



240 S. Illinois Route 59, Bartlett, Illinois 60103

**Regular Meeting of Town Board**  
*November 19<sup>th</sup>, 2013*  
**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 – SP4 Lutz R. Bier
  - B. Recognition of Rana Meal Solutions
- V. Reports
  - A. Supervisor’s Report
  - B. Clerk’s Report
  - C. Highway Commissioner’s Report
  - D. Assessor’s Report
  - E. Treasurer’s Report
  - F. Department Reports
- VI. Bill Paying
- VII. Unfinished Business
- VIII. New Business
  - A. Workshop Meeting Minutes of November 2, 2013
  - B. Regular Meeting Minutes of November 5, 2013
  - C. Executive Session Minutes of November 5, 2013
  - D. Resolution Authorizing Retirement/Separation Agreement
- IX. Executive Session
- X. Other Business
- XI. 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

Lane  
630-540-9085  
yes TWP  
OK

## VETERANS HONOR ROLL

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

**NAME:** LUTE R. BIER

**ADDRESS:** 2951 BELLE LANE

**CITY/ZIP CODE:** SCHAUMBURG, IL 60193

**PHONE #:** 847-612-9930 - 847-798-9769 (HOME)

**DATE OF BIRTH:** 30 JAN 1945

**BRANCH OF SERVICE:** ARMY

**HIGHEST RANK ATTAINED:** SP4

**YEARS OF SERVICE: FROM** 66 **TO** 68

**MEDALS AWARDED OR OTHER CITATIONS:**  
\_\_\_\_\_  
\_\_\_\_\_

**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

# DEPARTMENT OF ADMINISTRATIVE SERVICES

Report for October, 2013

SERVICE PROVIDED	OCTOBER 2013	OCTOBER 2012	FYTD 2014	FYTD 2013
<i>Passports</i>	139	124	1,207	1,116
Photo fees	\$515	\$450	\$3,655	\$4,055
Fee deposits	\$3,440	\$2,830	\$29,872	\$32,447
<i>Fishing/Hunting licenses</i>	13	4	95	121
<i>Handicap Placards</i>	15	14	101	130
<i>Cook County vehicle stickers</i>	12	8	239	200
<i>Voter Registration</i>	0	76	7	372
<i>Human Resources Requests</i>	183	152	1,068	933
<i>New Employee Orientations</i>	1	1	11	7
<i>Technology work orders</i>	25	32	164	171
<i>Resident Contacts</i>	2,164	1,957	13,086	12,048
<i>Percent of Budget Expended (58% of year)</i>	6.2%	6.3%	47%	42.2%
<i>Grant application submissions</i>	1	0	6	6

## Department Highlights

- The Board strategic planning retreat is scheduled for Friday, November 22 at 1pm at the Izaak Walton Center. Consultants from the Northern Illinois University Division of Public Administration will be conducting the retreat again this year.
- Six month performance evaluations were completed for all full-time staff on October 4.
- The new human resources software, BambooHR, has been implemented and is being used by all employees as of October 16.
- Attended the Hanover Park TIF meeting on October 23.
- Attended the Illinois Township Management Academy at NIU Naperville on October 25 and November 1. The topics of discussion were: Social Media, Ethics and Accountability, Employee Performance, and Interpreting Board Policy.
- Currently advertising for the Emergency Services Director position. Resumes are due on November 30. First round interviews will be scheduled for December.
- Currently conducting security trainings with all Township staff. Trainings will be complete before the Thanksgiving holiday.
- The Strategic Grant Workgroup collaborated on a grant for the food pantry, developed a quantitative scoring tool to evaluate grant RFPs, created a standardized RFP summary format, and is going to select a second grant to work on the first week in November.

### *Hanover Township 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.*

# OFFICE OF THE ASSESSOR

Report for October, 2013

SERVICE PROVIDED	OCTOBER 2013	OCTOBER 2012	FYTD 2014	FYTD 2013
<i>Administration</i>				
Office visits	549	345	2366	1827
Building permits processed	552	348	2899	2797
Sales recording	226	146	1002	782
Change of Name*	20	17	90	60
Property tax appeals	395	228	974	335
Certificate of Errors	24	53	316	457
Property location updates	5	1	9	8
New owner mailings	226	100	643	551
Long time occupants*	1	1	6	18
<i>Exemptions</i>				
Homeowner exemptions	-	-	15	13
Senior home owner exemptions	-	-	21	120
Senior freeze exemptions*	-	3	61	213
Miscellaneous exemptions	8	16	67	77
<i>Foreclosures</i>	36	76	377	238

\* Denotes notary requirement

## Department Highlights

- Extended Tuesday hours, open until 6:00 p.m. – October had a total of 3 visitors after 4:30pm.
- For Thursday's at the Community Relations Office – October we had a total of 8 visitors.
- We have a total of 1139 e-mails on our contact list. 56 e-mails added this month.
- Foreclosures September 2013 16%. Foreclosures September 2012 53%.
- Assessor appeals were September 9 thru October 9 with a total of 1256 visitors and 974 appeals filed thru our office.

*Office of the Assessor Mission Statement:*

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

# OFFICE OF COMMUNITY HEALTH

Report for October, 2013

SERVICE PROVIDED	OCTOBER 2013	OCTOBER 2012	FYTD 2014	FYTD 2013
<i>Appointments</i>				
ProTimes	28	31	168	196
TB skin test	6	10	44	75
Cholesterol	5	13	52	139
Pharmaceutical Assistance Programs	11	4	50	42
Miscellaneous labs	13	22	74	90
Other	78	87	452	335
<i>Clinic Clients</i>				
Senior Center/home visits	130	N/C	717	N/C
Astor Avenue	18	30	101	141
Community Relations Office	8	20	47	72
Offsite clinics	21	19	58	150
Total clients (unduplicated)	75	N/C	464	N/C
<i>Public Education &amp; Health Promotion</i>				
Media coverage	8	0	37	26
Informational seminars & programs	16	4	84	27
Program Participants	167	N/C	947	N/C
<i>Primary Care Provider Support</i>	6	20	61	114
<i>Phone Triage</i>	475	781	2697	4671
<i>Embracelet Program</i>	2	11	24	52

## Department Highlights

- Attended Ecker Center Crisis Residential Program Open House on Thursday, October 3<sup>rd</sup>.
- Attended Oktoberfest fundraiser on Friday, October 4<sup>th</sup>.
- Attended open house for Lacey Park on Saturday, October 5<sup>th</sup>.
- OCH hosted KidCare Medical immunization clinic on Thursday, October 10<sup>th</sup>. 16 immunizations were administered.
- Director and Community Health Nurse attended *Matter of Balance* training for falls prevention program on Wednesday, October 16<sup>th</sup> and will partner with senior services to provide falls prevention course to seniors in January 2014.
- Director gave presentation on Healthy Eating for the Holidays at Astor Avenue on Monday, October 21<sup>st</sup>.
- Provided health screenings and education on the Affordable Care Act at Streamwood Park District on Tuesday, October 22<sup>nd</sup>.
- Flu vaccines were administered to Emergency Services volunteers on Wednesday, October 23<sup>rd</sup>.
- OCH hosted a breast cancer awareness event with St. Alexius Breast Care Center on Thursday, October 24<sup>th</sup>. Hanover Township employees also participated in Wear Pink Day for breast cancer awareness.
- Director attended the Illinois Township Management Academy in Naperville on Friday, October 25<sup>th</sup>.
- OCH partnered with Midwest Hearing Consultants to offer free hearing screenings to residents on Wednesday, October 30<sup>th</sup>.

### *Office of Community Health Mission Statement:*

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

# OFFICE OF COMMUNITY AND VETERANS AFFAIRS

Report for October, 2013

SERVICE PROVIDED	OCTOBER 2013	OCTOBER 2012	FYTD 2014	FYTD 2013
<i>Website Visits</i>	6,992	7,028	52,356	45,155
<i>Facebook Likes</i>	8	0	627	579
<i>Media Releases</i>	4	6	37	42
<i>Veteran Contacts</i>	N/A*	7	N/A*	56
<i>Total Veterans served</i>	N/A*	5	N/A*	32
<i>Total Resident Contacts (Elgin office)</i>	181	200	1,172	1,185

(\* = not available at time of submission)

## Department Highlights

- Coordinated and participated in Lacy Park Community Forum neighborhood promotion walk on Friday, October 4 with Supervisor McGuire, Trustee Krick, Commissioner Ochoa and Clerk Dolan Baumer
- Coordinated and participated in Lack Park Community Forum on Saturday, October 5 at Lacy Park
- Met with Cook County Forest Preserve staff on October 9 at the Lion Bridge at IL Route 58 and IL Route 59 in Hoffman Estates to discuss potential Heritage Marker
- Participated in wrap meeting for Health Expo on October 10
- Participated in Rana Food Pantry visit on October 15
- Met with representative of the Streamwood Historical Society to discuss potential programming at the Izaak Walton Center and Reserve
- Produced Township newsletter that arrived in resident mail boxes on November 1
- Attended Illinois Township Management Academy on Friday, October 25 at NIU Naperville campus
- Joined Supervisor McGuire in attending the annual Woodland Meadows Fawn Lane “Make a Difference Day” event at Jane Parker’s residence. Food and winter wear were collected and donated to the Food Pantry
- Met with Employment Services staff to discuss marketing strategies for Employment Services on October 28
- Conducted site visit of Senior Services staff at the Izaak Walton Center and Reserve to discuss programming on October 29
- Met with Peg Saintcross, Coordinator of the Legacy Corps for Lutheran Social Services of Illinois to discuss Veterans programs for HT residents on October 30
- Conducted site visit of OCH staff at the Izaak Walton Center and Reserve to discuss programming on October 30

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# DEPARTMENT OF EMERGENCY SERVICES

Report for October, 2013

SERVICE PROVIDED	OCTOBER 2013	OCTOBER 2012	FYTD 2014	FYTD 2013
<i>Volunteers</i>				
Total volunteers	29	31	31	31
New volunteers	2	2	8	10
Volunteer hours	317.25	159	2315.75	1964.5
<i>Training</i>				
Total hours	127	123.5	797.25	876.5
<i>Details</i>				
Township events	1	2	18	17
Municipal Event Assistance	4	2	37	28
Emergency call outs	4	7	34	35
Safety Patrols	4	1	25	12
Miscellaneous	2	0	22	3

## Department Highlights:

- There were emergency calls for assistance from multiple agencies. Bartlett Police Department requested assistance at the train collision and Streamwood Police Department for traffic assistance at a sink hole in the roadway.
- Streamwood Police Department requested the Search and Rescue Team for a missing juvenile. The individual was located prior to arrival but after speaking with the Officer In Charge it was determined that HTES was requested within 90 minutes which is great progress.
- We continued our traffic assistance at Streamwood High School football games. Streamwood Police Department no longer assigns an officer for traffic and relies on HTES Responders to provide the service.
- Twice the Search and Rescue Team was requested for emergency searches both in Will County. Mutual aid was also provided twice for non-emergency searches. HTES UTV was requested at an emergency search in Marseilles and responded but subject was located prior to arrival by a mounted team.
- Dir. Dexter, Cpl. Hanson, Responders Simandl, and Marocchi attended the Search and Rescue Conference in Bloomington, IL.
- Responders trained on patient extraction utilizing the UTV which will be utilized in November at a full scale exercise in Kendall County.
- Responder Mike Smith completed ICS 300 Incident Command for Expanding Incidents.
- New light truck 122 was received, equipped, and placed in service.
- One Expedition was outfitted and placed in service, the other has been sent in to get set up.
- Dir. Dexter held a meeting with Elgin Fire Department command staff and presented the assets that HTES has to offer their Department.

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# DEPARTMENT OF FACILITIES & MAINTENANCE

Report for October, 2013

SERVICE PROVIDED	OCTOBER 2013	OCTOBER 2012	FYTD 2014	FYTD 2013
<i>Administration</i>				
Vehicle service calls	23	48	204	283
Work orders	78	61	382	518
Event set-ups/tear downs	180	164	1,049	1,118
<i>Energy Efficiency – Electricity (Kw)</i>				
Astor Avenue Community Center	3,174	3,166	20,418	24,866
Town Hall	8,700	7,200	59,940	63,960
Senior Center	43,781	39,329	256,143	303,652
<i>Energy Efficiency – Gas (Therms)</i>				
Astor Avenue Community Center	10.17	96.14	594.90	606.67
Town Hall	116.05	239.84	2350.14	823.18
Senior Center	1,452.71	1,347.72	11,136.02	10,637.86

## Department Highlights

- Completed the first phase of Lacy Park transformation. The Maintenance Department staff removed all the asphalt and stone from the basketball and tennis courts and then replaced with topsoil. We will need to go back over it in the spring to top dress the soil. Installed Hanover township signs, removed 6 dead trees and installed dog waste bags and garbage cans.
- Moved Maintenance staff back to Izaak Walton to continue renovations to that building. Had outside contractor repair the fireplace. Completed renovations to the main floor bathroom. Completed reception area and 2 new offices started renovations to the loft area as well as started painting the main room.
- We had 3 bus break downs and Maintenance staff was able to make repairs in the field to avoid expensive towing bills. Also Maintenance Mechanic Dennis Grzesiak recently completed another level of ASE Certification. In addition to his Master Diesel technician certification he is now a Master automotive technician.
- Operations manager Rick Nelson attended the Illinois Township Management Academy.
- Maintenance staff completed all winterizing to the plumbing in Runzel Reserve. Also assembled new benches in Runzel Reserve.
- Installed a new door at Astor Avenue in the back office area.

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# HIGHWAY DEPARTMENT

Report for October, 2013

SERVICE PROVIDED	OCTOBER 2013	OCTOBER 2012	FYTD 2014	FYTD 2013
<i>Winter Season</i>				
Snow (inches)				
Salt (tons)				
Overtime hours				
<i>Fall Season</i>				
Branch pick-up (truckloads)	8	6	19	50

## Department Highlights

- Continue monthly brush pick up service along with grass cutting.
- Light Improvements (Phase 1) continue in Bridlewood Subdivision
- Sidewalk repairs to begin shortly in Bridlewood
- Winter PM's to begin soon
- Finished Road Striping

*Hanover Township Mission Statement:*

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

# OFFICE OF THE MENTAL HEALTH BOARD

Report for October, 2013

SERVICE PROVIDED	SEPTEMBER 2013	SEPTEMBER 2012	FYTD 2014	FYTD 2013
<i>Grant Funding</i>				
New clients	135	202	2,546	2,343
Ongoing Clients	454	555	NC	NC
Closed Cases	50	164	1,020	834
Prevention Programming Presentations	41	10	171	106
Number in audience	916	181	4,295	3,149
<i>TIDE</i>				
Participants	6	7	7	7
Rides	112	190	589	866
<i>Resource Center</i>				
Organizations providing services	5	5	5	5
Clients served	52	70	292	389

## Department Highlights

- The Mental Health Board met on October 22 and approved the following grant requests
  - A capital grant was approved for the Boys and Girls Club of Elgin in the amount of \$10,000 to support club house renovations which will encourage expansions in programming
  - Lutheran Social Services of Illinois was awarded a \$15,000 challenge grant to support the expansion of the Legacy Corps program into Hanover Township. Legacy Corps aims to enhance independent living for Veterans and military families, a range of caregivers and Veterans supportive services. They will be working on outreach with the Department of Community and Veterans Affairs.
  - Alexian Brothers Center for Mental Health was awarded an \$8,000 emergency grant which will allow the C-Hope program to continue its second day of services through the end of the fiscal year.
- Unfortunately, Larkin Center closed its doors on Friday October 19. We have been working with their transitional team to provide any support needed. Lawrence Hall Youth Services of Chicago will take over 4 group homes and some programming. Ecker Center will take over an adult residential home as well as the community/adult counseling program.
- In September, the MHB awarded Larkin Center a capital grant for less than \$2,000 to support the purchase and installation of safety doors for the Shady Oaks Group Home, which is within the Township boundaries. The transitional team at Larkin requested for permission to transfer the grant to Lawrence Hall Youth Services, providing agency documentation, since Lawrence was taking over services at the location. The MHB discussed and approved this change since it is needed to bring the home up to code.
- Continued working with Alexian Brothers and HT Senior Services on C-Hope funding concerns. The group has been meeting to discuss overall options for funding, revenue, and long term sustainability.
- Attended Association of Community Mental Health Authorities of Illinois meeting of the Cook County 708 Boards. The meeting focused on identifying issues that are unique to Cook County 708 Boards so we can meet on a regular basis to address issues and share resources.
- Reached out to agencies behind in their monthly reporting and quarterly payments to ensure they get up to date on submissions.

*Mental Health Board Mission Statement:*

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

# DEPARTMENT OF SENIOR SERVICES

Report for October, 2013

SERVICE PROVIDED	OCTOBER 2013	OCTOBER 2012	FYTD 2014	FYTD 2013
<i>Programming Division</i>				
Planned programs	207	199	1339	1172
Participants	2321	1758	13102	12706
Participants (unduplicated)	587	383	1313	827
Wait listed (unduplicated)	93	82	546	483
Art & Computer classes	64	42	351	307
Art & Computer class participants	419	363	2451	2826
New volunteers	6	2	52	60
Total volunteers (unduplicated)	121	116	239	209
Volunteer hours reported	1580	1603	11119	11235
Meals delivered by volunteers	383	1008	5517	6899
<i>Social Services Division</i>				
Clients served (unduplicated)	297	302	823	874
Clients served (duplicated)	505	n/c	2898	n/c
Energy Assistance	100	126	477	441
Prescription drugs & health insurance assistance	170	164	538	980
Social Service programs	12	9	77	61
Social Service program participants	157	92	669	620
Lending Closet transactions	100	41	561	371
<i>Transportation Division</i>				
One way rides given	1929	1893	12744	12606
Individuals served (unduplicated)	250	215	591	579
New riders	18	24	141	131
Unmet requests for rides	55	15	259	181

## Department Highlights

- Staff attended a Gambling Addiction Counseling training seminar conducted by Renz Center.
- Six month annual performance evaluations have been completed.
- Township Management Academy was attended by two staff persons.
- Out Trips: Chicago Architectural River Tour, Chicago Crime Tour, Art Institute, Lunch Bunch, Jumer's Casino, Drury Lane. At the Center: Bingo, Cooking Class, Daisy's Girls, Scarecrow Play Day, A Taste of Italy, Chili Fest, Handwriting Analysis, Billiards Tournament, Commit to Get Fit, Pizza & Movie, Memoir Writing, French Class, TRIAD, Free Movie, Evening Mixer, Supper Club, Music Program, Silver Screen with Supervisor, Book Clubs. Visual Arts: Color Pencil, Holiday Cards, Oil Painting, Ceramics, Polymer Clay, Shaving Cream Notecards, Watercolor & Wine. Computer: Calendars, Christmas Cards, Ebay, one-on-one tutoring.
- Elgin: Paintbrush Conquest, Demystifying Food Labels, Prebiotics & Digestive Health, Facts on Fiber & Protein, Hydration & Carbohydrates.
- Over 40 individuals attended a presentation on the Affordable Care Act's Health Insurance Marketplace.
- All Social Services staff attending annual SHIP training, online Gambling Addiction training, and Certified Application Counselor (CAC) training. Three new Social Services receptionist volunteers were trained. The annual Adopt-A-Senior program received over 70 applications of which Fellowes has chosen 25 to sponsor.

### *Senior Services Mission Statement:*

*With respect, innovation and a dedication to excellence, Senior Services is committed to facilitating programs and services that promote independence, a sense of community, and well being for mature adults in Hanover Township.*

# DEPARTMENT OF WELFARE SERVICES

Report for October, 2013

SERVICE PROVIDED	OCTOBER 2013	OCTOBER 2012	FYTD 2014	FYTD 2013
<i>General Assistance</i>				
General Assistance clients	21	22	144	166
General Assistance appointments	49	57	373	420
Emergency Assistance appointments	44	44	204	271
Emergency Assistance approved	11	5	62	39
Crisis intake clients	382	369	1620	2080
Access to Care	1	7	53	64
<i>LIHEAP Applications/PIPP Recertifications</i>				
Office	135	99	483	572
Circuit Breaker	2	0	15	4
<i>Social Services</i>				
ComEd Hardships	5	11	57	89
Weatherization	Closed	Closed	Waitlist	3
<i>Food Pantry</i>				
Served (Households)	905	870	6032	6637
New applications	125	167	676	973
Food Donations	70	49	411	436
<i>Community Center Walk-Ins</i>	395	489	2428	3229

## Department Highlights

- Employment Services continues to show increased numbers in the number of residents utilizing the program. In October 16 residents were placed in permanent positions bringing the number to 67 for FYTD14. 77 residents FYTD14 have been interviewed for employment opportunities.
- LinkedIn has increased to 727 connections for Employment Services.
- Employment Services has added a computer to be used by residents seeking employment.
- New business in town – Harbor Freight Tools held interviews onsite at the Community Center with more than 40 interviewees interviewed for local positions in Hanover Park.
- The Community Center hosted a pizza party for Fire Prevention week. The Hanover Park Fire Department provided information materials and training as well as brought vehicles for the 35 children and residents in attendance.
- The Community Center hosted its 4<sup>th</sup> Annual Halloween Party with more than 200 in attendance. Emergency Services was on site to help with crowd control, safety and parking.
- Holiday programming continues and as of Friday, November 8<sup>th</sup> 398 applications have been submitted for a total of 1070 children of those 238 families have been sponsored for a total of 667 children. Children to Sponsors. Applications continue to be accepted.
- Director of Welfare Services, Case Manager and Employment Services Manager attended two management seminars at Northern Illinois University.
- CEDA continues to offer Emergency Relief services at Astor Avenue the first and third Thursday of each month and employment counseling the first Thursday of every month.
- Welfare Services participated in many community events including: Lacy Park Opening, Streamwood and Bartlett Fire Department Open Houses, Elgin Bible Church Food Drive to Benefit the Food Pantry, and Spooktacular at Heritage Elementary School.
- We look forward to our meal box giveaway on November 26<sup>th</sup> beginning at 10:30 am. at the Village Church on West Bartlett Road in Bartlett.

### *Welfare Services Mission Statement:*

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

# DEPARTMENT OF YOUTH AND FAMILY SERVICES

Report for October, 2013

SERVICE PROVIDED	OCTOBER 2013	OCTOBER 2012	FYTD 2014	FYTD 2013
<i>Outreach &amp; Prevention</i>				
Open Gym participants	1115	1662	6025	5957
Open Gym participants (unduplicated)	367	538	867	962
Alternative to Suspension referrals	30	9	105	65
Alternative to Suspension participants	347	111	937	610
Alternative to Suspension participants (unduplicated)	97	47	122	92
<i>Clinical</i>				
Therapy clients	252	351	1800	2458
Therapy clients (unduplicated)	178	112	358	284
New clients (unduplicated)	8	14	75	77
Clinical hours	281	292	1840	1616
Group session participants	981	766	3105	2732
<i>Tutoring Participants</i>				
Total	205	135	726	690
Unduplicated	84	64	180	156

## Department Highlights

- Darrell P. Wheeler, PhD, MPH, ACSW, Dean of Loyola University, Chicago, School of Social Work conducted a site visit with Hanover Township Youth and Family Services on October 7, 2013. Purpose of the visit was to further develop our partnership in conducting research within Hanover Township.
- The National Board of Social Services from Denmark visited Hanover Township Youth and Family Services on October 9, 2013. The Boards visit was to learn more about Hanover's successful PBIS work and partnership with School District U-46.
- John Parquette, LCSW, and Susan Alborell, LCSW, attended a luncheon with School District U-46 PBIS leadership, Dr. Torres, and the National Board of Social Services of Denmark on October 8, 2013.
- Hanover Township Youth and Family Services hosted a PBIS Touchback Quarterly Meeting for Elgin High School and their community partners on October 9, 2013. The National Board of Social Services from Denmark attended to learn more about Elgin's PBIS work and partnerships.
- Youth and Family Services staff participated in Canton Middle School's Anti-Bullying Rally on October 9, 2013.
- Susan Alborell, LCSW, presented on Hanover's work with School District U-46 at the Illinois PBIS Statewide Educational Conference on October 10 & 11, 2013.
- John Parquette, LCSW, met with Tracey Jakaitis, U-46's new Coordinator of Student Wellness and Physical Education, to discuss further developments with the Open Gym Program on October 18, 2013.
- Alejandra Chacon presented at Elgin High School's Parent University on October 19, 2013.
- John Parquette, LCSW, and Susan Alborell, LCSW, attended the PBIS Statewide Leadership Team Meeting in Normal, IL, on October 30, 2013.

### *Youth & Family Services Mission Statement:*

*The mission of Hanover Township Youth and Family Services is the prevention of juvenile delinquency and the promotion of positive development in young people. This is accomplished by providing services which help to strengthen families, to provide outreach to children and teens at risk of school failure and delinquency, and to contribute to the building up of a healthier community for all Township youth.*

**Hanover Township**  
 Board Audit Report  
 From 11/6/13 to 11/19/13

	Subtotal	Alexian Invoices	Total
Total Town Fund	47,618.99	910.00	48,528.99
Total Senior Center	22,166.58		22,166.58
Total Welfare Services	2,503.38		2,503.38
Total Road and Bridge	4,753.18		4,753.18
Total Mental Health Board	37,894.78	2,415.00	40,309.78
Total Retirement	0.00		
Total Vehicle	1,259.95		1,259.95
Total Capital	31,740.42		31,740.42
Total All Funds	<u>147,937.28</u>	<u>3,325.00</u>	<u>151,262.28</u>

The above "Subtotal" column has been approved for payment this 19th day of November 2013.

The above "Total" column has been approved for payment this 19th day of November 2013.

\_\_\_\_\_  
 Supervisor

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

\_\_\_\_\_  
 Supervisor

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

\_\_\_\_\_  
 Trustee

1:52 PM

11/15/13

Accrual Basis

# Hanover Township Board Audit Report November 6 - 19, 2013

Type	Date	Num	Name	Memo	Amount
<b>1103 · Senior Center - Revenue</b>					
<b>1103500 · Senior Programs</b>					
Check	11/15/2013	102083	Suzanne Blevins	Wicked Refund	98.00
Check	11/15/2013	102096	Bob Hardison	Wicked Refund	98.00
Total 1103500 · Senior Programs					196.00
Total 1103 · Senior Center - Revenue					196.00
<b>1014 · Town Fund - Expenditures</b>					
<b>101CAP · Capital Expenditures</b>					
<b>1014430 · Computer Equipment &amp; Software</b>					
Check	11/08/2013	To Print	JP Morgan Chase	HR Software Monthly Subscription	199.00
Check	11/08/2013	To Print	JP Morgan Chase	Server Backup Monthly Subscription	150.00
Check	11/12/2013	101929	Current Technologies Corporation	Inv# 710594 Network Labor	1,543.75
Total 1014430 · Computer Equipment & Software					1,892.75
Total 101CAP · Capital Expenditures					1,892.75
<b>101CHN · Community Health</b>					
<b>1014453 · Printing</b>					
Check	11/12/2013	101945	Interact Business Products, LLC	Inv# 88787 Copy Charges	57.35
Total 1014453 · Printing					57.35
<b>1014454 · Travel</b>					
Check	11/08/2013	To Print	JP Morgan Chase	Township Management Academy - Smith	300.00
Check	11/12/2013	101919	Hoch, Keely P	Mileage Reimbursement	46.22
Total 1014454 · Travel					346.22
<b>1014456 · Community Affairs</b>					
Check	11/08/2013	To Print	JP Morgan Chase	Smoking Cessation Materials	60.00
Check	11/15/2013	102071	Hadley-Roma	Emergency Bracelets	100.00
Total 1014456 · Community Affairs					160.00
<b>1014465 · Medical Supplies</b>					
Check	11/15/2013	102103	PSS World Medical, Inc.	Inv# 87998217 Hand Sanitizer/Ibuprofen/Optics Cassette	427.11
Check	11/15/2013	102103	PSS World Medical, Inc.	Inv# 88107017 Screening Supplies	42.00
Check	11/15/2013	102103	PSS World Medical, Inc.	Inv# 88202984 Blood Test Strip Kits	216.77
Total 1014465 · Medical Supplies					685.88
<b>1014466 · Communications</b>					
Check	11/12/2013	101956	Sprint	Acct# 897162515 Monthly Charges	59.24
Total 1014466 · Communications					59.24
Total 101CHN · Community Health					1,308.69
<b>101CVA · Community &amp; Veteran Affairs</b>					
<b>101CMA · Community Relations</b>					
<b>1014611 · Education &amp; Training</b>					

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## Hanover Township Board Audit Report November 6 - 19, 2013

Type	Date	Num	Name	Memo	Amount
Check	11/08/2013	To Print	JP Morgan Chase	Township Management Academy - T. Kuttnerberg	300.00
Total 1014611 · Education & Training					300.00
<b>1014614 · Printing</b>					
Check	11/12/2013	101934	Cartridge World	Inv# 4313 Ink Cartridges (9)	104.91
Total 1014614 · Printing					104.91
<b>1014615 · Postage</b>					
Check	11/08/2013	To Print	JP Morgan Chase	Lacy Park Community Event Mailing Postage	184.00
Total 1014615 · Postage					184.00
<b>1014617 · Equipment &amp; Furniture</b>					
Check	11/15/2013	102113	Wells Fargo Financial Leasing	Acct# 603-0090075-002 Copier Machine Rental	62.50
Total 1014617 · Equipment & Furniture					62.50
<b>1014619 · Office Supplies</b>					
Check	11/08/2013	To Print	JP Morgan Chase	Izaak WaltonCreek Cleanup Refreshments	21.34
Check	11/08/2013	To Print	JP Morgan Chase	Lacy Park Community Event Mailing Address Labels/Gluesitck	15.99
Check	11/08/2013	To Print	JP Morgan Chase	Office Cleaning Supplies	25.10
Total 1014619 · Office Supplies					62.43
<b>1014620 · Satellite Office Programs</b>					
Check	11/12/2013	101921	Ace Coffee Bar	Inv# 2940:320151 Coffee Supplies	100.52
Total 1014620 · Satellite Office Programs					100.52
<b>1014621 · Satellite Office Utilities</b>					
Check	11/12/2013	101933	City of Elgin	Acct# 413720-6423 Monthly Charges	24.75
Total 1014621 · Satellite Office Utilities					24.75
<b>1014622 · Satellite Office Lease</b>					
Check	11/15/2013	102081	Renz Center	December CRO Rent	2,181.00
Total 1014622 · Satellite Office Lease					2,181.00
<b>1014623 · Satellite Office Phone &amp; Intrnt</b>					
Check	11/15/2013	102072	Kuttnerberg, Thomas W	November 2013 Cell Phone Reimbursement	50.00
Check	11/15/2013	102116	Comcast (CRO)	Acct# 8771 20 032 0786276 Monthly Internet Charges	191.45
Total 1014623 · Satellite Office Phone & Intrnt					241.45
<b>1014624 · Travel</b>					
Check	11/15/2013	102072	Kuttnerberg, Thomas W	Mileage Reimbursement	82.77
Total 1014624 · Travel					82.77
<b>1014625 · Communications</b>					
Check	11/15/2013	102115	Breese Journal & Publishing Company	Inv# 82421 Hanover Happenings (1,000)	7,681.30
Total 1014625 · Communications					7,681.30
<b>1014629 · Dues and Subscriptions</b>					
Check	11/12/2013	101920	Monegato, Holly N	Notary Application Fee - H. Monegato	10.00

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## Hanover Township Board Audit Report November 6 - 19, 2013

Type	Date	Num	Name	Memo	Amount
Check	11/12/2013	101961	Township Perspective	Township Perspective Yearly Subscription	25.00
Total 1014629 · Dues and Subscriptions					35.00
<b>1014630 · Veteran Honor Roll</b>					
Check	11/15/2013	102117	Bartlett Volunteer Fire Association	Veterans Honor Roll Room Rental Fee	250.00
Total 1014630 · Veteran Honor Roll					250.00
Total 101CMA · Community Relations					11,310.63
Total 101CVA · Community & Veteran Affairs					11,310.63
<b>101ES · ES - Expenditures</b>					
<b>1014802 · Equipment</b>					
Check	11/12/2013	101930	Chief Supply Corp.	Inv# 334918 AED Bag	158.65
Check	11/15/2013	102087	Chief Supply Corp.	Inv# 336607 Reusable HE	86.99
Total 1014802 · Equipment					245.64
<b>1014803 · Uniforms</b>					
Check	11/12/2013	101951	Ray O'herron Co., Inc.	Inv# 1334132 Uniform Shirt	184.98
Total 1014803 · Uniforms					184.98
<b>1014807 · Miscellaneous</b>					
Check	11/08/2013	To Print	JP Morgan Chase	Lunch Meetings (3)	66.37
Total 1014807 · Miscellaneous					66.37
<b>1014808 · Education / Training</b>					
Check	11/08/2013	To Print	JP Morgan Chase	IESA Membership Dues (6)	150.00
Check	11/08/2013	To Print	JP Morgan Chase	ISARC Conference Meals/Lodging/Fuel (4)	813.02
Total 1014808 · Education / Training					963.02
<b>1014809 · Pre-Volunteer Screening</b>					
Check	11/15/2013	102111	Verify (XHANEM)	Inv# 824757 Background Check	16.00
Total 1014809 · Pre-Volunteer Screening					16.00
<b>1014812 · Volunteer Appreciation</b>					
Check	11/08/2013	To Print	JP Morgan Chase	Member Appreciation Supplies/Refreshments	65.00
Total 1014812 · Volunteer Appreciation					65.00
<b>1014814 · Communications</b>					
Check	11/12/2013	101956	Sprint	Acct# 897162515 Monthly Charges	35.20
Total 1014814 · Communications					35.20
Total 101ES · ES - Expenditures					1,576.21
<b>101FOO · Food Pantry</b>					
<b>1014161 · Utilities</b>					
Check	11/12/2013	101967	Village of Hanover Park	Acct# 22510-39440 Water/Sewer	169.81
Check	11/15/2013	102091	Com Ed 016 (Astor)	Acct# 8584152016 Monthly Charges	312.56

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## Hanover Township Board Audit Report November 6 - 19, 2013

Type	Date	Num	Name	Memo	Amount
Check	11/15/2013	102101	Nicor 65	Acct# 65-08-57-1000 5 Monthly Charges	41.35
Check	11/15/2013	102102	Nicor 75	Acct# 75-08-57-1000 4 Monthly Charges	81.32
Total 1014161 · Utilities					605.04
Total 101FOO · Food Pantry					605.04
<b>101ISE · Insurance &amp; Employee Benefits</b>					
<b>1014507 · Flex Plan &amp; 457 Plan</b>					
Check	11/12/2013	101932	CPI Qualified Plan Consultants, Inc.	Inv# 138804-169215 457 Plan Fees	762.50
Total 1014507 · Flex Plan & 457 Plan					762.50
Total 101ISE · Insurance & Employee Benefits					762.50
<b>101LEA · Legal &amp; Auditing</b>					
<b>1014502 · Legal Services</b>					
Check	11/12/2013	101946	Kopon Airdo, LLC	Inv# 190-0001 12502 Legal Fees	8,170.41
Total 1014502 · Legal Services					8,170.41
Total 101LEA · Legal & Auditing					8,170.41
<b>101MAIN · Facilities Maintenance</b>					
<b>1014202 · Office Supplies</b>					
Check	11/15/2013	102107	Staples	Inv# 3213060140 Receipt Book	61.53
Total 1014202 · Office Supplies					61.53
<b>1014205 · Janitorial Supplies - Town</b>					
Check	11/15/2013	102082	Bade Paper Products, Inc	Inv# 191457 Fold Towels/Cleaner	199.85
Total 1014205 · Janitorial Supplies - Town					199.85
<b>1014206 · Janitorial Supplies - Senior</b>					
Check	11/08/2013	To Print	JP Morgan Chase	Drain Gel	44.35
Total 1014206 · Janitorial Supplies - Senior					44.35
<b>1014209 · Building Contracts</b>					
Check	11/12/2013	101953	Orkin Pest Control (Town)	Inv# 86963331 Pest Control	60.00
Total 1014209 · Building Contracts					60.00
<b>1014211 · Building Maintenance - Senior</b>					
Check	11/15/2013	102106	Schweppe	Inv# 310760 Filters (Case)	246.75
Total 1014211 · Building Maintenance - Senior					246.75
<b>1014213 · Equipment Maintenance - Town</b>					
Check	11/12/2013	101938	Elgin Key & Lock Co., Inc.	Inv# 84663 Duplicate Keys	44.50
Check	11/12/2013	101945	Interact Business Products, LLC	Inv# 88840 Copy Charges	87.29
Check	11/15/2013	102108	Tyco Integrated Security LLC	Inv# 09419100 Service Call	290.00
Total 1014213 · Equipment Maintenance - Town					421.79
<b>1014214 · Equipment Maintenance - Senior</b>					

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Type	Date	Num	Name	Memo	Amount
Check	11/12/2013	101922	A & P Grease Trappers, Inc	Inv# 130141 Pump Indoor Grease Trap/Ejector Pit	390.00
Total 1014214 · Equipment Maintenance - Senior					390.00
<b>1014215 · Equipment Maintenance - Astor</b>					
Check	11/12/2013	101962	The Home Depot	Gloves/Toilet Caddy/Hinges	123.87
Total 1014215 · Equipment Maintenance - Astor					123.87
<b>1014217 · Education &amp; Training</b>					
Check	11/08/2013	To Print	JP Morgan Chase	Township Management Academy - R. Nelson	300.00
Check	11/15/2013	102073	Grzesiak, Dennis B	Automotive Service Excellence Exam/Reference Book	158.94
Total 1014217 · Education & Training					458.94
<b>1014218 · Vehicle Maintenance - Town</b>					
Check	11/12/2013	101935	Carquest Auto Parts Stores	Exhaust Brackets/Muffler	110.77
Total 1014218 · Vehicle Maintenance - Town					110.77
<b>1014221 · Cell Phone/Communications</b>					
Check	11/12/2013	101956	Sprint	Acct# 897162515 Monthly Charges	96.08
Total 1014221 · Cell Phone/Communications					96.08
<b>1014225 · Grounds Maintenance</b>					
Check	11/12/2013	101931	Carol Stream Lawn and Power	Inv# 328625 Fan Housing	56.81
Total 1014225 · Grounds Maintenance					56.81
<b>1014226 · Uniforms</b>					
Check	11/15/2013	102084	Bartlett Sports	Inv# 3302 Township Uniform Shirts (5)	130.00
Total 1014226 · Uniforms					130.00
<b>1014228 · Building Maintenance - Elgin</b>					
Check	11/15/2013	102100	Orkin Pest Control (IWL)	Inv# 88047666 Pest Control	55.00
Check	11/15/2013	102100	Orkin Pest Control (IWL)	Scheduled 11/21 Service	55.00
Total 1014228 · Building Maintenance - Elgin					110.00
Total 101MAIN · Facilities Maintenance					2,510.74
<b>101THE · Town Hall Expense</b>					
<b>1014403 · Utilities - Town</b>					
Check	11/12/2013	101966	Village of Bartlett	Acct# 51470 Water/Sewer	137.55
Check	11/15/2013	102093	Com Ed 006 (Town)	Acct# 7826009006 Monthly Charges	627.02
Total 1014403 · Utilities - Town					764.57
Total 101THE · Town Hall Expense					764.57
<b>101TOE · Town Office Expense</b>					
<b>1014401 · Postage</b>					
Check	11/08/2013	To Print	JP Morgan Chase	Health Benefit Postage	48.15
Check	11/08/2013	To Print	JP Morgan Chase	Cook County Clerk Mailing	14.10

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## Hanover Township Board Audit Report November 6 - 19, 2013

Type	Date	Num	Name	Memo	Amount
Total 1014401 · Postage					62.25
<b>1014404 · Office Supplies</b>					
Check	11/08/2013	To Print	JP Morgan Chase	Copy Paper	41.99
Check	11/15/2013	102107	Staples	Inv# 3213060140 Binders	23.96
Total 1014404 · Office Supplies					65.95
<b>1014412 · Travel Expenses</b>					
Check	11/15/2013	102076	Fischer, Joan L	Mileage Reimbursement	12.03
Total 1014412 · Travel Expenses					12.03
<b>1014424 · Education &amp; Training</b>					
Check	11/08/2013	To Print	JP Morgan Chase	Township Management Academy - J. Barr	300.00
Check	11/08/2013	To Print	JP Morgan Chase	Township Management Academy - K. Delaney /T. Warfield	600.00
Check	11/08/2013	To Print	JP Morgan Chase	Better Budget Document Textbook	45.00
Check	11/08/2013	To Print	JP Morgan Chase	Lunch n Learn Refreshments (25)	234.54
Total 1014424 · Education & Training					1,179.54
<b>1014429 · Miscellaneous</b>					
Check	11/08/2013	To Print	JP Morgan Chase	Credit Card Machine Activation Test (Credit)	-2.04
Check	11/08/2013	To Print	JP Morgan Chase	Township Email Marketing	58.44
Total 1014429 · Miscellaneous					56.40
<b>1014530 · Financial Administration</b>					
Check	11/12/2013	101943	Governmental Accounting, Inc	Inv# 5569 Monthly Contract Billing - October	5,620.20
Check	11/12/2013	101943	Governmental Accounting, Inc	Inv# 5581 Monthly Contract Billing - November	5,028.60
Total 1014530 · Financial Administration					10,648.80
<b>1014531 · Community Affairs</b>					
Check	11/08/2013	To Print	JP Morgan Chase	Oktoberfest Supplies	59.78
Check	11/08/2013	To Print	JP Morgan Chase	Resolution Frame	9.80
Check	11/08/2013	To Print	JP Morgan Chase	Bartlett Chamber Event Credit	-37.00
Check	11/08/2013	To Print	JP Morgan Chase	Lacy Community Event Refreshments	129.31
Check	11/08/2013	To Print	JP Morgan Chase	Metro Township Meeting Supplies	8.89
Check	11/08/2013	To Print	JP Morgan Chase	Metro Township Meeting Refreshments	311.02
Check	11/12/2013	101936	Dee's Catering Service, Inc.	Inv# 15835 Breakfast with Board	377.50
Total 1014531 · Community Affairs					859.30
Total 101TOE · Town Office Expense					12,884.27
<b>104ASR · Assessor's Division</b>					
<b>1044405 · Office Supplies</b>					
Check	11/08/2013	To Print	JP Morgan Chase	Copy Paper	41.99
Check	11/12/2013	101940	Fed Ex	Inv#2-412-04869 Shipping Charges	155.66
Total 1044405 · Office Supplies					197.65
<b>1044407 · Printing</b>					
Check	11/15/2013	102097	Kwik Print	Inv# 50961 Business Cards	38.00

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## Hanover Township Board Audit Report November 6 - 19, 2013

Type	Date	Num	Name	Memo	Amount
Total 1044407 · Printing					38.00
<b>1044413 · Travel Expense</b>					
Check	11/15/2013	102085	Glascott, Patricia A	Mileage/Meal Reimbursement	299.47
Check	11/15/2013	102088	Deyne, Margaret L	Mileage Reimbursement	27.12
Total 1044413 · Travel Expense					326.59
<b>1044419 · Training</b>					
Check	11/15/2013	102085	Glascott, Patricia A	TOI Lodging	212.12
Total 1044419 · Training					212.12
Total 104ASR · Assessor's Division					774.36
<b>107CLK · Clerk's Department</b>					
<b>1074217 · Passport Expenditures</b>					
Check	11/08/2013	To Print	JP Morgan Chase	Passport Photo Paper (10 Pack)	975.85
Total 1074217 · Passport Expenditures					975.85
Total 107CLK · Clerk's Department					975.85
<b>109YFS · Youth &amp; Family Services</b>					
<b>109ADM · Administration &amp; Clinical</b>					
<b>1094611 · Education &amp; Training</b>					
Check	11/08/2013	To Print	JP Morgan Chase	Jungian Concepts Seminar - K. Low	215.00
Check	11/08/2013	To Print	JP Morgan Chase	Township Management Academy Cohen/Concepcion	510.00
Check	11/08/2013	To Print	JP Morgan Chase	Township Management Academy - J. Parquette	300.00
Check	11/08/2013	To Print	JP Morgan Chase	Township Management Academy - Alborell	170.00
Check	11/15/2013	102094	Fred Pryor Seminars	Inv# 030363709-13298 Training Rewards Member Renewal - S. Concepcion	299.00
Total 1094611 · Education & Training					1,494.00
<b>1094618 · Psychiatric Backup</b>					
Check	11/15/2013	102077	Alexian Bros. Behavioral Health Hospital	Psychiatric Follow Up Visits	910.00
Total 1094618 · Psychiatric Backup					910.00
<b>1094619 · Office Supplies</b>					
Check	11/12/2013	101955	Quill Corporation	Inv# 6567212 Monitor Privacy Screens	325.10
Check	11/12/2013	101955	Quill Corporation	Tax Exempt Credit	-19.12
Check	11/12/2013	101955	Quill Corporation	Inv# 6567212 Credit	-59.34
Check	11/15/2013	102104	Quill Corporation	Inv# 7011240 Pens/Markers	43.57
Check	11/15/2013	102104	Quill Corporation	Inv# 6970799 Copy Paper/Folders	87.72
Total 1094619 · Office Supplies					377.93
<b>1094620 · Community Affairs</b>					
Check	11/08/2013	To Print	JP Morgan Chase	Flag	42.00
Check	11/08/2013	To Print	JP Morgan Chase	YFS Table Covering with Logo	216.52
Check	11/08/2013	To Print	JP Morgan Chase	Denmark PBIS Meeting Breakfast Supplies	167.68
Check	11/12/2013	101915	Concepcion, Sara	Halloween Candy	6.19
Check	11/12/2013	101916	Aister, Deanna J	SHS Group Snacks	16.82

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## Hanover Township Board Audit Report November 6 - 19, 2013

Type	Date	Num	Name	Memo	Amount
Total 1094620 · Community Affairs					449.21
<b>1094622 · Miscellaneous</b>					
Check	11/08/2013	To Print	JP Morgan Chase	Pond Supplies	26.15
Total 1094622 · Miscellaneous					26.15
<b>1094623 · Travel</b>					
Check	11/12/2013	101914	Low, Karen	Mileage Reimbursement	16.95
Check	11/12/2013	101915	Concepcion, Sara	Mileage Reimbursement	80.80
Check	11/12/2013	101916	Aister, Deanna J	Mileage Reimbursement	90.97
Check	11/15/2013	102070	Parquette, John J	Mileage Reimbursement	266.68
Check	11/15/2013	102075	Beahan, Mary J	Mileage Reimbursement	4.52
Total 1094623 · Travel					459.92
<b>1094626 · Equipment &amp; Furniture</b>					
Check	11/15/2013	102104	Quill Corporation	Inv# 6790721 Ergo Keyboards (2)	159.98
Total 1094626 · Equipment & Furniture					159.98
Total 109ADM · Administration & Clinical					3,877.19
<b>109OUT · Outreach &amp; Prevention</b>					
<b>1094627 · Open Gym Program.</b>					
Check	11/08/2013	To Print	JP Morgan Chase	Open Gym Supplies - Containers/Ziplock Bags	154.73
Check	11/08/2013	To Print	JP Morgan Chase	Open Gym Games/Supplies Chess Boards (2) / Bands & Clips	59.40
Check	11/08/2013	To Print	JP Morgan Chase	Open Gym Supplies/Games Beads/Board Games/Puzzles	183.03
Check	11/08/2013	To Print	JP Morgan Chase	Open Gym Plastic Cords/Math Cubes/Cards/Construction Paper	177.20
Total 1094627 · Open Gym Program.					574.36
<b>1094644 · Travel</b>					
Check	11/12/2013	101917	Teachout, Amanda A	Mileage Reimbursement	170.07
Check	11/15/2013	102069	Chacon, Alejandra E	Mileage Reimbursement	138.43
Total 1094644 · Travel					308.50
<b>1094647 · Office Supplies</b>					
Check	11/15/2013	102104	Quill Corporation	Inv# 6973476 Copy Paper	31.44
Check	11/15/2013	102104	Quill Corporation	Inv# 7025475 USB Flash Drives (6)	47.94
Check	11/15/2013	102104	Quill Corporation	Inv# 6794237 Dust Cleaner	22.49
Total 1094647 · Office Supplies					101.87
<b>1094651 · Cellphones</b>					
Check	11/12/2013	101956	Sprint	Acct# 897162515 Monthly Charges	131.05
Total 1094651 · Cellphones					131.05
Total 109OUT · Outreach & Prevention					1,115.78
Total 109YFS · Youth & Family Services					4,992.97

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## Hanover Township Board Audit Report November 6 - 19, 2013

Type	Date	Num	Name	Memo	Amount
Total 1014 · Town Fund - Expenditures					48,528.99
<b>1104 · Senior Center - Expenditures</b>					
<b>1104ADM · Administration</b>					
<b>1104524 · Utilities</b>					
Check	11/12/2013	101966	Village of Bartlett	Acct# 63818 Water/Sewer	15.90
Check	11/12/2013	101966	Village of Bartlett	Acct#62447 Water/Sewer	139.92
Check	11/15/2013	102090	Com Ed 009 (Snr)	Acct# 7826010009 Monthly Charges October	2,777.89
Total 1104524 · Utilities					2,933.71
<b>1104525 · Telephone &amp; High Speed Internet</b>					
Check	11/12/2013	101956	Sprint	Acct# 897162515 Monthly Charges	380.95
Total 1104525 · Telephone & High Speed Internet					380.95
<b>1104527 · Equipment</b>					
Check	11/15/2013	102114	Wells Fargo Financial Leasing 001	Acct# 603-0090075-001 Copier Machine Rental	351.00
Total 1104527 · Equipment					351.00
<b>1104528 · Office Supplies</b>					
Check	11/08/2013	To Print	JP Morgan Chase	Laminate Packages (2)	114.00
Check	11/15/2013	102078	A1 Trophies & Awards, Inc	Inv# 14729 Name Plate	7.95
Total 1104528 · Office Supplies					121.95
<b>1104533 · Printing</b>					
Check	11/12/2013	101945	Interact Business Products, LLC	Inv# 88787 Copy Charges	509.77
Total 1104533 · Printing					509.77
<b>1104536 · Education &amp; Training</b>					
Check	11/08/2013	To Print	JP Morgan Chase	Township Management Academy - BK Schuldt	170.00
Check	11/08/2013	To Print	JP Morgan Chase	TOI Conference Registration - Conway	160.00
Check	11/08/2013	To Print	JP Morgan Chase	Township Management Academy - Conway	300.00
Check	11/08/2013	To Print	JP Morgan Chase	Gambling Addiction Training Vana/Busche/Seul (MHB Grant)	795.00
Check	11/08/2013	To Print	JP Morgan Chase	Township Management Academy - Colagrossi	300.00
Total 1104536 · Education & Training					1,725.00
<b>1104538 · Community Affairs</b>					
Check	11/08/2013	To Print	JP Morgan Chase	Runzel Reserve Signage	655.65
Check	11/08/2013	To Print	JP Morgan Chase	Logo Tablecloth	216.52
Check	11/08/2013	To Print	JP Morgan Chase	ITASCSC Division Web Address (Reimbursed)	107.76
Check	11/08/2013	To Print	JP Morgan Chase	Ice/Lemons	9.99
Check	11/08/2013	To Print	JP Morgan Chase	TRIP Meeting Refreshments	141.12
Check	11/08/2013	To Print	JP Morgan Chase	ITASCSC Marketing (Reimbursed)	348.57
Total 1104538 · Community Affairs					1,479.61
<b>1104542 · Senior Satellite Service</b>					
Check	11/12/2013	101921	Ace Coffee Bar	Inv# 2940:320151 Coffee Supplies	100.53
Check	11/15/2013	102113	Wells Fargo Financial Leasing	Acct# 603-0090075-002 Copier Machine Rental	62.50

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## Hanover Township Board Audit Report November 6 - 19, 2013

Type	Date	Num	Name	Memo	Amount
Total 1104542 · Senior Satellite Service					163.03
Total 1104ADM · Administration					7,665.02
<b>1104SOC · Social Services</b>					
<b>1104514 · Weekend Programming</b>					
Check	11/08/2013	To Print	JP Morgan Chase	Book/Supper Club & Oktoberfest Refreshments	66.72
Check	11/08/2013	To Print	JP Morgan Chase	Pool Tournament Supplies	11.22
Total 1104514 · Weekend Programming					77.94
<b>1104515 · Programming</b>					
Check	11/08/2013	To Print	JP Morgan Chase	Hairnets (2)	4.69
Check	11/08/2013	To Print	JP Morgan Chase	Oktoberfest Senior Party Centerpieces/Banners/Signs	140.52
Check	11/08/2013	To Print	JP Morgan Chase	Pinochle Sets (2)	53.40
Check	11/08/2013	To Print	JP Morgan Chase	Bingo Wristbands (1000)	33.52
Check	11/08/2013	To Print	JP Morgan Chase	Halloween Party Favors (36)	284.35
Check	11/08/2013	To Print	JP Morgan Chase	Musical Travel Program Refreshments	13.22
Check	11/08/2013	To Print	JP Morgan Chase	Fashion Show Brownies/Cookies/Napkins/Plates	259.31
Check	11/08/2013	To Print	JP Morgan Chase	New Years Program Entertainment Deposit	150.00
Check	11/08/2013	To Print	JP Morgan Chase	Fashion Show Flower Decorations (11)	80.10
Check	11/08/2013	To Print	JP Morgan Chase	Movie Subscription Fee	15.99
Check	11/08/2013	To Print	JP Morgan Chase	Runzel Reserve Tree (Reimbursed by Trivillage)	250.00
Check	11/08/2013	To Print	JP Morgan Chase	Pizza and Movie Supplies (50)	201.70
Check	11/08/2013	To Print	JP Morgan Chase	Escort Lunch	11.83
Check	11/08/2013	To Print	JP Morgan Chase	Pizza and Movie Supplies	232.30
Check	11/08/2013	To Print	JP Morgan Chase	Health Expo Volunteer Refreshments	84.50
Check	11/08/2013	To Print	JP Morgan Chase	Sightseeing Tour (32)	340.50
Check	11/08/2013	To Print	JP Morgan Chase	Art Institute Tickets (32)	850.00
Check	11/08/2013	To Print	JP Morgan Chase	Silver Screen Movie Refreshments	130.50
Check	11/08/2013	To Print	JP Morgan Chase	Senior Outing Lunch (32)	1,148.60
Check	11/08/2013	To Print	JP Morgan Chase	Chicago Crime Tour Tickets (32)	1,010.00
Check	11/08/2013	To Print	JP Morgan Chase	Drury Lane Theatre (32)	1,815.00
Check	11/12/2013	101954	Betsy Peska	Exercise Class October 2013	70.00
Check	11/12/2013	101958	The Seville	Inv# 11786 Halloween Party (180)	3,421.80
Total 1104515 · Programming					10,601.83
<b>1104516 · Social Services</b>					
Check	11/08/2013	To Print	JP Morgan Chase	Social Services Volunteer Training Lunch	55.70
Total 1104516 · Social Services					55.70
<b>1104519 · Senior Assistance</b>					
Check	11/12/2013	101918	A#1 Cab Dispatch Inc	Inv# 914527 Transportation Aid	113.00
Total 1104519 · Senior Assistance					113.00
<b>1104520 · Volunteer Services</b>					
Check	11/15/2013	102112	Verify (XHTSSE)	Inv# 824774 Background Check	64.00
Total 1104520 · Volunteer Services					64.00
<b>1104530 · Nutrition</b>					

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Type	Date	Num	Name	Memo	Amount
Check	11/08/2013	To Print	JP Morgan Chase	Supper Club (50)	433.75
Total 1104530 · Nutrition					433.75
<b>1104532 · Visual Arts</b>					
Check	11/08/2013	To Print	JP Morgan Chase	Newsletter Airstock Photos (150)	230.99
Check	11/08/2013	To Print	JP Morgan Chase	Scarecrow Craft Supplies	83.33
Check	11/08/2013	To Print	JP Morgan Chase	Scarecrow Craft Sewing Supplies	78.35
Check	11/12/2013	101924	Blick Art Materials	Inv# 2294156 Art Materials	567.58
Check	11/12/2013	101924	Blick Art Materials	Inv# 2297987 Art Materials	55.14
Check	11/15/2013	102095	Hobby Lobby	Program Supplies	29.13
Total 1104532 · Visual Arts					1,044.52
Total 1104SOC · Social Services					12,390.74
<b>1104TRN · Transportation</b>					
<b>1104512 · Volunteer Express</b>					
Check	11/15/2013	102112	Verify (XHTSSE)	Inv# 824774 Background Check	74.00
Total 1104512 · Volunteer Express					74.00
<b>1104518 · Vehicle Maintenance</b>					
Check	11/12/2013	101935	Carquest Auto Parts Stores	Battery Terminal/Switch Combination/Filters/Blades/Oil	347.64
Check	11/12/2013	101941	Friendly Ford, Inc	Inv# 178609 Wheel Assembly/Brakes	366.62
Check	11/12/2013	101941	Friendly Ford, Inc	Inv# 178613 Brake Line	60.48
Check	11/12/2013	101942	Glass Doctor	Inv# 1331 Windshield	429.29
Check	11/12/2013	101942	Glass Doctor	Inv# 1331 Tax Exempt	-18.88
Check	11/12/2013	101948	Mitchell 1	Acct# 979637 Online Technical Support	71.11
Check	11/12/2013	101952	O'Reilly Auto Parts	Brake FLuid	10.88
Check	11/12/2013	101959	Safety Lane Inspections	Inv# 10803 Safety Inspection	33.48
Check	11/12/2013	101960	Terminal Supply Co.	Inv# 68375 High Amp Circuit Breaker	95.77
Check	11/15/2013	102086	Carquest Auto Parts Stores	Motor Oil/Silicone Seal/Battery Cable	43.03
Total 1104518 · Vehicle Maintenance					1,439.42
<b>1104551 · Training</b>					
Check	11/08/2013	To Print	JP Morgan Chase	Township Management Academy - K. Varsalona	300.00
Check	11/08/2013	To Print	JP Morgan Chase	Transportation Software Postage (3 Packages)	101.40
Total 1104551 · Training					401.40
Total 1104TRN · Transportation					1,914.82
Total 1104 · Senior Center - Expenditures					21,970.58
<b>2024 · Welfare Services - Expenditures</b>					
<b>2024ADM · Administration</b>					
<b>2024204 · Equipment</b>					
Check	11/12/2013	101925	Bartlett Sports	Inv# 3299 Township Apparel (35)	387.50
Check	11/12/2013	101956	Sprint	Acct# 897162515 Monthly Charges	60.88
Check	11/12/2013	101957	Sam's Club (WS 6382 9)	Toner	414.20

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Type	Date	Num	Name	Memo	Amount
Total 2024204 · Equipment					862.58
<b>2024205 · Travel &amp; Training</b>					
Check	11/12/2013	101912	Orozco, Laura A	Mileage Reimbursement	8.80
Check	11/15/2013	102074	Imperato, Mary Jo	Mileage Reimbursement	108.51
Total 2024205 · Travel & Training					117.31
<b>2024212 · Dues &amp; Publications</b>					
Check	11/12/2013	101963	Township Officials of Illinois	Member #T14092 Member Renewal	50.00
Total 2024212 · Dues & Publications					50.00
<b>2024213 · Community Affairs / Misc</b>					
Check	11/12/2013	101957	Sam's Club (WS 6382 9)	Account Charges	8.71
Total 2024213 · Community Affairs / Misc					8.71
<b>2024507 · Professional Services</b>					
Check	11/08/2013	To Print	JP Morgan Chase	Microsoft Excel Training (2)	158.00
Check	11/08/2013	To Print	JP Morgan Chase	Township Management Academy- Imperato/Cumbo/Grimes	900.00
Total 2024507 · Professional Services					1,058.00
Total 2024ADM · Administration					2,096.60
<b>2024EMP · Employment Services</b>					
<b>2024216 · Office Supplies</b>					
Check	11/15/2013	102107	Staples	Inv# 3212559355 Tape/Folders/Legal Pads	154.78
Check	11/15/2013	102107	Staples	Inv# 3212559356 Legal Pads	32.99
Check	11/15/2013	102107	Staples	Inv# 3212077962 Copy Paper/Clip Dispenser	133.62
Total 2024216 · Office Supplies					321.39
<b>2024218 · Travel &amp; Training</b>					
Check	11/12/2013	101913	Grimes, Sean M	Mileage Reimbursement	85.39
Total 2024218 · Travel & Training					85.39
Total 2024EMP · Employment Services					406.78
Total 2024 · Welfare Services - Expenditures					2,503.38
<b>3034 · Road &amp; Bridge - Expenditures</b>					
<b>3034ADM · Administration</b>					
<b>3034705 · Dues, Subs &amp; Publications</b>					
Check	11/15/2013	102079	Bartlett CHARACTER COUNTS	Civic Membership	50.00
Total 3034705 · Dues, Subs & Publications					50.00
<b>3034711 · Utilities</b>					
Check	11/15/2013	102092	Com Ed 8009 (R&B)	Acct# 7826008009 Monthly Charges	155.87
Total 3034711 · Utilities					155.87
<b>3034712 · Miscellaneous</b>					

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Type	Date	Num	Name	Memo	Amount
Check	11/15/2013	102080	Business Card - Bank of America	Lunch Meeting Supplies	89.33
Total 3034712 · Miscellaneous					89.33
<b>3034714 · Office Supplies</b>					
Check	11/15/2013	102107	Staples	Inv# 3213060140 Binders	8.99
Total 3034714 · Office Supplies					8.99
Total 3034ADM · Administration					304.19
<b>3034ROD · Road Maintenance</b>					
<b>3034602 · Operating Supplies &amp; Materials</b>					
Check	11/12/2013	101944	Gas Away Distributors Inc	Inv# 11032805 275 Gallons Potassium Acetate	1,215.00
Check	11/12/2013	101948	Mitchell 1	Acct# 979637 Online Technical Support	71.10
Check	11/12/2013	101949	Monroe Truck Equipment	Inv# 5251099 Extension Kit/Spreader	147.66
Check	11/12/2013	101950	Menard's	Inv# 30541 Hexcap/Flat Washer	17.67
Check	11/15/2013	102098	Lafarge Aggregates Illinois Inc	Inv# 29026146 Base Stone	532.66
Check	11/15/2013	102099	Menard's	Inv# 31116 PVC Pipe	9.15
Total 3034602 · Operating Supplies & Materials					1,993.24
<b>3034603 · Gasoline</b>					
Check	11/15/2013	102110	Village of Bartlett - Fuel	Inv# 2920 September Fuel	527.34
Total 3034603 · Gasoline					527.34
<b>3034610 · Street Lighting</b>					
Check	11/12/2013	101928	Com Ed 051	Acct# 5619024051 Monthly Charges	31.32
Check	11/15/2013	102089	Com Ed 152	Acct# 0045120152 Monthly Charges	265.15
Total 3034610 · Street Lighting					296.47
Total 3034ROD · Road Maintenance					2,817.05
<b>303EQM · Equipment</b>					
<b>3034609 · Maintenance Vehicles &amp; Equip</b>					
Check	11/12/2013	101935	Carquest Auto Parts Stores	Belt/EGR Cooler	654.82
Check	11/12/2013	101941	Friendly Ford, Inc	Inv# 1779887 Credit	-180.00
Check	11/12/2013	101941	Friendly Ford, Inc	Inv# 178372 Spindle/Assembly	338.34
Check	11/12/2013	101941	Friendly Ford, Inc	Inv# 178491 Pedal Assembly	115.06
Check	11/12/2013	101941	Friendly Ford, Inc	Inv# 178533 Credit	-6.68
Check	11/12/2013	101952	O'Reilly Auto Parts	Oil	14.70
Check	11/12/2013	101962	The Home Depot	Bolts/Rebar/Gloves	158.45
Check	11/15/2013	102086	Carquest Auto Parts Stores	Fuel Filter/Coolat Conditioner/Wiper Blades	537.25
Total 3034609 · Maintenance Vehicles & Equip					1,631.94
Total 303EQM · Equipment					1,631.94
Total 3034 · Road & Bridge - Expenditures					4,753.18
<b>5054 · Mental Health - Expenditures</b>					
<b>5054ADM · Administration</b>					

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Type	Date	Num	Name	Memo	Amount
<b>5054005 · Training</b>					
Check	11/08/2013	To Print	JP Morgan Chase	Township Management Academy S. Powers	170.00
Total 5054005 · Training					170.00
<b>5054538 · Miscellaneous</b>					
Check	11/08/2013	To Print	JP Morgan Chase	Oktoberfest Supplies	59.77
Total 5054538 · Miscellaneous					59.77
Total 5054ADM · Administration					229.77
<b>5054COM · Community Resource Center</b>					
<b>5054210 · Utilities</b>					
Check	11/15/2013	102119	Village of Streamwood Water Billing Dept.	Acct# 105-0062-00-01 Water/Sewer	24.01
Total 5054210 · Utilities					24.01
<b>5054213 · Janitorial</b>					
Check	11/15/2013	102130	JaniKing	Inv# 11130501 Monthly Contract Billing	414.00
Total 5054213 · Janitorial					414.00
<b>5054250 · Building Maintenance</b>					
Check	11/15/2013	102121	Groot Recycling & Waste Services Inc	Acct# 16790-001 Monthly Charges	39.15
Check	11/15/2013	102122	Fox Valley Fire & Safety	Inv# 794819 Wireless Panic Button (2)	329.00
Total 5054250 · Building Maintenance					368.15
<b>5054286 · Agency Support Services</b>					
Check	11/15/2013	102118	PAETEC	Acct# 9097797 Monthly Charges	565.21
Check	11/15/2013	102118	PAETEC	Acct# 1173538 Monthly Charges	74.31
Total 5054286 · Agency Support Services					639.52
Total 5054COM · Community Resource Center					1,445.68
<b>5054SVC · Service Contracts</b>					
<b>5054100 · CAC CASI</b>					
Check	11/15/2013	102126	Childrens Advocacy Ctr of Nwst Co Cou...	CASI	5,000.00
Total 5054100 · CAC CASI					5,000.00
<b>5054103 · CAC Safe from the Start</b>					
Check	11/15/2013	102126	Childrens Advocacy Ctr of Nwst Co Cou...	Safe From the Start	4,000.00
Total 5054103 · CAC Safe from the Start					4,000.00
<b>5054123 · Easter Seals</b>					
Check	11/15/2013	102126	Childrens Advocacy Ctr of Nwst Co Cou...	Family Support Services	119.12
Total 5054123 · Easter Seals					119.12
<b>5054130 · Northwest Casa</b>					
Check	11/15/2013	102128	Northwest CASA	Counseling Services	412.00
Total 5054130 · Northwest Casa					412.00

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## Hanover Township Board Audit Report November 6 - 19, 2013

Type	Date	Num	Name	Memo	Amount
<b>5054132 · Ecker Therapy Services</b>					
Check	11/15/2013	102125	Ecker Center for Mental Health	Therapy Services	17,850.00
Total 5054132 · Ecker Therapy Services					17,850.00
<b>5054135 · Ecker Center / PEP</b>					
Check	11/15/2013	102125	Ecker Center for Mental Health	Psychiatric Emergency Program	1,125.00
Total 5054135 · Ecker Center / PEP					1,125.00
<b>5054148 · FSA Youth</b>					
Check	11/15/2013	102123	Family Svc Assoc of Greater Elgin	Youth Therapy Oct	2,253.82
Total 5054148 · FSA Youth					2,253.82
<b>5054149 · FSA Adult</b>					
Check	11/15/2013	102123	Family Svc Assoc of Greater Elgin	Adult Therapy Oct	177.64
Total 5054149 · FSA Adult					177.64
<b>5054162 · Tide Transportation</b>					
Check	11/15/2013	102120	A#1 Cab Dispatch Inc	10/17/13 Transportation Invoices	495.75
Check	11/15/2013	102120	A#1 Cab Dispatch Inc	11/1/13 Transportation Invoices	536.00
Total 5054162 · Tide Transportation					1,031.75
<b>5054165 · Alexian Bros - Outpatient Psych</b>					
Check	11/15/2013	102129	Alexian Mental Health Center	Outpatient Psychiatric Services	2,415.00
Total 5054165 · Alexian Bros - Outpatient Psych					2,415.00
<b>5054183 · CCC SA Counseling</b>					
Check	11/15/2013	102127	Community Crisis Center	Sexual Assault Counseling	2,250.00
Total 5054183 · CCC SA Counseling					2,250.00
<b>5054194 · CCC- Strategies for Safety</b>					
Check	11/15/2013	102127	Community Crisis Center	Strategies for Safety	1,750.00
Total 5054194 · CCC- Strategies for Safety					1,750.00
<b>5054195 · Autism Society of IL</b>					
Check	11/15/2013	102124	Autism Society of Illinois	Outreach/Education	250.00
Total 5054195 · Autism Society of IL					250.00
Total 5054SVC · Service Contracts					38,634.33
Total 5054 · Mental Health - Expenditures					40,309.78
<b>7004 · Vehicle Replcmnt - Expenditures</b>					
<b>7004408 · Vehicle Purchase</b>					
Check	11/12/2013	101927	Cintas Corporation	Inv# 9001894825 ES Vehicle AED	1,200.00
Check	11/12/2013	101927	Cintas Corporation	Inv# 9001894286 AED Activation	59.95
Total 7004408 · Vehicle Purchase					1,259.95

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# Hanover Township Board Audit Report November 6 - 19, 2013

Type	Date	Num	Name	Memo	Amount
Total 7004 · Vehicle Replcmnt - Expenditures					1,259.95
<b>8084 · Capital Projects - Expenditures</b>					
<b>8084425 · Building &amp; Perm Improvements</b>					
Check	11/08/2013	To Print	JP Morgan Chase	IWC Chimney Services	600.00
Check	11/12/2013	101923	Allied Asphalt Paving Company	Inv# 178800 Lacy Park Asphalt	775.00
Check	11/12/2013	101923	Allied Asphalt Paving Company	Inv# 179036 Lacy Park Asphalt	200.00
Check	11/12/2013	101926	Beverly Materials, L.L.C.	Inv# 189163 Lacy Park Topsoil	1,085.00
Check	11/12/2013	101937	Dupage Topsoil, Inc.	Inv# 037852 Lacy Park Topsoil	1,425.00
Check	11/12/2013	101939	Earth, Inc	Inv# 109147 Lacy Park Topsoil	2,575.00
Check	11/12/2013	101939	Earth, Inc	Inv# 109189 Lacy Park Topsoil	1,680.00
Check	11/12/2013	101947	Lindemann Chimney Co.	Inv# 27909 IWL Chimney Lining/Fan Maintenance	8,698.91
Check	11/12/2013	101947	Lindemann Chimney Co.	Tax Exempt	-103.91
Check	11/12/2013	101962	The Home Depot	IWL Project Paint Supplies/Wall Plates	106.96
Check	11/12/2013	101964	Taylor Rental	Contract#02-240578-04 Lacy Park Bobcat Rental	2,156.00
Check	11/12/2013	101964	Taylor Rental	Contract#02-240497-03 Lacy Park Bobcat Rental	1,621.50
Check	11/12/2013	101965	Tam Trucking, Inc.	Inv# 2128245 Hauled Waste	4,000.00
Check	11/15/2013	102105	R.C. Topsoil Inc	Inv# 1300887 Lacy Park Topsoil	1,094.76
Check	11/15/2013	102109	Trim Concepts, Inc.	Izaak Walton Project Windows/Doors	5,826.20
Total 8084425 · Building & Perm Improvements					31,740.42
Total 8084 · Capital Projects - Expenditures					31,740.42
<b>TOTAL</b>					<b>151,262.28</b>



- I. Call to Order/Roll Call  
Supervisor McGuire called the meeting to order at 8:30 a.m. and introduced those present including Trustees Benoit, Burke, Caramelli, and Krick, and Collector Liquori, Clerk Dolan Baumer, and Highway Commissioner P. Craig Ochoa. Others present included twenty residents.
- II. Town Hall  
Supervisor McGuire thanked the residents for coming to the Workshop “Breakfast with the Board” today and reiterated the purpose, which is to have an open dialogue and exchange ideas from the residents. Executive Director Donna Lenard, of the Streamwood Chamber of Commerce, asked if Commissioner Ochoa could check on the construction sign on 59 that is incorrect.
- III. New Business: Mr. McGuire updated the residents on Lacy Park in Streamwood and the improvements that are taking place there. Clerk Dolan Baumer announced that starting with the upcoming Gubernatorial Primary on March 18, 2014, young people aged 17 and over may register to vote.
- IV. Executive Session: No motion was made to go into Executive Session.
- V. Other Business: No other business was discussed.
- V. Adjournment: There being no further business to come before this Board, Supervisor McGuire adjourned the formal workshop at 9:00 a.m. He invited the residents to have breakfast.

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

- I. Call to Order/Roll Call  
Supervisor McGuire called the meeting to order at 7:02 p.m. Clerk Dolan Baumer called the roll; present were Trustees Benoit, Burke, Caramelli and Krick, and Supervisor McGuire.  
Elected and appointed officials present: Assessor Thomas Smogolski, Highway Commissioner P. Craig Ochoa and Collector Frank Liquori.  
Others present included Administrator James Barr, Assistant Administrator Katie Delaney, YFS Director John Parquette, Director of Welfare Services Mary Jo Imperato, Attorney Mike Airdo, Management Analyst Thomas Warfield, representatives from the Elgin Bible Church, and COY candidate Ms Karen Staten.
- 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 record reflect the Veterans Honor Roll induction of CPL Donald N. Retchlag, recognizing his service in the U.S. Army.
  - B. Mr. McGuire asked the Board to join him in recognizing the Elgin Bible Church for its support of the Hanover Township Food Pantry.
  - C. Storage Mart was again recognized for its support of the Hanover Township Food Pantry by the Board of Trustees and a plaque will be presented to them.
  - D. The Board recognized RUrban Pioneers Community Garden (Roosevelt University) for their gracious contributions to the Hanover Township Food Pantry.
  - D. Mr. McGuire invited Committee on Youth candidate Ms Karen Staten to give a brief bio of herself and to state why she would be a good candidate for COY. The Board was given the opportunity to ask questions of Ms Staten. Mr. McGuire thanked Ms Staten and said that a decision would be rendered shortly.

Mr. McGuire asked the Board's indulgence to amend the agenda to bring item VIII. C. ("Appointment of Committee on Youth Member"). Trustee Benoit made a motion to move item VIII.C. to F. under IV. Presentations. The motion was seconded by Trustee Caramelli. Roll call: Ayes: Trustees Burke, Caramelli and Krick, and Supervisor McGuire. Abstain: Trustee Benoit. Nays: none. Motion carried.

- F. Appointment of Committee on Youth Member: Supervisor McGuire asked if there was a motion to concur with his appointment of Ms Karen Staten as COY member. Trustee Benoit made a motion to concur with the appointment of Ms Karen Staten to the Committee on Youth. The motion was seconded by Trustee Caramelli. Roll call: Ayes: Trustees Benoit, Burke, Caramelli and Krick, and Supervisor McGuire. Motion carried.

V. Reports

- A. Supervisor: Mr. McGuire offered no report.
- B. Clerk: Ms Dolan Baumer reported that 17 year old young adults are now able to vote; if they are 17 years old by March 18, 2014 (Gubernatorial Primary), and 18 by the November, 2014 election, they can register today.
- C. Highway Commissioner: Mr. Ochoa noted that he is conducting an Attorney search, as Mr. Mraz is no longer representing the Road District.
- D. Assessor: Mr. Smogolski offered no report.
- E. Treasurer: A motion was made by Trustee Burke and seconded by Trustee Benoit to approve the Treasurer's Report subject to final audit, and followed by a roll call vote. Roll call: Ayes: Trustees Benoit, Burke, Caramelli and Krick, and Supervisor McGuire. Nays: None. Motion carried and the Treasurer's report is adopted.
- F. Trustee Committee Reports:
  - Youth: Trustee Krick reported that the Committee met and they are looking forward to working with Streamwood High School; he welcomed new member Staten.
  - Finance: Trustee Benoit reported on the recent Finance Committee meeting and noted that the members reviewed the 6 month financials, which look good. There are a couple of line items that need adjusting for the coming budget period, so that the numbers are more accurate. The Estimate for the Tax Levy is at a 0% increase on the tax extension, resulting in a slight increase. She also noted that the Investment Policy was amended.
- G. Department Reports: All departments submitted a report for review and comment by the Board. Of note, Director Parquette noted that the New Leaders reception is coming up on November 19. A community forum will be held on December 11 at Streamwood High School with heroine awareness being the topic. He also noted that Alexian has noted an upswing in heroine use.

VI. Bill Paying

Administrator Barr offered the bills for approval for October 2 through November 5, 2013 in two sets. For bills payable to Alexian Brothers as follows:

a. Town Fund	\$1,043.31
b. Senior Center Fund	61.00
c. Road & Bridge	300.00
d. Mental Health Board	<u>3,450.00</u>
Total All Funds:	<u>\$4,854.31</u>

A motion was made by Trustee Burke to approve the bills as presented for Alexian Brothers from October 2 through November 5, 2013; Trustee Krick 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 October 2 through November 5, 2013, as follows for review and approval by the Board.

a. Town Fund	\$80,355.26
b. Senior Center Fund	85,814.83
c. Welfare Services Fund	29,962.52
d. Road and Bridge Fund	20,811.04
e. Mental Health Fund	77,501.35
f. Retirement Fund	0.00
g. Vehicle Fund	103,648.36
h. Capital Fund	<u>4,581.95</u>
Total All Funds:	<u>\$402,675.31</u>

A motion was made by Trustee Caramelli to approve the bills as presented for October 2 through November 5, 2013; Trustee Benoit seconded the motion. Roll call: Ayes: Trustees Benoit, Burke, Caramelli and Krick, and Supervisor McGuire. Nays: none. Motion carried.

VII. Unfinished Business: No unfinished business was discussed.

VIII. New Business

A. Regular Meeting Minutes of October 1, 2013: Clerk Dolan Baumer presented the meeting minutes of the Board Meeting of October 1, 2013 for review and approval. A motion was made by Trustee Benoit to approve the minutes of the Regular Board Meeting of October 1, 2013, with a second by Trustee Burke. Roll call: Ayes: Trustees Benoit, Burke, Caramelli, and Krick, and Supervisor McGuire. Motion carried and the minutes were approved.

B. Workshop Minutes of October 5, 2013: A motion was made by Trustee Caramelli to approve the Workshop Minutes of October 5, 2013 with a second by Trustee Burke. Roll call: Ayes: Trustees Benoit, Burke, Caramelli, and Krick, and Supervisor McGuire. Motion carried.

D. Resolution Adopting the Estimate of the Tax Levy for Hanover Township for the Fiscal Year beginning April 1, 2013 and ending March 31, 2014: Trustee Benoit offered the following:

Around this time every year, the Township must determine what the estimate is of the taxes to be levied by the Township for the upcoming fiscal year. I move that the Board determine the estimate of the taxes to be levied for Hanover Township for the fiscal year beginning April 1, 2013 and ending March 31, 2014, as follows:

Corporate/Town Fund	\$4,413,988.00
IMRF Fund	170,313.00
Social Security Fund	137,650.00
Mental Health Fund	1,032,714.00
General Assistance Fund	351,123.00
Senior Citizens Fund	1,007,880.00
Debt and Public Building Commission	<u>0.00</u>
Estimated Total Tax Levy	<u>\$6,113,668.00</u>

Then, Trustee Benoit made a motion that the Board approve resolution #110513HT adopting the estimate of the tax levy for Hanover Township for Fiscal Year April 1,

2013 to March 31, 2014. Trustee Caramelli seconded the motion. Mr. McGuire noted that this is the fourth consecutive year that Hanover Township has not increased taxes. Roll call: Ayes: Trustees Benoit, Burke, Caramelli, and Krick, and Supervisor McGuire. Motion carried and the minutes were approved.

- E. Resolution Adopting the Estimate of the Tax Levy for Hanover Township Road District for the Fiscal Year beginning April 1, 2013 and ending March 31, 2014: Trustee Benoit offered that like the Township as a whole, the Hanover Township Road District must determine what the estimate is of the taxes to be levied by the Road District for the upcoming fiscal year. She made a motion that the Board determine the estimate of the taxes to be levied for the Hanover Township Road District for the fiscal year beginning April 1, 2013 and ending March 31, 2014, as follows:

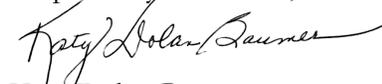
Corporate and Special Purposes	\$1,611,034.00
Debt and Public Building Commission	0.00
Estimated Total Tax Levy	<u>\$1,611,034.00</u>

Then, Trustee Benoit made a motion that the Board approve resolution #110513HTRD adopting the estimate of the tax levy for the Hanover Township Road District for Fiscal Year April 1, 2013 to March 31, 2014. Trustee Caramelli seconded the motion. Mr. McGuire noted that the Road Commissioner has also not increased taxes in four years. Roll call: Ayes: Trustees Benoit, Burke, Caramelli, and Krick, and Supervisor McGuire. Motion carried and the minutes were approved.

- F. Ordinance Authorizing Execution of the Illinois Public Works Mutual Aid Network Agreement: A motion to approve the ordinance #110513-IPW authorizing the execution of the Illinois Public Works Mutual Aid Network agreement was made by Trustee Burke; the motion was seconded by Trustee Benoit. Roll call: Ayes: Trustees Benoit, Burke, Caramelli and Krick, and Supervisor McGuire. Motion carried.
- G. Resolution Authorizing Publishing Agreement with Liturgical Publications for the Hanover Township Senior Services Newsletter: A motion to approve the resolution #110513-1 authorizing the execution of the Publishing Agreement for the Senior Services Newsletter between Hanover Township and Liturgical Publications was made by Trustee Burke; the motion was seconded by Trustee Krick. Roll call: Ayes: Trustees Benoit, Burke, Caramelli and Krick, and Supervisor McGuire. Motion carried.
- H. Resolution Authorizing an Amendment to the Hanover Township Investment Policy: A motion to approve the resolution #110513-2 authorizing an amendment to the Hanover Township Investment Policy was made by Trustee Caramelli; the motion was seconded by Trustee Burke. Roll call: Ayes: Trustees Benoit, Burke, Caramelli and Krick, and Supervisor McGuire. Motion carried.
- I. Resolution Authorizing Participation in the State of Illinois Federal Surplus Property Program: A motion to approve the resolution #110513-3 authorizing Hanover Township's participation in the State of Illinois Federal Surplus Property Program was made by Trustee Burke; the motion was seconded by Trustee Benoit. Discussion ensued. Roll call: Ayes: Trustees Benoit, Burke, Caramelli and Krick, and Supervisor McGuire. Motion carried.

- J. Consideration of the 2014 Township Board Meeting Dates: A motion to approve the 2014 Township Board Meeting Dates as presented was made by Trustee Burke; the motion was seconded by Trustee Krick. Mr. McGuire wondered if the Board would consider rolling one of the monthly Board meetings into the Saturday Workshop; he asked that the Trustees consider this action. Clerk Dolan Baumer reminded the Board that the ATM falls on one of our Board meeting dates, as does the Gubernatorial Election on March 18, 2014. Roll call: Ayes: Trustees Benoit, Burke, Caramelli, and Krick, and Supervisor McGuire. Motion carried.
- K. Consideration of the 2014 Township Board Workshop Dates: A motion to approve the 2014 Township Board Workshop Dates as presented was made by Trustee Benoit; the motion was seconded by Trustee Caramelli. Roll call: Ayes: Trustees Benoit, Burke, Caramelli and Krick, and Supervisor McGuire. Motion carried. Roll call: Ayes: Trustees Benoit, Burke, Caramelli, and Krick, and Supervisor McGuire. Motion carried and the minutes were approved.
- L. Consideration of the 2014 Township Holiday Schedule: A motion to approve the 2014 Township Holiday/Closing Schedule as presented was made by Trustee Benoit; the motion was seconded by Trustee Burke. Roll call: Ayes: Trustees Benoit, Burke, Caramelli and Krick, and Supervisor McGuire. Motion carried.
- IX. Executive Session: At 7:37 p.m., Trustee Burke made a motion to go into Executive Session pursuant to Section 2c1 (The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body...) of the Illinois Open Meetings Act. Trustee Benoit seconded the motion. Roll call: Ayes: Trustees Benoit, Burke, Caramelli, and Krick and Supervisor McGuire.
- The Board returned from the Executive Session at 8:07 p.m. Supervisor McGuire called the meeting to order and roll call was taken; present were Trustees Benoit, Burke, Caramelli, and Krick, and Supervisor McGuire.
- X. Other Business: Clerk Dolan Baumer asked if it would be possible to offer reduced cost lunches to Township staff. This would be a benefit to our employees, a positive reinforcement to our senior population, would help kick-start the program in the new year, would be a direct line to issues that may exist, etc. Furthermore, Trustee Benoit suggested that once per month we have a civic group to come in and dine with our seniors and staff, and perhaps give a little presentation on what they do. Discussion ensued. Staff was directed to look into implementing this idea.
- XI. Adjournment: There being no further business to come before this Board, Supervisor McGuire asked for a motion to adjourn at 8:12 p.m. Motion to adjourn was made by Trustee Benoit and it was seconded by Trustee Krick. Roll call: Ayes: Trustees Benoit, Burke, Caramelli and Krick, and Supervisor McGuire. Nays: none. Motion carried.

Respectfully submitted,



Katy Dolan Baumer

Clerk

Copy: Supervisor                      Administrator                      Attorney                      Gail Borden Library  
(4) Trustees                      Senior Services                      Auditor                      Poplar Creek Public Library

Minutes of a Regular Meeting of the Hanover Township Board

Tuesday, November 5, 2013

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Assessor	Welfare Services	Village of Streamwood
Bartlett Library	Highway Commissioner	Y&F Services Streamwood Park District