

- I. Call to Order/Roll Call: Supervisor McGuire called the Board meeting to order at 7:00 p.m.

Clerk Dolan Baumer called the roll; present were Supervisor McGuire, Clerk Dolan Baumer and Trustees Beattie, Martinez, Essick, and Moinuddin.

Others present either in person or via teleconference were Assessor Tom Smogolski, Aging Services Director Megan Conway*, Human Services Director Mary Jo Imperato*, Community Health Director Kristen Smith*, Community and Government Relations Director Tom Kuttentberg*, Emergency Services Director Mike Crews*, Facilities and Road Maintenance Director Caleb Hanson, Youth and Family Services Director Tina Houdek*, Mental Health Board Manager Amanda Teachout*, Assistant Administrator Kristin Vana, Administrator James Barr, Attorney Mike Airdo, Attorney Mark Kimzey, and Palatine Township Trustee Andy-John Kalkounos. *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, and Mr. McGuire closed the Town Hall.
- IV. Reports
 - A. Supervisor's Report: Supervisor McGuire reported that the Community Service Awards were presented individually, with thanks to Directors Imperato and Kuttentberg; the group presentation will be scheduled at a later date. He reported that he sent a letter to the Illinois Housing Development Authority regarding the Hanover Landing's funding status with UP Development. He also copied our State Legislators and has asked Director Kuttentberg to follow up. A Township food pantry visitor was diagnosed with Covid 19; that individual was last present at the food pantry on August 28 2020 and was "last in" to the pantry on that date; all sanitation procedures were thoroughly followed thereafter. All screening paperwork was completed according to the protocols. Two appointments to the Diversity and Engagement Task Force were made and the Supervisor welcomed Gurpreet Singh of Streamwood, and M. Amin Haider also of Streamwood, to the Committee.
 - B. Clerk's Report: Clerk Dolan Baumer reported that mail in ballot applications are being taken at Early Voting cites throughout Cook County and applications may be deposited at any throughout the state.
 - C. Assessor's Report: Assessor Smogolski offered no additional report.
 - D. Trustee Liaison Committee Reports: No reports were offered.
 - E. Department Reports: Director Houdek reported that the recently scheduled outdoor Open Gym was cancelled due to inclement weather. The next outdoor family movie night is scheduled for the 18th. Registration for the four day per week Open Gym program is ongoing and is strong. In-person tutoring registration is open to fifty students. The annual Youth Leaders garage sale raising money for the mid-year conference in January will be held this month. Virtual therapy is being held, with the staff moving toward in-person family therapy. Two groups are running sessions in schools. The Mental Health Board awarded funds to Advance PreSchool, Fellowship Housing and the CILA Home of Hoffman Estates. Manager Teachout attended the Human Services Council meeting where homelessness in Elgin was discussed. The Resource Center rooftop unit is in and cost less than budgeted; remaining funds will be reallocated to other capital needs at the Center. Director Conway reported that nutrition services is breaking records with meal service to our residents. Age Options is granting money toward "memory café" programs here at the Township. A tree was planted in the late Charlene Ahlin's memory and a dedication would be held on October 6. Six-year employee, Therapist Jenny Mantis, tendered her resignation; she will be missed. Director Imperato thanked Kopon Airdo for the recent presentation to the association of caseworkers. Veterans services training would be taken by

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Director Imperator, Lori Orozco and William Burke September 21-25. The holiday programs registration/applications are online. 350 holiday food boxes have been ordered from the Northern Illinois Food Bank. They have seen an increase in call regarding needs due to Covid and job losses. Director Smith reported that the virtual health expo web page went live on September 1. The event website is just4thehealthofit.org. Local agencies are continuing to reach out to participate in the event, and the page will continue to be updated. AMITA Health will be here on September 23 to provide free prostate cancer blood test screenings. The office will be providing free cholesterol and diabetes screenings throughout September. CVS Pharmacy will be at the Senior Center on September 18 providing flu shots. The department is working with CVS to get access to flu shots to provide for homebound residents who are concerned with leaving their homes. WITS workout starts this Thursday. On November 4 the Red Cross will be at the Senior Center for another blood drive. The Red Cross is testing all donations for COVID antibodies. Director Kuttentberg reported that the department will have an intern join them this month. Fall activity numbers are building on the grounds and at the facility. The garbage receptacle enclosure is almost completed. Reminders that the TOCC conference is September 16, September 18 will be the Hoffman Estates virtual legislative session, and the shred would be held on September 12. Director Crews reported that the team completed a series of meetings with the Carpentersville fire department to discuss adding Hanover Township Emergency Services as an added response for Carpentersville, Dundee and West Dundee. Emergency Services would offer lighting, air cascade, gross decontamination and large diameter hose rolling. The officer core met recently to discuss the specifics of the mandatory overnight program, scheduled for roll-out on October 1. With Directors Kuttentberg and Hanson we met to discuss the logistics for the document shred and what role the Emergency Services would play. We are expecting a successful event. Assistant Administrator Vana reported that a full-time administrative assistant position is being posted on September 11. The Covid tracking paperwork is soon to be digitized to make it simpler to record and retain. Director Crews reported that the first night of staff custodial services began last night. He and Sam Santangelo met with the County Engineers to walk Township unincorporated areas. A report would be forthcoming. They have also reached out to the NCC Soil & Water Conservation District for input. Astor Avenue will be resurfaces September 7-11. Curbing is being worked on in Bridlewood. The Sherwood Drive, Bellingham and Robinhood culverts are being worked on. The future Board Meetings would feature presentations by each department head, reported Administrator Barr. Auditors would be present at the next meeting to present the FY20 Audit. Hitchcock Design will soon kick-off the design phase and will work with Director Kuttentberg.

At this time, Supervisor McGuire excused staff for the balance of the meeting.

VI. Bill Paying: Mr. Barr presented the bills for payment from September 1, 2020 through September 8, 2020 as follows:

a.	Town	\$84,132.06
b.	Senior Services	12,537.84
c.	General Assistance	3,091.23
d.	Road Maintenance	16,817.08
e.	Mental Health Board	23,549.39
f.	Vehicle	0
e.	Capital	<u>5,836.90</u>
	Total	<u>\$145,964.50</u>

A motion was made by Trustee Martinez and seconded by Trustee Beattie to approve payment of the bills as presented from September 1, 2020 through September 8, 2020 as presented. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Nays: None. Motion carried and the bills will be paid.

VII. Unfinished Business: No unfinished business was discussed.

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VIII. New Business:

- A. Board Meeting Minutes of August 18, 2020: Clerk Dolan Baumer presented the minutes from the Board meeting of August 18, 2020 for review and approval. Trustee Beattie moved to approve the Board meeting of August 18, 2020; motion seconded by Trustee Essick and a roll call followed. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Motion unanimously carried.
- B. Executive Session Minutes of August 18, 2020: Clerk Dolan Baumer presented the minutes from the Executive Session of August 18, 2020 for review and approval. A motion to approve the Executive Session minutes of August 18, 2020 was made by Trustee Essick and seconded by Trustee Martinez. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Motion unanimously carried.
- C. Tentative Amended Budget and Appropriation Ordinance: A motion was made by Trustee Beattie to approve ordinance #090120 a tentative amended budget; motion seconded by Trustee Martinez. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Motion unanimously carried.
- D. Resolution to Approve a Professional Services Agreement with Hitchcock Design Group: A motion was made by Trustee Moinuddin to approve resolution #090120 approving a professional services agreement with Hitchcock Design Group; motion seconded by Trustee Beattie. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Motion unanimously carried.
- E. Resolution to Approve Addendum #4 to the Building Lease with the Bartlett Volunteer Fire Association: A motion was made by Trustee Essick to approve resolution #0901201 approving of Addendum no. 4 to the building lease with the Bartlett Volunteer Fire Association; motion seconded by Trustee Beattie. This addendum includes an evergreen clause that will allow the lease to renew monthly without coming back for another addendum approval. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Motion unanimously carried.
- F. Consideration of Updates regarding the General Assistance Program: Attorneys Airdo and Kimzey gave the presentation on the GA program in Illinois outlining the duties and responsibilities of the Supervisor in management of the program. After the presentation, Mr. McGuire said that each of the Trustees have been made Deputy GA Directors to allow for transparency of the program at Hanover Township.

IX. Executive Session: No motion to go into Executive Session was made.

X. Other Business: Mr. McGuire reported that due to the potential acquisition of a property to be determined at a coming meeting, he requested that Mr. Barr work with Hitchcock Design for a concept drawing not to exceed \$8,500.

XI. Adjournment: There being no further business to come before this Board, a motion to adjourn at 8:40 p.m. was made by Trustee Beattie and seconded by Trustee Martinez followed by a roll call vote. Ayes: Trustees Beattie, Moinuddin, Essick and Martinez, and Supervisor McGuire. Motion carried and the meeting was adjourned.

Respectfully submitted,



Katy Dolan Baumer

Clerk

Copy: Supervisor, Administrator, Attorney, (4) Trustees, and Assessor, Aging Services, Human Services, Y&F Services, Community Affairs