Village of Hanover Park (Fuel)	Inv# 2020-00000850 April 2020 Fuel	245.72
Total 1014219 · Vehicle Fuel - Town					245.72
1014220 · Seasonal Projects Assistance					
Check	06/09/2020	137003	Verify (XHANOV)	Inv# 1361510 Background Checks May 2020	18.00
Total 1014220 · Seasonal Projects Assistance					18.00
1014221 · Cell Phone/Communications					
Check	06/02/2020	136832	Verizon Wireless (00002)	Inv# 9854880800 Monthly Charges 04/19-05/18	233.67
Total 1014221 · Cell Phone/Communications					233.67
1014226 · Uniforms					
Check	06/02/2020	136819	Bartlett Sports	Inv# 5526 Summer Seasonal & FT Staff Uniform Shirts	555.00
Total 1014226 · Uniforms					555.00
1014228 · Building Maintenance - Izaak					
Check	06/02/2020	136820	Callahan Plumbing	Inv# 17598 RPZ Valve Annual Inspection	300.00
Check	06/12/2020	137028	Sherwin-Williams	Inv# 0547-3 Exterior Door Paint	49.11
Total 1014228 · Building Maintenance - Izaak					349.11
1014230 · Trash Removal - Izaak					
Check	06/09/2020	136977	Groot, Inc.	Acct# 3107-54379 Inv# 5567467 Monthly Charges June 2020	129.56

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Type	Date	Num	Name	Memo	Amount
Total 1014230 · Trash Removal - Izaak					129.56
1014291 · Health Insurance					
Check	06/12/2020	137036	United Healthcare	Monthly Medical Premiums	5,270.52
Total 1014291 · Health Insurance					5,270.52
1014292 · Dental, Vision & Life Insurance					
Check	06/09/2020	137005	Vision Service Plan	Acct# 30070457 May Premium	29.68
Total 1014292 · Dental, Vision & Life Insurance					29.68
Total 101MAIN · Facilities Maintenance					14,255.20
101PAN · Pantry					
1014161 · Utilities					
Check	06/02/2020	136826	Nicor 65	Acct# 65-08-57-1000 5 Monthly Charges 04/15-05/15	73.36
Check	06/02/2020	136827	Nicor 75	Acct# 75-08-57-1000 4 Monthly Charges 04/14-05/15	90.73
Total 1014161 · Utilities					164.09
1014191 · Health Insurance					
Check	06/12/2020	137036	United Healthcare	Monthly Medical Premiums	1,200.44
Total 1014191 · Health Insurance					1,200.44
1014192 · Dental, Vision & Life Insurance					
Check	06/09/2020	137005	Vision Service Plan	Acct# 30070457 May Premium	13.95
Total 1014192 · Dental, Vision & Life Insurance					13.95
Total 101PAN · Pantry					1,378.48
101THE · Town Hall Expense					
1014402 · Telephone - Town					
Check	06/02/2020	136817	AT&T 803	Acct# 630 Z99-0161 803 2 Monthly Charges 5/16-6/15	44.15
Check	06/12/2020	137017	Call One	Inv# 264177 Monthly Charges 6/15-7/14	803.60
Total 1014402 · Telephone - Town					847.75
1014403 · Utilities - Town					
Check	06/02/2020	136829	Nicor 34	Acct# 34-51-77-1000 9 Monthly Charges 04/17-05/16	311.89
Check	06/12/2020	137032	Village of Bartlett	Acct# 51470 Water/Sewer	81.97
Check	06/12/2020	137032	Village of Bartlett	Acct# 63818 Runzel Reserve	58.80
Total 1014403 · Utilities - Town					452.66
1014405 · Internet Access - Town					
Check	06/02/2020	136821	Comcast (607)	Acct# 8771100830128607 Monthly Internet Charges 5/23-6/22	239.85
Check	06/12/2020	137014	AT&T 824	Acct 253810824 Back-up Internet	93.02

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Type	Date	Num	Name	Memo	Amount
Total 1014405 · Internet Access - Town					332.87
Total 101THE · Town Hall Expense					1,633.28
101TOE · Town Office Expense					
1014401 · Postage					
Check	06/12/2020	137026	Pitney Bowes, Inc	Inv# 1015760452 Postage Machine Ink/Cartridges/Strips	161.48
Total 1014401 · Postage					161.48
1014404 · Office Supplies					
Check	06/09/2020	136999	Staples	Inv# 3444615353 Laminated Pouches	92.39
Check	06/09/2020	136999	Staples	Inv# 3447117855 Heavy Duty Stapler/Stapler/Correction Tape	64.97
Total 1014404 · Office Supplies					157.36
1014406 · Printing					
Check	06/09/2020	136965	Braden Interact Business Products (Town)	Inv# 642647 Copy Charges	63.28
Total 1014406 · Printing					63.28
1014530 · Financial Administration					
Check	06/09/2020	136978	Governmental Accounting, Inc	Inv# 58783 Monthly Contract Billing	5,400.00
Total 1014530 · Financial Administration					5,400.00
1014560 · Emergency Contingency Fund					
Check	06/02/2020	136818	Bade Supply	Inv# 36291 Disinfectant Supplies Coronavirus	50.40
Check	06/09/2020	136959	Allegra Marketing Print & Mail	Inv# 94543 Social Distancing Floor Decals	280.00
Check	06/09/2020	136961	Bade Supply	Inv# 36472 Covid-19 Disinfection Supplies	90.00
Check	06/09/2020	136962	Bartlett Volunteer Fire Association	Inv# 01 HTES Expanded Station Rental for Covid Response 3/23-4/23	2,000.00
Check	06/09/2020	136962	Bartlett Volunteer Fire Association	Inv# 02 HTES Expanded Station Rental for Covid Response 4/23-5/23	2,000.00
Check	06/09/2020	136962	Bartlett Volunteer Fire Association	Inv# 03 HTES Expanded Station Rental for Covid Response 5/24-5/31	500.00
Check	06/09/2020	136989	Menards - West Chicago	Inv# 5909 Covid-19 Precautions Signage	29.82
Check	06/12/2020	137015	Bade Supply	Inv# 35942 Covid-19 Disinfection Supplies	625.20
Check	06/12/2020	137015	Bade Supply	Inv# 36832 Covid-19 Disinfection Supplies	570.00
Total 1014560 · Emergency Contingency Fund					6,145.42
1014591 · Health Insurance					
Check	06/12/2020	137036	United Healthcare	Monthly Medical Premiums	3,852.87
Total 1014591 · Health Insurance					3,852.87
1014592 · Dental, Vision & Life Insurance					
Check	06/09/2020	137005	Vision Service Plan	Acct# 30070457 May Premium	41.51
Total 1014592 · Dental, Vision & Life Insurance					41.51
Total 101TOE · Town Office Expense					15,821.92
104ASR · Assessor's Division					

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Type	Date	Num	Name	Memo	Amount
1044411 · Equipment					
Check	06/09/2020	136999	Staples	Inv# 3447117855 Chair Mat	42.99
Total 1044411 · Equipment					42.99
1044419 · Training					
Check	06/02/2020	136842	Smogolski, Thomas S	McKissok Continuing Education	519.99
Total 1044419 · Training					519.99
1044491 · Health Insurance					
Check	06/12/2020	137033	United Healthcare	Monthly Medical Premiums/2 MOnth Adjustment	838.41
Check	06/12/2020	137036	United Healthcare	Monthly Medical Premiums	3,708.05
Total 1044491 · Health Insurance					4,546.46
1044492 · Dental, Vision & Life Insurance					
Check	06/09/2020	137005	Vision Service Plan	Acct# 30070457 May Premium	19.08
Total 1044492 · Dental, Vision & Life Insurance					19.08
Total 104ASR · Assessor's Division					5,128.52
109YFS · Youth & Family Services					
109ADM · Administration & Clinical					
1094614 · Printing					
Check	06/09/2020	137000	TTSG Leasing	Inv#49292 Copier Charges	25.57
Total 1094614 · Printing					25.57
1094621 · Recruitment and Pre Employment					
Check	06/09/2020	137003	Verify (XHANOV)	Inv# 1358962 Background Checks April 2020	36.00
Check	06/09/2020	137003	Verify (XHANOV)	Inv# 1357464 Background Checks March 2020	18.00
Check	06/09/2020	137003	Verify (XHANOV)	Inv# 1361510 Background Checks May 2020	18.00
Total 1094621 · Recruitment and Pre Employment					72.00
1094626 · Equipment & Furniture					
Check	06/02/2020	136833	Diaz, Roxanne	Phone Reimbursement April-May COVID	70.00
Check	06/02/2020	136834	Herrera, Marina	Phone Reimbursement April-May COVID	70.00
Check	06/02/2020	136835	Gonzalez, Nora C	Phone Reimbursement April-May COVID	70.00
Check	06/02/2020	136836	Kusnerz, Susan	Phone Reimbursement April-May COVID	70.00
Check	06/02/2020	136837	Lopez-Iftikhar, Maria	Phone Reimbursement April-May COVID	70.00
Check	06/02/2020	136838	Low, Karen	Phone Reimbursement April-May COVID	70.00
Check	06/02/2020	136841	Zak, Robert	Phone Reimbursement April-May COVID	70.00
Total 1094626 · Equipment & Furniture					490.00
1094691 · Health Insurance					
Check	06/12/2020	137036	United Healthcare	Monthly Medical Premiums	4,674.99

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Type	Date	Num	Name	Memo	Amount
Total 1094691 · Health Insurance					4,674.99
1094692 · Dental, Vision & Life Insurance					
Check	06/09/2020	137005	Vision Service Plan	Acct# 30070457 May Premium	56.35
Total 1094692 · Dental, Vision & Life Insurance					56.35
Total 109ADM · Administration & Clinical					5,318.91
109OUT · Outreach & Prevention					
1094651 · Cellphones					
Check	06/02/2020	136832	Verizon Wireless (00002)	Inv# 9854880800 Monthly Charges 04/19-05/18	214.48
Check	06/02/2020	136839	McSheffrey, Ryan K	Phone Reimbursement April-May COVID	70.00
Check	06/02/2020	136840	Trujillo, Gisel	Phone Reimbursement April-May COVID	70.00
Total 1094651 · Cellphones					354.48
1094791 · Health Insurance					
Check	06/12/2020	137036	United Healthcare	Monthly Medical Premiums	1,143.28
Total 1094791 · Health Insurance					1,143.28
1094792 · Dental, Vision & Life Insurance					
Check	06/09/2020	137005	Vision Service Plan	Acct# 30070457 May Premium	24.38
Total 1094792 · Dental, Vision & Life Insurance					24.38
Total 109OUT · Outreach & Prevention					1,522.14
Total 109YFS · Youth & Family Services					6,841.05
Total 1014 · Town Fund - Expenditures					96,225.00
1104 · Aging Services - Expenditures					
1104ADM · Administration					
1104524 · Utilities					
Check	06/02/2020	136828	Nicor 53	Acct# 53-90-98-7636 8 Monthly Charges Balance 04/25-05/24	671.94
Check	06/12/2020	137032	Village of Bartlett	Acct# 62447 Water/Sewer	108.21
Total 1104524 · Utilities					780.15
1104525 · Telephone & High Speed Internet					
Check	06/02/2020	136832	Verizon Wireless (00002)	Inv# 9854880800 Monthly Charges 04/19-05/18	30.68
Total 1104525 · Telephone & High Speed Internet					30.68
1104527 · Equipment					
Check	06/09/2020	136985	Leaf (618-008)	Inv# 10688826 Lower Level Copier Lease	66.00
Check	06/12/2020	137025	Leaf (618-003)	Acct 100-2577618-003 Postage Machine Buyout	182.70
Total 1104527 · Equipment					248.70

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Type	Date	Num	Name	Memo	Amount
1104528 · Office Supplies					
Check	06/09/2020	136957	Accurate Office Supply Co	Inv# 514971 Toner/Ink	149.45
Total 1104528 · Office Supplies					149.45
1104533 · Printing					
Check	06/09/2020	136964	Braden Interact Business Products (SS)	Inv# 642009 Copy Charges	5.39
Total 1104533 · Printing					5.39
1104591 · Health Insurance					
Check	06/12/2020	137036	United Healthcare	Monthly Medical Premiums	-2,738.70
Total 1104591 · Health Insurance					-2,738.70
1104592 · Dental, Vision & Life Insurance					
Check	06/09/2020	137005	Vision Service Plan	Acct# 30070457 May Premium	19.25
Total 1104592 · Dental, Vision & Life Insurance					19.25
Total 1104ADM · Administration					-1,505.08
1104NUT · Nutrition					
1105551 · Congregate Food					
Check	06/02/2020	136823	Get Fresh Produce, Inc	Inv# 3521835 Congregate Food	193.10
Check	06/02/2020	136823	Get Fresh Produce, Inc	Inv# 3522129 Congregate Food	169.83
Check	06/02/2020	136823	Get Fresh Produce, Inc	Inv# 3522542 Congregate Food	62.63
Check	06/02/2020	136823	Get Fresh Produce, Inc	Inv# 3525461 Congregate Food	14.80
Check	06/02/2020	136823	Get Fresh Produce, Inc	Inv# 3525417 Congregate Food	80.13
Check	06/02/2020	136823	Get Fresh Produce, Inc	Inv# 3525458 Congregate Food	20.58
Check	06/02/2020	136823	Get Fresh Produce, Inc	Inv# 3525674 Congregate Food	27.35
Check	06/02/2020	136824	Highland Baking Company	Inv# 2293871 Congregate Food	33.87
Check	06/02/2020	136824	Highland Baking Company	Inv# 2294838 Congregate Food	50.86
Check	06/09/2020	136975	Get Fresh Produce, Inc	Inv# 3503725 Congregate Food	28.78
Check	06/09/2020	136975	Get Fresh Produce, Inc	Inv# 3525514 Congregate Food	7.60
Check	06/09/2020	136975	Get Fresh Produce, Inc	Inv# 3526340 Congregate Food	155.23
Check	06/09/2020	136975	Get Fresh Produce, Inc	Inv# 3527078 Congregate Food	88.43
Check	06/09/2020	136975	Get Fresh Produce, Inc	Inv# 3528315 Congregate Food	96.90
Check	06/09/2020	136975	Get Fresh Produce, Inc	Inv# 3528442 Congregate Food	49.00
Check	06/09/2020	136975	Get Fresh Produce, Inc	Inv# 3529072 Congregate Food	22.13
Check	06/09/2020	136975	Get Fresh Produce, Inc	Inv# 3529778 Congregate Food	18.00
Check	06/09/2020	136975	Get Fresh Produce, Inc	Credit Inv# 3528442 Congregate Food	-21.00
Check	06/09/2020	136976	Gordon Food Service	Inv# 202648485 Congregate Food	445.01
Check	06/09/2020	136976	Gordon Food Service	Inv# 202586650 Congregate Food	411.67
Check	06/09/2020	136979	Highland Baking Company	Inv# 2296012 Congregate Food	20.97
Check	06/09/2020	136979	Highland Baking Company	Inv# 2297031 Congregate Food	28.72
Check	06/09/2020	136979	Highland Baking Company	Inv# 2298240 Congregate Food	22.06
Check	06/09/2020	136979	Highland Baking Company	Inv# 2298241 Congregate Food	7.06
Check	06/09/2020	136979	Highland Baking Company	Inv# 2290231 - Credit# 2288764-CM Congregate Food	30.94
Check	06/12/2020	137022	Get Fresh Produce, Inc	Inv# 3528884 Congregate Food	113.51

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Type	Date	Num	Name	Memo	Amount
Check	06/12/2020	137022	Get Fresh Produce, Inc	Credit 438474	-20.95
Check	06/12/2020	137022	Get Fresh Produce, Inc	Credit 438422	-7.88
Check	06/12/2020	137023	Gordon Food Service	Inv# 202834892 Congregate Food	320.03
Check	06/12/2020	137023	Gordon Food Service	Inv# 202773850 Congregate Food	457.41
Check	06/12/2020	137024	Highland Baking Company	Inv# 2298662 Congregate Food	34.44
Check	06/12/2020	137024	Highland Baking Company	Inv# 2300302 Congregate Food	13.47
Check	06/12/2020	137024	Highland Baking Company	Inv# 2300303 Congregate Food	19.38
Total 1105551 · Congregate Food					2,994.06
1105553 · Congregate Supplies					
Check	06/02/2020	136823	Get Fresh Produce, Inc	Inv# 3522129 Congregate Supplies	20.20
Check	06/02/2020	136823	Get Fresh Produce, Inc	Inv# 3525671 Congregate Supplies	14.30
Check	06/09/2020	136975	Get Fresh Produce, Inc	Inv# 3528315 Congregate Supplies	20.20
Check	06/09/2020	136975	Get Fresh Produce, Inc	Inv# 3528442 Congregate Supplies	10.10
Check	06/09/2020	137006	West Pier Laundry Streamwood	Inv# 2694 Laundry Service Dish Towels/Tablecloths	22.55
Check	06/12/2020	137022	Get Fresh Produce, Inc	Inv# 3528884 Congregate Supplies	20.20
Check	06/12/2020	137023	Gordon Food Service	Inv# 202834892 Congregate Supplies	91.88
Check	06/12/2020	137023	Gordon Food Service	Inv# 202773850 Congregate Supplies	20.30
Total 1105553 · Congregate Supplies					219.73
1105558 · Home Delivered Meals Food					
Check	06/02/2020	136823	Get Fresh Produce, Inc	Inv# 3521835 HDM Food	96.55
Check	06/02/2020	136823	Get Fresh Produce, Inc	Inv# 3522129 HDM Food	169.82
Check	06/02/2020	136823	Get Fresh Produce, Inc	Inv# 3522542 HDM Food	20.20
Check	06/02/2020	136823	Get Fresh Produce, Inc	Inv# 3522542 HDM Food	62.62
Check	06/02/2020	136823	Get Fresh Produce, Inc	Inv# 3525461 HDM Food	14.80
Check	06/02/2020	136823	Get Fresh Produce, Inc	Inv# 3525417 HDM Food	80.12
Check	06/02/2020	136823	Get Fresh Produce, Inc	Inv# 3525458 HDM Food	20.57
Check	06/02/2020	136823	Get Fresh Produce, Inc	Inv# 3525674 HDM Food	27.35
Check	06/02/2020	136824	Highland Baking Company	Inv# 2293871 HDM Food	33.86
Check	06/02/2020	136824	Highland Baking Company	Inv# 2294838 HDM Food	50.86
Check	06/09/2020	136975	Get Fresh Produce, Inc	Inv# 3503725 HDM Food	28.77
Check	06/09/2020	136975	Get Fresh Produce, Inc	Inv# 3525514 HDM Food	7.60
Check	06/09/2020	136975	Get Fresh Produce, Inc	Inv# 3526340 HDM Food	155.22
Check	06/09/2020	136975	Get Fresh Produce, Inc	Inv# 3527078 HDM Food	88.42
Check	06/09/2020	136975	Get Fresh Produce, Inc	Inv# 3528315 HDM Food	96.90
Check	06/09/2020	136975	Get Fresh Produce, Inc	Inv# 3528442 HDM Food	49.00
Check	06/09/2020	136975	Get Fresh Produce, Inc	Inv# 3529072 HDM Food	22.12
Check	06/09/2020	136975	Get Fresh Produce, Inc	Inv# 3529778 HDM Food	18.00
Check	06/09/2020	136975	Get Fresh Produce, Inc	Credit Inv# 3528442 HDM Food	-21.00
Check	06/09/2020	136976	Gordon Food Service	Inv# 202648485 HDM Food	445.01
Check	06/09/2020	136976	Gordon Food Service	Inv# 202586650 HDM Food	411.66
Check	06/09/2020	136979	Highland Baking Company	Inv# 2296012 HDM Food	20.96
Check	06/09/2020	136979	Highland Baking Company	Inv# 2297031 HDM Food	28.72
Check	06/09/2020	136979	Highland Baking Company	Inv# 2298240 HDM Food	22.05
Check	06/09/2020	136979	Highland Baking Company	Inv# 2298241 HDM Food	7.06
Check	06/09/2020	136979	Highland Baking Company	Inv# 2290231 - Credit# 2288764-CM HDM Food	30.94

Hanover Township Board Audit Report

June 2 - 15, 2020

Type	Date	Num	Name	Memo	Amount
Check	06/09/2020	136995	Pur Foods LLC dba Mom's Meals	Inv# MM05312020 Special Dietary Meals (322)	2,158.94
Check	06/12/2020	137022	Get Fresh Produce, Inc	Inv# 3528884 HDM Food	113.51
Check	06/12/2020	137022	Get Fresh Produce, Inc	Credit 438474	-20.95
Check	06/12/2020	137022	Get Fresh Produce, Inc	Credit 438422	-7.87
Check	06/12/2020	137023	Gordon Food Service	Inv# 202834892 HDM Food	320.03
Check	06/12/2020	137023	Gordon Food Service	Inv# 202773850 HDM Food	457.41
Check	06/12/2020	137024	Highland Baking Company	Inv# 2298662 HDM Food	34.44
Check	06/12/2020	137024	Highland Baking Company	Inv# 2300302 HDM Food	13.46
Check	06/12/2020	137024	Highland Baking Company	Inv# 2300303 HDM Food	19.38
Total 1105558 · Home Delivered Meals Food					5,076.53
1105560 · Home Delivered Meals Supplies					
Check	06/02/2020	136823	Get Fresh Produce, Inc	Inv# 3522129 HDM Supplies	20.50
Check	06/02/2020	136823	Get Fresh Produce, Inc	Inv# 3522542 HDM Supplies	20.20
Check	06/02/2020	136823	Get Fresh Produce, Inc	Inv# 3525671 HDM Supplies	14.30
Check	06/09/2020	136975	Get Fresh Produce, Inc	Inv# 3528315 HDM Supplies	20.00
Check	06/09/2020	136975	Get Fresh Produce, Inc	Inv# 3528442 HDM Supplies	10.00
Check	06/09/2020	137006	West Pier Laundry Streamwood	Inv# 2694 Laundry Service Dish Towels/Tablecloths	22.55
Check	06/12/2020	137022	Get Fresh Produce, Inc	Inv# 3528884 HDM Supplies	20.20
Check	06/12/2020	137023	Gordon Food Service	Inv# 202841175 HDM Supplies	53.16
Check	06/12/2020	137023	Gordon Food Service	Inv# 202834892 HDM Supplies	91.88
Check	06/12/2020	137023	Gordon Food Service	Inv# 202773850 HDM Supplies	20.29
Total 1105560 · Home Delivered Meals Supplies					293.08
1105792 · Dental, Vision & Life Insurance					
Check	06/09/2020	137005	Vision Service Plan	Acct# 30070457 May Premium	5.30
Total 1105792 · Dental, Vision & Life Insurance					5.30
Total 1104NUT · Nutrition					8,588.70
1104PRO · Enrichment Programs					
1104514 · Weekend Programming					
Check	06/09/2020	136984	Krista August	Virtual Presentation "Vanished" 7/20/20	225.00
Total 1104514 · Weekend Programming					225.00
1104515 · Programming					
Check	06/09/2020	136963	Blenderful Music	Inv# 200714 Virtual Music Presentation 7/14/20	200.00
Check	06/09/2020	136971	Dance Alternatives, Inc.	Inv# HP05130520 Virtual Line Dance Classes 5/13, 5/20, 5/27, 6/3	220.00
Check	06/09/2020	136973	Edizon Dayao	Inv# 070920Hanover Virtual Music Entertainment 7/9/20	200.00
Check	06/09/2020	136986	Leslie Goddard	Inv# 7720 Zoom Presentation Roaring '20s 7/7/20	300.00
Check	06/09/2020	136988	Marquee Movie Presentations, LLC	Inv# 2007HTS-313VP Virtual Program Here's Johnny 7/2/20	100.00
Total 1104515 · Programming					1,020.00
1104520 · Volunteer Services					
Check	06/09/2020	137001	Charles Valerio	Home Delivered Meals Mileage Reimbursement May 2020	20.88

Hanover Township Board Audit Report

June 2 - 15, 2020

Type	Date	Num	Name	Memo	Amount
			Total 1104520 · Volunteer Services		20.88
			1104532 · Visual Arts		
Check	06/02/2020	136866	Blick Art Materials	Inv# 3758874 Art Supplies	84.10
			Total 1104532 · Visual Arts		84.10
			1104891 · Health Insurance		
Check	06/12/2020	137036	United Healthcare	Monthly Medical Premiums	5,579.23
			Total 1104891 · Health Insurance		5,579.23
			1104892 · Dental, Vision & Life Insurance		
Check	06/09/2020	137005	Vision Service Plan	Acct# 30070457 May Premium	24.38
			Total 1104892 · Dental, Vision & Life Insurance		24.38
			Total 1104PRO · Enrichment Programs		6,953.59
			1104SOC · Social Services		
			1104560 · Psychiatric Services		
Check	06/09/2020	136958	Alexian Bros. Behavioral Health Hospital	C-Hope Psychiatric Services	3.07
			Total 1104560 · Psychiatric Services		3.07
			1104991 · Health Insurance		
Check	06/12/2020	137036	United Healthcare	Monthly Medical Premiums	673.51
			Total 1104991 · Health Insurance		673.51
			1104992 · Dental, Vision & Life Insurance		
Check	06/09/2020	137005	Vision Service Plan	Acct# 30070457 May Premium	10.60
			Total 1104992 · Dental, Vision & Life Insurance		10.60
			Total 1104SOC · Social Services		687.18
			1104TRN · Transportation		
			1104549 · Recruitment		
Check	06/09/2020	137002	Verify (XHTSSE)	Inv# 1361519 Background Checks May 2020	234.00
			Total 1104549 · Recruitment		234.00
			1104550 · Telephone		
Check	06/12/2020	137031	Verizon Wireless	Acct# 742025529 Monthly Charges	512.38
			Total 1104550 · Telephone		512.38
			1104552 · Fuel		
Check	06/09/2020	137004	Village of Hanover Park (Fuel)	Inv# 2020-00000850 April 2020 Fuel	915.62
			Total 1104552 · Fuel		915.62

Hanover Township Board Audit Report

June 2 - 15, 2020

Type	Date	Num	Name	Memo	Amount
1104691 · Health Insurance					
Check	06/12/2020	137036	United Healthcare	Monthly Medical Premiums	5,979.38
Total 1104691 · Health Insurance					5,979.38
1104692 · Dental, Vision & Life Insurance					
Check	06/09/2020	137005	Vision Service Plan	Acct# 30070457 May Premium	63.05
Total 1104692 · Dental, Vision & Life Insurance					63.05
Total 1104TRN · Transportation					7,704.43
Total 1104 · Aging Services - Expenditures					22,428.82
2024 · Human Services - Expenditures					
2024ADM · Administration					
2024204 · Equipment					
Check	06/12/2020	137035	Waterlogic	Inv# 72818 Water Machine Rental	38.00
Total 2024204 · Equipment					38.00
2024210 · Printing					
Check	06/12/2020	137016	Braden Interact Business Products (WS)	Inv# 642024 Copy Charges	50.08
Total 2024210 · Printing					50.08
2024510 · Miscellaneous					
Check	06/12/2020	137030	Staples	Inv# 3447117856 Plastic Bags (Reimbursable)	113.52
Check	06/12/2020	137030	Staples	Inv# 3447117858 Pop Up Notes (2 Packs)	84.69
Total 2024510 · Miscellaneous					198.21
2024591 · Health Insurance					
Check	06/12/2020	137036	United Healthcare	Monthly Medical Premiums	2,298.00
Total 2024591 · Health Insurance					2,298.00
2024592 · Dental, Vision & Life Insurance					
Check	06/09/2020	137005	Vision Service Plan	Acct# 30070457 May Premium	27.73
Total 2024592 · Dental, Vision & Life Insurance					27.73
Total 2024ADM · Administration					2,612.02
2024HOM · Home Relief					
2024102 · Rent					
Check	06/02/2020	5486	Larry Bennett	June 2020 Rent	500.00
Check	06/02/2020	5488	Michelle Breen	June 2020 Rent	500.00
Check	06/02/2020	5491	Cook County Treasurer	Property Tax Assistance	379.29
Check	06/02/2020	5492	Country Mutual Insurance Company	Home Insurance Assistance	38.89
Check	06/02/2020	5493	Hanover Homes LLC	June 2020 Rent	750.00
Check	06/02/2020	5495	Northwest Compass	June 2020 Rent	300.00

Hanover Township Board Audit Report

June 2 - 15, 2020

Type	Date	Num	Name	Memo	Amount
Check	06/02/2020	5496	Southwicke on Sutton Condo Assn.	June 2020 Rent	186.63
Check	06/02/2020	5497	Spring Lakes Estates	June 2020 Rent	655.00
Check	06/02/2020	5498	Spring Lakes Estates	June 2020 Rent	750.00
Check	06/02/2020	5499	James Susman	June 2020 Rent	650.00
Check	06/02/2020	5504	Cynthia Wheelock	June 2020 Rent	550.00
Total 2024102 · Rent					5,259.81
2024103 · Utilities					
Check	06/02/2020	5489	Com Ed	Utilities Assistance	80.40
Check	06/02/2020	5490	Com Ed	Utilities Assistance	65.85
Check	06/02/2020	5494	NICOR	Utilities Assistance	31.06
Check	06/02/2020	5500	Village of Streamwood	Utilites Assistance	215.85
Check	06/02/2020	5501	Village of Streamwood	Utilites Assistance	57.56
Total 2024103 · Utilities					450.72
2024105 · Personal Essentials					
Check	06/02/2020	5502	Walmart	Personal Essentials June 2020	600.00
Check	06/02/2020	5503	Walmart	Personal Essentials June 2020	470.00
Total 2024105 · Personal Essentials					1,070.00
2024106 · Travel Expenses					
Check	06/02/2020	5487	BP Gas Station	Fuel Assistance Cards (5)	250.00
Check	06/02/2020	5492	Country Mutual Insurance Company	Transportation Assistance	58.29
Total 2024106 · Travel Expenses					308.29
2024119 · Emergency Assistance					
Check	06/12/2020	5505	Village of Streamwood	Emergency Assistance	343.30
Check	06/12/2020	5506	Village of Streamwood	Emergency Assistance	477.72
Check	06/12/2020	5507	Fox 1504 LLC	Emergency Assistance	842.00
Total 2024119 · Emergency Assistance					1,663.02
Total 2024HOM · Home Relief					8,751.84
Total 2024 · Human Services - Expenditures					11,363.86
3034 · Road Maintenance - Expenditures					
3034ADM · Administration					
3034701 · Legal					
Check	06/09/2020	136983	Kopon Airdo, LLC	Inv# 190-0007-30379 Legal Services	605.10
Total 3034701 · Legal					605.10
3034709 · Uniforms & Safety Equipment					
Check	06/02/2020	136819	Bartlett Sports	Inv# 5526 Summer Seasonal & FT Staff Uniform Shirts	555.00
Total 3034709 · Uniforms & Safety Equipment					555.00

Hanover Township Board Audit Report

June 2 - 15, 2020

Type	Date	Num	Name	Memo	Amount
3034711 · Utilities					
Check	06/02/2020	136830	Nicor 44	Acct# 44-51-77-1000 8 Monthly Charges 04/18-05/16	151.18
Check	06/09/2020	137009	Com Ed 8009 (R&B)	Acct# 7826008009 Monthly Charges 5/1-6/2	148.04
Total 3034711 · Utilities					299.22
3034791 · Health Insurance					
Check	06/12/2020	137036	United Healthcare	Monthly Medical Premiums	1,143.28
Total 3034791 · Health Insurance					1,143.28
3034792 · Dental, Vision & Life Insurance					
Check	06/09/2020	137005	Vision Service Plan	Acct# 30070457 May Premium	10.60
Total 3034792 · Dental, Vision & Life Insurance					10.60
Total 3034ADM · Administration					2,613.20
3034ROD · Road Maintenance					
3034602 · Operating Supplies & Materials					
Check	06/02/2020	136825	Midwest Trading	Inv# 1473221 Mulch for Will Scharlett Drive Cul de Sac Renovation	75.20
Check	06/02/2020	136825	Midwest Trading	Inv# 1473313 Mulch for Will Scharlett Drive Cul de Sac Renovation	37.60
Check	06/09/2020	137008	Beverly Materials, L.L.C.	Inv# 251704 Gravel	50.70
Check	06/12/2020	137027	River Rand Auto	Inv# 4792-29 Hitch Adapter	50.00
Check	06/12/2020	137029	SiteOne Landscape Supply, LLC	Inv# 100488112-001 Sherwood OaksTurf Restoration	353.65
Total 3034602 · Operating Supplies & Materials					567.15
3034603 · Fuel					
Check	06/09/2020	137004	Village of Hanover Park (Fuel)	Inv# 2020-00000850 April 2020 Fuel	378.64
Total 3034603 · Fuel					378.64
3034610 · Street Lighting					
Check	06/09/2020	136970	Com Ed 051	Acct# 5619024051 Monthly Charges 5/1-6/2	28.07
Total 3034610 · Street Lighting					28.07
Total 3034ROD · Road Maintenance					973.86
303EQM · Equipment					
3034609 · Maintenance Vehicles & Equip					
Check	06/09/2020	137007	Redmon's Towing	Ticket# 482604 Towing Truck# 501 Due to Brakes Needing Repairs	300.00
Check	06/12/2020	137021	Grant Truck & Trailer Repair, Inc	Inv# 17181 Truck 501 Tow Hitch Install	1,250.00
Total 3034609 · Maintenance Vehicles & Equip					1,550.00
Total 303EQM · Equipment					1,550.00
Total 3034 · Road Maintenance - Expenditures					5,137.06
5054 · Mental Health - Expenditures					

Hanover Township Board Audit Report

June 2 - 15, 2020

Type	Date	Num	Name	Memo	Amount
5054ADM · Administration					
5054591 · Health Insurance					
Check	06/12/2020	137036	United Healthcare	Monthly Medical Premiums	1,726.36
Total 5054591 · Health Insurance					1,726.36
5054592 · Dental, Vision & Life Insurance					
Check	06/09/2020	137005	Vision Service Plan	Acct# 30070457 May Premium	13.95
Total 5054592 · Dental, Vision & Life Insurance					13.95
Total 5054ADM · Administration					1,740.31
Total 5054 · Mental Health - Expenditures					1,740.31
TOTAL					158,978.93

- I. Call to Order/Roll Call: Supervisor McGuire called the meeting to order at 7:00 p.m. He then read the following into the record: On March 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 May 29, 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 2020-39 signed on May 29, 2020. Therefore, pursuant to Executive Orders 2020-07 and 2020-33, those members of the Township Board attending this June 2, 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 Beattie. Via teleconference, Trustees Martinez, 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, HR Manager Suzy Callahan, and Attorneys Mike Airdo and Mark Kimzey*; no public was present. *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 no comments were submitted for consideration by the public, and Mr. McGuire closed the Town Hall.
- IV. Reports
 - A. Supervisor's Report: Supervisor McGuire reviewed the death of George Floyd in Minneapolis. The outrage across the US and the treatment of African Americans needs to be looked at across the country, he said. 150 years have passed since the Civil War and we are still dealing with these issues. He does not feel that the actions of the police involved are an indictment of the entire law enforcement community, but he stressed that communities must change. Hanover Township set up the Diversity Task Force to

deal with just these types of issues; its term expired on May 5, but due to the Covid19, the force was unable to complete its mission and report its findings to the Board. He asked the Board's concurrence that a resolution is presented at the next meeting to extend the term of the Task Force until May 2021; the Board concurred.

The Streamwood Park District is seeking the Township's support through a letter from the Town Board in support of grants that the SPD is seeking; the Board concurred with the suggestion and staff would prepare a letter over the Supervisor's signature.

With many restrictions being lifted across the state, Mr. McGuire reported that it is time for the Committees to begin meeting, either in person with precautions, or via alternate methods; the Board concurred.

The Hanover Township Foundation has raised over \$50,000 to support areas of service at the Township.

Mr. McGuire hosted a teleconference with the Metropolitan Township Association and Congressman Krishnamoorthi; participation was good. Thanks to Director Kuttentberg for setting it up.

Through the state of Illinois, Hanover Township received a two million dollar grant, a portion of which is slated for the construction of the Emergency Services station, and the other portion toward flexible needs. Thanks to Senator Castro and Representative Crespo for shepherding this capital grant forward. Thanks also to Administrator Barr and Director Kuttentberg.

- B. Clerk's Report: The Clerk reported that the Annual Town meeting would be rescheduled in the few weeks once restrictions are fully lifted at the end of the Governor's emergency proclamation period; it may still be a modified one that would enable us to keep safe distance protocols.
- C. Assessor's Report: The Assessor reported that his office is now open with acrylic barriers; they are taking walk-ins, as well as calls.
- D. Trustee Liaison Committee Reports: Trustee Martinez thanked the Trustees and Supervisor for allowing the Diversity Task Force to continue to May 2021.
- E. Department Reports: Written reports were prepared for the Board's review; highlights included Director Kuttentberg noting that the IDNR has confirmed receipt of the Township's OSLAD paperwork for the pending grant. On May 22, there was a virtual town hall with the Supervisor and MTA to discuss service delivery. Peaceful protests have occurred in Bartlett, but Elgin saw looting during the recent unrest surrounding the George Floyd killing.

Human Services is open with staff and many volunteers returning on Monday. Food pantry teams are returning for training. 905 families were served in May. Director Imperato offered thanks to the YFS staff for the food drive. The Northern IL Food Bank is scheduled to make distributions this week. Emergency service calls are increasing, with 24 applications for relief received last week. LIHEAP is up to 25 applications in May, the ComEd Hardship program had five applications and the Salvation Army is seeing an increase, as well. In response to Trustee Beattie's question regarding continuation of the summer lunch program, Director Imperato reported that local schools would be hosting the summer lunch program so the Township would not

handle it this summer.

The Director of Community Health reported that the department is continuing to monitor the CDC and IDPH sites for updates and information. Director Smith noted that many who were retested after 30 days after a positive result, showed positive again, but that the overall positivity rate is down seven percent. There are forty test sites in Illinois, but recent rioting has seen several shut down. Office staff has made over 100 masks for seniors. They are continuing offering health assessment forms and PPEs are in good supply.

Director Houdek echoed Director Imperato's report on the successful food drive by Youth and Family Services; they will plan another possibly for late summer. The virtual open gym begins on June 15. The alternatives programs are held, virtually, three times per week. Summer tutoring will run through August 3 on Mondays (virtual). Staff is starting to come into the office, while still doing much from home. Webcams have been ordered for all staff. The department welcomes new therapist, Ms Jazmin Garza.

Manager Teachout noted that the Mental Health Board held a virtual meeting and awarded \$12,500 to Shelter Inc. The need for agency services seems to be growing. The children with trauma class will be held on June 17; this is in accordance with the Board's strategic goals. TRIP rides are down; transportation to AID has been ceased until phase 4 of the Governor's plan.

Manager Callahan reported that passport services are starting up with one-on-one appointments; they have received many calls for IDNR services. The new server issues have been minimal. The sexual harassment training has been set up for all to take the seminar.

Aging Services Acting Director Vana reported that she has been included in meetings between Age Options and the Illinois Department on Aging to discuss recommendations on dining options. 130 home delivered meals and 50 curbside meal pick-ups have been made; volunteers are starting to return. Transportation has begun scheduling rides with two people per trip, with priority to medical appointments this week. Virtual appointments are continuing, as is virtual programming. The Hanover Township Aging Services Facebook page has been launched.

Director Hanson reported that two temporary summer helpers have been hired (through July or August). Acrylic shields have been installed across the Township. PPEs and cleaning supplies are in good stock. The Izaak Walton resurfacing project is completed. The seasonal brush pick-up has started, as have repairs to cul de sacs in the unincorporated areas.

Emergency Services is operating 24/7 still, reported Director Crews. The department has logged over 6000 hours during the disaster declaration. This past week saw much flood remediation support at area residences. They have increased patrols during this recent time of unrest. Elgin has discontinued its weekly outreach meetings. The volunteers are looking forward to being of service to the East Dundee, Carpentersville, West Dundee and Rutledge communities.

Administrator Barr noted that the annual audit has been completed in record time.

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

a.	Town	\$31,265.55
b.	Senior Services	18,308.72
c.	General Assistance	2,653.10
d.	Road Maintenance	1,283.15
e.	Mental Health Board	970.68
f.	Vehicle	0.00
g.	Capital	<u>0.00</u>
	Total	<u>\$54,481.20</u>

A motion was made by Trustee Beattie and seconded by Trustee Moinuddin to approve payment of the bills as presented from May 19, 2020 through June 1, 2020. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Nays: None. Motion carried and the bills will be paid.

- VI. Unfinished Business: Consideration of Cleaning Services for Township Facilities: Director Hanson reviewed the previous three options: 1) retain current cleaning contracts - \$58,000; 2) bring all cleaning duties in-house with three staff, supplies, training, certifications, benefits, etc. - \$158,000; and 3) a hybrid program keeping the current cleaning contract for evening/heavier duty cleaning and moving a staff member to become a custodial technician (complete with training and certification, etc.) for \$108,000). At the direction of the Board, he brought forward another option of retaining the current cleaning contract, transferring a staff member to be custodial technician and hiring another employee as a technician, as well, at a cost of \$163,000. He noted that options 2, 3, and 4 offer the Township the greatest ability to have visibility to the public and to do a better job. Trustee Martinez moved that the Board approve option 2, bringing all cleaning duties in-house with three staff, supplies, training, certifications, benefits, etc., at an estimated cost of \$158,000; Trustee Beattie seconded the motion. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Nays: None. Motion carried and staff was directed to implement the process.

- VII. New Business:

- A. Board Meeting Minutes of May 19, 2020: Clerk Dolan Baumer presented the minutes from the Board meeting of May 19, 2020 for review and approval. Trustee Martinez moved to approve the Board meeting of May 19, 2020; motion seconded by Trustee Beattie and a roll call followed. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Motion unanimously carried.
- B. Resolution to Extend the March 17, 2020 Proclamation of a Disaster in Hanover Township: Trustee Essick moved to approve resolution #060220 a resolution to extend the March 17, 2020 Proclamation of a Disaster in Hanover Township; the motion was seconded by Trustee Martinez. Mr. McGuire noted that if federal funding is awarded, having a disaster proclamation in place may be helpful in securing those funds. Additionally, it may be helpful given that Emergency Services may be seeking reimbursement for funds directly related to the emergency. Several local communities have declared and continued their emergency proclamations. He is taking a conservative approach to the power granted the Supervisor. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Motion unanimously carried.
- C. Resolution to Approve Addendum No. 3 to the Building Lease with the Bartlett

Volunteer Fire Association: Trustee Beattie moved that the Board approve resolution #0602201 approving of an Addendum No. 3 to the Building Lease with the Bartlett Volunteer Fire Association; Trustee Essick seconded the motion. The addendum extends the lease through August 2020. Roll call: Ayes: Trustees Beattie, Martinez, Moinuddin, and Essick, and Supervisor McGuire. Motion carried.

- D. Approval to Purchase a Replacement Road Maintenance Truck: Trustee Beattie moved that the Board approve the purchase of one 2021 International single axle dump truck from the State of Illinois joint purchasing contract from Rush Truck Center, not to exceed \$131,133.00. Trustee Essick seconded the motion. Administrator Barr reported that this truck would replace our 17-year-old truck. Roll call: Ayes: Trustees Beattie, Martinez, Moinuddin, and Essick, and Supervisor McGuire. Motion carried.
- E. Consideration of Additional Steps to Ensure the Health, Safety and Welfare of Township Residents regarding the Coronavirus: Administrator Barr reiterated much of the reports from the Directors. He is monitoring the state directives. The state law regarding recording of meeting to be made available on the website is being considered. The staff is being creative, fluid and adaptive. Supervisor McGuire is meeting twice weekly with the Director Smith, Director Hanson and Administrator Barr to review Township business related to the Coronavirus; he is also meeting with the weekly management meeting to discuss same. He noted that once again, Hanover Township is ahead of most townships regarding service delivery.

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

- VIII. Executive Session: Motion to go into Executive Session pursuant §2c5 (The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.), pursuant to the Illinois Open Meetings Act was made by Trustee Beattie and seconded by Trustee Martinez. Ayes: Trustees Beattie, Moinuddin, Essick and Martinez, and Supervisor McGuire. Any remaining staff was excused from the meeting at 8:15 p.m.

The Board returned from Executive Session at 8:53 p.m. and Clerk Dolan Baumer called the roll: present were Trustees Beattie, Moinuddin, Martinez, Essick, and Supervisor McGuire.

- IX. Other Business: Mr. McGuire asked for the Board's concurrence that the attorneys be authorized to enter into negotiations for the Christofano property. The Board concurred and the attorneys were so directed.
- XI. Adjournment: There being no further business to come before this Board, a motion to adjourn at 8:54 p.m. was made by Trustee Beattie and seconded by Trustee Essick 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 NO. _____

**A RESOLUTION
TO AMEND THE RESOLUTION TO ESTABLISH A TASK FORCE TO STUDY DIVERSITY
AND ENGAGEMENT IN HANOVER TOWNSHIP**

WHEREAS, Hanover Township (the “Township”) places great value in and draws great strength from the diversity of its community; and

WHEREAS, on March 5, 2019, the Supervisor and Board of Trustees (the “Board”) of the Township adopted Resolution No. 030519, establishing the Hanover Township Diversity Engagement Task Force (the “Task Force”); and

WHEREAS, the Task Force was, *inter alia*, charged with the duties of assessing diversity and community engagement within the Township and researching and making recommendations to the Board; and

WHEREAS, the Board deems it necessary and appropriate to extend the work of the Task Force until, at least, May 1, 2021, and increase the membership of the Task Force from nine (9) to eleven (11) members of the community; and

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

SECTION ONE: AMENDMENTS. Hanover Township Resolution No. 030519, “A Resolution to Establish a Task Force to Study Diversity and Engagement in Hanover Township,” is hereby amended as follows:

A. Section One, entitled “Formation and Duration,” is modified by deleting the second, third, and fourth sentences thereof, and substituting the following therefore:

The Task Force shall exist until, at least, May 1, 2021. Prior to May 1, 2021, the Board shall decide whether to extend the work of, or to dissolve, the Task Force. If the Board fails to make a determination on whether to extend the work of, or to dissolve, the Task Force, the Task Force will terminate as of 11:59 p.m. on April 30, 2021.

B. Section Two, entitled "Membership," is modified by deleting the first sentence thereof, and substituting the following therefore:

The Task Force shall consist of Trustee Martinez, Trustee Moinuddin, and eleven (11) members of the community to be appointed by the Supervisor.

C. Section Three, entitled "Powers and Duties," is modified to provide that the submission of written reports by the Task Force to the Board shall be at the discretion of the Supervisor.

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

SECTION FOUR: EFFECTIVE DATE. This Resolution shall be in full force and effect as of March 4, 2020, and the Hanover Township Diversity and Engagement Task Force shall remain in full force and effect as amended herein.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: June 16, 2020

APPROVED: June 16, 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 16, 2020, and approved on June 16, 2020, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk



Memorandum

Date: June 12, 2020
To: Hanover Township Board
From: James C. Barr, Township Administrator
Re: Neighborhood Social Services Proposal

The Division of Neighborhood Social Services is intended to provide a rapid response team of multi-specialty professionally licensed Social Workers to respond throughout Hanover Township and its communities to address a range of immediate and ongoing social issues including persons experiencing mental health conditions, substance abuse, domestic violence, and homelessness among others.

The division would work collaboratively with area municipal police and fire departments, schools, Township departments, community agencies, and directly on the street level to identify, assess, treat, and place residents with the most appropriate service providers. Staff would be available through scheduling and on-call status to respond 24 hours a day, 7 days a week including nights, weekends, and holidays.

The intention is to respond to critical incidents directly with first responders at their request in homes, businesses, and public facilities to provide Social Workers in tandem with public safety professionals. The division staff would also work preventatively in neighborhoods to intervene before developing issues become critical incidents. This will require deep integration with formal and informal community groups.

The unit is projected to be a division of the Township's Department of Youth and Family Services. This department houses the most clinical expertise within the organization and the broader community. Office space would need to be secured. This may include the Community Resource Center in Streamwood. Additional space may need to be identified as most Township facilities are fully occupied.

The division is recommended to consist initially of four team members, a manager and three additional practicing licensed Social Workers. Each would hold a Masters in Social Work or similar advanced degree. Staff would have certifications in high demand specialties including drug abuse, domestic violence, etc. The manager would be expected to be directly engaged in service delivery with staff.

A two year pilot program is suggested to provide adequate time to establish services and relationships with partners and residents. The annual cost is estimated at \$320,000 with first year costs being addressed through funding from the Mental Health Board and Town Fund reserves. In the second year individual municipalities, state grants, and other sources would be combined with Township funds.

Important to the success of the pilot program will be attracting high quality staff that is committed to the vision of the program, well qualified for the endeavor, diverse in their backgrounds that reflect the Township community, and individuals that collaborate effectively with community partners. A significant portion of the staff should be bilingual in Spanish and languages represented in the population.



RESCHEDULED

Annual Meeting of the Township of Hanover
Tuesday, July 21, 2020 – 7:00 p.m.

A G E N D A

- I. Call to Order
- II. Presentation of the Colors and Pledge of Allegiance
- III. Welcome and Introduction of Officials
- IV. Election and Oath for Moderator
- V. Approval of Annual Town Meeting Agenda
- VI. Public Comment
- VII. Acceptance of Minutes of the 2019 Annual Town Meeting
- VIII. Presentation of Annual Financial Statements by the Supervisor
- IX. Certification of Accounts by Trustees
- X. Presentation of Department Reports
- XI. Consideration of Disposition of Township Surplus Property
- XII. Resolution to Delegate Authority to the Township Board to Purchase, Sell and Lease Property
- XIII. Motion to Set the Hour of Special Town Meetings for 7:00 p.m.
- XIV. Motion to Set the Hour of the Next Annual Town Meeting for 7:00 p.m.
- XV. Motion to Pay the Moderator
- XVI. Adjournment

Mission Statement

Our mission is to continuously improve the quality of life of Hanover Township residents by providing a unique array of quality, cost effective, community-based services acting as a dynamic organization that delivers services in a responsible and respectful manner.