



240 S. Illinois Route 59, Bartlett, Illinois 60103

Regular Meeting of the Township Board
July 7, 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. Presentation from the Diversity and Engagement Task Force
- V. Reports
 - A. Supervisor’s Report
 - B. Clerk’s Report
 - C. Assessor’s Report
 - D. Trustees’ Committee Reports
 - E. Department Reports
- VI. Bill Paying
- VII. Unfinished Business
 - A. Executive Session Minutes of June 2, 2020
- VIII. New Business
 - A. Regular Meeting Minutes of June 16, 2020
 - B. Executive Session Minutes of June 16, 2020
 - C. Appointment of the Director of Aging Services
 - D. Appointment to the Committee on Youth
 - E. Appointments to the Senior Citizens Services Committee
 - F. Consideration of Diversity and Engagement Task Force Recommendations
 - G. Consideration of Canceling Township Board 2020 Workshops
 - H. Consideration of Rescheduling the July 21 Township Board Meeting to 7:30 PM
- IX. Executive Session
- X. Other Business
- XI. 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 6/16/2020 - 7/6/2020

| | <u>Total</u> |
|--------------------------------|------------------------------|
| Total Town Fund | 53,195.18 |
| Total Senior Services Fund | 24,379.73 |
| Total General Assistance Fund | 16,470.31 |
| Total Road Maintenance Fund | 4,412.02 |
| Total Mental Health Board Fund | 1,522.11 |
| Total IMRF Fund | |
| Total Social Security Fund | |
| Total Vehicle Fund | |
| Total Capital Fund | 46,481.77 |
| Total All Funds | <u><u>146,461.12</u></u> |

Supervisor

Trustee

Trustee

Town Clerk
Attest

Trustee

Trustee

Hanover Township Board Audit Report

June 16 through July 6, 2020

| Type | Date | Num | Name | Memo | Amount |
|--|------------|--------|-----------------------------|--|----------|
| 1013 · Town Fund - Revenue | | | | | |
| 1013440 · YFS - Tutoring Fees | | | | | |
| Check | 06/30/2020 | 137149 | Mariah Escalante | Tutoring Refund | 22.50 |
| Check | 06/30/2020 | 137194 | Anthony Perez | Tutoring Refund | 22.50 |
| Check | 06/30/2020 | 137211 | Daniela Spivey | Tutoring Refund | 22.50 |
| Check | 06/30/2020 | 137214 | Kym Tinerella | Tutoring Refund | 22.50 |
| Total 1013440 · YFS - Tutoring Fees | | | | | 90.00 |
| Total 1013 · Town Fund - Revenue | | | | | 90.00 |
| 1103 · Aging Services - Revenue | | | | | |
| 1103500 · Senior Programs | | | | | |
| Check | 06/30/2020 | 137184 | Connie McKeogh | Program Refund | 55.00 |
| Check | 06/30/2020 | 137196 | Joan Peterson | Program Refund | 67.00 |
| Total 1103500 · Senior Programs | | | | | 122.00 |
| Total 1103 · Aging Services - Revenue | | | | | 122.00 |
| 1014 · Town Fund - Expenditures | | | | | |
| 101CAP · Capital Expenditures | | | | | |
| 1014410 · Equipment Purchases | | | | | |
| Check | 06/30/2020 | 137212 | Staples | Inv# 3447953115 Facilities & Roads New Printer | 299.99 |
| Total 1014410 · Equipment Purchases | | | | | 299.99 |
| 1014430 · Computer Equipment & Software | | | | | |
| Check | 06/30/2020 | 137199 | ProxIT Technology Solutions | Inv# 21299 Desktop Computer, Adapter | 497.61 |
| Check | 06/30/2020 | 137199 | ProxIT Technology Solutions | Inv# 21307 Backup Storage, Office 365 | 1,331.23 |
| Total 1014430 · Computer Equipment & Software | | | | | 1,828.84 |
| Total 101CAP · Capital Expenditures | | | | | 2,128.83 |
| 101CHN · Community Health | | | | | |
| 1014453 · Printing | | | | | |
| Check | 06/30/2020 | 137144 | COTG | Inv# 2390645 Copy Charges May | 2.62 |
| Total 1014453 · Printing | | | | | 2.62 |
| 1014492 · Dental, Vision & Life Insurance | | | | | |
| Check | 07/01/2020 | 137314 | Vision Service Plan | Acct# 30070457 Monthly Premium | 10.60 |
| Total 1014492 · Dental, Vision & Life Insurance | | | | | 10.60 |
| Total 101CHN · Community Health | | | | | 13.22 |
| 101CVA · Community & Veteran Affairs | | | | | |
| 101CMA · Community Relations | | | | | |
| 1014617 · Equipment & Furniture | | | | | |

Hanover Township Board Audit Report

June 16 through July 6, 2020

| Type | Date | Num | Name | Memo | Amount |
|--|------------|--------|--|---|-----------|
| Check | 06/30/2020 | 137178 | Leaf (618-009) | Inv# 10747608 Kyocera Copier Lease | 97.44 |
| Check | 06/30/2020 | 137222 | Verizon Wireless (00002) | Inv# 9856923030 Monthly Charges 5/19-6/18 | 36.01 |
| Total 1014617 · Equipment & Furniture | | | | | 133.45 |
| 1014625 · Communications | | | | | |
| Check | 06/30/2020 | 137132 | Breese Journal & Publishing Company | Inv# 130629 Spring/Summer 2020 Newsletter | 7,361.38 |
| Check | 06/30/2020 | 137147 | Easy Permit Postage | Acct 8000-9090-0585-2392 Newsletter Postage | 6,350.24 |
| Total 1014625 · Communications | | | | | 13,711.62 |
| 1014692 · Dental, Vision & Life Insurance | | | | | |
| Check | 07/01/2020 | 137314 | Vision Service Plan | Acct# 30070457 Monthly Premium | 10.60 |
| Total 1014692 · Dental, Vision & Life Insurance | | | | | 10.60 |
| Total 101CMA · Community Relations | | | | | 13,855.67 |
| 101VET · Veteran Affairs | | | | | |
| 1014792 · Dental, Vision & Life Insurance | | | | | |
| Check | 07/01/2020 | 137314 | Vision Service Plan | Acct# 30070457 Monthly Premium | 8.48 |
| Total 1014792 · Dental, Vision & Life Insurance | | | | | 8.48 |
| Total 101VET · Veteran Affairs | | | | | 8.48 |
| Total 101CVA · Community & Veteran Affairs | | | | | 13,864.15 |
| 101ES · ES - Expenditures | | | | | |
| 1014803 · Uniforms | | | | | |
| Check | 06/30/2020 | 137203 | Ray O'herron Co., Inc. | Inv# 2033072 Uniform Alterations | 66.95 |
| Total 1014803 · Uniforms | | | | | 66.95 |
| 1014812 · Volunteer Appreciation | | | | | |
| Check | 06/30/2020 | 137183 | Mark Your Space, Inc. | Inv# 5357 Vehicle Reflective Graphics | 450.00 |
| Check | 06/30/2020 | 137225 | Lonnie Williams | EMA Members Meals | 45.39 |
| Total 1014812 · Volunteer Appreciation | | | | | 495.39 |
| 1014813 · Vehicle Fuel & Maintenance | | | | | |
| Check | 06/30/2020 | 137151 | Friendly Ford, Inc | Inv# C59896 Oil Change | 49.39 |
| Check | 06/30/2020 | 137151 | Friendly Ford, Inc | Inv# C59918 Oil Change | 49.84 |
| Check | 06/30/2020 | 137217 | T.S. Specialties | Inv# 19120 Brake Service/Maintenance | 682.35 |
| Check | 06/30/2020 | 137223 | Village of Hanover Park (Fuel) | Inv# 2020-00000852 May 2020 Fuel | 392.91 |
| Total 1014813 · Vehicle Fuel & Maintenance | | | | | 1,174.49 |
| 1014814 · Communications | | | | | |
| Check | 06/30/2020 | 137136 | Comcast (Town 207) | Acct# 8771 10 083 0234207 ES Cable Charges 6/20-7/19 | 10.55 |
| Check | 06/30/2020 | 137137 | Comcast (ES 773) | Acct# 877110083 0226773 ES Internet Charges 6/18-7/17 | 157.52 |
| Check | 06/30/2020 | 137164 | Emergency Services Marketing Corp., Inc. | Emergency Responder Reply Yearly Subscription | 300.00 |

Hanover Township Board Audit Report

June 16 through July 6, 2020

| Type | Date | Num | Name | Memo | Amount |
|--|------------|--------|-------------------------------------|--|-----------|
| Check | 06/30/2020 | 137190 | Motorola Solutions, Inc. | Inv# 5001420200430 Monthly Radio Service | 586.00 |
| Check | 06/30/2020 | 137222 | Verizon Wireless (00002) | Inv# 9856923030 Monthly Charges 5/19-6/18 | 93.01 |
| Total 1014814 · Communications | | | | | 1,147.08 |
| 1014892 · Dental, Vision & Life Insurance | | | | | |
| Check | 07/01/2020 | 137314 | Vision Service Plan | Acct# 30070457 Monthly Premium | 8.48 |
| Total 1014892 · Dental, Vision & Life Insurance | | | | | 8.48 |
| Total 101ES · ES - Expenditures | | | | | 2,892.39 |
| 101LEA · Legal & Auditing | | | | | |
| 1014501 · Auditing | | | | | |
| Check | 06/30/2020 | 137181 | Mack & Associates | Inv# 10214 Audit Services FY20 | 12,250.00 |
| Total 1014501 · Auditing | | | | | 12,250.00 |
| Total 101LEA · Legal & Auditing | | | | | 12,250.00 |
| 101MAIN · Facilities Maintenance | | | | | |
| 1014205 · Janitorial Supplies | | | | | |
| Check | 06/30/2020 | 137128 | Bade Supply | Inv# 36914 Cleaning Supplies/Gloves/Disinfectants | 197.60 |
| Total 1014205 · Janitorial Supplies | | | | | 197.60 |
| 1014208 · Housekeeping Contract | | | | | |
| Check | 06/30/2020 | 137150 | Fox Valley Fire & Safety | Inv# 356825 June Contract Security Monitoring Town Hall | 372.00 |
| Total 1014208 · Housekeeping Contract | | | | | 372.00 |
| 1014209 · Building Contracts | | | | | |
| Check | 06/30/2020 | 137134 | Climatep Service Group, LLC | Inv# 4310620 Preventative Maint Svcs June - Aug 2020 | 816.00 |
| Check | 06/30/2020 | 137167 | Johnson Controls Security Solutions | Inv# 34419239 Quarterly Security Monitoring July - Sept YFS | 334.21 |
| Check | 06/30/2020 | 137167 | Johnson Controls Security Solutions | Inv# 34001580 Quarterly Security Monitoring Apr - June Town Hall | 339.22 |
| Check | 06/30/2020 | 137167 | Johnson Controls Security Solutions | Inv# 34418864 Quarterly Security Monitoring July - Dec Town Hall | 444.20 |
| Total 1014209 · Building Contracts | | | | | 1,933.63 |
| 1014210 · Building Maintenance - Town | | | | | |
| Check | 06/30/2020 | 137213 | The Home Depot | Carpet Cleaner/Polish | 51.91 |
| Total 1014210 · Building Maintenance - Town | | | | | 51.91 |
| 1014211 · Building Maintenance - Senior | | | | | |
| Check | 06/30/2020 | 137213 | The Home Depot | Carpet Cleaner | 33.46 |
| Total 1014211 · Building Maintenance - Senior | | | | | 33.46 |
| 1014212 · Building Maintenance - Astor | | | | | |
| Check | 06/30/2020 | 137150 | Fox Valley Fire & Safety | Inv# 355552 Annual Fire Alarm Inspection | 547.00 |

Hanover Township Board Audit Report

June 16 through July 6, 2020

| Type | Date | Num | Name | Memo | Amount |
|-------|------------|--------|--|---|----------|
| | | | Total 1014212 · Building Maintenance - Astor | | 547.00 |
| | | | 1014218 · Vehicle Maintenance - Town | | |
| Check | 06/30/2020 | 137220 | Valvoline | Inv# 23653 Oil Change | 36.54 |
| | | | Total 1014218 · Vehicle Maintenance - Town | | 36.54 |
| | | | 1014219 · Vehicle Fuel - Town | | |
| Check | 06/30/2020 | 137223 | Village of Hanover Park (Fuel) | Inv# 2020-00000852 May 2020 Fuel | 366.84 |
| | | | Total 1014219 · Vehicle Fuel - Town | | 366.84 |
| | | | 1014221 · Cell Phone/Communications | | |
| Check | 06/30/2020 | 137222 | Verizon Wireless (00002) | Inv# 9856923030 Monthly Charges 5/19-6/18 | 233.67 |
| | | | Total 1014221 · Cell Phone/Communications | | 233.67 |
| | | | 1014222 · Trash Removal - Town | | |
| Check | 06/30/2020 | 137158 | Groot, Inc. | Acct# 3107-68246 Inv# 5566763 Monthly Charges June 2020 | 269.73 |
| | | | Total 1014222 · Trash Removal - Town | | 269.73 |
| | | | 1014223 · Trash Removal - Senior | | |
| Check | 06/30/2020 | 137158 | Groot, Inc. | Acct# 3107-61390 Inv# 5566604 Monthly Charges June 2020 | 344.47 |
| | | | Total 1014223 · Trash Removal - Senior | | 344.47 |
| | | | 1014224 · Trash Removal - Astor | | |
| Check | 06/30/2020 | 137158 | Groot, Inc. | Acct# 3107-69323 Inv# 5566764 Monthly Charges June 2020 | 670.69 |
| | | | Total 1014224 · Trash Removal - Astor | | 670.69 |
| | | | 1014225 · Grounds/Reserve Maintenance | | |
| Check | 06/30/2020 | 137126 | Allied Asphalt Paving Company | Inv# 229324 Asphalt for Campus Parking Lot Repairs | 180.96 |
| Check | 06/30/2020 | 137187 | Midwest Trading | Inv# I475668 Mulch for Campus & Reserves | 338.40 |
| Check | 06/30/2020 | 137187 | Midwest Trading | Inv# I475697 Mulch for Campus & Reserves | 338.40 |
| Check | 06/30/2020 | 137187 | Midwest Trading | Inv# I476077 Mulch for Campus | 225.60 |
| Check | 06/30/2020 | 137213 | The Home Depot | Plantings/Flower Pots | 158.08 |
| Check | 06/30/2020 | 137213 | The Home Depot | Campus Flowers | 19.92 |
| | | | Total 1014225 · Grounds/Reserve Maintenance | | 1,261.36 |
| | | | 1014227 · Miscellaneous | | |
| Check | 06/30/2020 | 137213 | The Home Depot | Graduation Banner Materials | 63.78 |
| | | | Total 1014227 · Miscellaneous | | 63.78 |
| | | | 1014229 · Equipment Maintenance - Izaak | | |
| Check | 06/30/2020 | 137186 | Menards - West Chicago | Inv# 6798 Camera System Installation Hardware | 29.98 |
| Check | 06/30/2020 | 137186 | Menards - West Chicago | Inv# 7215 Camera System Installation Hardware | 48.62 |

Hanover Township Board Audit Report

June 16 through July 6, 2020

| Type | Date | Num | Name | Memo | Amount |
|--|------------|--------|---------------------|--|----------|
| Total 1014229 · Equipment Maintenance - Izaac | | | | | 78.60 |
| 1014292 · Dental, Vision & Life Insurance | | | | | |
| Check | 06/30/2020 | 137191 | NCPERS | Billing# 5785072020 Monthly Premium | 16.00 |
| Check | 07/01/2020 | 137314 | Vision Service Plan | Acct# 30070457 Monthly Premium | 29.68 |
| Total 1014292 · Dental, Vision & Life Insurance | | | | | 45.68 |
| Total 101MAIN · Facilities Maintenance | | | | | 6,506.96 |
| 101PAN · Pantry | | | | | |
| 1014161 · Utilities | | | | | |
| Check | 06/30/2020 | 137139 | Com Ed 016 (Astor) | Acct# 8584152016 Monthly Charges 5/4-6/3 | 224.02 |
| Total 1014161 · Utilities | | | | | 224.02 |
| 1014192 · Dental, Vision & Life Insurance | | | | | |
| Check | 07/01/2020 | 137314 | Vision Service Plan | Acct# 30070457 Monthly Premium | 13.95 |
| Total 1014192 · Dental, Vision & Life Insurance | | | | | 13.95 |
| Total 101PAN · Pantry | | | | | 237.97 |
| 101THE · Town Hall Expense | | | | | |
| 1014403 · Utilities - Town | | | | | |
| Check | 06/30/2020 | 137140 | Com Ed 006 (Town) | Acct 7826009006 Monthly Charges 5/1-6/2 | 329.76 |
| Total 1014403 · Utilities - Town | | | | | 329.76 |
| 1014405 · Internet Access - Town | | | | | |
| Check | 06/30/2020 | 137135 | Comcast (607) | Acct# 8771100830128607 Monthly Internet Charges 6/23-7/22 | 308.69 |
| Total 1014405 · Internet Access - Town | | | | | 308.69 |
| 1014416 · Equipment Rental - Town | | | | | |
| Check | 06/30/2020 | 137178 | Leaf (618-009) | Inv# 10747608 Kyocera Copier Lease - Main | 306.01 |
| Check | 06/30/2020 | 137178 | Leaf (618-009) | Inv# 10747608 Kyocera Copier Lease - Passports | 23.10 |
| Total 1014416 · Equipment Rental - Town | | | | | 329.11 |
| Total 101THE · Town Hall Expense | | | | | 967.56 |
| 101TOE · Town Office Expense | | | | | |
| 1014401 · Postage | | | | | |
| Check | 06/30/2020 | 137147 | Easy Permit Postage | Acct 8000-9090-0585-2392 Postage Refill Stmt Date 07/12/20 | 81.45 |
| Total 1014401 · Postage | | | | | 81.45 |
| 1014404 · Office Supplies | | | | | |
| Check | 06/30/2020 | 137212 | Staples | Inv# 3447117855 Staplers, Correction Tape | 64.97 |
| Check | 06/30/2020 | 137212 | Staples | Inv# 3447953115 Facilities and Roads Toner | 414.96 |

Hanover Township Board Audit Report

June 16 through July 6, 2020

| Type | Date | Num | Name | Memo | Amount |
|--|------------|--------|---------------------------|---|-----------|
| Check | 06/30/2020 | 137212 | Staples | Inv# 3447953116 Passport Clipboards and Notebook | 33.67 |
| Total 1014404 · Office Supplies | | | | | 513.60 |
| 1014406 · Printing | | | | | |
| Check | 06/30/2020 | 137173 | Kwik Print | Inv# 67288 Letterhead (7,000), Envelopes (7,000) | 1,081.20 |
| Total 1014406 · Printing | | | | | 1,081.20 |
| 1014414 · Memberships, Subs & Publication | | | | | |
| Check | 06/30/2020 | 137193 | Daily Herald | Acct 681793 Newspaper Service 6/9-8/3 | 96.20 |
| Total 1014414 · Memberships, Subs & Publication | | | | | 96.20 |
| 1014560 · Emergency Contingency Fund | | | | | |
| Check | 06/30/2020 | 137127 | The Alphabet Shop, Inc | Inv# 56558 Covid Acrylic Shields Built-Ins for Reception Area | 11,400.00 |
| Check | 06/30/2020 | 137185 | McKesson Medical Surgical | Inv# 4288894 Covid Gloves | 134.52 |
| Check | 06/30/2020 | 137185 | McKesson Medical Surgical | Inv# 4900352 Covid Gloves & Alcohol Pads | 143.28 |
| Total 1014560 · Emergency Contingency Fund | | | | | 11,677.80 |
| 1014592 · Dental, Vision & Life Insurance | | | | | |
| Check | 07/01/2020 | 137314 | Vision Service Plan | Acct# 30070457 Monthly Premium | 41.51 |
| Total 1014592 · Dental, Vision & Life Insurance | | | | | 41.51 |
| Total 101TOE · Town Office Expense | | | | | 13,491.76 |
| 104ASR · Assessor's Division | | | | | |
| 1044415 · Dues, Subs & Publications | | | | | |
| Check | 06/30/2020 | 137208 | The Sidwell Company | Inv# XT00002456 Maps | 100.00 |
| Total 1044415 · Dues, Subs & Publications | | | | | 100.00 |
| 1044492 · Dental, Vision & Life Insurance | | | | | |
| Check | 06/30/2020 | 137191 | NCPERS | Billing# 5785072020 Monthly Premium | 16.00 |
| Check | 07/01/2020 | 137314 | Vision Service Plan | Acct# 30070457 Monthly Premium | 19.08 |
| Total 1044492 · Dental, Vision & Life Insurance | | | | | 35.08 |
| Total 104ASR · Assessor's Division | | | | | 135.08 |
| 109YFS · Youth & Family Services | | | | | |
| 109ADM · Administration & Clinical | | | | | |
| 1094614 · Printing | | | | | |
| Check | 06/30/2020 | 137173 | Kwik Print | Inv# 67217 Business Cards | 43.60 |
| Check | 06/30/2020 | 137218 | TTSG Leasing | Inv# 50632 Copier Charges | 29.65 |
| Total 1094614 · Printing | | | | | 73.25 |
| 1094626 · Equipment & Furniture | | | | | |

Hanover Township Board Audit Report

June 16 through July 6, 2020

| Type | Date | Num | Name | Memo | Amount |
|-------|------------|--------|--|---|-----------|
| Check | 06/30/2020 | 137199 | ProxIT Technology Solutions | Inv# 21299 Desktop Computer, Adapter | 248.80 |
| | | | Total 1094626 · Equipment & Furniture | | 248.80 |
| | | | 1094692 · Dental, Vision & Life Insurance | | |
| Check | 07/01/2020 | 137314 | Vision Service Plan | Acct# 30070457 Monthly Premium | 56.35 |
| | | | Total 1094692 · Dental, Vision & Life Insurance | | 56.35 |
| | | | Total 109ADM · Administration & Clinical | | 378.40 |
| | | | 109OUT · Outreach & Prevention | | |
| | | | 1094651 · Cellphones | | |
| Check | 06/30/2020 | 137222 | Verizon Wireless (00002) | Inv# 9856923030 Monthly Charges 5/19-6/18 | 214.48 |
| | | | Total 1094651 · Cellphones | | 214.48 |
| | | | 1094792 · Dental, Vision & Life Insurance | | |
| Check | 07/01/2020 | 137314 | Vision Service Plan | Acct# 30070457 Monthly Premium | 24.38 |
| | | | Total 1094792 · Dental, Vision & Life Insurance | | 24.38 |
| | | | Total 109OUT · Outreach & Prevention | | 238.86 |
| | | | Total 109YFS · Youth & Family Services | | 617.26 |
| | | | Total 1014 · Town Fund - Expenditures | | 53,105.18 |
| | | | 1104 · Aging Services - Expenditures | | |
| | | | 1104ADM · Administration | | |
| | | | 1104524 · Utilities | | |
| Check | 06/30/2020 | 137141 | Com Ed 009 (Snr) | Acct# 7826010009 Monthly Charges 5/1-6/2 | 3,674.98 |
| | | | Total 1104524 · Utilities | | 3,674.98 |
| | | | 1104525 · Telephone & High Speed Internet | | |
| Check | 06/30/2020 | 137222 | Verizon Wireless (00002) | Inv# 9856923030 Monthly Charges 5/19-6/18 | 65.31 |
| | | | Total 1104525 · Telephone & High Speed Internet | | 65.31 |
| | | | 1104527 · Equipment | | |
| Check | 06/30/2020 | 137224 | Wells Fargo | Inv# 5010670158 Copier Payment June 2020 | 289.85 |
| Check | 06/30/2020 | 137123 | Accurate Office Supply Co | Q# 225964 Chair | 232.08 |
| | | | Total 1104527 · Equipment | | 521.93 |
| | | | 1104528 · Office Supplies | | |
| Check | 06/30/2020 | 137123 | Accurate Office Supply Co | Inv# 516236 Copy Paper/Staplers/Post Its | 139.12 |
| Check | 06/30/2020 | 137197 | Pitney Bowes Global Financial Services | Inv# 1015741307 Ink | 161.47 |
| | | | Total 1104528 · Office Supplies | | 300.59 |

Hanover Township Board Audit Report

June 16 through July 6, 2020

| Type | Date | Num | Name | Memo | Amount |
|--|------------|--------|-------------------------|--|----------|
| 1104529 · Postage | | | | | |
| Check | 06/30/2020 | 137147 | Easy Permit Postage | Acct 8000-9090-0585-2392 Postage Refill Stmt Date 07/12/20 | 1,020.00 |
| Total 1104529 · Postage | | | | | 1,020.00 |
| 1104533 · Printing | | | | | |
| Check | 06/30/2020 | 137144 | COTG | Inv# 2390645 Copy Charges May | 70.08 |
| Check | 06/30/2020 | 137144 | COTG | Inv# 2390646 Copy May Overage Charges | 149.14 |
| Check | 06/30/2020 | 137144 | COTG | Inv# 2400501 Copy Charges June | 88.54 |
| Check | 06/30/2020 | 137144 | COTG | Inv# 2404308 Copy Charges June Overage | 14.30 |
| Total 1104533 · Printing | | | | | 322.06 |
| 1104592 · Dental, Vision & Life Insurance | | | | | |
| Check | 07/01/2020 | 137314 | Vision Service Plan | Acct# 30070457 Monthly Premium | 19.25 |
| Total 1104592 · Dental, Vision & Life Insurance | | | | | 19.25 |
| Total 1104ADM · Administration | | | | | 5,924.12 |
| 1104NUT · Nutrition | | | | | |
| 1105551 · Congregate Food | | | | | |
| Check | 06/30/2020 | 137153 | Get Fresh Produce, Inc | Inv# 3528442 & 3538525 Congregate Food | 64.21 |
| Check | 06/30/2020 | 137153 | Get Fresh Produce, Inc | Inv# 3508041 Congregate Food | 4.31 |
| Check | 06/30/2020 | 137153 | Get Fresh Produce, Inc | Inv# 3531948 Congregate Food | 75.60 |
| Check | 06/30/2020 | 137153 | Get Fresh Produce, Inc | Inv# 3532409 Congregate Food | 87.48 |
| Check | 06/30/2020 | 137153 | Get Fresh Produce, Inc | Inv# 3533146 Congregate Food | 151.20 |
| Check | 06/30/2020 | 137153 | Get Fresh Produce, Inc | Inv# 3535982 Congregate Food | 82.68 |
| Check | 06/30/2020 | 137153 | Get Fresh Produce, Inc | Inv# 3533191 Congregate Food | 97.78 |
| Check | 06/30/2020 | 137153 | Get Fresh Produce, Inc | Inv# 3537534 Congregate Food | 10.50 |
| Check | 06/30/2020 | 137153 | Get Fresh Produce, Inc | Inv# 3537518 Congregate Food | 109.67 |
| Check | 06/30/2020 | 137153 | Get Fresh Produce, Inc | Inv# 3538237 Congregate Food | 91.84 |
| Check | 06/30/2020 | 137153 | Get Fresh Produce, Inc | Inv# 3538535 Congregate Food | 118.96 |
| Check | 06/30/2020 | 137153 | Get Fresh Produce, Inc | Inv# 3540569 Congregate Food | 12.03 |
| Check | 06/30/2020 | 137153 | Get Fresh Produce, Inc | Inv# 3540096 Congregate Food | 156.08 |
| Check | 06/30/2020 | 137153 | Get Fresh Produce, Inc | Inv# 3541773 Congregate Food | 83.53 |
| Check | 06/30/2020 | 137153 | Get Fresh Produce, Inc | Inv# 3541779 Congregate Food | 10.50 |
| Check | 06/30/2020 | 137153 | Get Fresh Produce, Inc | Inv# 3541186 Congregate Food | 89.95 |
| Check | 06/30/2020 | 137153 | Get Fresh Produce, Inc | Inv# 3544065 Congregate Food | 13.95 |
| Check | 06/30/2020 | 137156 | Gordon Food Service | Inv# 202913734 Congregate Food | 397.35 |
| Check | 06/30/2020 | 137156 | Gordon Food Service | Inv# 202975243 Congregate Food | 308.91 |
| Check | 06/30/2020 | 137156 | Gordon Food Service | Inv# 203048810 Congregate Food | 244.29 |
| Check | 06/30/2020 | 137156 | Gordon Food Service | Inv# 203109345 Congregate Food | 357.58 |
| Check | 06/30/2020 | 137156 | Gordon Food Service | Inv# 203187262 Congregate Food | 238.83 |
| Check | 06/30/2020 | 137156 | Gordon Food Service | Inv# 203253692 Congregate Food | 591.46 |
| Check | 06/30/2020 | 137163 | Highland Baking Company | Inv# 2302998 Congregate Food | 22.17 |
| Check | 06/30/2020 | 137163 | Highland Baking Company | Inv# 2303551 Congregate Food | 21.68 |
| Check | 06/30/2020 | 137163 | Highland Baking Company | Inv# 2304633 Congregate Food | 51.26 |
| Check | 06/30/2020 | 137163 | Highland Baking Company | Inv# 2304335 Congregate Food | 8.67 |
| Check | 06/30/2020 | 137163 | Highland Baking Company | Inv# 2306388 Congregate Food | 18.30 |

Hanover Township Board Audit Report

June 16 through July 6, 2020

| Type | Date | Num | Name | Memo | Amount |
|--|------------|--------|-------------------------|------------------------------------|----------|
| Check | 06/30/2020 | 137163 | Highland Baking Company | Inv# 2306389 Congregate Food | 18.30 |
| Check | 06/30/2020 | 137163 | Highland Baking Company | Inv# 2307826 Congregate Food | 23.77 |
| Check | 06/30/2020 | 137195 | Perri {1}, Marilyn | Congregate Food | 16.46 |
| Total 1105551 · Congregate Food | | | | | 3,579.30 |
| 1105553 · Congregate Supplies | | | | | |
| Check | 06/30/2020 | 137153 | Get Fresh Produce, Inc | Inv# 3532409 Congregate Supplies | 30.30 |
| Check | 06/30/2020 | 137153 | Get Fresh Produce, Inc | Inv# 3535982 Congregate Supplies | 20.20 |
| Check | 06/30/2020 | 137153 | Get Fresh Produce, Inc | Inv# 3537518 Congregate Supplies | 10.10 |
| Check | 06/30/2020 | 137153 | Get Fresh Produce, Inc | Inv# 3538237 Congregate Supplies | 20.20 |
| Check | 06/30/2020 | 137153 | Get Fresh Produce, Inc | Inv# 3538535 Congregate Supplies | 10.10 |
| Check | 06/30/2020 | 137153 | Get Fresh Produce, Inc | Inv# 3540096 Congregate Supplies | 10.10 |
| Check | 06/30/2020 | 137153 | Get Fresh Produce, Inc | Inv# 3541773 Congregate Supplies | 20.20 |
| Check | 06/30/2020 | 137156 | Gordon Food Service | Inv# 203048810 Congregate Supplies | 58.11 |
| Check | 06/30/2020 | 137156 | Gordon Food Service | Inv# 203109345 Congregate Supplies | 43.33 |
| Check | 06/30/2020 | 137156 | Gordon Food Service | Inv# 203187262 Congregate Supplies | 63.01 |
| Check | 06/30/2020 | 137156 | Gordon Food Service | Inv# 203253692 Congregate Supplies | 30.26 |
| Total 1105553 · Congregate Supplies | | | | | 315.91 |
| 1105558 · Home Delivered Meals Food | | | | | |
| Check | 06/30/2020 | 137153 | Get Fresh Produce, Inc | Inv# 3528442 & 3538525 HDM Food | 64.20 |
| Check | 06/30/2020 | 137153 | Get Fresh Produce, Inc | Inv# 3508041 HDM Food | 4.30 |
| Check | 06/30/2020 | 137153 | Get Fresh Produce, Inc | Inv# 3531948 HDM Food | 75.60 |
| Check | 06/30/2020 | 137153 | Get Fresh Produce, Inc | Inv# 3532409 HDM Food | 87.47 |
| Check | 06/30/2020 | 137153 | Get Fresh Produce, Inc | Inv# 3533146 HDM Food | 151.20 |
| Check | 06/30/2020 | 137153 | Get Fresh Produce, Inc | Inv# 3535982 HDM Food | 82.67 |
| Check | 06/30/2020 | 137153 | Get Fresh Produce, Inc | Inv# 3533191 HDM Food | 97.77 |
| Check | 06/30/2020 | 137153 | Get Fresh Produce, Inc | Inv# 3537534 HDM Food | 10.50 |
| Check | 06/30/2020 | 137153 | Get Fresh Produce, Inc | Inv# 3537518 HDM Food | 109.66 |
| Check | 06/30/2020 | 137153 | Get Fresh Produce, Inc | Inv# 3538237 HDM Food | 91.84 |
| Check | 06/30/2020 | 137153 | Get Fresh Produce, Inc | Inv# 3538535 HDM Food | 118.96 |
| Check | 06/30/2020 | 137153 | Get Fresh Produce, Inc | Inv# 3540569 HDM Food | 12.02 |
| Check | 06/30/2020 | 137153 | Get Fresh Produce, Inc | Inv# 3540096 HDM Food | 156.07 |
| Check | 06/30/2020 | 137153 | Get Fresh Produce, Inc | Inv# 3541773 HDM Food | 83.52 |
| Check | 06/30/2020 | 137153 | Get Fresh Produce, Inc | Inv# 3541779 HDM Food | 10.50 |
| Check | 06/30/2020 | 137153 | Get Fresh Produce, Inc | Inv# 3541186 HDM Food | 89.95 |
| Check | 06/30/2020 | 137153 | Get Fresh Produce, Inc | Inv# 3544065 HDM Food | 13.95 |
| Check | 06/30/2020 | 137156 | Gordon Food Service | Inv# 202913734 HDM Food | 397.35 |
| Check | 06/30/2020 | 137156 | Gordon Food Service | Inv# 202975243 HDM Food | 308.91 |
| Check | 06/30/2020 | 137156 | Gordon Food Service | Inv# 203048810 HDM Food | 244.29 |
| Check | 06/30/2020 | 137156 | Gordon Food Service | Inv# 203109345 HDM Food | 357.57 |
| Check | 06/30/2020 | 137156 | Gordon Food Service | Inv# 203187262 HDM Food | 238.83 |
| Check | 06/30/2020 | 137156 | Gordon Food Service | Inv# 203253692 HDM Food | 591.45 |
| Check | 06/30/2020 | 137163 | Highland Baking Company | Inv# 2302998 HDM Food | 22.17 |
| Check | 06/30/2020 | 137163 | Highland Baking Company | Inv# 2303551 HDM Food | 21.68 |
| Check | 06/30/2020 | 137163 | Highland Baking Company | Inv# 2304633 HDM Food | 51.26 |
| Check | 06/30/2020 | 137163 | Highland Baking Company | Inv# 2304335 HDM Food | 8.67 |

Hanover Township Board Audit Report

June 16 through July 6, 2020

| Type | Date | Num | Name | Memo | Amount |
|--|------------|--------|-------------------------|---|----------|
| Check | 06/30/2020 | 137163 | Highland Baking Company | Inv# 2306388 HDM Food | 18.30 |
| Check | 06/30/2020 | 137163 | Highland Baking Company | Inv# 2306389 HDM Food | 18.30 |
| Check | 06/30/2020 | 137163 | Highland Baking Company | Inv# 2307826 HDM Food | 23.77 |
| Check | 06/30/2020 | 137195 | Perri {1}, Marilyn | HDM Food | 16.47 |
| Total 1105558 · Home Delivered Meals Food | | | | | 3,579.20 |
| 1105560 · Home Delivered Meals Supplies | | | | | |
| Check | 06/30/2020 | 137153 | Get Fresh Produce, Inc | Inv# 3532409 HDM Supplies | 30.30 |
| Check | 06/30/2020 | 137153 | Get Fresh Produce, Inc | Inv# 3535982 HDM Supplies | 20.20 |
| Check | 06/30/2020 | 137153 | Get Fresh Produce, Inc | Inv# 3537518 HDM Supplies | 10.10 |
| Check | 06/30/2020 | 137153 | Get Fresh Produce, Inc | Inv# 3538237 HDM Supplies | 20.20 |
| Check | 06/30/2020 | 137153 | Get Fresh Produce, Inc | Inv# 3538535 HDM Supplies | 10.10 |
| Check | 06/30/2020 | 137153 | Get Fresh Produce, Inc | Inv# 3540096 HDM Supplies | 10.10 |
| Check | 06/30/2020 | 137153 | Get Fresh Produce, Inc | Inv# 3541773 HDM Supplies | 20.20 |
| Check | 06/30/2020 | 137156 | Gordon Food Service | Inv# 203048810 HDM Supplies | 58.10 |
| Check | 06/30/2020 | 137156 | Gordon Food Service | Inv# 203109345 HDM Supplies | 43.32 |
| Check | 06/30/2020 | 137156 | Gordon Food Service | Inv# 203187262 HDM Supplies | 63.01 |
| Check | 06/30/2020 | 137156 | Gordon Food Service | Inv# 203253692 HDM Supplies | 30.26 |
| Total 1105560 · Home Delivered Meals Supplies | | | | | 315.89 |
| 1105792 · Dental, Vision & Life Insurance | | | | | |
| Check | 07/01/2020 | 137314 | Vision Service Plan | Acct# 30070457 Monthly Premium | 5.30 |
| Total 1105792 · Dental, Vision & Life Insurance | | | | | 5.30 |
| Total 1104NUT · Nutrition | | | | | 7,795.60 |
| 1104PRO · Enrichment Programs | | | | | |
| 1104515 · Programming | | | | | |
| Check | 06/30/2020 | 137157 | Cesar Grimaldo | Inv# 062020 French/Spanish Instruction July/Aug 2020 via Zoom | 300.00 |
| Check | 06/30/2020 | 137210 | Marti Spenk | Inv# 30 Exercise Class Instructor Fee/Zoom Subscription | 389.98 |
| Check | 06/30/2020 | 137215 | Tranquility Yoga Studio | Virtual Yoga Instruction - July 2020 | 1,564.99 |
| Total 1104515 · Programming | | | | | 2,254.97 |
| 1104520 · Volunteer Services | | | | | |
| Check | 06/30/2020 | 137129 | Beattie, Alisa | Home Delivered Meals Mileage May 2020 | 62.64 |
| Check | 06/30/2020 | 137133 | Christopher, Cindy L | Home Delivered Meals Mileage May 2020 | 125.28 |
| Check | 06/30/2020 | 137145 | Domingo, Frances | Home Delivered Meals Mileage May 2020 | 41.76 |
| Check | 06/30/2020 | 137148 | Maureen Edelman | Home Delivered Meals Mileage May 2020 | 66.12 |
| Check | 06/30/2020 | 137152 | Gerardo, Ashley M | Home Delivered Meals Mileage May 2020 | 20.88 |
| Check | 06/30/2020 | 137154 | Gomez, Diana | Home Delivered Meals Mileage May 2020 | 20.88 |
| Check | 06/30/2020 | 137155 | Gonzalez, Nora C | Home Delivered Meals Mileage May 2020 | 41.76 |
| Check | 06/30/2020 | 137161 | Harvey, Lana R | Home Delivered Meals Mileage May 2020 | 10.44 |
| Check | 06/30/2020 | 137162 | Herrera, Marina | Home Delivered Meals Mileage May 2020 | 73.08 |
| Check | 06/30/2020 | 137162 | Herrera, Marina | Home Delivered Meals Mileage June 2020 | 10.44 |
| Check | 06/30/2020 | 137165 | Valerie Jachowske | Home Delivered Meals Mileage Feb/Mar 2020 | 51.62 |
| Check | 06/30/2020 | 137169 | Kay, Linda | Home Delivered Meals Mileage May 2020 | 73.08 |

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June 16 through July 6, 2020

| Type | Date | Num | Name | Memo | Amount |
|--|------------|--------|--|---|----------|
| Check | 06/30/2020 | 137170 | Linda Knobloch | Home Delivered Meals Mileage May 2020 | 104.46 |
| Check | 06/30/2020 | 137171 | Konzal, Tessa | Home Delivered Meals Mileage May 2020 | 62.64 |
| Check | 06/30/2020 | 137172 | Krick, Mary | Home Delivered Meals Mileage May 2020 | 20.88 |
| Check | 06/30/2020 | 137175 | Lara, Jennifer | Home Delivered Meals Mileage May 2020 | 10.44 |
| Check | 06/30/2020 | 137177 | Andrew and Angela Lazzara | Home Delivered Meals Mileage June 2020 | 43.79 |
| Check | 06/30/2020 | 137179 | Litz, Danielle | Home Delivered Meals Mileage May 2020 | 62.64 |
| Check | 06/30/2020 | 137180 | Lopez-Iftikhar, Maria | Home Delivered Meals Mileage June 2020 | 10.44 |
| Check | 06/30/2020 | 137180 | Lopez-Iftikhar, Maria | Home Delivered Meals Mileage May 2020 | 73.08 |
| Check | 06/30/2020 | 137182 | Marcinek, David K | Home Delivered Meals Mileage May 2020 | 62.64 |
| Check | 06/30/2020 | 137188 | Miguel, Michael | Home Delivered Meals Mileage May 2020 | 73.08 |
| Check | 06/30/2020 | 137189 | Moinuddin, Khaja | Home Delivered Meals Mileage May 2020 | 20.88 |
| Check | 06/30/2020 | 137201 | Dale Rankin | Home Delivered Meals Mileage Jan-Jun 2020 | 95.12 |
| Check | 06/30/2020 | 137202 | Joanne Rapp | Home Delivered Meals Mileage June 2020 | 49.88 |
| Check | 06/30/2020 | 137204 | Robles, Thalia | Home Delivered Meals Mileage May 2020 | 20.88 |
| Check | 06/30/2020 | 137205 | Phil Roth | Home Delivered Meals Mileage June 2020 | 46.98 |
| Check | 06/30/2020 | 137206 | Bill Schmidt | Home Delivered Meals Mileage Jan-Jun 2020 | 171.10 |
| Check | 06/30/2020 | 137216 | Trujillo, Gisel | Home Delivered Meals Mileage May 2020 | 62.64 |
| Check | 06/30/2020 | 137227 | Zak, Robert | Home Delivered Meals Mileage May 2020 | 73.08 |
| Check | 06/30/2020 | 137228 | Zbrzezny, Jamie A | Home Delivered Meals Mileage May 2020 | 20.88 |
| Total 1104520 · Volunteer Services | | | | | 1,683.51 |
| 1104526 · Senior Newsletter | | | | | |
| Check | 06/30/2020 | 137219 | USPS | Club 59 Sept/Oct 2020 Newsletter Postage | 1,399.39 |
| Total 1104526 · Senior Newsletter | | | | | 1,399.39 |
| 1104532 · Visual Arts | | | | | |
| Check | 06/30/2020 | 137131 | Blick Art Materials | Inv# 3912423 Canvas/Water Color/Palettes | 151.91 |
| Check | 06/30/2020 | 137131 | Blick Art Materials | Inv# 4008408 Card Stock/Markers | 49.39 |
| Check | 06/30/2020 | 137131 | Blick Art Materials | Credit Inv# 3976638 | -6.77 |
| Check | 06/30/2020 | 137131 | Blick Art Materials | Credit Inv# 3976639 | -13.29 |
| Total 1104532 · Visual Arts | | | | | 181.24 |
| 1104892 · Dental, Vision & Life Insurance | | | | | |
| Check | 07/01/2020 | 137314 | Vision Service Plan | Acct# 30070457 Monthly Premium | 24.38 |
| Total 1104892 · Dental, Vision & Life Insurance | | | | | 24.38 |
| Total 1104PRO · Enrichment Programs | | | | | 5,543.49 |
| 1104SOC · Social Services | | | | | |
| 1104519 · Senior Assistance | | | | | |
| Check | 06/30/2020 | 137160 | Habitat for Humanity | Client Replacement A/C | 175.00 |
| Total 1104519 · Senior Assistance | | | | | 175.00 |
| 1104560 · Psychiatric Services | | | | | |
| Check | 06/30/2020 | 137125 | Alexian Bros. Behavioral Health Hospital | C-Hope Psychiatric Services | 59.00 |

Hanover Township Board Audit Report

June 16 through July 6, 2020

| Type | Date | Num | Name | Memo | Amount |
|--|------------|--------|--------------------------------|--|-----------|
| Total 1104560 · Psychiatric Services | | | | | 59.00 |
| 1104992 · Dental, Vision & Life Insurance | | | | | |
| Check | 07/01/2020 | 137314 | Vision Service Plan | Acct# 30070457 Monthly Premium | 10.60 |
| Total 1104992 · Dental, Vision & Life Insurance | | | | | 10.60 |
| Total 1104SOC · Social Services | | | | | 244.60 |
| 1104TRN · Transportation | | | | | |
| 1104518 · Vehicle Maintenance | | | | | |
| Check | 06/30/2020 | 137124 | Airstream Pressure Washing Inc | Inv# 6783 On Site Bus Washing (9) | 225.00 |
| Check | 06/30/2020 | 137143 | Complete Fleet Services Inc. | Inv# 25984 Bus# 126 Steering Repairs/Maintenance/Vacuum Leak | 2,411.59 |
| Check | 06/30/2020 | 137143 | Complete Fleet Services Inc. | Inv# 26026 Bus# 137 Tire/Oil Change/Door Inspection | 739.94 |
| Total 1104518 · Vehicle Maintenance | | | | | 3,376.53 |
| 1104550 · Telephone | | | | | |
| Check | 06/30/2020 | 137221 | Verizon Wireless | Acct# 742025529 Monthly Charges 5/19-6/18 | 512.38 |
| Total 1104550 · Telephone | | | | | 512.38 |
| 1104552 · Fuel | | | | | |
| Check | 06/30/2020 | 137223 | Village of Hanover Park (Fuel) | Inv# 2020-00000852 May 2020 Fuel | 801.14 |
| Total 1104552 · Fuel | | | | | 801.14 |
| 1104692 · Dental, Vision & Life Insurance | | | | | |
| Check | 07/01/2020 | 137314 | Vision Service Plan | Acct# 30070457 Monthly Premium | 59.87 |
| Total 1104692 · Dental, Vision & Life Insurance | | | | | 59.87 |
| Total 1104TRN · Transportation | | | | | 4,749.92 |
| Total 1104 · Aging Services - Expenditures | | | | | 24,257.73 |
| 2024 · Human Services - Expenditures | | | | | |
| 2024ADM · Administration | | | | | |
| 2024204 · Equipment | | | | | |
| Check | 06/30/2020 | 137178 | Leaf (618-009) | Inv# 10747608 Kyocera Copier Lease | 106.23 |
| Total 2024204 · Equipment | | | | | 106.23 |
| 2024510 · Miscellaneous | | | | | |
| Check | 07/01/2020 | 137313 | Staples | Inv# 3447117858 Pop up Notes/Copy paper | 84.69 |
| Check | 07/01/2020 | 137313 | Staples | Inv# 3447117856 Plastic Shopping bags (Reimbursable by Foundation) | 113.52 |
| Total 2024510 · Miscellaneous | | | | | 198.21 |
| 2024592 · Dental, Vision & Life Insurance | | | | | |
| Check | 07/01/2020 | 137314 | Vision Service Plan | Acct# 30070457 Monthly Premium | 27.73 |

Hanover Township Board Audit Report

June 16 through July 6, 2020

| Type | Date | Num | Name | Memo | Amount |
|---|------------|------|----------------------------------|-------------------------------|----------|
| Total 2024592 · Dental, Vision & Life Insurance | | | | | 27.73 |
| Total 2024ADM · Administration | | | | | 332.17 |
| 2024HOM · Home Relief | | | | | |
| 2024102 · Rent | | | | | |
| Check | 07/01/2020 | 5541 | Cook County Treasurer | Property Tax Assistance | 373.77 |
| Check | 07/01/2020 | 5542 | Country Mutual Insurance Company | Home Insurance Assistance | 38.89 |
| Check | 07/01/2020 | 5543 | Cynthia Wheelock | July 2020 Rent | 550.00 |
| Check | 07/01/2020 | 5544 | Hanover Homes LLC | July 2020 Rent | 750.00 |
| Check | 07/01/2020 | 5545 | James Susman | July 2020 Rent | 650.00 |
| Check | 07/01/2020 | 5546 | Larry Bennett | July 2020 Rent | 500.00 |
| Check | 07/01/2020 | 5547 | Michelle Breen | July 2020 Rent | 500.00 |
| Check | 07/01/2020 | 5551 | Northwest Compass | July 2020 Rent | 300.00 |
| Check | 07/01/2020 | 5552 | Southwicke on Sutton Condo Assn. | July 2020 Rent | 186.63 |
| Check | 07/01/2020 | 5553 | Spring Lakes Estates | July 2020 Rent | 655.00 |
| Check | 07/01/2020 | 5554 | Spring Lakes Estates | July 2020 Rent | 571.08 |
| Total 2024102 · Rent | | | | | 5,075.37 |
| 2024103 · Utilities | | | | | |
| Check | 07/01/2020 | 5538 | Com Ed | Utilities Assistance | 128.26 |
| Check | 07/01/2020 | 5539 | Com Ed | Utilities Assistance | 119.67 |
| Check | 07/01/2020 | 5540 | Com Ed | Utilities Assistance | 95.56 |
| Check | 07/01/2020 | 5548 | NICOR | Utilities Assistance | 26.89 |
| Check | 07/01/2020 | 5549 | NICOR | Utilities Assistance | 59.25 |
| Check | 07/01/2020 | 5550 | NICOR | Utilities Assistance | 33.72 |
| Check | 07/01/2020 | 5555 | Village of Streamwood | Utilities Assistance | 273.41 |
| Check | 07/01/2020 | 5556 | Village of Streamwood | Utilities Assistance | 71.95 |
| Total 2024103 · Utilities | | | | | 808.71 |
| 2024105 · Personal Essentials | | | | | |
| Check | 07/01/2020 | 5557 | Walmart | Personal Essentials July 2020 | 857.63 |
| Total 2024105 · Personal Essentials | | | | | 857.63 |
| 2024106 · Travel Expenses | | | | | |
| Check | 07/01/2020 | 5537 | BP Gas Station | Fuel Assistance Cards (5) | 200.00 |
| Check | 07/01/2020 | 5542 | Country Mutual Insurance Company | Transportation Assistance | 58.29 |
| Total 2024106 · Travel Expenses | | | | | 258.29 |
| 2024119 · Emergency Assistance | | | | | |
| Check | 06/17/2020 | 5508 | Com Ed | Emergency Assistance | 1,114.53 |
| Check | 07/01/2020 | 5530 | Village of Streamwood | Emergency Assistance | 364.07 |
| Check | 07/01/2020 | 5531 | Marie Soto | Emergency Assistance | 2,750.00 |
| Check | 07/01/2020 | 5532 | Village of Streamwood | Emergency Assistance | 205.77 |
| Check | 07/01/2020 | 5533 | Com Ed | Emergency Assistance | 740.60 |
| Check | 07/01/2020 | 5534 | Com Ed | Emergency Assistance | 87.80 |
| Check | 07/01/2020 | 5535 | Old Oak Estates | Emergency Assistance | 1,875.37 |

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June 16 through July 6, 2020

| Type | Date | Num | Name | Memo | Amount |
|--|------------|--------|---------------------------------|---|-----------|
| Check | 07/01/2020 | 5536 | Ramji Gadhiya | Emergency Assistance | 2,000.00 |
| Total 2024119 · Emergency Assistance | | | | | 9,138.14 |
| Total 2024HOM · Home Relief | | | | | 16,138.14 |
| Total 2024 · Human Services - Expenditures | | | | | 16,470.31 |
| 3034 · Road Maintenance - Expenditures | | | | | |
| 3034ADM · Administration | | | | | |
| 3034712 · Miscellaneous | | | | | |
| Check | 06/30/2020 | 137213 | The Home Depot | Erosion Repair Dirts/Stone/Sod | 32.96 |
| Check | 06/30/2020 | 137213 | The Home Depot | Erosion Control | 23.68 |
| Total 3034712 · Miscellaneous | | | | | 56.64 |
| 3034792 · Dental, Vision & Life Insurance | | | | | |
| Check | 07/01/2020 | 137314 | Vision Service Plan | Acct# 30070457 Monthly Premium | 10.60 |
| Total 3034792 · Dental, Vision & Life Insurance | | | | | 10.60 |
| Total 3034ADM · Administration | | | | | 67.24 |
| 3034ROD · Road Maintenance | | | | | |
| 3034602 · Operating Supplies & Materials | | | | | |
| Check | 06/30/2020 | 137130 | Beverly Materials, L.L.C. | Inv# 252027 Sholder Stone for Will Scarlett Restoration | 19.62 |
| Check | 06/30/2020 | 137130 | Beverly Materials, L.L.C. | Inv# 252028 Sholder Stone for Nottingham Sholder Restoration | 21.78 |
| Check | 06/30/2020 | 137130 | Beverly Materials, L.L.C. | Inv# 252752 Spoils from Campus Parking Lot Patches | 30.00 |
| Check | 06/30/2020 | 137146 | Earth, Inc | Inv# 21998 Topsoil for Will Scarlett Restoration | 100.00 |
| Check | 06/30/2020 | 137174 | Lafarge Aggregates Illinois Inc | Inv# 712794528 Stone for Douglas Rd Erosion | 81.16 |
| Check | 06/30/2020 | 137174 | Lafarge Aggregates Illinois Inc | Inv# 712790183 Rip Rap for Douglas Dr Restoration | 134.31 |
| Check | 06/30/2020 | 137174 | Lafarge Aggregates Illinois Inc | Inv# 712828500 Rip Rep for Culvert Erosion Control | 52.32 |
| Check | 06/30/2020 | 137198 | Platt Hill Nursery | Ticket# OFF03-226879 Green Feather Cul De Sac Restoration Plants | 299.95 |
| Check | 06/30/2020 | 137209 | SiteOne Landscape Supply, LLC | Inv# 100734037-001 Density Mat for Edge Restoration S. Oaks | 55.01 |
| Check | 06/30/2020 | 137209 | SiteOne Landscape Supply, LLC | Inv# 100732439-001 Seed, Mat, and Anchors for Restoration S. Oaks | 402.00 |
| Check | 06/30/2020 | 137209 | SiteOne Landscape Supply, LLC | Inv# 100959008-001 Mat and Seed for East S. Oaks Restoration | 286.85 |
| Check | 06/30/2020 | 137209 | SiteOne Landscape Supply, LLC | Inv# 101045251-001 Seed and Anchors for S. Oaks Restoration | 102.07 |
| Check | 06/30/2020 | 137213 | The Home Depot | Cul de Sac Restoration Materials | 158.76 |
| Check | 06/30/2020 | 137213 | The Home Depot | Cul de Sac Restoration Materials | 21.98 |
| Check | 06/30/2020 | 137213 | The Home Depot | Cul de Sac Restoration Materials | 21.98 |
| Total 3034602 · Operating Supplies & Materials | | | | | 1,787.79 |
| 3034603 · Fuel | | | | | |
| Check | 06/30/2020 | 137223 | Village of Hanover Park (Fuel) | Inv# 2020-00000852 May 2020 Fuel | 348.41 |
| Total 3034603 · Fuel | | | | | 348.41 |
| 3034610 · Street Lighting | | | | | |
| Check | 06/30/2020 | 137142 | Com Ed 152 | Acct# 0045120152 Monthly Charges 5/8-6/9 | 388.75 |

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June 16 through July 6, 2020

| Type | Date | Num | Name | Memo | Amount |
|--|------------|--------|-----------------------------------|---|----------|
| Check | 06/30/2020 | 137226 | Wood Dale Electrical Const., Inc. | Inv# 263 Streetlight Repairs Bridlewood | 293.20 |
| Total 3034610 · Street Lighting | | | | | 681.95 |
| 3034614 · Signs, Stripping & Tree Removal | | | | | |
| Check | 06/30/2020 | 137213 | The Home Depot | Chipper Covering Materials | 231.82 |
| Total 3034614 · Signs, Stripping & Tree Removal | | | | | 231.82 |
| Total 3034ROD · Road Maintenance | | | | | 3,049.97 |
| 303EQM · Equipment | | | | | |
| 3034609 · Maintenance Vehicles & Equip | | | | | |
| Check | 06/30/2020 | 137168 | Kammes Auto & Truck Repair, Inc. | Inv# 131095 Brake Repairs to Truck# 501 | 250.00 |
| Check | 06/30/2020 | 137168 | Kammes Auto & Truck Repair, Inc. | Inv# 130951 Diagnostics & Testing on Truck# 502 | 1,044.81 |
| Total 3034609 · Maintenance Vehicles & Equip | | | | | 1,294.81 |
| Total 303EQM · Equipment | | | | | 1,294.81 |
| Total 3034 · Road Maintenance - Expenditures | | | | | 4,412.02 |
| 5054 · Mental Health - Expenditures | | | | | |
| 5054ADM · Administration | | | | | |
| 5054014 · Equip / Database | | | | | |
| Check | 06/30/2020 | 137176 | Launch Digital Marketing | Inv# L4634 Website Hosting | 50.00 |
| Total 5054014 · Equip / Database | | | | | 50.00 |
| 5054592 · Dental, Vision & Life Insurance | | | | | |
| Check | 07/01/2020 | 137314 | Vision Service Plan | Acct# 30070457 Monthly Premium | 13.95 |
| Total 5054592 · Dental, Vision & Life Insurance | | | | | 13.95 |
| Total 5054ADM · Administration | | | | | 63.95 |
| 5054COM · HT Community Resource Center | | | | | |
| 5054210 · Utilities | | | | | |
| Check | 06/30/2020 | 137159 | Groot, Inc (114943) | Inv# 5567522 Monthly Charges June 2020 | 119.72 |
| Total 5054210 · Utilities | | | | | 119.72 |
| 5054213 · Janitorial | | | | | |
| Check | 06/30/2020 | 137166 | JaniKing | Inv# CHC06200208 Monthly Billing June 2020 | 414.00 |
| Total 5054213 · Janitorial | | | | | 414.00 |
| 5054250 · Building Maintenance | | | | | |
| Check | 06/30/2020 | 137192 | Orkin Pest Control (MHB) | Annual Pest Control | 672.31 |
| Total 5054250 · Building Maintenance | | | | | 672.31 |

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June 16 through July 6, 2020

| Type | Date | Num | Name | Memo | Amount |
|--|------------|--------|---------------------------------|--|-------------------|
| 5054286 · Agency Support Services | | | | | |
| Check | 06/30/2020 | 137138 | Comcast (MHB 823) | Acct 8771 10 084 0485823 Monthly Cable/Internet 6/2-7/1 | 197.13 |
| Check | 06/30/2020 | 137200 | Quench USA, Inc. | Inv# 2497246 Water Cooler Rental | 55.00 |
| Total 5054286 · Agency Support Services | | | | | 252.13 |
| Total 5054COM · HT Community Resource Center | | | | | 1,458.16 |
| Total 5054 · Mental Health - Expenditures | | | | | 1,522.11 |
| 8084 · Capital Projects - Expenditures | | | | | |
| 8084420 · Izaak Walton Ctr Improvements | | | | | |
| Check | 06/30/2020 | 137207 | Schroeder Asphalt Services, Inc | Inv# 202-155 IWC Resurfacing Connecting Road Project - Final | 46,481.77 |
| Total 8084420 · Izaak Walton Ctr Improvements | | | | | 46,481.77 |
| Total 8084 · Capital Projects - Expenditures | | | | | 46,481.77 |
| TOTAL | | | | | 146,461.12 |

- I. Call to Order/Roll Call: Supervisor McGuire called the meeting to order at 7:00 p.m. On June 12, 2020, Governor Pritzker signed Public Act 100-0640 into law. This new law amends the Illinois Open Meetings Act to expressly authorize open and closed meetings of public bodies to be conducted by audio or videoconference, without the physical presence of a quorum of the members. The provisions of the Act apply where the Governor has issued a disaster declaration related to public health concerns because of a disaster as defined in Section 4 of the Illinois Emergency Management Agency Act, and all or part of the jurisdiction of the public body is covered by the disaster area. On March 9, 2020, in light of the circumstances surrounding the public health emergency caused by COVID-19, Governor Pritzker issued a Disaster Proclamation for the entire State of Illinois, including Hanover Township. He most recently renewed this Proclamation on May 29, 2020, and it is still in effect. As Supervisor of Hanover Township, I have determined that an in-person meeting is not practical or prudent because of this disaster. Therefore, pursuant to Public Act 100-0640, those members of the Township Board attending this June 16, 2020, Board Meeting by means other than physical presence are doing so lawfully. This participation is by videoconference. This Board should note that notice of this meeting was provided in accordance with the Act; that I am physically present at 240 S. Illinois Route 59, Bartlett, Illinois, which is the regular meeting location of the Hanover Township Board; that all members of the Township Board attending this meeting by means other than physical presence have been verified by Acting Aging Services Director Kristin Vana on behalf of the Township; that all votes will be conducted by roll call, so each member's vote on each issue can be identified and recorded; that a verbatim record of this meeting in the form of an audio or video recording will be made available to the public under, and are otherwise subject to, the provisions of Section 2.06 of the Illinois Open Meetings Act; and that the Township Board is bearing all costs associated with compliance with the Act. While members of the public are permitted to physically attend this meeting, this Board should also note that the Township has made alternative arrangements and provided notice pursuant to the Act of such alternative arrangements in a manner to allow any interested member of the public remote access to contemporaneously hear all discussion, testimony, and roll-call votes, by offering a telephone number and a web-based link.

The Supervisor then called on each remotely accessing Trustee as follows:

"Trustee Beattie, are you able to hear me?" "Yes," replied Trustee Beattie.

"Trustee Moinuddin, are you able to hear me?" "Yes," replied Trustee Moinuddin.

"Trustee Martinez, are you able to hear me?" "Yes," replied Trustee Martinez.

"Trustee Essick, are you able to hear me?" "Yes," replied Trustee Essick.

He asked Director Vana if there were any members of the public attending the meeting remotely? The answer was "No." He asked that she inform him if any members of the public join during the course of the meeting. Generally, he would not invite interruptions; however, given the circumstances, he asked that the Trustees and members of the public attending remotely immediately interrupt him if at any time during the course of the meeting you are unable to hear the proceedings.

Clerk Dolan Baumer called the roll; physically present were Supervisor McGuire and Clerk Dolan Baumer. Via teleconference, Trustees Beattie, 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 Attorney Mike Airdo; 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: The Supervisor reported that Emergency Services has been operating 24 hours/7 days during the last two weeks, and that Township staff has performed as directed. He is continuing to meet with other officials to discuss best practices.
 - B. Clerk's Report: The Clerk offered no report.
 - C. Assessor's Report: The Assessor offered no report.
 - D. Trustee Liaison Committee Reports: Trustee Essick thanked Acting Director Vana for stepping in to cover the Aging Services department. The Supervisor asked if Director Vana could run the department full term; she replied that should could.
 - E. Department Reports: Written reports were prepared for the Board's review; highlights included Director Imperato reported that the Township Foundation has raised \$54,000 in donations since March 16. The office opened for residents on June 8; the food pantry opened on June 15, while still offering curbside/home delivery services. All teams and shifts are trained. 2742 crisis responses were reported. Trustee Beattie made a donation for July 4 meal box distributions. Clients are receiving funds and/or assistance from LIHEAP and other agencies. Clients are receiving unemployment checks. This summer, the department would have an intern. Director Houdek reported that new therapist, Jazmine Garza, has started. The doors remain closed to the public, but staff is slowly starting to come in to their offices again. Virtual therapy, programming and Open Gym are continuing, as is tutoring through early August. In-person sessions are projected for August. Outdoor programming would take place at the Izaak Walton Center and behind the Town Hall. All safety measures are being taken. Staff is discussing fall programming. The Committee on Youth will have a meeting on June 22. Director Kuttentberg reported that he, Supervisor McGuire and Trustee Moinuddin held a virtual town hall meeting with Senator Murphy, a which seven staff/townships attended. TOI sent an online questionnaire regarding the Annual Conference. Manager Teachout reported that the Child Trauma training would begin with 12 therapists. FY22 funding would be discussed at the June meeting. TIDE rides are inching up; few agencies are open to the public yet. Resource Center usage is down during the pandemic. Manager Callahan reported the Comcast has upgraded the Township modem. 12 applicants have been interviewed for the Aging Services Director position. 20 passports have been processed and several

IDNR licenses have been purchased. Contact tracing, reported Director Smith, is ongoing with 155 cases, 40% closed. They have seen an increase in clinic appointments; the podiatrist has been busy with new appointments, as well. A blood drive with the American Red Cross has been scheduled for August. She met with the Hanover Park Fire Chief regarding emergency services and how the department can assist them. The Supervisor asked if the department has sufficient resources to serve; her answer was, yes they are well prepared. Director Crews reported 7,606 volunteer hours by the department. Training has resumed. He is working with Elgin to expand Township services with them. Acting Director Vana reported that transportation for medical and non-medical (2 per ride), have resumed. Volunteers continue to return. Home delivered meals drivers are returning; social services wellness calls are slowing down. Virtual programming is continuing. She has contacted Age Options regarding the Township offering outdoor dining and programming; no update yet, but the Township was the first to submit such a request. They are taking a cautious approach to opening. Attorney Airdo noted that since we sought their input, we should abide by their recommendations. The Supervisor asked if the department was running well; her reply was that yes, it is running well with no issues or disruptions. Director Hanson reported that acrylic shields have been installed throughout the Township. Exterior painting has been done on the Aging Services Center. Swale and berm restoration has begun throughout unincorporated areas that have had roadwork done over the past two years. He is working to have Cook County inspect a resident issue. Disinfection practices are ongoing at the Township. Job descriptions have been submitted for review and approval. A schedule for the new facilities cleaning crew has been developed and the objective is to begin on September 1, 2020. The Board agreed to purchase an ultraviolet cleaner and gave direction to the Director to proceed with purchase.

V. Bill Paying: Mr. Barr presented the bills for payment from June 2, 2020 through June 15, 2020 as follows:

| | | |
|----|---------------------|---------------------|
| a. | Town | \$96,855.00 |
| b. | Senior Services | 22,622.82 |
| c. | General Assistance | 11,363.86 |
| d. | Road Maintenance | 26,396.94 |
| e. | Mental Health Board | 1,740.31 |
| f. | Vehicle | 0.00 |
| g. | Capital | <u>0.00</u> |
| | Total | <u>\$158,978.93</u> |

A motion was made by Trustee Beattie and seconded by Trustee Martinez to approve payment of the bills as presented from June 2, 2020 through June 15, 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: No unfinished business was brought forward.

VII. New Business:

A. Board Meeting Minutes of June 2, 2020: Clerk Dolan Baumer presented the minutes from the Board meeting of June 2, 2020 for review and approval. She noted that there was a typo in the date in the first paragraph above the bills (item V.). Trustee Beattie moved to approve the Board meeting of June 2, 2020; motion seconded by Trustee Martinez and a roll call followed. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and

Moinuddin, and Supervisor McGuire. Motion unanimously carried.

- B. Executive Session Minutes of June 2, 2020: Clerk Dolan Baumer asked that the approval of the Executive Session minutes from the meeting of June 2, 2020 be tabled. Trustee Essick moved to table the Executive Session minutes of June 2, 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.

Supervisor McGuire asked for a short break at this time. Motion to have a short break made by Trustee Essick and seconded by Trustee Martinez at 7:45 p.m. The Supervisor gavelled the meeting back to order at 7:49 p.m. and present via teleconference were Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire.

- C. Resolution to Amend the Establishment of the Task Force on Diversity and Engagement: Trustee Beattie moved that the Board approve resolution #061620 that amends the establishment of the Diversity and Engagement task force. Trustee Moinuddin seconded the motion. The resolution amendment extends the term of the task force until at least May 2021. Roll call: Ayes: Trustees Beattie, Martinez, Moinuddin, and Essick, and Supervisor McGuire. Motion carried.
- D. Consideration of Neighborhood Social Services Division: Administrator Barr outlined the intent and structure of the division, which would be under Youth and Family Services. The Board agreed that staff could engage in discussions with area emergency departments to see if such a service offered by the Township would be valuable to them.
- E. Approval of the Rescheduled Annual Town Meeting Agenda: Trustee Essick moved that the Board approve the rescheduled Annual Town Meeting agenda; Trustee Beattie seconded the motion and a roll call followed. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Motion unanimously carried.
- F. Consideration of Additional Steps to Ensure the Health, Safety and Welfare of Township Residents regarding the Coronavirus: Administrator Barr reported that the Governor will announce Phase 4 opening of Illinois at the end of June.

- 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.), and §2c11 (Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.), 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 8:07 p.m.

The Board returned from Executive Session at 8:27 p.m. and Clerk Dolan Baumer called the roll: present were Trustees Beattie, Moinuddin, Martinez, Essick, and Supervisor McGuire.

- IX. Other Business: No other business was discussed.

- XI. Adjournment: There being no further business to come before this Board, a motion to adjourn at 8:28 p.m. was made by Trustee Beattie and seconded by Trustee Martinez followed by a roll call vote. Ayes: Trustees Beattie, Moinuddin, Essick and Martinez, and Supervisor McGuire. Motion carried and the meeting was adjourned.

Minutes of a Meeting of the Hanover Township Board

Tuesday, June 16, 2020

Page 5

Respectfully submitted,

A handwritten signature in black ink that reads "Katy Dolan Baumer". The signature is written in a cursive style with a long, sweeping underline.

Katy Dolan Baumer

Clerk

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

May 19, 2020

727 N. Whitcomb Dr.
Palatine, IL 60074

Mr. James Barr
Administrator
Hanover Township
250 S. IL Route 59
Bartlett, IL 60103

Dear Mr. Barr:

I hope this letter finds you well. I recently learned of the open Director of Aging Services position at Hanover Township. As a former employee of Hanover Township and someone who has dedicated my life to serving older adults, I would like to be considered as an applicant for this incredible opportunity. I am a compassionate and highly skilled professional who is ready to lead the Department of Aging Services. My current duties, extensive training, wide-ranging experience, and knowledge of Hanover Township, make me uniquely qualified for this position.

I am inspired by the range of services and programs available to Hanover Township residents, and I hope to offer my passion, energy, and creativity for the next evolution of senior services. Currently I serve as Director of Senior and Disability Services with the Township of Schaumburg. During my time at Schaumburg, we have grown programs to include a wide range of virtual offerings, offered enhanced social services, and developed unique community services including a weekly e-newsletter and the "Send a Smile" campaign which sends handmade cards to older adults in the community.

My philosophy toward management is to foster a supportive team environment while maintaining an open door policy. I am a hard worker and will go above and beyond in the service of my clients and patrons. While at Schaumburg Township, I have worked tirelessly to improve and expand services, find new opportunities for programs and funding, update procedures and systems, as well as develop a cohesive team. I currently supervise eight full-time staff and am responsible for their ongoing training and development, as well as performance evaluations. I am responsible for annual budget development of my departments and oversee a budget of approximately \$880,000. In addition to managing staff, I also provide direct service to clients and am very comfortable working and communicating with older adults, family members, elected officials, and large groups of people. I am intimately familiar with the services and programs available in our area and am proud to be a peer accreditor with the National Institute of Senior Centers (NISC), assisting with four off-site accreditations to date. Returning to a nationally accredited Senior Center is a goal of mine.

After reviewing the job posting and having worked closely with former Directors at the Senior Center, I am confident we will be able to accomplish great things. I am particularly drawn to the culture of the township, mission statement of Aging Services, the dedicated staff, and impressive Senior Center. I firmly believe we should treat each person with dignity and respect, while providing unparalleled customer service. I have worked in township government for eight years and understand the importance of serving the public. I hope to build on the longstanding tradition of exemplary services and programs while offering new ideas for future development. I aspire to go above and beyond in the service of older adults and enjoy working collaboratively with teammates who share a similar philosophy.

I view my time at Hanover Township with great pride and would be honored to serve as the next Director of Aging Services. I look forward to speaking with you about this opportunity in greater length. Thank you for your consideration!

Sincerely,

Megan Conway

MEGAN ANNE CONWAY

727 N Whitcomb Drive

Palatine, IL 60074

847.322.3812

meganaconway@aol.com

OBJECTIVE

Energetic professional with a passion for serving older adults seeks a challenging management position with a Senior Center utilizing exceptional interpersonal, time management, and team building skills.

EXPERIENCE

July 2018 – Present

Director of Senior and Disability Services

Township of Schaumburg, Hoffman Estates, IL

- Oversee all aspects of two departments – Senior Services and Disability Services
- Provide supervision, staff development, and coaching of eight full-time staff
- Supervise programming staff in development, execution, and evaluation of drop-in programs, education sessions, day trips, and overnight trips
- Oversee large special events coordinated by both departments, including Annual Holiday Party, Summer Celebration, Mother's Day Tea, Senior Music Nights, and others
- Prepare monthly reports, grant applications, and other documents as necessary
- Represent township at meetings, events, and networking groups
- Serve as liaison between staff and township's Committee for Persons with Disabilities (CFPD) and Senior Citizens Services Committee (SCSC); prepare meeting agendas and minutes following Open Meetings Act requirements
- Prepare departments' annual budgets and provide ongoing fiscal oversight of expenses and revenues
- Create and edit bimonthly *Senior Newsletter* which is disseminated to over 2,000 households
- Ensure staff complete professional development and training to stay up-to-date with program benefits
- Provide case management services to residents, including information and referrals, linkage to community resources, ongoing assistance, and follow-up as needed
- Assist residents by screening for benefits, completing benefit program applications, and troubleshooting issues, including the Senior Health Insurance Programs, CEDA Energy Services, and Department of Human Services Programs (SNAP and Medicaid) and more
- Coordinate and facilitate monthly programs as needed, including Caregiver Support Group, DIY Craft Class, and Bridges to Memory program for people with dementia and their caregivers
- Responsible for creating standard operating procedures for departments

August 2012 – June 2018

Social Services Manager

Hanover Township Senior Services, Bartlett, IL

- Supervised Social Services staff including volunteer support and interns
- Managed all aspects of Social Services division, serving approximately 1,500 unduplicated clients annually
- Maintained caseload, provided information and referrals, screened clients for benefits, assisted with program applications, and advocated for clients
- Oversaw grant-funded C-HOPE Therapy program providing individual mental health counseling
- Coordinated all wellness programs and support groups at Senior Center
- Provided educational presentations to community on a variety of topics
- Ensured up-to-date training for all Social Services staff and volunteers
- Facilitated "Caring for Your Memory" monthly support group for people with early stage memory loss
- Active role in Center's national accreditation process and sponsorship development
- Networked with agencies and other professionals providing services for older adults
- Assisted with grant writing for AgeOptions grants; instrumental in receiving \$10,000 SNAP grant
- Implemented and coordinated governmental programs such as LIHEAP, Medicare, and SNAP
- Researched and implemented best practices for service delivery, operating procedures, volunteer development, and team development

May 2006 – July 2012

Adult Day Center Manager/Social Services Representative

Palatine Township Senior Citizens Council, Palatine, IL

- Provided case advocacy, social, and support services to clients
- Supplied information and referrals to clients, families, and caregivers
- Assisted clients with applications for benefits and entitlement programs

- Represented PTSCC at networking groups, including chairing the Community Paint-A-Thon
- Managed Caring Hearts Adult Day Center for people with mild to moderate memory loss
 - Facilitated group of up to ten participants using a variety of different activities and methods
 - Organized and developed activities designed to enhance social interaction and well-being
 - Organized parties and other special events for group
- Coordinated and supervised the Senior Health Insurance Program at PTSCC
 - Managed volunteers and reporting for program
 - Completed 40-hour state mandated training
- Managed three volunteer programs: Shopping Assistance, Friendly Visitor, and Escort Transportation
 - Responsible for recruiting, interviewing, training, and retaining volunteers
 - Maintained monthly reports for volunteer services
- Managed Home Delivered Meals program
 - Screened clients for nutrition programs
 - Performed home visits to assess client eligibility

EDUCATION

May 2019 **Boston University, Center for Aging and Disability Education and Research**
Certificate in Behavioral Health and Aging (sixteen-hour program)

May 2006 **Saint Mary's College, Notre Dame, Indiana**
Magna cum laude
Bachelor of Arts in Humanistic Studies and Religious Studies, minor in Italian

PROFESSIONAL ACTIVITIES AND HONORS

2016 – Present **President, Illinois Township Association of Senior Citizens Services Committees (ITASCSC)**

- Previously held office of Vice President (2017) and Publicity Chair (2016)
- Responsible for directing meetings, overseeing other board positions, and advocating for needs of older adults and Senior Services programs statewide

2012 – Present **Alliance of Referral and Information Systems (AIRS)**
Certification for Information and Referral Specialist in Aging/Disabilities (CIRS-A/D)

SKILLS

- Friendly, upbeat, and enthusiastic team player with outstanding interpersonal skills
- Strong coaching and supervisory skills
- Thorough knowledge of township government and Hanover Township services and programs
- Excellent oral and written communication skills
- Effective organization and time-management skills
- Ability to handle multiple projects simultaneously
- Ability to work independently
- Highly skilled in Microsoft Office Suite: Word, Excel, PowerPoint, Outlook, Publisher
- Extremely knowledgeable in topics affecting older adults and persons with disabilities (including Medicare, energy assistance, dementia, benefit programs, and others)

PROFESSIONAL SEMINARS/TRAININGS

- Trained as an Energy Services Technician with CEDA (current)
- Trained as a National Institute of Senior Centers (NISC) Peer-Accreditor (current) –completed four off-site accreditations to date
- Trained in State of Illinois Department on Aging Senior Health Insurance Program (SHIP) (current)
- Completed annual Illinois Township Management Academy at Northern Illinois University (2012-2019)
- Trained by Alzheimer's Association as a Caregiver Support Group Facilitator (2019)
- Completed American Sign Language (ASL) 101 course at Harper College (2018)
- Trained in Mental Health First Aide (2017)
- Completed Illinois Attorney General Elderly Service Officer (ESO) Training (2015)
- Attended dozens of seminars on a range of topics affecting the older adult

PUBLIC SPEAKING AND PRESENTATION TOPICS

- Medicare - including general information, open enrollment, MMAI, and Advantage plans
- "How to Stretch Your Grocery Budget" – information on utilizing SNAP, pantries, congregate meals, and thoughtful meal planning to improve monthly budget
- Utility Assistance Programs (LIHEAP, Safelink, AT&T Access, and others)



250 S. Route 59 Bartlett, IL 60103
(630) 837-0301 Office | (630) 837-9064 Fax
www.hanover-township.org

COMMITTEE ON YOUTH
YOUTH MEMBERSHIP APPLICATION

Name: Jennifer De La O

Address: 810 Larsen Ave, Streamwood

Telephone: 224-508-5586

High School: Streamwood High School

Grade: 10

Age: 15

1) What leads you to want to serve on the committee?

I want to serve on this committee because I feel like I would be an asset.

Mission Statement

Hanover Township is committed to providing an array of quality, cost effective, community based services and to acting as a dynamic and responsive organization that delivers services in a responsible and respectful manner.



250 S. Route 59 Bartlett, IL 60103
 (630) 837-0301 Office | (630) 837-9064 Fax
 www.hanover-township.org

2) What contributions do you feel you can make?

I feel that I could bring to this group a young person perspective of what we need help with.

3) Life experiences which you feel are relevant to this committee:

I used to hang out on the streets & I saw that it wasn't going to take me anywhere & I want to help others realize that there is more to life than being in the streets

4) Organizations/Volunteer Organizations in which you are a member:

NO

Mission Statement

Hanover Township is committed to providing an array of quality, cost effective, community based services and to acting as a dynamic and responsive organization that delivers services in a responsible and respectful manner.



GERARDO F. BARRIO, JR. ED. D
WORLD LANGUAGE & SOCIAL STUDIES TEACHER
STREAMWOOD HIGH SCHOOL-Illinois School District U-46-Elgin
630.213.5500 ext. 8535 email:gerardobarrio@u-46.org

November 25, 2019

To Whom It May Concern:

I was asked on behalf of Jennifer De Lao Bautista to write a letter of reference. It is an honor as one of her teachers at Streamwood High School (SHS) to write a letter of reference for an academically hard-working individual.

My name is Mr. Gerardo Barrio and I had the pleasure of knowing Jennifer as my student at Streamwood High School. Jennifer De Lao Bautista has dedicated herself to be the solidest working student I know and from day one that has never changed. When I met Jennifer, her demeanor showed me pursuing her education is the most important goal for her. Along the journey Jennifer has always been willing to ask the tough questions to become the dedicated student that she is today. She spent countless hours volunteering in the Streamwood/Hanover Park communities, is just a sample of who Jennifer has become, a committed and giving individual who is willing to go the extra mile for others, a leader in service.

In all areas academic Jennifer tries hard to make sure all her tasks are completed correctly and efficiently. She pays very close attention to detail and makes sure if she is working with other students on projects, she leads by her positive example. Her classmates have always had positive and encouraging words to say about Jennifer and is always committed to her classmates and their work.

Lastly, I had the opportunity to get to know Jennifer personally. I met her for the first time she was quiet and respectful. As weeks progressed and I had the opportunity to get to know her better and I realized that she is a person of character, talented, and very much ready to tackle the next step in her life. With Jennifer's perseverance to succeed, I believe she will thrive and succeed.

I have no reservations or questions about recommending Jennifer De Lao Bautista. If other opportunities for become available for Jennifer please consider her strongly for these. If you should have any questions or need further clarifications on her abilities as a student, do not hesitate to contact me at 630.213.5500 ext 8535 or e-mail me at gerardobarrio@u-46.org.

Sincerely,

A handwritten signature in black ink that reads 'Gerardo F. Barrio, Jr.' The signature is stylized and cursive.

Gerardo F. Barrio, Jr. Ed. D.
World Language and Social Studies Teacher (Dual Language)
District Professional Development Steering & Full Committee
Future Teachers Club Site Coordinator
Streamwood High School



School District U-46
Streamwood High School
Dr. Jennifer Van Deusen, Principal
701 West Schaumburg Rd Streamwood, IL 60107-1299
Tel: 630.213.5500
Fax: 630.483.5909

Tony Sanders, Chief Executive Officer

U-46.org

November 25, 2019
James C. Barr, MPA, SPHR
Administrator
Hanover Township
250 S. Route 59
Bartlett, IL 60103

Dear Mr. Barr

It is my pleasure to offer my recommendation for Jennifer De Lao Bautista for a position within the Hanover Township Committee on Youth.

I have known Jennifer for about four months within my Sophomore English class. In the short time that I have grown to know her, she has shown to be a strong character within her group of peers. Jennifer is a leader in the classroom setting. She is quick to ask questions to gain further understanding without hesitation. Jennifer is confident in her ideas and allows them to be known in a professional and concise way. She continuously shows interest in expanding her knowledge in all areas including academic and current event topics.

Jennifer is consistently demonstrating leadership skills within the classroom. Throughout our class time together, she has shown to be a positive influence on other students by encouraging others in challenging activities. She has also shown that she is able to recognize achievements in others. She does this by giving her peers praise and pointing out their accomplishments. Jennifer brings a positive and energetic spirit to the classroom.

Jennifer has many interests that academics, arts, and athletics. I believe that her wide range of interests and natural leadership skills add a unique perspective to any group. I recommend this person without reservation

Sincerely,

Ashley Santiago

A handwritten signature in black ink, appearing to read 'Ashley Santiago', with a long horizontal flourish extending to the right.



HANOVER TOWNSHIP

Senior Citizens' Services Committee

Application

Name: Peggy Bucaro Date: 12/20/19
 Address: 961 Doral Dr City: Bartlett
 Email: pbucaro@comcast.net Phone: cell 630 830 2314

Tell us about yourself

Career Experiences: 13 yrs - Marketing Asst @ Clare Oaks Retirement Community Bartlett

29 yrs - Insp. Asst @ Electr. Flow Co - Roselle

Why do you want to serve on this committee? Since retirement I have looking for potential volunteer opportunities

What contributions do you feel you can make? With my yrs at Clare Oaks I appreciate the contributions our seniors add to our lives. also interested in activities for upcoming "younger" seniors

Special Interests: Love to read - belong to two Book clubs. Enjoy meeting people. Enjoy traveling & of course our grand children.

Volunteer Experience: 5/2019 - volunteer in social services at H. Township (Tues A.M) assisted with Healer Fair. Previous member of Bartlett Woman's Club - held several offices. Serve at Funeral luncheon at St John Neumann Eucharistic minister at St John Neumann



HANOVER TOWNSHIP

Senior Citizens' Services Committee Application

Name: CARLA M. FROHAUF Date: 12/4/19
 Address: 726 CRESCENT CT City: BARTLETT
 Email: _____ Phone: 312-969-7184

Tell us about yourself

Career Experiences: Exec ASST @ SEARS CORPORATE,
TRUEVALUE, ARLINGTON PARK RACETRACK,
Home Depot REGIONAL OFFICE

Why do you want to serve on this committee? Help To MAKE THE SENIORS
IN THE TOWNSHIP RUN SMOOTHLY, Help my
COMMUNITY AND SHARE IDEAS. I AM PRESENTLY ON THE
committee

What contributions do you feel you can make? I'm SMART, RESOURCEFUL
HAVE LOTS OF EXPERIENCE WORKING WITH
THE PUBLIC (WORKED IN COMMUNITY RELATIONS)
LIKE PEOPLE, WORK WELL WITH OTHERS
 Special Interests: _____

BOOK CLUB, LANGUAGE CLASSES, VOLUNTEERING,
FRIENDS and family

I WAS AN - I AM NOW -
 Volunteer Experience: HDM DRIVER, CAFE CASHIER,
FRONT DESK AIDE, SPECIAL EVENT
VOLUNTEER, SR. CITIZENS' SERVICES COMMITTEE
MEMBER.

forwarded message:

From: "webmaster@hanover-township.org" <webmaster@hanover-township.org>
Date: February 9, 2020 at 7:09:38 AM CST
To: Thomas Kuttenberg <tkuttenberg@hanover-township.org>
Subject: Hanover Township, IL: Committee/Board Message

A new entry to a form/survey has been submitted.

Form Name: Join a Board or Committee
Date & Time: 02/09/2020 7:09 AM
Response #: 44
Submitter ID: 5227
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Tell us about yourself

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Memorandum

Date: June 24, 2020

To: Hanover Township Board

From: Diversity and Engagement Task Force

Re: Diversity and Engagement Task Force Report

The Hanover Township Diversity and Engagement Task Force was established in March 2019 as an advisory board to study diversity and engagement in Hanover Township. Consisting of two co-chairs, Trustee Martinez and Trustee Moinuddin, and nine members of the community appointed by the Township Supervisor, the Task Force met once a month from June 2019 to February 2020. During this time, the Task Force assessed the status of diversity within the Township at all levels, investigated the circumstances which appear to inhibit diversity and community engagement, and researched and compiled recommendations to address any identified diversity and community engagement issues for the Township Board. Each meeting included presentations from a Township department regarding current services and programs offered, as well as staff and volunteer demographics. Task Force members became more educated on services and programming at Hanover Township and discussed ways to further communicate this information to the diverse populations within the community.

Research: A community analysis was conducted of Hanover Township demographics using the 2017 three-year estimate data from the American Community Survey by the U.S. Census Bureau in order to outline the overall community make-up. Hanover Township community consists of approximately 101,074 residents including six different municipalities; Village of Streamwood, City of Elgin, Village of Bartlett, Village of Hanover Park, Village of Hoffman Estates, Village of Schaumburg, and unincorporated areas. Ages range in a normal distribution with the median age being 36.1 years old as of 2017; the fastest growing age group are 65+ years old. The Township has a growing Hispanic population that equals approximately 37%, an Asian population of approximately 14%, and an African American population of 4%. The community is also religiously diverse with 18 Christian Churches, three Islamic Mosques, three Hindu Temples, three Buddhist Temples and one Jewish Center within Hanover Township's boundaries.

The Township as an organization deviates from the Hanover Township community make-up. Hanover Township organizationally is made up of ten different departments; Department of Administrative

Services, Department of Aging Services, Office of the Assessor, Office of Community Health, Office of Community and Veterans Affairs, Department of Emergency Services, Department of Facilities and Road Maintenance, Department of Human Services, Office of the Mental Health Board and Department of Youth and Family Services. A survey was sent out to each department to report on their staff's demographic break down. The result of the survey was the Township is made up of approximately 83 full time or part time employees and 300+ volunteers. The median age range of staff is 40 while the median age range of volunteers is 65. The Township staff is primarily Caucasian with 30% of employees being non-Caucasian. Additionally, there are approximately 18 employees who speak two or more languages including Spanish, Polish, and Urdu.

Analysis: Hanover Township has increased its efforts towards inclusivity over the last decade with one of their FY19-FY21 Strategic Plan goals being to further embrace the diversity of all ages and cultures within the Township. Since then, the Township has placed multilingual staff on the front lines to aid in communication and customer service and the Township has hired more multilingual and multicultural staff than years previous. Also, since the creation of the Diversity and Engagement Task Force, Trustee Moinuddin, Director of Community and Government Relations Kuttentberg and Director of Aging Services Colagrossi coordinated an International Expo in September 2019 in celebration of the Township's cultural diversity. In the fall of 2020 the Township also plans to host the Bartlett Global Arts Festival.

Hanover Township staff demographics differ from the community demographics, but serve residents all-inclusively. The community demographics utilizing the Township's services include all ages and ethnicities. Furthermore, Hanover Township attempts to communicate in several ways including newsletters, press releases, e-newsletters, and four social media platforms including Facebook, Instagram, Twitter and YouTube to reach as many residents as possible. In addition, the Township currently has four active Facebook pages for Hanover Township, Hanover Township Youth and Family Services, Hanover Township Emergency Services and Hanover Township Aging Services. Per department, the client demographics vary as the population demands shift. For instance, the Department of Youth and Family Services provides services to an increasingly Hispanic demographic, while the Department of Aging Services clientele are predominately Caucasian. This is most likely a result of Hispanic populations being overall younger than Caucasian populations within the Township.

Another FY19-FY21 Strategic Plan goal is maintaining a commitment to outreach, engagement, and awareness of the Township's services and programs including continued implementation of the

Township's communications plan. Currently the Township utilizes press releases, the website, e-communications, social media, and a quarterly newsletter to communicate with residents. The website has translation capabilities and many paper communications are printed in English and Spanish to accommodate the Township's multilingual community. However, e-communications are primarily conducted in English; this includes e-newsletters, program/event announcements, and email fliers. The communication platform most interacted with is the Township's Facebook account where 90% of users identified English as their preferred language for posts. Task Force members noted gaps in the website's translation capabilities and felt the website layout made it difficult to navigate with or without a language barrier. This could inhibit engagement if residents cannot efficiently identify desired information.

Recommendations: Task Force members distinguish Hanover Township as successful in providing a wide variety of services to residents, while recognizing that communicating those service opportunities may not always reach the entire community. Areas identified in which Hanover Township could improve include language barriers limiting communication and engagement, geographic location of Township buildings in contrast to diverse community locations, and increasing outreach to under-served residents. Language barriers take place in staff interactions as well as online. While staff has become more diverse, the language capabilities of the Township are still unequal to the need of the broader Hispanic, Polish, and Asian communities. Also, social media and the Township website both have translation restrictions. This gap in community engagement exists alongside the lack of Township interaction with certain populations. Some ethnically diverse populations live within small geographic areas of the community and can be tight knit in some instances connected with a primary religious organization. The Township should explore different avenues to more effectively communicate in a way that speaks to different cultural groups.

In consideration of these identified areas for improvement, the Task Force compiled five recommendations. They are as follows:

1. Expand outreach and collaboration with religious institutions to include churches, temples, mosques, and internal groups within these institutions. This recommendation looks to bring information of Hanover Township services and programs to the community in a familiar setting in order to maximize outreach efforts in an attempt to increase service utilization. Hanover Township should consider establishing relationships with each religious organization in the Township, maintain updated contacts at each religious organization, in addition to coordinating regular communication.

2. Identify a translation service provider and train staff to use the identified translation service to increase multi-lingual communication methods and encourage service utilization from diverse groups within the Hanover Township community. This recommendation would look to accommodate the variety of languages spoken within the Township. Hanover Township should continue its efforts to increase bilingual, bicultural staff when appropriate.
3. Increase community engagement through attending local events at the high schools, local organizations, and park districts to enhance efforts to recruit and retain bilingual, bicultural volunteers. This recommendation looks to build a more cohesive community and develop relationships with these outside organizations to share volunteer opportunities at Hanover Township and gain access to a more culturally diverse volunteer base.
4. Provide cultural sensitivity training to staff members and volunteers more frequently and consistently in order to better serve diverse populations.
5. Develop a plan to communicate with ethnically diverse groups within Hanover Township including diverse community organizations, religious institutions, and other identified groups as appropriate. This may include an ambassador's group to identified ethnic groups within the community. This recommendation looks to build networks across diverse groups to further Hanover Township's outreach into the community.

These recommendations help to place Hanover Township as an active participant in community engagement by bringing awareness of Township services to multicultural communities within the Township. They also create opportunity for diverse populations to offer their input into what services may benefit them; thus, working towards a more integrated and cohesive Township.

Conclusion: Community engagement has become an increasing consideration for local governments as their populations diversify. Hanover Township is no exception. Though the Township offers a variety of services to residents, public awareness of those services varies throughout the community. In the best interest of Hanover Township and its residents, the Diversity and Engagement Task Force recommends reducing language barriers, increasing outreach to diverse populations and incorporating cultural training for staff and volunteers in order to increase engagement overall.