



240 S. Illinois Route 59, Bartlett, Illinois 60103

**Regular Meeting of Town Board**  
*January 7<sup>th</sup>, 2014*  
**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. Presentations
  - A. Veteran’s Honor Roll – SGT Allen Spinner
  - B. Streamwood Falcon Cheerleaders
- V. Reports
  - A. Supervisor’s Report
  - B. Clerk’s Report
  - C. Highway Commissioner’s Report
  - D. Assessor’s Report
  - E. Treasurer’s Report
  - F. Trustees’ Committee Reports
- VI. Bill Paying
- VII. Unfinished Business
- VIII. New Business
  - A. Regular Meeting Minutes of December 17, 2013
  - B. Resolution Approving of Application for an Elgin Community Development Block Grant
  - C. Consideration of the Appointment of Craig Essick as Director of Emergency Services
- IX. Executive Session
- X. Workshop – Administrative Services
- XI. Other Business
- XII. Adjournment

**Mission Statement**

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



**HANOVER  
TOWNSHIP**

*up top now*

**VETERANS HONOR ROLL  
WE ARE PROUD TO HONOR THOSE WHO  
HAVE SERVED US SO VALIANTLY**

NAME: Allen Spinner  
ADDRESS: 631 Tanglewood Drive  
CITY/ZIP CODE: Streamwood 60107  
PHONE #: 630-837-4798  
DATE OF BIRTH: 5-15-1948  
BRANCH OF SERVICE: Army  
HIGHEST RANK ATTAINED: E5 Sgt  
YEARS OF SERVICE: FROM 9-2-70 TO 3-30-72  
MEDALS AWARDED OR OTHER CITATIONS:  
National Defense  
INJURIES: None

Comments: Please include any interesting stories, events, and/or memories of your time in the military. Please include additional sheet(s) if needed.

Attach copy of discharge papers, DD-214 or any other significant records regarding your time in the military. We will be happy to make copies and return your originals.

A historical file will be made regarding your time serving your country and will be available for future generations.

Thank you,

*Brian P. McGuire*  
Supervisor

**Hanover Township**  
 Board Audit Report  
 From 12/18/13 to 1/7/14

	<u>Subtotal</u>	<u>Alexian Invoices</u>	<u>Total</u>
Total Town Fund	58,367.17		58,367.17
Total Senior Center	39,204.21		39,204.21
Total Welfare Services	23,562.49		23,562.49
Total Road and Bridge	5,875.87		5,875.87
Total Mental Health Board	19,526.14	1,840.00	21,366.14
Total Retirement	0.00		
Total Vehicle	549.00		549.00
Total Capital	1,196.60		1,196.60
Total All Funds	<u>148,281.48</u>	<u>1,840.00</u>	<u>150,121.48</u>

The above "Subtotal" column has been approved for payment this 7th day of January 2014.

The above "Total" column has been approved for payment this 7th day of January 2014.

\_\_\_\_\_  
 Supervisor

\_\_\_\_\_  
 Town Clerk

\_\_\_\_\_  
 Supervisor

\_\_\_\_\_  
 Town Clerk

\_\_\_\_\_  
 Trustee

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01/03/14

Accrual Basis

## Hanover Township Board Audit Report December 18, 2013 through January 7, 2014

Type	Date	Num	Name	Memo	Amount
<b>1103 - Senior Center - Revenue</b>					
<b>1103500 - Senior Programs</b>					
Check	12/20/2013	102550	Charlene Ahlin	Drury Lane Refund	49.00
Check	12/20/2013	102550	Charlene Ahlin	Casino Refund	33.00
Check	12/20/2013	102563	Allen Greenberg	Casino Refund	33.00
Check	12/20/2013	102567	Judy Kleiser	Casino Refund	33.00
Check	12/20/2013	102581	Ren Villaflor	Casino Refund	33.00
Total 1103500 - Senior Programs					181.00
Total 1103 - Senior Center - Revenue					181.00
<b>1014 - Town Fund - Expenditures</b>					
<b>101CAP - Capital Expenditures</b>					
<b>1014410 - Equipment Purchases</b>					
Check	01/03/2014	102710	A1 Trophies & Awards, Inc	Inv# 14948 Building Entrance Signs	419.60
Check	01/03/2014	102738	Staples	Inv# 3217505553 Wireless Mouse	29.99
Total 1014410 - Equipment Purchases					449.59
<b>1014430 - Computer Equipment &amp; Software</b>					
Check	12/19/2013	CC Nov	JP Morgan Chase	HR Software Monthly Subscription	199.00
Check	12/19/2013	CC Nov	JP Morgan Chase	Server Backup Monthly Subscription	150.00
Check	12/20/2013	102555	Current Technologies Corporation	Inv# 4168 Microsoft License	703.29
Check	12/20/2013	102583	Weblinx, Inc.	Inv# 18800 Website Updates	213.75
Check	01/03/2014	102748	Current Technologies Corporation	Inv# 710733 Network Labor / IWC Setup	2,398.75
Total 1014430 - Computer Equipment & Software					3,664.79
Total 101CAP - Capital Expenditures					4,114.38
<b>101CHN - Community Health</b>					
<b>1014454 - Travel</b>					
Check	12/20/2013	102547	Arriola, Stacy A	Mileage Reimbursement	35.64
Total 1014454 - Travel					35.64
<b>1014461 - Miscellaneous</b>					
Check	01/03/2014	102706	Smith, Kristin N	Medical Director Volunteer Appreciation	50.00
Total 1014461 - Miscellaneous					50.00
<b>1014467 - Crisis Care</b>					
Check	12/19/2013	CC Nov	JP Morgan Chase	CVS Paharmacy Crisis Care	400.00
Check	12/19/2013	CC Nov	JP Morgan Chase	Crisis Care; MHB Reimbursement	55.00
Check	12/20/2013	102546	The Medicine Stop	Medication Assistance Crisis Care	16.95
Total 1014467 - Crisis Care					471.95
<b>1014468 - MHB Perscription Reimbursements</b>					
Check	12/19/2013	CC Nov	JP Morgan Chase	MHB Reimbursement	45.00
Check	12/19/2013	CC Nov	JP Morgan Chase	Crisis Care; MHB Reimbursement	30.00
Total 1014468 - MHB Perscription Reimbursements					75.00

## Hanover Township Board Audit Report December 18, 2013 through January 7, 2014

Type	Date	Num	Name	Memo	Amount
<b>1014491 - Health Insurance</b>					
Check	01/03/2014	102742	United Healthcare	Cust# 530960 Policy Coverage	1,075.00
Total 1014491 - Health Insurance					1,075.00
<b>1014492 - Dental, Vision &amp; Life Insurance</b>					
Check	01/03/2014	102722	Euclid Managers	Cust# 5641581 Dental/Life Ins Premium	126.18
Check	01/03/2014	102741	Vision Service Plan	Acct#30 033722 0001 Vision Insurance Monthly Premium	20.52
Total 1014492 - Dental, Vision & Life Insurance					146.70
Total 101CHN - Community Health					1,854.29
<b>101CVA - Community &amp; Veteran Affairs</b>					
<b>101CMA - Community Relations</b>					
<b>1014611 - Education &amp; Training</b>					
Check	12/19/2013	CC Nov	JP Morgan Chase	TOI Conference Meals (2)	67.94
Total 1014611 - Education & Training					67.94
<b>1014615 - Postage</b>					
Check	12/19/2013	CC Nov	JP Morgan Chase	200 Stamps	92.00
Total 1014615 - Postage					92.00
<b>1014617 - Equipment &amp; Furniture</b>					
Check	12/20/2013	102582	Wells Fargo Financial Leasing	Acct# 603-0090075-002 Copier Machine Rental	62.50
Total 1014617 - Equipment & Furniture					62.50
<b>1014620 - Satellite Office Programs</b>					
Check	12/19/2013	CC Nov	JP Morgan Chase	Notary Seal - Monegato	85.00
Total 1014620 - Satellite Office Programs					85.00
<b>1014621 - Satellite Office Utilities</b>					
Check	12/20/2013	102556	Com Ed 010	Acct# 6997418010 Monthly Charges	168.73
Check	12/20/2013	102571	Nicor 78	Acct# 78-11-12-9467 0 Monthly Charges	495.47
Total 1014621 - Satellite Office Utilities					664.20
<b>1014623 - Satellite Office Phone &amp; Intrnt</b>					
Check	01/03/2014	102744	Kuttenberg, Thomas W	Monthly Cell Phone Reimbursement	50.00
Total 1014623 - Satellite Office Phone & Intrnt					50.00
<b>1014630 - Veteran Honor Roll</b>					
Check	12/19/2013	CC Nov	JP Morgan Chase	Veterans Honor Roll Cakes (2)	99.98
Check	12/19/2013	CC Nov	JP Morgan Chase	Veterans Honor Roll Tablecloths/Dinnerware/Napkins	182.42
Check	12/19/2013	CC Nov	JP Morgan Chase	Veterans Honor Roll Dinner	1,742.00
Check	01/03/2014	102710	A1 Trophies & Awards, Inc	Inv# 14831 Veterans Plate	4.00
Total 1014630 - Veteran Honor Roll					2,028.40
<b>1014691 - Health Insurance</b>					
Check	01/03/2014	102742	United Healthcare	Cust# 530960 Policy Coverage	1,666.27

**Hanover Township**  
**Board Audit Report**  
December 18, 2013 through January 7, 2014

Type	Date	Num	Name	Memo	Amount
Total 1014691 · Health Insurance					1,666.27
<b>1014692 · Dental, Vision &amp; Life Insurance</b>					
Check	01/03/2014	102722	Euclid Managers	Cust# 5641581 Dental/Life Ins Premium	124.37
Check	01/03/2014	102741	Vision Service Plan	Acct#30 033722 0001 Vision Insurance Monthly Premium	17.79
Total 1014692 · Dental, Vision & Life Insurance					142.16
Total 101CMA · Community Relations					4,858.47
<b>101VET · Veteran Affairs</b>					
<b>1014704 · Supplies</b>					
Check	12/19/2013	CC Nov	JP Morgan Chase	Copy Paper/Binders/Post Its	85.39
Check	01/03/2014	102710	A1 Trophies & Awards, Inc	Inv# 14708 Name Badge	7.95
Total 1014704 · Supplies					93.34
Total 101VET · Veteran Affairs					93.34
Total 101CVA · Community & Veteran Affairs					4,951.81
<b>101ES · ES - Expenditures</b>					
<b>1014802 · Equipment</b>					
Check	12/19/2013	CC Nov	JP Morgan Chase	Portable Barricades	340.99
Check	12/19/2013	CC Nov	JP Morgan Chase	GPS Maps/GPS Unit Case	346.92
Check	12/19/2013	CC Nov	JP Morgan Chase	Weather Radio	41.69
Check	12/19/2013	CC Nov	JP Morgan Chase	Weather Radios (4)/Weather Radios Strobe Light	181.49
Check	01/03/2014	102719	Comcast (ES)	Acct# 8771 10 083 0226773 Monthly Internet Charges	89.85
Check	01/03/2014	102720	Chief Supply Corp.	Inv# 363303 Vertex Vent Helmets (2)	391.96
Total 1014802 · Equipment					1,392.90
<b>1014804 · Printing</b>					
Check	01/03/2014	102725	Kwik Print	Inv# 51395 Business Cards Set (2)	77.20
Total 1014804 · Printing					77.20
<b>1014807 · Miscellaneous</b>					
Check	12/19/2013	CC Nov	JP Morgan Chase	Bereavement Flowers - Goldasich	61.12
Total 1014807 · Miscellaneous					61.12
<b>1014808 · Education / Training</b>					
Check	12/19/2013	CC Nov	JP Morgan Chase	IESMA Member Dues	25.00
Check	12/20/2013	102569	NIEMC	Inv# 14-2 Membership - J. Dexter	35.00
Check	01/03/2014	102724	Illinois Search and Rescue Council	Membership Renewal	50.00
Total 1014808 · Education / Training					110.00
<b>1014810 · Travel</b>					
Check	12/19/2013	CC Nov	JP Morgan Chase	Search and Rescue Meal	9.53
Total 1014810 · Travel					9.53
<b>1014812 · Volunteer Appreciation</b>					

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Accrual Basis

## Hanover Township Board Audit Report December 18, 2013 through January 7, 2014

Type	Date	Num	Name	Memo	Amount
Check	12/19/2013	CC Nov	JP Morgan Chase	New Baby Basket- Dexter	108.07
Check	12/19/2013	CC Nov	JP Morgan Chase	Lunch Meeting	18.44
Total 1014812 · Volunteer Appreciation					126.51
<b>1014813 · Vehicle Fuel &amp; Maintenance</b>					
Check	01/03/2014	102743	Village of Hanover Park (Fuel)	Inv# 37525 November Fuel	822.97
Total 1014813 · Vehicle Fuel & Maintenance					822.97
<b>1014814 · Communications</b>					
Check	12/19/2013	CC Nov	JP Morgan Chase	Radio Battery	89.00
Total 1014814 · Communications					89.00
<b>1014891 · Health Insurance</b>					
Check	01/03/2014	102742	United Healthcare	Cust# 530960 Policy Coverage	1,623.26
Total 1014891 · Health Insurance					1,623.26
<b>1014892 · Dental, Vision &amp; Life Insurance</b>					
Check	01/03/2014	102722	Euclid Managers	Cust# 5641581 Dental/Life Ins Premium	154.98
Check	01/03/2014	102741	Vision Service Plan	Acct#30 033722 0001 Vision Insurance Monthly Premium	18.02
Total 1014892 · Dental, Vision & Life Insurance					173.00
Total 101ES · ES - Expenditures					4,485.49
<b>101FOO · Food Pantry</b>					
<b>1014191 · Health Insurance</b>					
Check	01/03/2014	102742	United Healthcare	Cust# 530960 Policy Coverage	1,623.26
Total 1014191 · Health Insurance					1,623.26
<b>1014192 · Dental, Vision &amp; Life Insurance</b>					
Check	01/03/2014	102722	Euclid Managers	Cust# 5641581 Dental/Life Ins Premium	165.03
Check	01/03/2014	102741	Vision Service Plan	Acct#30 033722 0001 Vision Insurance Monthly Premium	18.02
Total 1014192 · Dental, Vision & Life Insurance					183.05
Total 101FOO · Food Pantry					1,806.31
<b>101ISE · Insurance &amp; Employee Benefits</b>					
<b>1014513 · Employee Wellness</b>					
Check	01/03/2014	102716	CADR+	Inv# 10459 Consult a Doctor - January	70.00
Total 1014513 · Employee Wellness					70.00
Total 101ISE · Insurance & Employee Benefits					70.00
<b>101MAIN · Facilities Maintenance</b>					
<b>1014206 · Janitorial Supplies - Senior</b>					
Check	12/20/2013	102570	Neutron Industries	Inv# 96470365 Odor Eliminator	181.75
Check	12/20/2013	102570	Neutron Industries	Tax Exempt	-9.31
Check	01/03/2014	102713	Bade Paper Products, Inc	Inv# 181882-01 Antibacterial Foam Soap	98.00

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Accrual Basis

## Hanover Township Board Audit Report December 18, 2013 through January 7, 2014

Type	Date	Num	Name	Memo	Amount
Total 1014206 · Janitorial Supplies - Senior					270.44
<b>1014207 · Janitorial Supplies - Astor</b>					
Check	01/03/2014	102713	Bade Paper Products, Inc	Inv# 191882 Soap/Gloves/Towels	285.22
Check	01/03/2014	102713	Bade Paper Products, Inc	Inv# 191543 Can Liners	29.76
Total 1014207 · Janitorial Supplies - Astor					314.98
<b>1014208 · Housekeeping Contract</b>					
Check	01/03/2014	102730	Perfect Cleaning Service, Inc.	Inv# 37619 Janitorial Service	2,880.00
Total 1014208 · Housekeeping Contract					2,880.00
<b>1014209 · Building Contracts</b>					
Check	12/20/2013	102579	Tyco Integrated Security LLC	Inv# 20628852 Quarterly Monitoring	283.27
Total 1014209 · Building Contracts					283.27
<b>1014213 · Equipment Maintenance - Town</b>					
Check	12/20/2013	102562	Grainger	Inv# 9311969357 Time Clock Ribbons	41.26
Total 1014213 · Equipment Maintenance - Town					41.26
<b>1014214 · Equipment Maintenance - Senior</b>					
Check	12/19/2013	CC Nov	JP Morgan Chase	Light Fixture / Hydrafarm Lamp	243.62
Total 1014214 · Equipment Maintenance - Senior					243.62
<b>1014218 · Vehicle Maintenance - Town</b>					
Check	12/20/2013	102573	Pomp's Tire Service	Inv# 640016452 Tire Replacement (2)	346.62
Total 1014218 · Vehicle Maintenance - Town					346.62
<b>1014219 · Vehicle Fuel - Town</b>					
Check	01/03/2014	102743	Village of Hanover Park (Fuel)	Inv# 37525 November Fuel	600.74
Total 1014219 · Vehicle Fuel - Town					600.74
<b>1014225 · Grounds Maintenance</b>					
Check	12/20/2013	102554	Carol Stream Lawn and Power	Inv# 328966 Air Filter/Spark Plug	19.98
Total 1014225 · Grounds Maintenance					19.98
<b>1014291 · Health Insurance</b>					
Check	01/03/2014	102742	United Healthcare	Cust# 530960 Policy Coverage	2,213.46
Total 1014291 · Health Insurance					2,213.46
<b>1014292 · Dental, Vision &amp; Life Insurance</b>					
Check	01/03/2014	102722	Euclid Managers	Cust# 5641581 Dental/Life Ins Premium	290.00
Check	01/03/2014	102741	Vision Service Plan	Acct#30 033722 0001 Vision Insurance Monthly Premium	38.31
Total 1014292 · Dental, Vision & Life Insurance					328.31
Total 101MAIN · Facilities Maintenance					7,542.68
<b>101THE · Town Hall Expense</b>					
<b>1014402 · Telephone - Town</b>					

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Accrual Basis

**Hanover Township  
Board Audit Report  
December 18, 2013 through January 7, 2014**

Type	Date	Num	Name	Memo	Amount
Check	12/20/2013	102559	Call One	Acct# 1010-8140-0000 Monthly Charges	2,749.05
Total 1014402 · Telephone - Town					2,749.05
<b>1014405 · Internet Access - Town</b>					
Check	01/03/2014	102745	Comcast (Town)	Acct# 8771 10 083 0128607 Monthly Charges	134.85
Total 1014405 · Internet Access - Town					134.85
Total 101THE · Town Hall Expense					2,883.90
<b>101TOE · Town Office Expense</b>					
<b>1014401 · Postage</b>					
Check	01/03/2014	102746	Kappa Map Group, LLC	Inv# 159679 Township Maps Shipping	70.00
Total 1014401 · Postage					70.00
<b>1014404 · Office Supplies</b>					
Check	12/19/2013	CC Nov	JP Morgan Chase	Binder	4.99
Check	12/20/2013	102551	Ace Coffee Bar	Inv# 2940:326254 Coffee Supplies	104.85
Total 1014404 · Office Supplies					109.84
<b>1014408 · Salaries</b>					
Check	12/20/2013	102564	Job Giraffe	Inv# 00203193 Part Time Office Temp Help	400.80
Check	01/03/2014	102747	Job Giraffe	Inv# 00203314 Part Time Office Temp Help	142.80
Total 1014408 · Salaries					543.60
<b>1014412 · Travel Expenses</b>					
Check	12/19/2013	CC Nov	JP Morgan Chase	Cook County EMA Meeting Parking	37.00
Check	12/19/2013	CC Nov	JP Morgan Chase	TOI COnference Transportation	108.00
Check	12/20/2013	102545	Imperato, Alexandra M	Mileage Reimbursement	12.82
Total 1014412 · Travel Expenses					157.82
<b>1014414 · Memberships, Subs &amp; Publication</b>					
Check	01/03/2014	102728	National Association of Parliamentarians	Annual Dues - J. Barr	95.00
Check	01/03/2014	102750	Metropolitan Township Association	Metro Township Association Annual Dues	4,500.00
Total 1014414 · Memberships, Subs & Publication					4,595.00
<b>1014420 · Pre-Employment Charges</b>					
Check	12/19/2013	CC Nov	JP Morgan Chase	ES Director Job Ad - Tribune	525.00
Check	12/19/2013	CC Nov	JP Morgan Chase	ES Director Job Ad - Indeed	25.23
Total 1014420 · Pre-Employment Charges					550.23
<b>1014424 · Education &amp; Training</b>					
Check	12/19/2013	CC Nov	JP Morgan Chase	TOI Conference Dinner(5)	128.70
Check	12/19/2013	CC Nov	JP Morgan Chase	TOI Conference Dinner(17)	935.04
Check	12/19/2013	CC Nov	JP Morgan Chase	TOI Cnference Lunch (3)	43.72
Check	12/19/2013	CC Nov	JP Morgan Chase	ITMA/Metro Townships Meeting Facility Rental	242.00
Check	12/19/2013	CC Nov	JP Morgan Chase	TOI Conference Dinner(18)	583.40
Check	01/03/2014	102709	Espinosa, Juanita P	Tuition Reimbursement	588.00

## Hanover Township Board Audit Report December 18, 2013 through January 7, 2014

Type	Date	Num	Name	Memo	Amount
Total 1014424 · Education & Training					2,520.86
<b>1014429 · Miscellaneous</b>					
Check	12/19/2013	CC Nov	JP Morgan Chase	Commercial Card Fee	525.00
Check	12/19/2013	CC Nov	JP Morgan Chase	Township Email Marketing	58.44
Check	12/19/2013	CC Nov	JP Morgan Chase	Bereavement Flowers - Psaras	105.55
Check	12/19/2013	CC Nov	JP Morgan Chase	Employee Appreciation Lunch Deposit	100.00
Check	12/20/2013	102552	A1 Trophies & Awards, Inc	Inv# 14868 Recognition Plaques (2)	145.50
Check	01/03/2014	102705	Monegato, Holly N	Collector Liquori Farewell Reception Supplies	42.89
Check	01/03/2014	102710	A1 Trophies & Awards, Inc	Inv# 14903 Staff Appreciation/Recognition Farewell	67.50
Total 1014429 · Miscellaneous					1,044.88
<b>1014531 · Community Affairs</b>					
Check	12/20/2013	102560	Dee's Catering Service, Inc.	Inv# 15895 Breakfast with Board	377.50
Total 1014531 · Community Affairs					377.50
<b>1014591 · Health Insurance</b>					
Check	01/03/2014	102742	United Healthcare	Cust# 530960 Policy Coverage	4,492.08
Total 1014591 · Health Insurance					4,492.08
<b>1014592 · Dental, Vision &amp; Life Insurance</b>					
Check	01/03/2014	102722	Euclid Managers	Cust# 5641581 Dental/Life Ins Premium	336.43
Check	01/03/2014	102741	Vision Service Plan	Acct#30 033722 0001 Vision Insurance Monthly Premium	46.53
Total 1014592 · Dental, Vision & Life Insurance					382.96
Total 101TOE · Town Office Expense					14,844.77
<b>104ASR · Assessor's Division</b>					
<b>1044405 · Office Supplies</b>					
Check	01/03/2014	102738	Staples	Inv# 3217505553 Toner	157.99
Check	01/03/2014	102738	Staples	Inv# 3217505552 Envelopes/Invisble Tape/Hi Liter	66.36
Check	01/03/2014	102738	Staples	Inv# 3217505551 Toner/Yellow Toner	311.95
Total 1044405 · Office Supplies					536.30
<b>1044413 · Travel Expense</b>					
Check	12/20/2013	102548	Smogolski, Thomas S	Mileage Reimbursement	29.38
Total 1044413 · Travel Expense					29.38
<b>1044415 · Dues, Subs &amp; Publications</b>					
Check	12/20/2013	102577	The Sidwell Company	Inv# 94759 Annual Atlas Service	912.00
Total 1044415 · Dues, Subs & Publications					912.00
<b>1044426 · Miscellaneous</b>					
Check	12/20/2013	102548	Smogolski, Thomas S	Staff Appreciation Dinner/Awards	1,124.67
Total 1044426 · Miscellaneous					1,124.67
<b>1044491 · Health Insurance</b>					
Check	01/03/2014	102742	United Healthcare	Cust# 530960 Policy Coverage	1,195.38

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Accrual Basis

**Hanover Township**  
**Board Audit Report**  
December 18, 2013 through January 7, 2014

Type	Date	Num	Name	Memo	Amount
Total 1044491 · Health Insurance					1,195.38
<b>1044492 · Dental, Vision &amp; Life Insurance</b>					
Check	01/03/2014	102722	Euclid Managers	Cust# 5641581 Dental/Life Ins Premium	169.05
Check	01/03/2014	102741	Vision Service Plan	Acct#30 033722 0001 Vision Insurance Monthly Premium	28.74
Total 1044492 · Dental, Vision & Life Insurance					197.79
Total 104ASR · Assessor's Division					3,995.52
<b>107CLK · Clerk's Department</b>					
<b>1074206 · Legal Notices</b>					
Check	12/20/2013	102574	Paddock Publications, Inc	Inv# T4358819 Daily Herald Subscription	24.15
Check	01/03/2014	102734	Paddock Publications, Inc	Inv# T4360569 Public Hearing Notice	21.00
Total 1074206 · Legal Notices					45.15
Total 107CLK · Clerk's Department					45.15
<b>109YFS · Youth &amp; Family Services</b>					
<b>109ADM · Administration &amp; Clinical</b>					
<b>1094611 · Education &amp; Training</b>					
Check	12/19/2013	CC Nov	JP Morgan Chase	Leadership Conference Bloomington Lodging (2)	162.24
Check	12/19/2013	CC Nov	JP Morgan Chase	TOI Conference Lodging/Meal - Parquette/Alborell	540.40
Check	12/19/2013	CC Nov	JP Morgan Chase	Leadership Workshop - Parquette	20.00
Check	12/19/2013	CC Nov	JP Morgan Chase	Coping with Stress Workshop - Robl	108.00
Check	12/19/2013	CC Nov	JP Morgan Chase	Anatomy of Change Workshop - Parquette/Santiago	100.00
Total 1094611 · Education & Training					930.64
<b>1094612 · Consulting Fees</b>					
Check	12/20/2013	102565	Michael Kelly LCSW	Consulting Fees	300.00
Total 1094612 · Consulting Fees					300.00
<b>1094614 · Printing</b>					
Check	12/20/2013	102552	A1 Trophies & Awards, Inc	Inv# 14822 Name Badge	7.95
Check	01/03/2014	102710	A1 Trophies & Awards, Inc	Inv# 14718 Name Badge	7.95
Check	01/03/2014	102731	Quill Corporation	Inv# 8144608 Ink	60.29
Total 1094614 · Printing					76.19
<b>1094619 · Office Supplies</b>					
Check	12/20/2013	102575	Quill Corporation	Inv# 7793085 Wrist Guard/Paper	90.86
Check	01/03/2014	102731	Quill Corporation	Inv# 8144608 Hanging File Binders	39.36
Total 1094619 · Office Supplies					130.22
<b>1094620 · Community Affairs</b>					
Check	12/19/2013	CC Nov	JP Morgan Chase	Halloween Supplies	10.21
Check	12/19/2013	CC Nov	JP Morgan Chase	AITCOY Table Throw (Reimbursed)	216.52
Check	01/03/2014	102701	Spunt, Sarah B	Group Snacks	32.25
Check	01/03/2014	102703	Aister, Deanna J	Group Snacks	13.98
Check	01/03/2014	102737	Sam's Club (YFS 0748 1)	New Leaders in Education Reception Supplies	37.99

**Hanover Township**  
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Type	Date	Num	Name	Memo	Amount
Total 1094620 · Community Affairs					310.95
<b>1094623 · Travel</b>					
Check	01/03/2014	102701	Spunt, Sarah B	Mileage Reimbursement	46.90
Check	01/03/2014	102702	Low, Karen	Mileage Reimbursement November- December	50.85
Check	01/03/2014	102703	Aister, Deanna J	Mileage Reimbursement	27.12
Check	01/03/2014	102708	Evans {1}, Tor	Mileage Reimbursement October-November	46.90
Total 1094623 · Travel					171.77
<b>1094626 · Equipment &amp; Furniture</b>					
Check	01/03/2014	102732	Parquette, John J	Quarterly Phone Reimbursement	120.00
Total 1094626 · Equipment & Furniture					120.00
<b>1094628 · Tutoring</b>					
Check	12/19/2013	CC Nov	JP Morgan Chase	Tutoring Halloween Supplies	39.71
Total 1094628 · Tutoring					39.71
<b>1094629 · Dues &amp; Subscriptions</b>					
Check	12/20/2013	102578	Sports Illustrated	Acct# 1264946425 Magazine Subscription	39.75
Check	01/03/2014	102704	AITCOY	2014 AITCOY Member Dues	75.00
Total 1094629 · Dues & Subscriptions					114.75
<b>1094691 · Health Insurance</b>					
Check	01/03/2014	102742	United Healthcare	Cust# 530960 Policy Coverage	5,770.16
Total 1094691 · Health Insurance					5,770.16
<b>1094692 · Dental, Vision &amp; Life Insurance</b>					
Check	01/03/2014	102722	Euclid Managers	Cust# 5641581 Dental/Life Ins Premium	615.03
Check	01/03/2014	102741	Vision Service Plan	Acct#30 033722 0001 Vision Insurance Monthly Premium	65.67
Total 1094692 · Dental, Vision & Life Insurance					680.70
Total 109ADM · Administration & Clinical					8,645.09
<b>109OUT · Outreach &amp; Prevention</b>					
<b>1094644 · Travel</b>					
Check	01/03/2014	102707	Cohen, Michael J	Mileage Reimbursement	88.71
Total 1094644 · Travel					88.71
<b>1094650 · Program Supplies</b>					
Check	12/20/2013	102575	Quill Corporation	Inv# 7825958 Laptop Bag	53.99
Total 1094650 · Program Supplies					53.99
<b>1094791 · Health Insurance</b>					
Check	01/03/2014	102742	United Healthcare	Cust# 530960 Policy Coverage	2,632.20
Total 1094791 · Health Insurance					2,632.20
<b>1094792 · Dental, Vision &amp; Life Insurance</b>					
Check	01/03/2014	102722	Euclid Managers	Cust# 5641581 Dental/Life Ins Premium	321.41

**Hanover Township**  
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Type	Date	Num	Name	Memo	Amount
Check	01/03/2014	102741	Vision Service Plan	Acct#30 033722 0001 Vision Insurance Monthly Premium	31.47
Total 1094792 · Dental, Vision & Life Insurance					352.88
Total 109OUT · Outreach & Prevention					3,127.78
Total 109YFS · Youth & Family Services					11,772.87
Total 1014 · Town Fund - Expenditures					58,367.17
<b>1104 · Senior Center - Expenditures</b>					
<b>1104ADM · Administration</b>					
<b>1104523 · Recruitment</b>					
Check	12/19/2013	CC Nov	JP Morgan Chase	Nutrition Position Job Posting (2)	450.00
Check	12/19/2013	CC Nov	JP Morgan Chase	Line Cook Job Ad	25.00
Check	12/20/2013	102580	Verify (XHANOV)	Inv# 831974 Background Check	16.00
Total 1104523 · Recruitment					491.00
<b>1104524 · Utilities</b>					
Check	01/03/2014	102729	Nicor 53	Acct# 53-90-98-7636 8 Monthly Charges	981.27
Total 1104524 · Utilities					981.27
<b>1104527 · Equipment</b>					
Check	12/20/2013	102576	Pitney Bowes	Acct# 6871669 Postage Machine Rental	132.82
Total 1104527 · Equipment					132.82
<b>1104528 · Office Supplies</b>					
Check	12/20/2013	102541	Kurth-Schuldt, Barbara J	Calendars / Cards	52.05
Check	01/03/2014	102738	Staples	Inv# 3217023209 Cork Board/Markers/Calendars/Scissors	160.96
Total 1104528 · Office Supplies					213.01
<b>1104533 · Printing</b>					
Check	12/20/2013	102566	Kwik Print	Inv# 51351 Business Cards	38.60
Total 1104533 · Printing					38.60
<b>1104534 · Dues, Subs &amp; Publications</b>					
Check	12/19/2013	CC Nov	JP Morgan Chase	National Restaurant Association Membership Dues	243.75
Total 1104534 · Dues, Subs & Publications					243.75
<b>1104535 · Travel</b>					
Check	12/19/2013	CC Nov	JP Morgan Chase	TOI Lodging/Fuel Colagorssi-Schuldt	459.60
Check	12/19/2013	CC Nov	JP Morgan Chase	Ageoptions Meeting Parking	20.00
Check	12/19/2013	CC Nov	JP Morgan Chase	TOI Conference Lodging - Conway	212.80
Check	12/19/2013	CC Nov	JP Morgan Chase	Green Machine Fuel	27.34
Check	01/03/2014	102698	Conway, Megan A	Mileage Reimbursement	22.60
Check	01/03/2014	102749	Conway, Megan A	TOI Mileage Reimbursement	240.69
Total 1104535 · Travel					983.03
<b>1104539 · Miscellaneous</b>					

**Hanover Township**  
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Type	Date	Num	Name	Memo	Amount
Check	12/20/2013	102541	Kurth-Schuldt, Barbara J	Senior Committee Cards	3.00
Total 1104539 · Miscellaneous					3.00
<b>1104540 · Tile Endowment Fund</b>					
Check	12/19/2013	CC Nov	JP Morgan Chase	Runzel Reserve Interpretive Sign	655.65
Check	12/19/2013	CC Nov	JP Morgan Chase	Senior Center Benches (2)	2,072.24
Total 1104540 · Tile Endowment Fund					2,727.89
<b>1104542 · Senior Satellite Service</b>					
Check	12/20/2013	102582	Wells Fargo Financial Leasing	Acct# 603-0090075-002 Copier Machine Rental	62.50
Total 1104542 · Senior Satellite Service					62.50
<b>1104591 · Health Insurance</b>					
Check	01/03/2014	102741	Vision Service Plan	Acct#30 033722 0001 Vision Insurance Monthly Premium	74.12
Check	01/03/2014	102742	United Healthcare	Cust# 530960 Policy Coverage	9,029.80
Total 1104591 · Health Insurance					9,103.92
<b>1104592 · Dental, Vision &amp; Life Insurance</b>					
Check	01/03/2014	102722	Euclid Managers	Cust# 5641581 Dental/Life Ins Premium	614.77
Total 1104592 · Dental, Vision & Life Insurance					614.77
Total 1104ADM · Administration					15,595.56
<b>1104SOC · Social Services</b>					
<b>1104515 · Programming</b>					
Check	12/19/2013	CC Nov	JP Morgan Chase	Programming Supplies	27.95
Check	12/19/2013	CC Nov	JP Morgan Chase	Craft Show Signs (6)	117.52
Check	12/19/2013	CC Nov	JP Morgan Chase	Programming Refreshment Supplies	75.09
Check	12/19/2013	CC Nov	JP Morgan Chase	Movie Subscription Fee	15.99
Check	12/19/2013	CC Nov	JP Morgan Chase	Data Page Submission Gift Card (3)	350.00
Check	12/19/2013	CC Nov	JP Morgan Chase	Mixer Supplies	13.03
Check	12/19/2013	CC Nov	JP Morgan Chase	Paper	0.61
Check	12/19/2013	CC Nov	JP Morgan Chase	Craft Show Yard Signs (38)	265.04
Check	12/19/2013	CC Nov	JP Morgan Chase	Holiday Party Lunch Bags (Reimbursed by Senior Committee)	776.00
Check	12/19/2013	CC Nov	JP Morgan Chase	Dining Room Partition	1,369.00
Check	12/19/2013	CC Nov	JP Morgan Chase	Ping Pong Table	135.56
Check	12/19/2013	CC Nov	JP Morgan Chase	Day Planner	23.99
Check	12/19/2013	CC Nov	JP Morgan Chase	Shipping Charges	19.25
Check	12/19/2013	CC Nov	JP Morgan Chase	Senior Outing - Dinner and Theater (20)	1,341.60
Check	12/19/2013	CC Nov	JP Morgan Chase	Lunch n Learn Training Refreshments (26)	319.98
Check	12/19/2013	CC Nov	JP Morgan Chase	AISC Meeting Lunch	46.67
Check	12/19/2013	CC Nov	JP Morgan Chase	Bingo and Pizza Dinner (50)	323.46
Check	12/19/2013	CC Nov	JP Morgan Chase	Lunch Outing (30)	300.00
Check	12/19/2013	CC Nov	JP Morgan Chase	Senior Program Deposit (30)	100.00
Check	12/19/2013	CC Nov	JP Morgan Chase	Broadway in Chicago Senior Program Outing Tickets (25)	1,925.00
Check	12/19/2013	CC Nov	JP Morgan Chase	Volunteer Food for Poker Tournament (5)	41.35
Check	12/19/2013	CC Nov	JP Morgan Chase	Pizza and Movie (30)	146.50
Check	12/19/2013	CC Nov	JP Morgan Chase	Musical Performances (30)	100.00
Check	12/19/2013	CC Nov	JP Morgan Chase	Senior Outing Deposit - Wildfire	100.00

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**Hanover Township**  
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Type	Date	Num	Name	Memo	Amount
Check	12/20/2013	102541	Kurth-Schuldt, Barbara J	Programming Decorations/ Linen Cleaning/Kitchen Supplies	700.89
Check	12/20/2013	102561	Teresa Donoho-Sperenza	Jan/Feb Yoga Classes	1,680.00
Total 1104515 · Programming					10,314.48
<b>1104519 · Senior Assistance</b>					
Check	01/03/2014	102700	Squire Village	Utilities Assistance	200.00
Total 1104519 · Senior Assistance					200.00
<b>1104520 · Volunteer Services</b>					
Check	12/20/2013	102542	Gerardo Amargos	Home Delivered Meals Mileage Reimbursement	18.08
Check	12/20/2013	102543	Lynne Schiller	Home Delivered Meals Mileage Reimbursement	21.47
Total 1104520 · Volunteer Services					39.55
<b>1104526 · Club 59</b>					
Check	12/20/2013	102572	Plum Grove Printers	Inv# 275169 Club 59 Newsletter (3,400)	1,943.60
Total 1104526 · Club 59					1,943.60
<b>1104530 · Nutrition</b>					
Check	12/19/2013	CC Nov	JP Morgan Chase	Bingo Chili Day Supplies	201.33
Check	12/19/2013	CC Nov	JP Morgan Chase	Bingo Lunch Supplies - Soup	32.41
Check	12/19/2013	CC Nov	JP Morgan Chase	Supper Club (40)	358.00
Check	12/19/2013	CC Nov	JP Morgan Chase	Bingo and Pizza Dinner (50)	338.45
Total 1104530 · Nutrition					930.19
<b>1104532 · Visual Arts</b>					
Check	12/19/2013	CC Nov	JP Morgan Chase	Art Supplies- Fall Decorations	114.15
Check	12/19/2013	CC Nov	JP Morgan Chase	Craft Supplies	28.47
Check	12/19/2013	CC Nov	JP Morgan Chase	Arts and Crafts Credit	-17.61
Check	12/19/2013	CC Nov	JP Morgan Chase	Craft Show Refreshments	288.02
Check	12/20/2013	102541	Kurth-Schuldt, Barbara J	Class Project Supplies	144.36
Check	12/20/2013	102549	Krall, Marianne	Craft Supplies	38.01
Check	12/20/2013	102553	Blick Art Materials	Inv# 2464821 Art Materials	224.79
Check	12/20/2013	102553	Blick Art Materials	Tax Exempt	-17.61
Check	12/20/2013	102568	Midwest Ceramic Art Supply	Ceramic Supplies	217.67
Check	01/03/2014	102699	Susan Karzenas	Craft Class Supplies	40.24
Check	01/03/2014	102714	Blick Art Materials	Inv# 2515814 Art Materials	27.67
Check	01/03/2014	102714	Blick Art Materials	Tax Exempt	-2.17
Check	01/03/2014	102714	Blick Art Materials	Inv# 2498664 Art Materials	14.06
Check	01/03/2014	102714	Blick Art Materials	Tax Exempt	-1.10
Total 1104532 · Visual Arts					1,098.95
Total 1104SOC · Social Services					14,526.77
<b>1104TRN · Transportation</b>					
<b>1104512 · Volunteer Express</b>					
Check	12/20/2013	102544	Nancy Pudlo	Volunteer Express Mileage Reimbursement	12.71
Total 1104512 · Volunteer Express					12.71

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Type	Date	Num	Name	Memo	Amount
<b>1104518 · Vehicle Maintenance</b>					
Check	01/03/2014	102718	Carquest Auto Parts Stores	Tubing/Brak Caliper/Wiper Blades/Oil Seal	217.07
Check	01/03/2014	102736	Safety Lane Inspections	Inv# 10985 Safety Inspection	33.48
Total 1104518 · Vehicle Maintenance					250.55
<b>1104551 · Training</b>					
Check	12/19/2013	CC Nov	JP Morgan Chase	Software Upgrade	39.95
Total 1104551 · Training					39.95
<b>1104552 · Fuel</b>					
Check	01/03/2014	102743	Village of Hanover Park (Fuel)	Inv# 37525 November Fuel	3,563.95
Total 1104552 · Fuel					3,563.95
<b>1104691 · Health Insurance</b>					
Check	01/03/2014	102742	United Healthcare	Cust# 530960 Policy Coverage	4,529.32
Total 1104691 · Health Insurance					4,529.32
<b>1104692 · Dental, Vision &amp; Life Insurance</b>					
Check	01/03/2014	102722	Euclid Managers	Cust# 5641581 Dental/Life Ins Premium	446.26
Check	01/03/2014	102741	Vision Service Plan	Acct#30 033722 0001 Vision Insurance Monthly Premium	58.14
Total 1104692 · Dental, Vision & Life Insurance					504.40
Total 1104TRN · Transportation					8,900.88
Total 1104 · Senior Center - Expenditures					39,023.21
<b>2024 · Welfare Services - Expenditures</b>					
<b>2024ADM · Administration</b>					
<b>2024205 · Travel &amp; Training</b>					
Check	12/19/2013	CC Nov	JP Morgan Chase	GA Training/Lodging Simon	172.48
Check	12/19/2013	CC Nov	JP Morgan Chase	TOI Conference Lodging/Meal - Imperato/Cumbo	459.30
Total 2024205 · Travel & Training					631.78
<b>2024509 · Volunteer Appreciation</b>					
Check	12/19/2013	CC Nov	JP Morgan Chase	Auxiliary Staff Dinner Supplies	65.93
Check	12/19/2013	CC Nov	JP Morgan Chase	Auxiliary Staff Appreciation Cake	49.99
Check	12/19/2013	CC Nov	JP Morgan Chase	Auxiliary Staff Uniform Shirts (36)	475.42
Check	12/19/2013	CC Nov	JP Morgan Chase	Auxiliary Staff Appreciation Dinner (50)	701.07
Total 2024509 · Volunteer Appreciation					1,292.41
<b>2024591 · Health Insurance</b>					
Check	01/03/2014	102742	United Healthcare	Cust# 530960 Policy Coverage	2,213.46
Total 2024591 · Health Insurance					2,213.46
<b>2024592 · Dental, Vision &amp; Life Insurance</b>					
Check	01/03/2014	102722	Euclid Managers	Cust# 5641581 Dental/Life Ins Premium	141.51
Check	01/03/2014	102741	Vision Service Plan	Acct#30 033722 0001 Vision Insurance Monthly Premium	27.36

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Type	Date	Num	Name	Memo	Amount
Total 2024592 · Dental, Vision & Life Insurance					168.87
Total 2024ADM · Administration					4,306.52
<b>2024EMP · Employment Services</b>					
<b>2024291 · Health Insurance</b>					
Check	01/03/2014	102742	United Healthcare	Cust# 530960 Policy Coverage	1,732.88
Total 2024291 · Health Insurance					1,732.88
<b>2024292 · Dental, Vision &amp; Life Insurance</b>					
Check	01/03/2014	102722	Euclid Managers	Cust# 5641581 Dental/Life Ins Premium	90.57
Check	01/03/2014	102741	Vision Service Plan	Acct#30 033722 0001 Vision Insurance Monthly Premium	13.68
Total 2024292 · Dental, Vision & Life Insurance					104.25
Total 2024EMP · Employment Services					1,837.13
<b>2024HOM · Home Relief</b>					
<b>2024102 · Rent</b>					
Check	12/20/2013	2629	Cook County Treasurer	Property Tax 06-17-110-007-0000	220.00
Check	12/20/2013	2634	Spring Lakes Estates	January 2014 Rent	400.00
Check	12/20/2013	2635	Swanson Real Estate	January 2014 Rent	620.00
Check	12/20/2013	2636	Son Hui Anderson	January 2014 Rent	650.00
Check	12/20/2013	2643	E Eight Inc	January 2014 Rent	650.00
Check	12/20/2013	2644	William Kallas	January 2014 Rent	500.00
Check	12/20/2013	2645	Ralph Kanehl Sr.	January 2014 Rent	400.00
Check	12/20/2013	2646	Citimortgage, INC	January 2014 Rent	650.00
Check	12/20/2013	2647	E Eight Inc	January 2014 Rent	650.00
Check	12/20/2013	2648	Isabella Toto	January 2014 Rent	265.52
Check	12/20/2013	2649	Dale Panganiban	January 2014 Rent	550.00
Check	12/20/2013	2650	Paul Krella	January 2014 Rent	650.00
Check	12/20/2013	2651	Bartlett Green V Condo Assoc.	January 2014 Rent	150.55
Check	12/20/2013	2655	Cook County Treasurer	Property Tax 06-35-305-051-1045	243.71
Check	12/20/2013	2656	CarolAnn Sansone	January 2014 Rent	450.00
Check	12/20/2013	2658	Adam Zeliuz	January 2014 Rent	500.00
Check	12/20/2013	2659	Theodore Urzendowski	January 2014 Rent	500.00
Check	12/20/2013	2660	Old Oak Estates	January 2014 Rent	650.00
Check	12/20/2013	2661	Stephanie Fedorovich	January 2014 Rent	299.29
Total 2024102 · Rent					8,999.07
<b>2024103 · Utilities</b>					
Check	12/20/2013	2627	Com Ed 042 (GA)	Utilities Assistance Acct# 7923239031	36.00
Check	12/20/2013	2628	City of Elgin	Water Acct 39556528355	32.00
Check	12/20/2013	2637	NICOR	Utilities Assistance Acct 28-47-25-8896	38.00
Check	12/20/2013	2638	Com Ed	Utilities Assistance Acct# 7667641033	125.00
Check	12/20/2013	2639	Village of Streamwood	Utilities Assistance Acct#254-0073-00-01	57.51
Check	12/20/2013	2640	NICOR	Utilities Assistance Acct 8252871000	56.00
Check	12/20/2013	2641	Village of Streamwood	Utilities Assistance Acct#199-0062-00-01	76.53
Check	12/20/2013	2642	Com Ed	Utilities Assistance Acct# 7832153006	145.00
Check	12/20/2013	2652	NICOR	Utilities Assistance Acct 46-30-77-1000	7.00

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Type	Date	Num	Name	Memo	Amount
Check	12/20/2013	2653	Com Ed	Utilities Assistance Acct# 7490495001	84.00
Check	12/20/2013	2654	Village of Bartlett	Utilities Assistance 51869	29.74
Check	12/20/2013	2657	Village of Bartlett	Utilities Assistance 52229	30.30
Total 2024103 · Utilities					717.08
<b>2024105 · Clothing</b>					
Check	12/20/2013	2631	Walmart	Personal Essentials Card	70.00
Check	12/20/2013	2633	Walmart	Personal Essentials Cards (12)	1,565.00
Total 2024105 · Clothing					1,635.00
<b>2024106 · Travel Expenses</b>					
Check	12/20/2013	2630	BP Gas Station	Fuel Assistance Gas Card	75.00
Check	12/20/2013	2632	BP Gas Station	Fuel Assistance Gas Cards (4)	400.00
Total 2024106 · Travel Expenses					475.00
<b>2024119 · Emergency Assistance</b>					
Check	12/20/2013	2662	City of Elgin	Emergency Assistance Water Acct 197435	360.69
Check	12/20/2013	2663	Shannon Court Apartments	Eviction Notice	1,000.00
Check	12/20/2013	2664	Kenneth Numerowski	EA Eviction Notice	750.00
Check	01/03/2014	2665	Jennifer Ostrowski	Eviction Notice	450.00
Check	01/03/2014	2666	Opintree LLC	Eviction Notice	1,250.00
Check	01/03/2014	2667	Ramon Rosa	Eviction Notice	638.00
Check	01/03/2014	2668	Squire Village	Eviction Notice	1,144.00
Total 2024119 · Emergency Assistance					5,592.69
Total 2024HOM · Home Relief					17,418.84
Total 2024 · Welfare Services - Expenditures					23,562.49
<b>3034 · Road &amp; Bridge - Expenditures</b>					
<b>3034ADM · Administration</b>					
<b>3034702 · Insurance</b>					
Check	01/03/2014	102742	United Healthcare	Cust# 530960 Policy Coverage	853.85
Total 3034702 · Insurance					853.85
<b>3034706 · Travel Expense</b>					
Check	01/03/2014	102715	Business Card - Bank of America	TOI Travel/Lodging	289.30
Total 3034706 · Travel Expense					289.30
<b>3034708 · Training &amp; Conferences</b>					
Check	01/03/2014	102697	Ochoa, P. Craig	Mileage Reimbursement	40.52
Total 3034708 · Training & Conferences					40.52
<b>3034710 · Community Affairs</b>					
Check	12/19/2013	CC Nov	JP Morgan Chase	Streamwood Chamber Dinner	40.00
Check	01/03/2014	102697	Ochoa, P. Craig	Seasonal Decorations	210.00
Check	01/03/2014	102697	Ochoa, P. Craig	Legal Meeting	51.65

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Type	Date	Num	Name	Memo	Amount
Total 3034710 · Communnity Affairs					301.65
<b>3034712 · Miscellaneous</b>					
Check	01/03/2014	102715	Business Card - Bank of America	Staff Appreciation Lunch	291.55
Total 3034712 · Miscellaneous					291.55
<b>3034792 · Dental, Vision &amp; Life Insurance</b>					
Check	01/03/2014	102722	Euclid Managers	Cust# 5641581 Dental/Life Ins Premium	147.21
Check	01/03/2014	102741	Vision Service Plan	Acct#30 033722 0001 Vision Insurance Monthly Premium	30.78
Total 3034792 · Dental, Vision & Life Insurance					177.99
Total 3034ADM · Administration					1,954.86
<b>3034ROD · Road Maintenance</b>					
<b>3034602 · Operating Supplies &amp; Materials</b>					
Check	01/03/2014	102711	Bittners Spray Equipment	Inv# 63706 Pump Repair/Filter/Labor	432.70
Check	01/03/2014	102712	Bristol Hose & Fitting Warehouse	Inv# 00339511 Hose Assembly	167.18
Check	01/03/2014	102717	Continental Weather Svc	Inv# 13361 Weather Forecasting	150.00
Check	01/03/2014	102721	Dependable Building Services	Inv# 46732 Street Light Repair	663.55
Check	01/03/2014	102723	Graybar	Inv# 970107851 Remote Control	203.17
Check	01/03/2014	102723	Graybar	Tax Exempt	-15.48
Total 3034602 · Operating Supplies & Materials					1,601.12
<b>3034603 · Gasoline</b>					
Check	01/03/2014	102743	Village of Hanover Park (Fuel)	Inv# 37525 November Fuel	442.40
Total 3034603 · Gasoline					442.40
<b>3034607 · Contract Work</b>					
Check	01/03/2014	102735	Rubino Engineering, Inc	Inv# 1198 Material Testing	950.00
Total 3034607 · Contract Work					950.00
<b>3034610 · Street Lighting</b>					
Check	12/20/2013	102557	Com Ed 000 & 048 (R&B)	Acct# 0657043000 Monthly Charges	15.60
Check	12/20/2013	102558	Com Ed 152	Acct# 0045120152 Monthly Charges	265.17
Total 3034610 · Street Lighting					280.77
Total 3034ROD · Road Maintenance					3,274.29
<b>303EQM · Equipment</b>					
<b>3034609 · Maintenance Vehicles &amp; Equip</b>					
Check	01/03/2014	102718	Carquest Auto Parts Stores	Air Filters/Gloves	38.11
Check	01/03/2014	102726	Monroe Truck Equipment	Inv# 300004 Reverse Cylinder	316.24
Check	01/03/2014	102726	Monroe Truck Equipment	Inv# 300005 Spring Pin Steel	35.40
Check	01/03/2014	102727	O'Reilly Auto Parts	Solenoid/Muffler/De-Icer	203.46
Check	01/03/2014	102739	Terrace Supply Company	Inv# 00933206 Cylinder Rental	9.90
Check	01/03/2014	102740	Terminal Supply Co.	INv# 76632 Cicruit Breaker	43.61
Total 3034609 · Maintenance Vehicles & Equip					646.72

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01/03/14

Accrual Basis

**Hanover Township  
Board Audit Report  
December 18, 2013 through January 7, 2014**

Type	Date	Num	Name	Memo	Amount
Total 303EQM · Equipment					646.72
Total 3034 · Road & Bridge - Expenditures					5,875.87
<b>5054 · Mental Health - Expenditures</b>					
<b>5054ADM · Administration</b>					
<b>5054010 · Employee Insurance</b>					
Check	01/03/2014	102722	Euclid Managers	Cust# 5641581 Dental/Life Ins Premium	42.06
Check	01/03/2014	102741	Vision Service Plan	Acct#30 033722 0001 Vision Insurance Monthly Premium	6.84
Check	01/03/2014	102742	United Healthcare	Cust# 530960 Policy Coverage	497.16
Total 5054010 · Employee Insurance					546.06
<b>5054538 · Miscellaneous</b>					
Check	12/19/2013	CC Nov	JP Morgan Chase	MHB Meeting Refreshments	72.00
Total 5054538 · Miscellaneous					72.00
<b>5054539 · Dues</b>					
Check	01/03/2014	102684	Association of Community Mental Health	ACMHAI Trial Memebership Dues	500.00
Total 5054539 · Dues					500.00
Total 5054ADM · Administration					1,118.06
<b>5054COM · Community Resource Center</b>					
<b>5054210 · Utilities</b>					
Check	01/03/2014	102690	Nicor (MHB)	Acct# 84-67-77-1000 0 Monthly Charges	281.46
Check	01/03/2014	102691	Com Ed 019 (MHB)	Acct# 6992134019 Monthly Charges	260.00
Total 5054210 · Utilities					541.46
<b>5054250 · Building Maintenance</b>					
Check	01/03/2014	102694	Groot Recycling & Waste Services Inc	Acct# 16790-001 Monthly Charges	39.15
Total 5054250 · Building Maintenance					39.15
<b>5054286 · Agency Support Services</b>					
Check	01/03/2014	102693	PAETEC	Acct# 9097797 Monthly Charges	555.50
Check	01/03/2014	102693	PAETEC	Acct# 1173538 Monthly Charges	72.54
Total 5054286 · Agency Support Services					628.04
Total 5054COM · Community Resource Center					1,208.65
<b>5054SVC · Service Contracts</b>					
<b>5054128 · RENZ Outpatient</b>					
Check	01/03/2014	102695	Renz Addiction Counseling Center	Outpatient Treatment	7,467.72
Total 5054128 · RENZ Outpatient					7,467.72
<b>5054130 · Northwest Casa</b>					
Check	01/03/2014	102686	Northwest CASA	Counseling Services	334.75
Total 5054130 · Northwest Casa					334.75

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Accrual Basis

## Hanover Township Board Audit Report December 18, 2013 through January 7, 2014

Type	Date	Num	Name	Memo	Amount
<b>5054141 · Shelter Inc Healthy Families</b>					
Check	01/03/2014	102688	Shelter, Inc	Healthy Families	2,500.00
Total 5054141 · Shelter Inc Healthy Families					2,500.00
<b>5054156 · Epilepsy Foundation</b>					
Check	01/03/2014	102685	Epilepsy Foundation	Outreach	250.00
Total 5054156 · Epilepsy Foundation					250.00
<b>5054162 · Tide Transportation</b>					
Check	01/03/2014	102689	A#1 Cab Dispatch Inc	12/18/13 Transportation Invoices	337.00
Total 5054162 · Tide Transportation					337.00
<b>5054165 · Alexian Bros - Outpatient Psych</b>					
Check	01/03/2014	102692	Alexian Mental Health Center	Outpatient Psychiatric Services	1,840.00
Total 5054165 · Alexian Bros - Outpatient Psych					1,840.00
<b>5054166 · PADS of Elgin</b>					
Check	01/03/2014	102687	PADS of Elgin	Homelessness Service	5,000.00
Total 5054166 · PADS of Elgin					5,000.00
<b>5054177 · Staff Development Grant Fund</b>					
Check	01/03/2014	102696	Childrens Advocacy Ctr of Nwst Co Cou...	Staff Development Grant - Behavior Therapy Seminar/Text	1,309.96
Total 5054177 · Staff Development Grant Fund					1,309.96
Total 5054SVC · Service Contracts					19,039.43
Total 5054 · Mental Health - Expenditures					21,366.14
<b>7004 · Vehicle Replcmnt - Expenditures</b>					
<b>7004408 · Vehicle Purchase</b>					
Check	12/19/2013	CC Nov	JP Morgan Chase	ES Vehicle Generator	349.00
Total 7004408 · Vehicle Purchase					349.00
<b>7004540 · Bus Purchase</b>					
Check	01/03/2014	102733	Pace	Bus Lease (2)	200.00
Total 7004540 · Bus Purchase					200.00
Total 7004 · Vehicle Replcmnt - Expenditures					549.00
<b>8084 · Capital Projects - Expenditures</b>					
<b>8084425 · Building &amp; Perm Improvements</b>					
Check	12/19/2013	CC Nov	JP Morgan Chase	Lacy Park Straw	104.85
Check	12/19/2013	CC Nov	JP Morgan Chase	Lacy Park/Runzel Reserve Dog Waste Station (4)	672.64
Check	12/19/2013	CC Nov	JP Morgan Chase	Lacy Park Project Fuel	419.11
Total 8084425 · Building & Perm Improvements					1,196.60
Total 8084 · Capital Projects - Expenditures					1,196.60

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01/03/14

Accrual Basis

**Hanover Township**  
**Board Audit Report**  
December 18, 2013 through January 7, 2014

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
TOTAL					<u><u>150,121.48</u></u>

- I. Call to Order/Roll Call

Supervisor McGuire called the meeting to order at 7:00 p.m. Clerk Dolan Baumer called the roll; present were Trustees Benoit, Burke, Krick, and Caramelli, and Supervisor McGuire.

Elected and appointed officials present: Assessor Thomas Smogolski and Collector Frank Liquori.

Others present included Administrator James Barr, YFS Director John Parquette, Director of Welfare Services Mary Jo Imperato, Director of Community Relations Tom Kuttensburg, Senior Services Director Barb Kurth Schuldt, Emergency Services Interim Director Jim Dexter, Director of Community Health Kristen Smith, Director of Facilities & Maintenance Steve Spejcher, MHB Manager Suzanne Powers, Attorney Mike Airdo, Management Analyst Thomas Warfield, Mr. Charles Kagel and his family and friends, Mr. and Mrs. Brian Gorcowski, Mr. John DeBello, Mrs. Shirley Shrade representing Spring Lake Estates, Dekalb Township Supervisor Eric Johnson, Village of Streamwood Trustee Mike Baumer, Master Phil Louis (moderator of the heroine panel), residents, and Streamwood High School students.
- II. Supervisor McGuire asked 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. There was no response.
- IV. Presentations
  - A. Veterans Honor Roll: Mr. McGuire asked that the Board join him in recognizing Cpl. Charles H. Kagel for his service in the U. S. Marine Corps. He was inducted this evening into the Hanover Township Veterans Honor Roll.
  - B. Mr. McGuire asked the Board to join him in recognizing Mr. Brian Gorcowski for his service on the Mental Health Board for seven years; he is stepping down from the Board.
  - C. Mr. John DeBello of Tempo V Bowling League was called forward to be recognized for support of the Hanover Township Food Pantry.
  - D. The community of Spring Lake Estates was recognized for their support of the Hanover Township Food Pantry and resident Mrs. Shrade received a plaque in recognition.
  - E. The record will reflect that the Begys of A1 Trophies & Awards, Inc. of Streamwood were recognized for their support of the Hanover Township Food Pantry.
  - F. In a surprise move, Mr. McGuire called forward Mr. Warfield to present a service recognition plaque as he leaves Hanover Township for a new position.
- V. Reports
  - A. Supervisor: Mr. McGuire recognized Dekalb Supervisor Eric Johnson. The thanked the volunteers, contributors and Welfare Services staff for helping with the Toy Drive, which will impact about 2,700 children. He reminded the Board that Thursday the Township would hold the Holiday Food Distribution serving over 1,000 families.
  - B. Clerk: Ms Dolan Baumer noted that Trustee Caramelli joined her for the TOCC CA meeting held earlier this month. She also noted that requests for on-site voter registration are increasing.

- C. Highway Commissioner: Mr. Ochoa was absent from this evening's proceedings.
- D. Assessor: Mr. Smogolski announced that the office is open with the Board of Review. An outreach, featuring State Treasurer Dan Patlak, would be held on Thursday at 7 p.m. at Poplar Creek Public Library.
- E. Treasurer: A motion was made by Trustee Benoit and seconded by Trustee Caramelli to approve the Treasurer's Report subject to final audit, and followed by a roll call vote. Roll call: Ayes: Trustees Benoit, Burke, Krick, and Caramelli, and Supervisor McGuire. Nays: None. Motion carried and the Treasurer's report was adopted.
- F. Trustee Committee Liaison Reports: Trustee Krick reported that the Heroine Awareness Program, held at Streamwood High on December 11, with Phil Louie moderating, was a success and very professionally presented. Trustee Burke reported that Interim Director Dexter was introduced at the most recent Public Health & Safety Committee meeting. The Senior Citizen Services Committee is planning a workshop for 2014. Trustee Caramelli noted that the Mental Health Board is financially doing well; the Board recently approved a grant for the Office of Community Health for training. Trustee Benoit reported on behalf of the Finance Committee, saying that the Levies are presented later in the agenda for this Board's approval.
- G. Department Reports: All departments submitted a report for review and comment by the Board. Of note, Mr. Kuttentberg thanked Director Spejcher and his staff for helping create a flawless move to the Izaak Walton Center.

VI. Bill Paying

Administrator Barr offered the bills for approval for November 20 through December 17, 2013 in two sets. For bills payable to Alexian Brothers as follows:

a. Town Fund	\$411.41
b. Mental Health Board	<u>6,275.00</u>
Total All Funds:	<u>\$6,686.41</u>

A motion was made by Trustee Trustee Caramelli to approve the bills as presented for Alexian Brothers from November 20 through December 17, 2013; Trustee Burke seconded the motion. Roll call: Ayes: Trustees Burke, Caramelli, and Krick, and Supervisor McGuire. Abstain: Trustee Benoit. Nays: none. Motion carried.

Administrator Barr presented the bills from November 20 through December 17, 2013, as follows for review and approval by the Board. A late addition of \$250.86 for travel expenses to and from TOI for the Supervisor to be approved this evening, as well.

a. Town Fund	\$69,208.56
b. Senior Center Fund	48,257.24
c. Welfare Services Fund	20,798.42
d. Road and Bridge Fund	6,308.60
e. Mental Health Fund	23,631.85
f. Retirement Fund	0.00
g. Vehicle Fund	7,693.00
h. Capital Fund	<u>5,858.77</u>
Total All Funds:	<u>\$181,756.44</u>

A motion was made by Trustee Burke to approve the bills as presented for November 20 through December 17, 2013; Trustee Krick seconded the motion. Roll call: Ayes: Trustees Benoit, Burke, Krick and Caramelli, and Supervisor McGuire. Nays: none. Motion carried.

VII. Unfinished Business: None was discussed.

VIII. New Business

- A. Regular Meeting Minutes of November 19, 2013: Clerk Dolan Baumer presented the regular meeting minutes of November 19, 2013 for review and approval. A motion was made by Trustee Burke to approve the minutes of the workshop meeting minutes of November 19, 2013, with a second by Trustee Caramelli. Roll call: Ayes: Trustees Benoit, Burke, Krick, and Caramelli, and Supervisor McGuire. Motion carried and the minutes were approved.
- B. Executive Session Minutes of November 19, 2013: A motion was made by Trustee Benoit to approve the Executive Session Minutes of November 19, 2013 with a second by Trustee Burke. Roll call: Ayes: Trustees Benoit, Burke, Krick, and Caramelli, and Supervisor McGuire. Motion carried and the minutes were approved.
- C. Special Workshop Minutes of November 22, 2013: A motion was made by Trustee Benoit to approve the Special Workshop Minutes of November 22, 2013 (Strategic Planning Workshop) with a second by Trustee Burke. Roll call: Ayes: Trustees Benoit, Burke, Krick, and Caramelli, and Supervisor McGuire. Motion carried and the minutes were approved.
- D. Hanover Township Tax Levy Ordinance for FY2014: Trustee Benoit made a motion to approve the Tax Levy Ordinance for Hanover Township for the fiscal year April 1, 2013 to March 31, 2014. She said, "Around this time every year, the Board must adopt the tax levy for the Township for the upcoming fiscal year. I move that the Board determine the taxes to be levied for Hanover Township for the Fiscal Year beginning April 1, 2013 and ending March 31, 2014, with a total tax levy of \$6,113,668.00, ordinance #121713HT authorizing the Hanover Township Tax Levy for fiscal year beginning April 1, 2013 and ending March 31, 2014 be approved;" the motion was seconded by Trustee Caramelli. Roll call: Ayes: Trustees Benoit, Burke, Krick, and Caramelli, and Supervisor McGuire. Motion carried.
- E. Hanover Township Road District Tax Levy Ordinance for FY2014: Trustee Benoit said, "Like the Township, the Hanover Township Road District must adopt the tax levy for the upcoming fiscal year. I move that the Board determine the taxes to be levied for the Hanover Township Road District for the fiscal year beginning April 1, 2013 and ending March 31, 2014 to be \$1,611,034.00, that ordinance #121713HTRD authorizing the Levy be approved;" the motion was seconded by Trustee Burke. Roll call: Ayes: Trustees Benoit, Burke, Krick, and Caramelli, and Supervisor McGuire. Motion carried. Mr. McGuire noted that both the Township and Road District levies are not increasing for the fourth year in a row.
- F. Resolution Approving the 2014 PACE TRIP Transit and Service Agreement: Trustee Caramelli moved that resolution #121713PACE approving of the PACE TRIP Transit and Service agreement for 2014 be approved. The motion was seconded by Trustee Burke. Roll call: Ayes: Trustees Benoit, Burke, Krick, and Caramelli, and Supervisor McGuire. Motion carried.
- G. Resolution Approving the Appointment of the Township Administrator as the IMRF Authorized Agent: Trustee Burke moved that resolution #121713IMRF approving the appointment of the Administrator Barr as the IMRF Authorized Agent; the motion was seconded by Trustee Benoit. Roll call: Ayes: Trustees Benoit, Burke, Krick, and Caramelli, and Supervisor McGuire. Motion carried

- H. Consideration of Closed Session Meeting Minutes: Trustee Burke made a motion to resolution #121713-1 regarding Closed (Executive) Session Meeting Minutes. Trustee Caramelli seconded that motion. Roll call: Ayes: Trustees Benoit, Burke, Krick, and Caramelli, and Supervisor McGuire. Motion carried
- IX. Executive Session: No motion was made to go into closed session.
- X. Other Business: Mr. Liquori thanked the Board for allowing him to serve. Trustee Benoit remarked that there were no tissues available in the Township; may we have some in the offices for our residents, guests, clients, and Board members? The Supervisor wished the residents and staff of Hanover Township a very warm and merry Christmas and Happy New Year on behalf of the Board.
- XI. Adjournment: There being no further business to come before this Board, Supervisor McGuire asked for a motion to adjourn at 7:32 p.m. Motion to adjourn was made by Trustee Benoit and it was seconded by Trustee Burke. Roll call: Ayes: Trustees Benoit, Burke, Krick, and Caramelli, and Supervisor McGuire. Motion carried. Mr. McGuire invited the students forward for signatures by the Board members.

Respectfully submitted,

  
Katy Dolan Baumer  
Clerk

Copy: Supervisor            Administrator            Attorney            Gail Borden Library  
(4) Trustees            Senior Services            Auditor            Poplar Creek Public Library  
Assessor            Welfare Services            Village of Streamwood  
Bartlett Library            Highway Commissioner            Y&F Services            Streamwood Park District



RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION AUTHORIZING HANOVER TOWNSHIP TO APPLY FOR  
PROGRAM YEAR 2014  
COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS**

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

**SECTION ONE:** That a Request is hereby made to the City of Elgin, Illinois for Community Development Block Grant (JCDBG") funds for Program Year 2014 in the amount of \$25,000 for the following project:

**Project:** Hanover Township "Izaak Walton Center" Elevator Project

**Amount:** \$25,000 as identified in Hanover Township's CDBG 2014 Program Year application.

**SECTION TWO:** That the Township Supervisor is hereby authorized to sign the application and various forms contained therein, make all required submissions and do all things necessary to complete the application for the funds requested in Section 1 of this Resolution, a copy of which application is on file with the Clerk.

**SECTION THREE:** That the Township Supervisor is hereby authorized to certify that matching funds which have been identified as supporting its projects as set out within its application will be made available upon the approval of the projects by the City of Elgin, Illinois or the prorated share thereof.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: January 7, 2014

APPROVED: January 7, 2014

\_\_\_\_\_  
Brian P. McGuire, Township Supervisor

ATTEST:

\_\_\_\_\_  
Katy Dolan Baumer, Township Clerk

CERTIFICATION

I, the undersigned, do hereby certify that I am the Township Clerk of Hanover Township, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Resolution \_\_\_\_\_, enacted on January 7, 2014, and approved on January 7, 2014 as the same appears from the official records of Hanover Township.

---

Katy Dolan Baumer, Township Clerk



## CITY OF ELGIN 2014 CDBG APPLICATION

Please complete and upload this form to your online application.

Agency Name: Hanover Township Name of Project: Izaak Walton Center Elevator Project

- Public Service Project** (i.e., rent, educational workshop)
- Public Facilities Project** (i.e. construction, equipment purchase): *In addition to this form, a contractor's estimate for your project must also be attached/uploaded. There will be no exceptions.*

**PUBLIC FACILITIES PROJECT APPLICANTS ONLY**—Please review procurement guidelines below:

### *PROCUREMENT GUIDELINES FOR PRIVATE NON-PROFIT CONSTRUCTION PROJECTS*

All construction contracts in excess of \$2,000 will be subject to federal Davis-Bacon Wage Rates and Labor Standards provisions. A schedule of current prevailing wage rates and fringe benefits is available at the Illinois Department of Labor at <http://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/default.aspx> (search "Kane County").

#### **\$25,000 - \$99,999**

Projects over \$25,000 require Newspaper Advertisement Public Solicitation of Contractor Bids in Elgin Standard Times. Federal requirements for Davis -Bacon and Minority and Women Business Enterprise Participation (MBE/WBE) compliance will be applicable.

Federal Section 3 and City of Elgin Minority Workforce Requirements are not applicable for contracts under \$100,000.

The lowest qualified bid representing the complete scope of work from a QUALIFIED CONTRACTOR will be considered.

#### **\$100,000 +**

Projects over \$100,000 require Newspaper Advertisement Public Solicitation of Contractor Bids in Elgin Standard Times. Federal requirements for Davis -Bacon and Minority and Women Business Enterprise Participation (MBE/WBE) compliance will be applicable.

Federal Section 3 and City of Elgin Minority Workforce Requirements will be applicable for contracts over \$100,000.

Bond Requirement – 100% Payment and Performance Bonds.

The lowest qualified bid representing the complete scope of work from a QUALIFIED CONTRACTOR will be considered.



Reference: HANOVER TOWNSHIP SENIOR CENTER BUDGET  
Elgin, Illinois

We are pleased to provide you with our proposal to furnish and install:

(1) 2500lb Otis HydroFit

(1) Unit, as described in this proposal, for the sum of:

\$ 45,000

**Alternates:**

- 1) Provide battery lowering device (elevator returns to lowest landing in case of power outage) ADD \$1850.00
- 2) Provide satin stainless hoistway entrances and doors ADD \$400 per landing.
- 3) Provide hang on WilsonArt laminate panels in lieu of our standard applied laminated steel (choose from standard selection) ADD \$2,500.

Please take note of the following sections of this proposal:

- **Scope of Work**
- **Job Specific Clarifications**
- **General Clarifications**
- **Terms and Conditions**
- **Preparatory Work by Others**

This quotation is based upon the scope of work contained in this proposal and is valid for thirty (30) days from the date of submission. Otis predicates the quote upon timely furnishing of a completed hoistway for uninterrupted use. In addition, if the project is delayed past 12/31/2013 you will be responsible for any labor and material increases that have occurred.

We appreciate having the opportunity to provide you with our proposal on this project and look forward to working with you and your project team. Please call me at (630) 889-2810 with any questions.

Sincerely,  
Cassie Tohme  
cassie.tohme@otis.com  
Otis Elevator Company – Chicago New Equipment - XCH



City of Elgin  
 Community Development Department  
**City of Elgin 2014 CDBG Program Year.**  
 1/8/2014 deadline

## Hanover Township Izaak Walton Center Elevator Project

**Hanover Township**  
 250 S. IL Route 59  
 Bartlett, 60103

Tel: 630-837-0301  
 Fax: 630-837-9064  
 Web: <http://www.hanover-township.org/en/>  
 EIN: 36-2750477  
 DUNS: 35124114

**Project Contact**  
 Chester Mikucki  
[twarfield@hanover-township.org](mailto:twarfield@hanover-township.org)  
 Tel: 630-837-0301

**\$25,000** Requested

**Additional Contacts**  
 cmikucki@hanover-township.org

**Supervisor**  
 Brian McGuire  
[bmcguire@hanover-township.org](mailto:bmcguire@hanover-township.org)

### Application Questions

**1 This project is located in Census Tract(s): If only one census tract/block group, please insert "NA" in remaining census tract spaces.**

*Please visit the American Fact Finder website, [www.factfinder2.census.gov/](http://www.factfinder2.census.gov/) for the Census Tract information. (You may want to cut and paste the following link which will allow you to search by street address: <http://factfinder2.census.gov/faces/na>)*

8044.06	Census Tract 1
All	Block Group 1
NA	Census Tract 2
NA	Block Group 2
NA	Census Tract 3
NA	Block Group 3

**2 Project Funding Request (Your project should fall within one of the specific categories. If you select "Other", please provide an explanation.**

*Check the category, which describes the type of funding requested. Note: Projects must have a minimum budget of \$25,000.*

- Acquisition of Real Property
- Disposition of Real Property
- Public Facilities and Improvements (e.g., homeless shelter, water and sewer facilities, flood and drainage improvements, fire protection facilities/equipment, community, senior and health centers, parking, streets, curbs, gutters and sidewalks, parks and playgrounds.)
- Privately-Owned Utilities
- Public Service (i.e., rental reimbursement, educational programming expenses, or an increase in the level of a service)
- Relocation Payments and Assistance to Displaced Persons
- Removal of Architectural Barriers, Handicapped Accessibility
- Housing Rehabilitation

- Commercial or Industrial Rehabilitation, including facade improvements and correction of code violations.
- Special Economic Development or assistance to micro-enterprises.
- Other:

### 3 Please identify the National Objective(s) your Activity meets:

For descriptions of each Objective, please review p. 7 of the City's 2014 Citizen Participation Plan and Project Proposal Instructions at [www.cityofelgin.org/2014CDBG](http://www.cityofelgin.org/2014CDBG).

- Benefits Low/Moderate Income Residents
- Prevents or Eliminates Slum/Blight Conditions
- Qualifies as a certified urgent need

### 4 Check all statements that describe HOW this project or activity meets one of the National Objectives below:

- L/M Area Benefit: the project meets the identified needs of L/M income persons residing in an area where at least 51% of those residents are L/M income persons. The benefits of this type of activity are available to all persons in the area regardless of income. Examples: street improvements, water/sewer lines, neighborhood facilities, facade improvements in neighborhood commercial districts.
- L/M Limited Clientele: the project benefits a specific group of people (rather than all the residents in a particular area), at least 51% of whom are L/M income persons. The following groups are presumed to be L/M: abused children, elderly persons, battered spouses, homeless, handicapped, illiterate persons. Examples: construction of a senior center, public services for the homeless, meals on wheels for elderly, construction of job training facilities for the handicapped.
- L/M Housing: the project adds or improves permanent residential structures that will be occupied by L/M income households upon completion. Housing can be either owner or renter occupied units in either one family or multi-family structures. Rental units for L/M income persons must be occupied at affordable rents. Examples: acquisition of property for permanent housing, rehabilitation of permanent housing, conversion of non-residential structures into permanent housing.
- L/M Jobs: the project creates or retains permanent jobs, at least 51% of which are taken by L/M income persons or considered to be available to L/M income persons. Examples: loans to pay for the expansion of a factory, assistance to a business which has publicly announced its intention to close with resultant loss of jobs, a majority of which are held by L/M persons.
- MicroEnterprise Assistance: the project assists in the establishment of a microenterprise or assists persons developing a microenterprise. (A microenterprise is defined as having five or fewer employees, one or more of whom own the business.) This activity must benefit low/moderate income persons, area or jobs as defined in previous sections.
- Slum or Blighted Area: the project is in a designated slum/blight area and the result of this project addresses one or more of the conditions that qualified the area.
- Spot Blight: the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to extent necessary to eliminate conditions detrimental to public health and safety. Examples: historic preservation of a public facility threatening public safety, demolition of a deteriorated, abandoned building.

### 5 How will the program's eligibility for CDBG funding be established?

- Limited Clientele
- Presumed eligible (severely disabled adults, abused children, battered spouses or homeless)

### 6 Please answer the following Low to Moderate Income (LMI) questions:

Please indicate the number.

2007	What is the total estimated number of persons to be served by this project?
1500	What is the total estimated number of LMI persons to be served by this project?
75%	What is the anticipated percentage of LMI persons to be served by this project?
disabled	Who is your targeted population? (i.e., severely disabled adults, abused children, battered spouses or homeless, etc.)

### 7 Provide a one-sentence summary of your organization's mission and work.

Hanover Township works to continually improve our residents' quality of life 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.

### 8 Describe your program. Be specific about the activities/services provided, days/times of services and the frequency and duration of services received by the average client or participant.

The Izaak Walton Center serves different populations and is utilized throughout the day by groups, programs, and Hanover Township Departments. The Township is currently looking to fill open times with programming to maximize the Center's usage and efficiency. Many of the programs' participants regularly return for scheduled group meetings.

Monday: Senior Beading Club (time varies), Boy Scouts of America Troop 10 (7PM – 9PM), Cub Scouts (7PM – 9PM second Monday of the month)

Tuesday: Senior Pinochle Club (9AM to 12:30PM)

Tuesday: Izaak Walton League Chapter Meetings (7PM – 9PM, First and Third Tuesday)

Wednesday: Senior PC assistance (10AM to 12:30PM or by appointment)

Thursday: Senior programming will vary, Gamers Club (4PM – 12AM) Cub Scouts (First Thursday of the month)

Friday: Senior Poker Club (9AM to 2:30PM)

In addition to these programs and events, Township Departments hold regular scheduled hours (8:30 AM - 4:30 PM) throughout the week at the Center, to increase convenience of services to residents. On Mondays, Welfare Services provides General Assistance administration and Low Income Home Energy Assistance. On Tuesdays, Community Health administers wellness screenings and provides referrals. On Wednesdays, a Senior Social Services Case Worker is present to help senior citizens with Medicare/Medicaid counseling, prescription assistance, and Public Aid. On Thursdays, the Izaak Walton Center hosts senior services programming. On Fridays, employment assistance is offered.

Many of the services rendered by the Township are received by individuals who need and require them, and therefore they are only involved as necessary. These services do not see as many individuals returning on a regular basis compared to those who utilize the Center for programming.

### 9 Where (address/location) will your program take place?

Izaak Walton Center and Reserve

899 Jay Street

Elgin, Illinois 60120

### 10 Is the facility and program in compliance with the Americans with Disabilities Act?

Yes

No

### 11 If "no," explain what areas are not compliant and what accommodations are made for individuals with disabilities. Describe your organization's experience making such accommodations.

Access to the lower level is not ADA compliant, but a ramp exists outside for entrance into the main level of the building. Currently, the Township hosts events and programs only on the main level. Further compliance will be attained following the installation of the elevator, allowing individuals with disabilities and seniors with limited mobility to access the lower level.

The building has already been inspected by officials from Elgin and been issued an occupancy permit. Through the installation of the elevator we will be able to greatly expand our ability to have programming at this facility for Elgin residents.

### 12 Describe the existing problems or conditions to be corrected by the proposed activity. Identify the persons affected by these conditions. Explain how the project benefits low and moderate income people.

The lack of an elevator inhibits possible expansion of programming to the lower level of the Izaak Walton Center for individuals with disabilities. The elevator will enable persons with disabilities to be able to access programming on the lower level, as well as external organizations whose programs and events require the use of both floors.

The project aims to make programming and services more convenient for low and moderate income people, including senior citizens on a fixed income and the unemployed by providing services at this Township satellite location. The elevator will allow for expansion of programming and quality services to be rendered to the individuals who need them the most.

### 13 The City of Elgin has identified eight strategic planning priorities to guide its vision to become THE CITY IN THE SUBURBS. Please check all applicable priorities to your project.

For descriptions of the goals, please refer to the Citizens Participation Plan (pg. 14) or visit [www.cityofelgin.org/index.aspx?nid=1726](http://www.cityofelgin.org/index.aspx?nid=1726).

Public Safety

Neighborhoods

Financial Stewardship

Economic Development

Downtown

Education & Workforce Development

- Diverse Workforce
- Image & Engagement

**14 List ALL CDBG grants you have received. Please include Project Year, Project Name, and Grant Amount.**

*Example: 2013: HVAC Replacement, \$50,000*

Astor Avenue Community Center Food Pantry Renovation

Senior Center Bio-diesel Backup Generator Installation

Senior Center Lower Level Buildout

Senior Center Senior Health Clinic

**15 Oftentimes projects that are approved for CDBG funding may be awarded less than the amount originally requested. Will your organization still proceed with the project if funds are not awarded, or if your project is only partially approved?**

- Yes
- No

**16 Please provide the project's goal. Describe in quantifiable terms the goal(s) to be achieved by your project during the proposed funding period, and how the recipients of your services will be benefited or changed.**

*Example: To enhance the basement recreational area and to improve the safety for 10 low-income and developmentally disabled individuals residing in the John Doe Group Home.*

To ensure that the facility is 100% ADA compliant, enabling programming to occur on all levels of the building.

**17 Please provide your project's objective. (One sentence only.)**

*Example: To construct a bathrooms and install a sprinkler system throughout the house for 10 low-income and developmentally disabled individuals.*

To construct an elevator linking the main level with the lower level of the facility.

**18 Please provide your project's measurable objective(s).**

*Example: To provide a safe, affordable, permanent supportive housing for 10 low-income individuals with disabilities who are working towards greater independence and community inclusion.*

To provide safe, reliable access to all portions of our public facility to 100% of Elgin residents with disabilities and those senior residents with limited mobility.

**19 Please indicate whether you are the designated CDBG project manager.**

*If "Other", please provide the name of the designated staff member and title.*

- Yes
- Other:

**20 Please indicate yours or your CDBG project manager's CDBG grants management experience. Please identify experience by number of years. If none, input "0".**

0

**21 Are you or your project manager familiar with HUD's regulations as they relate to procurement, contractors (Davis-Bacon Act), low to moderate income data reporting?**

- Yes
- No

**22 The following question is related to environmental review as per HUD's standards. Please select all relevant statements.**

*Please note that pending project activities, HUD's environmental review policies may require additional documentation. The awarded organization will be responsible for all expenses related to fulfilling HUD's environmental clearance requirements.*

- The project site is a local (landmark and/or located within an historic district), state or National Register property.
- The project site is located within a flood zone of floodplain.
- The project site will involve demolition of an existing structure.
- The project will result in an expansion of the facility.
- None of the above.

**23 Oftentimes projects that are approved for CDBG funding may be awarded less than the amount originally requested. Will your organization still proceed with the project if funds are not awarded OR if your project is only partially approved?**

- Yes
- No

**24 If funded a reduced amount, please describe how this would affect the implementation of your project. If your project is a multi-phase project, please provide details as to how the project will continue if CDBG funds are not available in future years**

*If project cannot move forward with reduced funding, please indicate that the "Project will not be completed without full CDBG funding request."*

If funded a reduced amount the Township would be forced to delay other capital projects associated with this facility so that we could ensure the successful completion of the elevator ADA project. Other projects currently in development for this facility include the installation of a new energy efficient HVAC system to ensure adequate heating and cooling of the building, as well as a project to re-construct the front entrance to make it more accessible to persons with disabilities and seniors with mobility issues.

**Budget**

<b>Budget Summary</b>	CDBG	Leveraged Funds	2014 Committed Funds	Total Funds
Contractual Services (Please specify)				
Rent	\$0.00			
Other Specify:				
Total CDBG Request	\$0.00			
Total Other Funds	\$0.00			
Grand Total	\$0.00			
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

<b>Capital Projects Only</b>	CDBG Funds	Other Non-federal funds	Other federal funds	Total
Land	\$0.00	\$0.00	\$0.00	\$0.00
Existing structures				
Other Acquisition Costs				
Demolition/Clearance				
New construction				
Rehabilitation				
Performance bond premium				
Construction contingency				
Architect Fees				
Engineering fees				
Other Architect/Engineering fees				
Appraisal fees				
Survey				
Soil boring/environmental/LBP evaluation				
Tap fees and impact fees				
Permitting fees				
Legal fees				
Developer fees				
Project reserves				
Grand Total				
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Documents**

**Documents Requested \***

Audited financial statement for the most recent completed fiscal year:  
 Copy of OMB A-133 Audit (Required if \$300k in aggregate Federal funds expended) OR CPA audited Financial statement (only if not qualified for A-133) OR Profit & Loss Statement

Current Fiscal Year Agency Budget, including all funding sources.

Board of Directors, including professional affiliations and home

**Required? Attached Documents \***

[Comprehensive Annual Financial Report](#)

[Budget Ordinance](#)

[Board Affiliations and Addresses](#)

addresses.	<input checked="" type="checkbox"/>	
Most recent annual report or a summary of the organization's prior year's activities and accomplishments.	<input checked="" type="checkbox"/>	<a href="#">Annual Report</a>
Federal 501(c)(3) letter of determination verifying tax-exempt status.	<input checked="" type="checkbox"/>	<a href="#">Tax Exempt Letter</a>
Non-discrimination & equal employment opportunity policies, and Affirmative Action Plan.	<input checked="" type="checkbox"/>	
Articles of incorporation/bylaws.	<input checked="" type="checkbox"/>	
Brief job descriptions of staff member(s) who would manage the CDBG grant project as well as the resumes of the Chief Program Administrator and Chief Fiscal Officer. Please also attach an organizational chart.	<input checked="" type="checkbox"/>	<a href="#">Org Chart</a>
A letter or resolution from your Board of Directors authorizing the submission of the proposed project. Documentation must be submitted providing the name, title, address and telephone number of each individual authorized to negotiate CDBG contracts.	<input checked="" type="checkbox"/>	
Form used to document income of participants to establish CDBG eligibility if Limited Clientele. If your form does not have HUD's CDBG Income Qualification Guidelines, you will need to use the City's form (download and then upload with agency info.). <a href="#">download template</a>	<input checked="" type="checkbox"/>	<a href="#">Income Verification Form</a>
State of Illinois LLC/CORP Certificate of Good Standing. If you need to authenticate your Certificate, please visit: <a href="http://www.cyberdriveillinois.com/departments/business_services/corp.html">www.cyberdriveillinois.com/departments/business_services/corp.html</a>	<input checked="" type="checkbox"/>	
2014 CDBG Project Milestone Timeline <a href="#">download template</a>	<input checked="" type="checkbox"/>	<a href="#">2014 CDBG Project Milestone Timeline</a>
Project type verification. There are two types: Public Services or Public Facilities. You must download and complete the template form. Also, if you are applying for a public facilities project, a contractor estimate is required with your submittal. <a href="#">download template</a>	<input checked="" type="checkbox"/>	<a href="#">Project Verification (Estimate Included)</a>
Signature Authorization Form and Conflict of Interest <a href="#">download template</a>	<input checked="" type="checkbox"/>	
Funding commitment letters from outside sources (if applicable.)	<input type="checkbox"/>	

\* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 25206

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### City of Elgin CDBG Project Timeline

The City of Elgin's 2014 CDBG Program Year begins on June 1, 2014 and concludes on May 31, 2015. Applicants who can demonstrate their ability to complete their project within the program year will receive a higher priority in the selection process. Potential subrecipients should be advised that all timelines are subject to change and the delays related to HUD's approval, environmental review findings, and any other unforeseen circumstances may impact a project's time framework. Although the City's expectation is that all projects will begin in August of a program year, subrecipients are advised to select projects that are not contingent upon immediate funding. Projects cannot begin until the applicant has executed an agreement with the City and HUD has authorized the City to use its CDBG funding. Additionally, applicants are advised that any studies associated with HUD's required environmental clearance policies will be the responsibility of the subrecipient agency.

List all project milestones and their anticipated work period. There will be an opportunity to update the project timeline after grant notification and before executing a grant agreement. Note: Projects may not begin until the subrecipient receives a notice to proceed from the City.

Task/Activity (Starts June 1, 2014)	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	31-May
City's CDBG Program Begins	X											
HUD approval of City's Annual Plan	X											
Subrecipient notification	X											
HUD authorization to use funding		X	X									
Mandatory Subrecipient Project Management Training with City staff		X										
Sub-recipient Agreements are executed			X									
Project specification development, architect drawings, prepare bid documents, order elevator			X									
Begin bid and contractor procurement, publish RFP				X								
Review period: evaluate submitted bids, accept lowest responsible bidder, schedule pre-construction meeting					X							
Construction begins (Nov 1)						X						
Monitor construction progress (upon delivery of elevator begin installation)							X					
Monitor construction progress								X				
Construction complete									X			
Close out project, conduct final review, final pay-out, programmatic review and reconciliation of accounts										X		

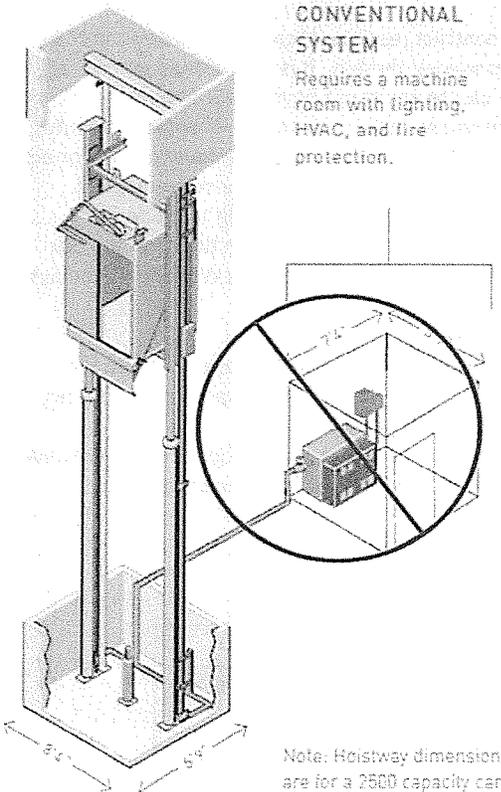


# Machine-roomless holeless hydraulic elevator

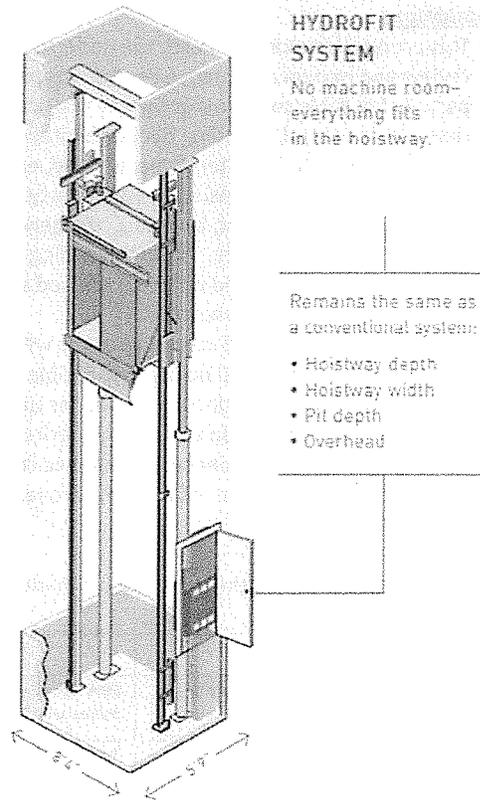
Machine-roomless technology. Now available in holeless hydraulic systems.

The HydroFit elevator is a self-contained system that uses Otis' proven holeless hydraulic design. Key components were redesigned to be more compact and able to fit in a standard hydraulic hoistway, eliminating the need for a machine room.

## HOLELESS HYDRAULIC ELEVATOR



## OTIS HYDROFIT ELEVATOR



**General Clarifications**

1. Our bid is based on the following documents:
- ~~2. Our bid is based on the following lead-times:~~
  - a. Submittals 1-2 weeks
  - b. Manufacturing TBD (scheduling upon receipt of approvals approx. 24 weeks)
  - c. Installation 2 weeks
3. No MBE / WBE participation is included in our proposal.
4. Our quotation is based on normal working hours. Unless specifically noted, overtime is not included.
5. This proposal does not include sales tax.
6. A performance and payment bond is not included in this proposal.
7. If Otis is requested to operate the elevator for other trades or perform work outside of contract, it will be billed at \$150 per man hour regular time, and \$225 per man hour for overtime, plus any expenses.
8. Cost associated with running elevator platforms, temporary use, temporary protection, temporary communication systems, temporary doors, refurbishment, accelerated installation durations, etc. are not included in this proposal. Should temporary use of the elevator be required, a temporary use agreement shall be signed. Additional cost is \$900.00/ month for temporary usage.
9. All inspection fees are included for a final inspection. Should re-inspection be necessary due to code violations caused by the General Contractor or other subcontractors, the General Contractor will be charged a flat rate of \$1,500.00 for the re-inspection plus additional expenses.

**Terms and Conditions**

1. This proposal is submitted with the understanding that any contract resulting therefrom will be subject to review and mutual acceptance of all terms and conditions contained therein. It is conditioned on neither party being liable to the other for any loss, damage or delay due to any cause beyond either party's reasonable control, including but not limited to, acts of government, strikes, lockouts, other labor disputes, fire, explosion, theft, water damage, flood, earthquake, riot, civil commotion, war, malicious mischief or act of God. Under no conditions, shall either party be liable for special, indirect, liquidated, or consequential damages in contract, tort, including negligence, warranty or otherwise, notwithstanding any indemnity provisions to the contrary. Notwithstanding any provision in any contract document to the contrary, our acceptance is conditioned on being allowed additional time for the performance of the Work due to delays beyond our reasonable control.
2. We assume contract and insurance terms will be per Otis standard.
3. It is agreed that Otis shall not be responsible for any Liquidated or Consequential Damages. Should the contract documents require provisions for Liquidated Damages, our bid is contingent upon review of the schedule to assure we can achieve the desired date with our standard lead times.
4. We agree to provide evidence of insurance coverage but cannot name others as additional insured or waive our rights of subrogation. All insurance coverage afforded to you or others shall terminate upon final acceptance of the work.
5. Our proposal is based the following payment terms:

Description	Percent of Total Contract Value / Billing Cycle
Engineering, Material procurement	50% Billed upon award. Due in 30 days or prior to release of factory orders whichever occurs first.
Factory Materials	40% Billed the month before shipment occurs. Due the month material is delivered. Installation will not commence until the material is paid for.
Installation Labor	10% Billed each month as work progresses.
Retention	Portion of 10% held back from all bills and due 30 days after turnover of equipment

6. Our proposal includes our Remote Elevator Monitoring (REM<sup>®</sup>) feature. This feature will be installed during the original installation for the duration of the warranty/maintenance period. Upon expiration of this service period, if the owner elects not to continue maintenance with Otis, it is understood that this REM unit will be removed by Otis from the jobsite and remain in our possession.
- ~~7. All software supplied with the elevator is licensed to you or your successors but only for use with, and for operation of this elevator.~~
10. Our proposal assumes the elevator contract cost and elevator square footage is included under the general building permit. Otis is not responsible for any additional fees above and beyond the cost for elevator plan review by the elevator inspector and the initial elevator inspection.
11. If off-site storage is necessary, you will be charged \$800.00 per month per unit to cover additional material handling, transportation, and storage.
12. Storage of the elevator is to be provided adjacent to the elevator shaft accessible by rollable access or else additional fees may apply.
13. Elevator flooring is by others.
14. All color and finish selections to be made from Otis' standard selections.
15. A hoist beam and pit ladder is to be furnished and installed by others.
16. Grouting between the hoistway entrance sills and the finished floor is by others.
17. Seismic Zone 0 or 1 is assumed. No special seismic provisions are included in our proposal.
18. This proposal includes twelve (12) months of maintenance service to coincide with twelve (12) months of warranty.

#### Job Specific Clarifications

1. Cost associated with running elevator platforms, temporary use, temporary protection, temporary communication systems, temporary doors, refurbishment, accelerated installation durations, etc. are not included in this proposal. Should temporary use of the elevator be required, a temporary use agreement shall be signed. Additional cost is \$900.00/ month for temporary usage.
2. Otis will not supply information such as internal Otis manuals, manufacturing drawings or source code. Any counters, meters, tools, remote monitoring devices, communication devices, or other such equipment that we may use or install to deliver service under this proposal and any resulting contract remains our property, solely for the use of our employees. Such equipment is not considered as part of the elevator. If the contract or subsequent maintenance service is terminated for any reason, we will be given access to the premises to remove such equipment, including the resident software, at our expense. Otis will provide training to the Owner's employees only for the sole purpose of proper operation of the elevators. No training of any kind will be provided to any third party service provider. We have included our standard on-board diagnostic tool capable of troubleshooting and repair. We have not included a handheld adjusting tool or software source code.
3. Please note the elevator warranty begins at the time of final acceptance of the elevator.
4. Please note we will require roll able access from material unloading point to elevator hoistway. Both landings should be left open the full hoistway width for our installation.

## Preparatory Work By Others

The following items must be performed or furnished at no cost to Otis Elevator Company ("Otis") by the Owner or General Contractor or their agents in accordance with governing codes. The price and installation schedule of Otis Elevator Company is based on these job-site conditions existing at the beginning and during installation of the elevator equipment. Failure to provide the items specified in this list will result in additional work or installation

refer to our Installation Handbook for details and dimensions for the following items

All work to be performed per the latest revision of the applicable national code and/or local code.

## General Prep/Work

1. Provide suitable on-site storage area for all elevator equipment, with roll-able access to the elevator hoistway at ground level. A suitable storage area is defined as follows:
  - a- Dry and enclosed under a dried in-building structure.
  - b- Is within 100 ft. of the hoistway.
  - c- Is larger than 25 x 20 ft. per elevator.
2. Provide sufficient on-site refuse containers for the proper disposal of elevator packaging material. Should sufficient refuse containers not be provided, disposal of packaging material shall become the responsibility of the owner.

## General- Hoistway & Pit Prep/Work

1. Provide and install a fixed vertical iron ladder in each pit as required by governing code and located per Otis layouts. Ladder width and projection from wall per local code. If pit depth is greater than 9' 10" (3000mm) [13' 9" (4191 mm) with no floor below bottom landing], a pit access door is required

## Protection from Falls

1. As required by the Occupational Safety and Health Administration (OSHA) 1926.502 B (1-3) a freestanding removable barricade at each hoistway opening at each floor. Barricades shall be 42" (1067mm) high, with mid-rail and kick board, and withstand 200 lbs. of vertical and horizontal pressure.

## Protection From Falling Objects

1. As required by the Occupational Safety and Health Administration (OSHA) 1926.502(j) hoistway protection from falling debris and other trades materials by either:
  - a. Full entrance screening/mesh in front of all elevator entrances
  - b. Secured/controlled access to all elevator lobbies (lock and key) with posted Notice "only elevator personnel beyond this protection."
  - c. Notes:
  - d. Protection from Falls and Falling Objects can be integrated systems.
2. Hoistway barricades and screening shall be constructed, maintained and removed by others.

## Hydraulic- General Prep/Work

1. [Note: Consult with the Otis Construction Superintendent at your location concerning the following paragraph.] To meet the date upon which the elevators are to be turned over, the entrance wall must be installed or rough openings must be filled in [Select <at an agreed upon date.> Or< by \_\_\_\_\_ (date).>]
2. Provide any cutting, including cutouts to accommodate machine-room piping, hall-signal fixtures, patching, and painting of walls, floors, or partitions together with finish painting of entrance doors and frames, if required.
3. Provide the use of a crane to place the cylinder assembly in the hoistway prior to enclosing the top of the hoistway.
4. We require suitable tractor-trailer access to the building for unloading of material. In addition, we need rollable access from unloading point to storage and storage to hoistway area.
5. If you are not ready to accept delivery of the material on the date the machine room is to be ready, you shall give us sufficient notice of a local point where you will accept delivery, and be responsible for all monthly storage fees. An extra charge will be assessed for any double handling or re-transportation of elevator material required by the general contractor/owner or agent thereof.

## Hydraulic- Hoistway & Pit Prep/Work

1. Furnish adequate rail-bracket supports and bracket spacing as required by governing code, from pit floor to top of hoistway. For steel or wood frame construction, adequate backing for a rail bracket to be installed not less than 10'3" (3225 mm) or more than 11'3" (3429 mm) from the

top landing. Furnish separator beams where required. Rail bracket attachment supports must be exposed and flush with the clear hoistway line. If the floor-to-floor height exceeds the maximum bracket spacing allowed by the elevator code, Otis requires some form of steel support to properly attach our guide rail brackets. The maximum allowed bracket spacing is indicated in the rail force and bracket detail table on the Otis layout. Any rail bracket mounting surfaces that are not in line with the finished hoistway dimension (i.e. the clear hoistway line) may need to be extended to meet the required distance. Otis agrees to provide guidance on this matter at the appropriate time.

2. If rail-bracket embedded plates or inserts are provided by Otis, they shall be installed by others in accordance with Otis documentation and instructions.
3. Furnish a dry pit reinforced to sustain vertical forces on car rails and impact loads on cylinder head(s) and buffer(s). The pit must be dry and clean. The elevator pit must have a floor drain or sump pump to prevent the accumulation of water. Location to be coordinated with Otis to avoid all elevator components and access areas. In areas requiring Firefighter's Emergency Operation, a sump pump/drain shall be provided that shall have the capacity to remove a minimum of 11.4 m<sup>3</sup>/h (3,000 gal/h) per elevator (2.2.2.5, ASME A17.1-2007/CSA B44-07.) Otis recommends that the owner verify the system complies with all applicable laws and local codes.
4. Provide a properly framed and enclosed legal hoistway in accordance with all applicable codes. Specifically, provide a hoistway that complies with the following:
  - a- Dry
  - b- Plumb within +1 inch and -0 inches
  - c- Vented as required by governing code authority
  - d- Roof in place
  - e- Inserts, embeds or rail fastening installed
  - f- Steel safety beam in place positioned side to side as shown on Otis layout
  - g- Ready for uninterrupted use by Otis
5. Furnish hoistway walls designed and constructed in accordance with the required fire rating (including those places where elevator fixture boxes and rail-bracket fastenings penetrate the hoistway walls). The hoistway walls are to include adequate fastening to hoistway entrance assemblies. One front entrance wall, at the main landing, is not to be constructed until after all elevator material is located in the hoistway. Remaining front entrance walls are not to be constructed until after door frames and sills are in place. If front walls are poured concrete weight bearing walls, rough openings are to be provided to accept entrance frames and filled in after frames are set. Rough opening size per Otis layouts. Prior to the completion and turnover of the elevator(s), all entrance walls must be installed and rough openings filled in complete to maintain fire rated hoistway requirements.
6. Pipes or ducts conveying gas, vapors, liquids, or any electrical device which are not used in conjunction with the operation of the elevators are not permitted in hoistways or control rooms.
7. Provide and install a steel safety beam per elevator, from side wall to side wall at the top of the hoistway, capable of withstanding a maximum net live load of 5000 lb. (2268 kg). [Roped Hydraulic requires a maximum net live load of 7500 lb. (2835 kg).] Otis requires 2" clear above the beam. Beam must be removed before car is placed in operation if it infringes on required clearance.
8. Glass used in hoistway construction must block 98% or more of incident full-spectrum ultraviolet radiation for the full height of the hoistway.
9. If an emergency door in a blind hoistway is required, provide an outward swinging single section type door with door closer and a self closing barrier per ASME A17.1-2007, section 2.11.1.2. Contact your local Otis personnel for a detailed drawing (AAA26900D\_FMI), showing Otis specific requirements.

### **Machine Room / Machine Space Prep / Work**

1. When a machine room is used, provide a suitable dry machine room with access and ventilation in accordance with all applicable codes and regulations. The machine room is to be maintained at a temperature between 60°F (15.5°C) and 100°F (38°C). When a machine space is used, the machine space will be in the hoistway behind the metal door installed per Hoistway and Pit Prep / Work above with ventilation in accordance with all applicable codes and regulations. The machine space is to be maintained at a temperature between 32°F (0°C) and 104°F (40°C). Relative humidity not to exceed 95% non-condensing. Local codes may require tighter temperature ranges. The temperature and humidity range shall be permanently posted in the machine room / machine space. Please check with your local code authority for the exact requirements in your area.
2. Machine room and Machine space doors to meet code compliant fire resistive construction. When a machine room is used, provide a self closing and self locking door with a group 2 locking device. When a machine space is used, provide a standard 3' x 7' self closing and self locking metal door with a group 2 locking device in the hoistway per Otis layout. In addition, ensure that all air gaps around the machine room / machine space door are sealed (i.e. threshold, weather stripping, etc.). Self closing mechanism cannot protrude into the machine space at any time. The machine space door knob shall have a blank plate on the hoistway side of the door.
3. When a machine space is used, Otis will provide a metal shroud and metal shroud cover to be mounted on the hoistway side of the machine space door frame per Otis layout. The metal shroud will accommodate the mounting of the main electrical feeder system, fused disconnect switch or circuit breaker for car lighting, and the convenience outlet. Conduit knockouts through the metal shroud cover will be required as needed to access the disconnect switches or circuit breakers, and convenience outlet. See Electrical Requirements.  
  
[Note: Consult with the Otis Representative at your location concerning the metal shroud mentioned above for machine space applications.]
4. [Refers to elevators with remote machine rooms requiring buried piping and wire way] Provide trenching and backfilling as necessary to accommodate remote machine room conditions.

fixture boxes, rail bracket fastenings, and any other penetration into the hoistway walls).

2. In the United States provide smoke detectors, located as required, with wiring from the sensing devices to the controller(s) designated by Otis.
  - a. For each group of elevators, provide a normally closed contact representing the smoke detector at the designated return landing.
  - b. For each group of elevators, provide a normally closed contact representing all smoke detectors located in lobbies, hoistways, but not the smoke detector at the designated return landing (see above) or the smoke detectors as described below:
    - 1) If a smoke detector is located in the hoistway at or below the lower of the two recall landings, it shall be wired to activate the same normally closed contact as the smoke detector located in the lobby at the lower of the two recall landings.
  - c. Requirements for intermittently illuminating the fire hat visual signal in the car operating panel, either 1) or 2) must be selected..
    - 1) For a single unit, or group of elevators having one common hoistway, provide one additional normally closed contact representing the hoistway smoke detectors.
    - 2) If the group contains more than one hoistway, and hoistway smoke detectors are installed, provide one normally closed contact for each elevator. The contact is to represent the smoke detectors in the hoistway containing that particular elevator.

3. In Canada provide smoke detectors, located as required, with wiring from the sensing devices to the controller(s) designated by Otis.
  - d. For each group of elevators, provide a normally closed contact representing the smoke detector at the designated return landing and if provided, from the sensing device in the pit.
  - e. For each group of elevators, provide a normally closed contact representing all smoke detectors located in elevator lobbies, but not the smoke detector at the designated return landing (see above), and if provided, from the sensing device in the top of the hoistway.
  - f. For each group of elevators, provide a normally closed contact representing the smoke detector in the elevator machine space.
  - g. If the control space is located at the designated return landing, the smoke detectors located therein shall be wired to activate the same normally closed contact as the smoke detector at the designated landing. For each group of elevators, provide in addition to the above, a normally closed contact representing the sensing devices in the pit or at the top of the hoistway. (For the Fire Hat in the Elevator)

3. In the United States, if sprinklers are installed in the hoistway(s), or machine space(s), a means to automatically disconnect the main line power supply of the affected elevator and any other power supplies used to move the elevator upon or prior to the application of water is required (unless prohibited by local code). Smoke detectors shall not be used to activate sprinklers in hoistway(s), or machinery spaces or to disconnect the mainline power supply.

In addition, when the Automatic Recovery Operation (ARO) is specified, the means provided to automatically disconnect power to the elevator shall be equipped with an additional auxiliary contact that is positively opened when power is removed from the elevator system. This automatically controlled mainline disconnect must be provided with all associated wiring and conduit to the controller.

4. Provide an "ABC" fire extinguisher, minimum 10 lbs for machine space.

### **Electrical Requirements**

1. The Otis equipment as installed requires 440-480 volts, three-phase, 60 hertz and a separate equipment-grounding conductor provided to the controller. (Ref: ANSI/NFPA 70). The three-phase electrical system for the elevators must contain balanced phase voltages when referenced to system neutral. If other than a balanced three-phase system is provided please notify Otis immediately. If building voltage is other than 480 volts a transformer will be required; please reference confirmation of power supply form or contact an Otis representative.
2. Provide a permanent three (3) phase electrical-feeder system with a separate equipment-grounding conductor terminating in the elevator controller located at the top landing. Permanent three (3) phase electrical-feeder to be terminated at the elevator controller at the start of installation of the top landing elevator entrance and the timing of connection to Otis controller shall be coordinated with the elevator installer. Feeder conductors and grounding conductor sized according to elevator current characteristics as shown on the Otis Confirmation of Power Supply form. Feeder conductors and grounding conductor must be copper. A fused disconnect switch or circuit breaker capable of being locked in the open position, for each elevator per the National Electrical Code (ANSI/NFPA 70) or Canadian Electrical Code (C22.1) with feeder

or branch wiring to controller [NEC 620-51] and [620-61(D)], and [620-62]/CEC Rule 38-013(2)(a). The disconnecting means required by the National Electrical Code/CEC shall be provided with all associated wiring and conduit to the controller. Size of main contacts to suit elevator power characteristics. Fuses are to be current limiting class RK1 or equivalent see section B for elevator equipment SCCR. Circuit breakers are to have current limiting characteristics equivalent to class RK1 fuses, see section B for elevator equipment SCCR. Fuses or circuit breakers are to be time delay to cover the full load up accelerating current as listed on the Otis Confirmation of Power Supply form. Feeder conductors and associated wiring to the controller to be sized to limit wiring voltage drop to 5% maximum when delivering elevator full load up accelerating current. In addition, when the Automatic Return Unit (ARU) is specified, the mainline fused disconnect switch or circuit breaker shall be equipped with an auxiliary contacts that is positively opened when the main line disconnect is in the OFF position. Fused disconnect located as required.

3. Provide a dedicated 125 volt, 15 ampere single-phase branch circuit, with a fused disconnect switch or circuit breaker. This disconnect or breaker shall be capable of being locked in the open position and located per the Otis layout. This branch circuit supplies the car lights, car top receptacle, auxiliary lighting power source and ventilation on each car in compliance with the National Electrical Code [NEC620-53] or Canadian Electrical Code [CEC Rule 38-053]. Termination of this circuit shall be in the elevator controller located at the top landing and shall be connected at the same time as the permanent three (3) phase power referenced in the previous paragraph..
4. All 125 volt, 15 or 20 ampere single-phase receptacles installed in pits, machine spaces, shall be of the ground-fault circuit-interrupter type (GFCI). A dedicated single-phase receptacle supplying a permanently installed pit sump pump shall not require GFCI protection.
5. Provide electric power for lights, tools, welding, hoisting, etc. during installation with sufficient power for starting, testing and adjusting the elevator. Provide a 220 volt, 30 ampere single-phase 4 wire electrical supply for platform operation during construction, available at the start of elevator installation.
6. Provide one (1) dedicated outside telephone line, per elevator, and terminated at the controller designated by the Otis construction superintendent. Reference the A17.1 code and the Otis power of confirmation letter for specific requirements.
7. In areas under the jurisdiction of AMSE A17.1-2004/CSA B44 or later where the elevator travel is greater than or equal to 60 feet /18 meters, provide two-way voice communications means that shall enable emergency personnel within the building to establish communications to each car individually without intervention by a person within the car. The communication means shall override communications to the outside of the building and once established shall only be terminated by emergency personnel outside the car. Refer to ASME A17.1-2004 CSA B44 or later, section 2.27.1.1.4 for exact requirements.
8. [Optional] For elevators having an intra building intercom, provide a separate 120 volt, 15 ampere, single phase power supply with fused SPST disconnect switch or circuit breaker, located as required for inter-communicating system power supply. Circuit to be arranged for feeding from the building emergency lighting supply if provided. Conduit and wiring for remotely located inter-communicating stations.
9. [Optional] For installations having emergency (standby) power, provide the standby power unit and means for starting it. The emergency (standby) power unit shall deliver to the elevator via disconnect switches in the control room/space, sufficient power to operate one or more elevators at a time at full rated speed, and rated load.

An automatic power transfer switch for each power feeder to monitor both normal and emergency (standby) power conditions and to perform the transfer from one to the other. Switch to have two sets of normally closed dry contacts, one to be open when the switch is in the emergency (standby) power position; the other to open upon initiation of power transfer and to close when transfer is complete. Switch to have an inhibit function which will delay transfer to normal and/or emergency (standby) power by an adjustable period of 0–300 seconds. Switch shall have a phase monitor feature, which prohibits the transfer of power between “live” sources unless the sources are in phase with each other. If a shunt trip device is provided, an additional normally closed contact, with all associated wiring and conduit to the controller, is required from the emergency (standby) power source. The emergency (standby) power system provided shall comply with ANSI/NFPA 70 requirements 620.91. The table in section “ELEVATOR REGENERATIVE POWER REQUIREMENTS”, on the Otis Confirmation of Power Supply form, contains the elevator system power regenerated under an overhauling load. The information contained in the form is to be used to determine regenerative power absorption capability for the emergency (standby) power distribution system.

Note: The building Emergency (Standby Power) Generator system used to operate the elevator(s) shall be capable of supplying non-linear loads.

You agree to indemnify and save Otis harmless against any and all liability and costs arising out of your failure to carry out any of the foregoing requirements.

# CRAIG A.ESSICK

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cessick7@gmail.com

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## EXECUTIVE PROFILE

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Proven senior military leader and law enforcement supervisor with 31 years military and over 20 years law enforcement experience. Strong problem solving and decision making skills with the ability to develop and implement effective action plans. Excellent communication and presentation skills. Strong leader of character who develops winning teams, inspires commitment, and achieves excellence.

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## PROFESSIONAL EXPERIENCE

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### DETAINEE OPERATIONS DIVISION

Pentagon

#### Director

11/2007 to 07/2011

Provide executive leadership and program management for Detainee Operations and Army Corrections for the U.S. Army.

Lead an Army Staff Division that develops and implements policy for Detainee Operations and Army Corrections.

Manage the many facets of Detainee Operations in Iraq, Afghanistan and Guantanamo Bay, Cuba.

Communicate with senior officials in Department of Defense to include the Office of the Secretary of Defense, Joint Staff, and the Department of the Army Staff on Detainee Operations and Army Corrections matters.

Manage the National Detainee Reporting Center (NDRC) which maintains accountability of all detainees held during the Global War on Terrorism.

### VILLAGE OF STREAMWOOD

Streamwood, IL

#### Police Officer / Sergeant

10/1989 to 01/2000

Assist the Police Commander in planning, directing and supervising the patrol activities of those police officers assigned to our watch group.

Assist the Police Commander in the evaluations of patrol personnel.

Supervise all patrol activities, to include, running roll calls, answering citizen complaints and assisting Patrol officers in all service calls.

Responsible for reviewing and updating policies and general orders as needed, preparing, reviewing and approving all Officer Evaluations, and many additional administrative functions.

Previous assignments:

Administrative Sergeant - Assist the Chief in all Administrative areas to include Budgeting, Policy development and updates, supervising our Records Operations and managing our departments Training program. Conducted the first ever Village of Streamwood Terrorist Threat Assessment to assess and evaluate the Village's vulnerability to a terrorist attack and its ability to respond to such an attack.

Tactical Unit Supervisor - Duties included: review and evaluate all reports and activities within the Tactical Unit. Assign specific duties for follow-up investigation and assist Detectives in their investigations. Oversee the Department's Narcotic Forfeiture Fund.

Tefft Middle School Police Liaison Officer - the First Middle School Liaison Officer in this entire area. Built the program from the ground up. Worked with the Administrators and teaching staff to build a very successful program that included Education, Prevention, Enforcement and Security.

### MILITARY POLICE POLICY DIVISION

Pentagon

#### Acting Director

06/2008 to 12/2008

Provide executive leadership and program management for Law Enforcement, and Physical Security for the U.S. Army.

Lead an Army Staff Division that develops and implements policy for law enforcement, access control, and the physical protection and security of Army personnel, property and assets from threats on installations worldwide.

Provide program oversight for a \$1.4 billion annual budget and validation of over \$7 billion in force protection requirements.

Provide law enforcement and physical security expertise and funding for force protection assessments of all major Army commands and installations worldwide.

**75TH TRAINING SUPPORT DIVISION**

Ft. Sheridan, IL

**Combat Support Branch Chief**

07/2005 to 01/2007

Supervise the Combat Support Branch of the 1st Battle Training Group.  
Successfully accomplish simulation exercises and mobilization training assistance for Army Reserve and Army National Guard units throughout the eight state 75th Division area of responsibility.  
Direct and manage training activities so that all exercises are accomplished in a safe, doctrinally correct, timely, and cost efficient manner in accordance with exercise management guidance.  
Train and mentor Branch personnel to ensure tactical doctrine and technical knowledge proficiency.

**391ST MILITARY POLICE BATTALION**

Columbus, OH

**Commander**

01/2003 to 07/2005

Handpicked to command the 391st Military Police Battalion comprised of approximately 600 soldiers in four Military Police Companies with detachments located in six cities in Ohio.  
Provide administrative and logistical support for a Military Intelligence and a Military Police (Criminal Investigation Command) detachment.  
Responsible for all aspects of command with emphasis on providing ready units capable of being deployed and performing their wartime mission.  
Shortly after taking command, successfully mobilized and deployed a subordinate company to Fort Reilly, Kansas in support of Operation Noble Eagle while simultaneously preparing my headquarters for combat operations in Iraq. Deployed my Headquarters to Abu Ghraib, Iraq.  
Assumed control of the Abu Ghraib prison from the unit whose entire chain of command had been relieved of duty as a result of the abuse scandal. In a very short period of time, implemented measures that improved operations, accountability, and discipline and soldier standards. The significant positive changes were noted during subsequent Inspector General (IG) inspections, by the International Committee of the Red Cross and numerous high level visits including the Secretary of Defense. My battalion conducted operations at the Abu Ghraib Prison for one year during a very challenging time frame and performed duties in a remarkable fashion. Successfully redeployed with all but 2 of my soldiers who were killed in action. My Battalion subsequently received the Army Unit Meritorious Citation.

**JUDSON UNIVERSITY**

Elgin, IL

**Adjunct Instructor**

08/2001 to 12/2003

Instruct basic Law Enforcement courses to Bachelor of Science, Criminal Justice Students.

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**EDUCATION**

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LAW ENFORCEMENT COMMAND AND STAFF University of Louisville, Southern Police Institute	2001
U.S. MILITARY COMMAND AND STAFF US Army Command and General Staff College, Ft. Leavenworth, KS	1997
Master of Science:CRIMINAL JUSTICE AND CORRECTIONS Chicago State University, Chicago, IL	1995
Bachelor of Science:COMPUTER SCIENCE Northern Illinois University, Dekalb, IL	1979

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**MILITARY AWARDS**

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Legion of Merit with 1 OLC  
Bronze Star  
Meritorious Service Medal with 1 OLC  
Army Commendation Medal with 1 OLC  
Army Achievement Medal with 1 OLC  
Army Reserve Component Achievement Medal with 3 OLC  
National Defense Service Medal (2)  
Iraqi Campaign Medal  
Global War on Terrorism Expeditionary Medal  
Armed Forces Reserve Medal W/ Gold Hourglass and with "M" Device  
Combat Action Badge