



240 S. Route 59, Bartlett, Illinois 60103

**Regular Meeting of Town Board**

*October 1<sup>st</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. Veterans Honor Roll – SP4 Richard A. Bassuk
- 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 September 17, 2013
  - B. Executive Session Minutes of September 17, 2013
  - C. Consideration of Senior Center Retro-Commissioning Services
- IX. Workshop – Youth and Family Services Drug Prevention Services
- X. Executive Session
- 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.**



6-25-13

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

**NAME:** RICHARD A. BASSUK  
**ADDRESS:** 1 CRANBERRY COURT  
**CITY/ZIP CODE:** STREAMWOOD IL 60107  
**PHONE #:** 630-372-4041  
**DATE OF BIRTH:** 11-29-49  
**BRANCH OF SERVICE:** ARMY-1ST CAVALRY  
**HIGHEST RANK ATTAINED:** SPECIALIST 4TH CLASS  
**YEARS OF SERVICE: FROM** 1971 **TO** 1972

**MEDALS AWARDED OR OTHER CITATIONS:** BRONZE STAR MEDAL, VIETNAM SERVICE MEDAL, VIETNAM CAMPAIGN MEDAL, NAT. DEFENSE SERVICE MEDAL SHARPSHOOTER M-16, COMMANDING GENERAL'S CERTIFICATE FOR OUTSTANDING  
**MEMBERS:** TRAINEE OF THE CYCLE- BASIC COMBAT TRAINING

**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 9/18/13 to 10/1/13

	<u>Subtotal</u>	<u>Alexian Invoices</u>	<u>Total</u>
Total Town Fund	59,342.25		59,342.25
Total Senior Center	27,114.91	177.00	27,291.91
Total Welfare Services	17,078.19		17,078.19
Total Road and Bridge	2,589.03		2,589.03
Total Mental Health Board	49,630.47		49,630.47
Total Retirement	0.00		
Total Vehicle	0.00		
Total Capital	3,747.71		3,747.71
Total All Funds	<u>159,502.56</u>	<u>177.00</u>	<u>159,679.56</u>

The above "Subtotal" column has been approved for payment this 1st day of October 2013.

The above "Total" column has been approved for payment this 1st day of October 2013.

\_\_\_\_\_  
 Supervisor

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

\_\_\_\_\_  
 Supervisor

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

\_\_\_\_\_  
 Trustee

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Accrual Basis

## Hanover Township Board Audit Report September 18 through October 1, 2013

Type	Date	Num	Name	Memo	Amount
<b>1103 - Senior Center - Revenue</b>					
<b>1103500 - Senior Programs</b>					
Check	09/20/2013	101209	Joan Tehan Guimond	Oil Painting Refund	28.00
Check	09/20/2013	101209	Joan Tehan Guimond	Holiday Cards Refund	46.00
Check	09/27/2013	101286	Victoria Wischstadt	Halloween Party Refund	28.00
Total 1103500 - Senior Programs					102.00
Total 1103 - Senior Center - Revenue					102.00
<b>1014 - Town Fund - Expenditures</b>					
<b>101CAP - Capital Expenditures</b>					
<b>1014410 - Equipment Purchases</b>					
Check	09/27/2013	101287	Wells Fargo Financial Leasing 002	Acct# 001-0113861-002 Copy Machine Lease	328.00
Total 1014410 - Equipment Purchases					328.00
<b>1014430 - Computer Equipment &amp; Software</b>					
Check	09/24/2013	101237	Current Technologies Corporation	Inv# 710412 Network Labor	1,615.00
Check	09/24/2013	101239	Dell Marketing L.P.	Inv# xj78p5mT4 Computer - R. Nelson	759.19
Total 1014430 - Computer Equipment & Software					2,374.19
<b>1014540 - Facility Lease</b>					
Check	09/20/2013	101198	Bartlett Volunteer Fire Dept., Inc.	Semi Annual Lease Payment	10,000.00
Total 1014540 - Facility Lease					10,000.00
Total 101CAP - Capital Expenditures					12,702.19
<b>101CHN - Community Health</b>					
<b>1014451 - Postage</b>					
Check	09/20/2013	101216	Pitney Bowes Purchase Power	Acct# 8000-9090-0080-1105 Postage Charges	22.08
Total 1014451 - Postage					22.08
<b>1014452 - Office Supplies</b>					
Check	09/27/2013	101283	Staples	Inv# 3209166730 Copy Paper/Toner	135.05
Total 1014452 - Office Supplies					135.05
<b>1014454 - Travel</b>					
Check	09/20/2013	101190	Hoch, Keely P	Mileage Reimbursement	32.76
Total 1014454 - Travel					32.76
<b>1014455 - Dues, Subs &amp; Publications</b>					
Check	09/27/2013	101251	Arriola, Stacy A	Professional Liability Insurance	133.00
Total 1014455 - Dues, Subs & Publications					133.00
<b>1014458 - Furniture &amp; Computer Equipment</b>					
Check	09/20/2013	101200	Cooler Smart USA LLC	Inv# 14399573 Water Machine Rental Lower Level	66.50
Total 1014458 - Furniture & Computer Equipment					66.50
<b>1014491 - Health Insurance</b>					

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Accrual Basis

## Hanover Township Board Audit Report September 18 through October 1, 2013

Type	Date	Num	Name	Memo	Amount
Check	09/27/2013	101285	United Healthcare	Cust# 530960 Policy Coverage	1,612.50
Total 1014491 · Health Insurance					1,612.50
<b>1014492 · Dental, Vision &amp; Life Insurance</b>					
Check	09/24/2013	101240	Euclid Managers	Cust# 5641581 Dental/Life Ins Premium	126.18
Check	09/24/2013	101247	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					2,148.59
<b>101CVA · Community &amp; Veteran Affairs</b>					
<b>101CMA · Community Relations</b>					
<b>1014611 · Education &amp; Training</b>					
Check	09/24/2013	101231	Bartlett Chamber of Commerce	Inv# 1190 Bartlett Chamber Event	37.00
Total 1014611 · Education & Training					37.00
<b>1014621 · Satellite Office Utilities</b>					
Check	09/20/2013	101206	Com Ed 010	Acct# 6997418010 Monthly Charges	236.29
Check	09/24/2013	101234	Com Ed 041	Acct# 7923218041 Elgin CRO Monthly Charges	193.56
Check	09/27/2013	101276	Nicor 78	Acct# 78-11-12-9467 0 Monthly Charges	57.80
Total 1014621 · Satellite Office Utilities					487.65
<b>1014623 · Satellite Office Phone &amp; Intrnt</b>					
Check	09/24/2013	101236	Call One	Acct# 1010-8140-0000 Monthly Charges	132.50
Total 1014623 · Satellite Office Phone & Intrnt					132.50
<b>1014624 · Travel</b>					
Check	09/27/2013	101250	Kuttenberg, Thomas W	Mileage Reimbursement	71.08
Total 1014624 · Travel					71.08
<b>1014629 · Dues and Subscriptions</b>					
Check	09/24/2013	101243	Paddock Publications	Acct# 681793 Daily Herald Monthly Subscription	22.00
Total 1014629 · Dues and Subscriptions					22.00
<b>1014691 · Health Insurance</b>					
Check	09/27/2013	101285	United Healthcare	Cust# 530960 Policy Coverage	1,666.27
Total 1014691 · Health Insurance					1,666.27
<b>1014692 · Dental, Vision &amp; Life Insurance</b>					
Check	09/24/2013	101240	Euclid Managers	Cust# 5641581 Dental/Life Ins Premium	124.37
Check	09/24/2013	101247	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					2,558.66
Total 101CVA · Community & Veteran Affairs					2,558.66
<b>101ES · ES - Expenditures</b>					

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Accrual Basis

## Hanover Township Board Audit Report September 18 through October 1, 2013

Type	Date	Num	Name	Memo	Amount
<b>1014802 · Equipment</b>					
Check	09/20/2013	101219	Strobes N' More	Inv# 147353 Vehicle Light	265.20
Check	09/24/2013	101305	Mick Rogala	Electrical Supplies/Batteries/Water/Towels	123.92
Check	09/27/2013	101265	Comcast (ES)	Acct# 8771 10 083 0226773 Monthly Internet Charges	89.85
Total 1014802 · Equipment					478.97
<b>1014803 · Uniforms</b>					
Check	09/27/2013	101274	Ray O'herron Co., Inc.	Inv# 1316975 Badges (2)	236.28
Total 1014803 · Uniforms					236.28
<b>1014806 · Office Supplies</b>					
Check	09/24/2013	101305	Mick Rogala	Ink/Copy Paper	92.43
Total 1014806 · Office Supplies					92.43
<b>1014807 · Miscellaneous</b>					
Check	09/27/2013	101264	Bartlett Chamber of Commerce	Inv# 1198 Bartlett Chamber Event	37.00
Total 1014807 · Miscellaneous					37.00
<b>1014813 · Vehicle Fuel &amp; Maintenance</b>					
Check	09/24/2013	101305	Mick Rogala	Vehicle Washings	19.75
Check	09/27/2013	101266	Carquest Auto Parts Stores	Oil Seal/Gasket/Oil	58.48
Total 1014813 · Vehicle Fuel & Maintenance					78.23
<b>1014891 · Health Insurance</b>					
Check	09/27/2013	101285	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	09/24/2013	101240	Euclid Managers	Cust# 5641581 Dental/Life Ins Premium	154.98
Check	09/24/2013	101247	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					2,719.17
<b>101FOO · Food Pantry</b>					
<b>1014161 · Utilities</b>					
Check	09/20/2013	101203	Com Ed 016 (Astor)	Acct# 8584152016 Monthly Charges	375.67
Total 1014161 · Utilities					375.67
<b>1014191 · Health Insurance</b>					
Check	09/27/2013	101285	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	09/24/2013	101240	Euclid Managers	Cust# 5641581 Dental/Life Ins Premium	165.03
Check	09/24/2013	101247	Vision Service Plan	Acct#30 033722 0001 Vision Insurance Monthly Premium	18.02
Total 1014192 · Dental, Vision & Life Insurance					183.05

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Accrual Basis

**Hanover Township**  
**Board Audit Report**  
September 18 through October 1, 2013

Type	Date	Num	Name	Memo	Amount
Total 101FOO · Food Pantry					2,181.98
<b>101ISE · Insurance &amp; Employee Benefits</b>					
<b>1014507 · Flex Plan &amp; 457 Plan</b>					
Check	09/24/2013	101246	TASC	Inv# 3200271915 Admin Fees	74.20
Check	09/24/2013	101246	TASC	Inv# 3200257332 Admin Fees	72.60
Total 1014507 · Flex Plan & 457 Plan					146.80
Total 101ISE · Insurance & Employee Benefits					146.80
<b>101MAIN · Facilities Maintenance</b>					
<b>1014206 · Janitorial Supplies - Senior</b>					
Check	09/24/2013	101229	Bade Paper Products, Inc	Inv# 189090 Sanitizing Soap	54.00
Total 1014206 · Janitorial Supplies - Senior					54.00
<b>1014208 · Housekeeping Contract</b>					
Check	09/20/2013	101218	Perfect Cleaning Service, Inc.	Inv# 37018 Janitorial Service	2,880.00
Total 1014208 · Housekeeping Contract					2,880.00
<b>1014209 · Building Contracts</b>					
Check	09/20/2013	101214	Orkin Pest Control (Town)	Inv# 86112570 Pest Control	60.00
Check	09/24/2013	101235	Climatetemp Service Group, LLC	Inv# 4310913 Preventative Maintenance Services	723.00
Check	09/27/2013	101269	Fox Valley Fire & Safety	Inv# 786373 System Service	118.50
Total 1014209 · Building Contracts					901.50
<b>1014210 · Building Maintenance - Town</b>					
Check	09/20/2013	101208	FlagsUSA	Inv# 56230 Illinois Flag	38.00
Check	09/27/2013	101268	FlagsUSA	Inv# 56309 Support Our Troops/Recycling Banner	180.00
Check	09/27/2013	101271	Grainger	Inv# 9244979622 Toilet/Urinal Repair Kit	57.36
Check	09/27/2013	101284	The Home Depot	Wax Rings/Paint Supplies	65.04
Total 1014210 · Building Maintenance - Town					340.40
<b>1014211 · Building Maintenance - Senior</b>					
Check	09/27/2013	101284	The Home Depot	Toggle Bolt	3.70
Total 1014211 · Building Maintenance - Senior					3.70
<b>1014212 · Building Maintenance - Astor</b>					
Check	09/27/2013	101284	The Home Depot	Drill Bits/Allergen	118.73
Total 1014212 · Building Maintenance - Astor					118.73
<b>1014213 · Equipment Maintenance - Town</b>					
Check	09/27/2013	101284	The Home Depot	Shims/Concrete Mix	148.71
Check	09/27/2013	101284	The Home Depot	Credit	-15.72
Total 1014213 · Equipment Maintenance - Town					132.99
<b>1014214 · Equipment Maintenance - Senior</b>					
Check	09/20/2013	101207	Climatetemp Service Group, LLC	Inv# S00123 Air Handler Material/Labor	2,841.83
Check	09/20/2013	101207	Climatetemp Service Group, LLC	Inv# S00122 Air Handler Service	434.51

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Accrual Basis

## Hanover Township Board Audit Report September 18 through October 1, 2013

Type	Date	Num	Name	Memo	Amount
Check	09/27/2013	101284	The Home Depot	Timer Switch	14.98
Total 1014214 · Equipment Maintenance - Senior					3,291.32
<b>1014219 · Vehicle Fuel - Town</b>					
Check	09/27/2013	101266	Carquest Auto Parts Stores	Return Hose/Steering Fluid/Wheel Grease	74.70
Total 1014219 · Vehicle Fuel - Town					74.70
<b>1014225 · Grounds Maintenance</b>					
Check	09/27/2013	101267	Carol Stream Lawn and Power	INv# 326779 Weed Wacker String	5.99
Check	09/27/2013	101284	The Home Depot	Rake/Ceiling Hook/Plants/Flowers/Wasp Spray	505.80
Total 1014225 · Grounds Maintenance					511.79
<b>1014226 · Uniforms</b>					
Check	09/20/2013	101199	Bartlett Sports	Inv# 3244 Tee-Shirts / Sweatshirts (10)	160.00
Total 1014226 · Uniforms					160.00
<b>1014228 · Building Maintenance - Elgin</b>					
Check	09/20/2013	101208	FlagsUSA	Inv# 56225 Flag Pole/Stand/Cord & Tassles	126.00
Check	09/27/2013	101275	Orkin Pest Control (IWL)	Inv# 63893052 Pest Control August	28.00
Check	09/27/2013	101275	Orkin Pest Control (IWL)	Inv# 86914009 Pest Control September	55.00
Check	09/27/2013	101275	Orkin Pest Control (IWL)	Inv# 87740888 Pest Control Exterior Treatment	175.00
Check	09/27/2013	101284	The Home Depot	Padlocks/Electric Parts/Chains/Canopy/Mop	299.21
Total 1014228 · Building Maintenance - Elgin					683.21
<b>1014229 · Equipment Maintenance - Elgin</b>					
Check	09/27/2013	101271	Grainger	Inv# 9246070123 Handicap Parking Sign	121.75
Total 1014229 · Equipment Maintenance - Elgin					121.75
<b>1014291 · Health Insurance</b>					
Check	09/27/2013	101285	United Healthcare	Cust# 530960 Policy Coverage	1,675.96
Total 1014291 · Health Insurance					1,675.96
<b>1014292 · Dental, Vision &amp; Life Insurance</b>					
Check	09/24/2013	101240	Euclid Managers	Cust# 5641581 Dental/Life Ins Premium	247.94
Check	09/24/2013	101247	Vision Service Plan	Acct#30 033722 0001 Vision Insurance Monthly Premium	31.47
Total 1014292 · Dental, Vision & Life Insurance					279.41
Total 101MAIN · Facilities Maintenance					11,229.46
<b>101THE · Town Hall Expense</b>					
<b>1014402 · Telephone - Town</b>					
Check	09/24/2013	101236	Call One	Acct# 1010-8140-0000 Monthly Charges	4,723.51
Check	09/27/2013	101261	AT&T 803	Acct# 630 Z99-0161 803 2 Monthly Charges	58.39
Check	09/27/2013	101262	AT&T 077	Acct# 630 540-9071 077 2 Monthly Charges	148.86
Check	09/27/2013	101263	AT&T 533	Acct# 630 837-1413 533 8 Monthly Charges	128.37
Total 1014402 · Telephone - Town					5,059.13
<b>1014403 · Utilities - Town</b>					

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Accrual Basis

**Hanover Township**  
**Board Audit Report**  
September 18 through October 1, 2013

Type	Date	Num	Name	Memo	Amount
Check	09/20/2013	101205	Com Ed 006 (Town)	Acct# 7826009006 Monthly Charges	1,013.29
Check	09/27/2013	101278	Nicor 34	Acct# 34-51-77-1000 9 Monthly Charges	175.29
Total 1014403 · Utilities - Town					1,188.58
<b>1014405 · Internet Access - Town</b>					
Check	09/24/2013	101238	Comcast (Town)	Acct# 8771 10 083 0128607 Monthly Charges	134.85
Total 1014405 · Internet Access - Town					134.85
Total 101THE · Town Hall Expense					6,382.56
<b>101TOE · Town Office Expense</b>					
<b>1014404 · Office Supplies</b>					
Check	09/27/2013	101283	Staples	Inv# 3209574141 Binder Clips/Legal Pad/Letter Tray	86.18
Total 1014404 · Office Supplies					86.18
<b>1014406 · Printing</b>					
Check	09/24/2013	101230	Breese Journal & Publishing Company	Inv# 81059 Township Brochures (1,000)	713.43
Total 1014406 · Printing					713.43
<b>1014414 · Memberships, Subs &amp; Publication</b>					
Check	09/20/2013	101182	Kiwanis Club of Streamwood	Member Dues	100.00
Total 1014414 · Memberships, Subs & Publication					100.00
<b>1014429 · Miscellaneous</b>					
Check	09/24/2013	101245	Town & Country Gardens	Acct# 15339 Bereavement Flowers - Imperato	96.95
Check	09/27/2013	101248	Imperato, Mary Jo	Township Display Cloth Cleaning	18.00
Total 1014429 · Miscellaneous					114.95
<b>1014531 · Community Affairs</b>					
Check	09/24/2013	101231	Bartlett Chamber of Commerce	Inv# 1190 Bartlett Chamber Event	74.00
Check	09/27/2013	101281	Signs by Tomorrow	Inv# 18993 Banners (10)	856.80
Check	09/27/2013	101304	Signs by Tomorrow	Quote#10439 Township Event Signs	184.04
Total 1014531 · Community Affairs					1,114.84
<b>1014591 · Health Insurance</b>					
Check	09/27/2013	101285	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	09/24/2013	101240	Euclid Managers	Cust# 5641581 Dental/Life Ins Premium	497.86
Check	09/24/2013	101247	Vision Service Plan	Acct#30 033722 0001 Vision Insurance Monthly Premium	46.53
Total 1014592 · Dental, Vision & Life Insurance					544.39
Total 101TOE · Town Office Expense					7,165.87
<b>104ASR · Assessor's Division</b>					
<b>1044405 · Office Supplies</b>					
Check	09/27/2013	101283	Staples	Inv# 3208234136 Deskpap/Magazine Holder/Dividers	133.71

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Accrual Basis

**Hanover Township  
Board Audit Report  
September 18 through October 1, 2013**

Type	Date	Num	Name	Memo	Amount
Total 1044405 · Office Supplies					133.71
<b>1044413 · Travel Expense</b>					
Check	09/20/2013	101191	Deyne, Margaret L	Mileage Reimbursement	180.80
Check	09/27/2013	101249	Glascott, Patricia A	Mileage Reimbursement	78.13
Total 1044413 · Travel Expense					258.93
<b>1044419 · Training</b>					
Check	09/20/2013	101191	Deyne, Margaret L	Lodging Reimbursement	299.04
Check	09/20/2013	101191	Deyne, Margaret L	Meal Reimbursement	71.68
Check	09/24/2013	101242	Northern Illinois University	Township Management Academy Registration	170.00
Check	09/27/2013	101249	Glascott, Patricia A	TOI Conference Registration - P. Glascott	160.00
Total 1044419 · Training					700.72
<b>1044491 · Health Insurance</b>					
Check	09/27/2013	101285	United Healthcare	Cust# 530960 Policy Coverage	-417.12
Total 1044491 · Health Insurance					-417.12
<b>1044492 · Dental, Vision &amp; Life Insurance</b>					
Check	09/24/2013	101240	Euclid Managers	Cust# 5641581 Dental/Life Ins Premium	88.71
Check	09/24/2013	101247	Vision Service Plan	Acct#30 033722 0001 Vision Insurance Monthly Premium	28.74
Total 1044492 · Dental, Vision & Life Insurance					117.45
Total 104ASR · Assessor's Division					793.69
<b>109YFS · Youth &amp; Family Services</b>					
<b>109ADM · Administration &amp; Clinical</b>					
<b>1094611 · Education &amp; Training</b>					
Check	09/20/2013	101192	Evans {1}, Tor	NCMHCE Workshop Exam Prep	270.00
Total 1094611 · Education & Training					270.00
<b>1094619 · Office Supplies</b>					
Check	09/20/2013	101217	Quill Corporation	Inv# 5392841 Calculators/Scissors	-3.71
Total 1094619 · Office Supplies					-3.71
<b>1094620 · Community Affairs</b>					
Check	09/24/2013	101225	Concepcion, Sara	Snow Cone Machine Ice	9.39
Total 1094620 · Community Affairs					9.39
<b>1094623 · Travel</b>					
Check	09/20/2013	101189	Concepcion, Sara	Mileage Reimbursement	62.15
Check	09/20/2013	101193	Spunt, Sarah B	Mileage Reimbursement	38.14
Total 1094623 · Travel					100.29
<b>1094691 · Health Insurance</b>					
Check	09/27/2013	101285	United Healthcare	Cust# 530960 Policy Coverage	4,877.38
Total 1094691 · Health Insurance					4,877.38

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Accrual Basis

## Hanover Township Board Audit Report September 18 through October 1, 2013

Type	Date	Num	Name	Memo	Amount
<b>1094692 - Dental, Vision &amp; Life Insurance</b>					
Check	09/24/2013	101240	Euclid Managers	Cust# 5641581 Dental/Life Ins Premium	685.89
Check	09/24/2013	101247	Vision Service Plan	Acct#30 033722 0001 Vision Insurance Monthly Premium	79.35
Total 1094692 - Dental, Vision & Life Insurance					765.24
Total 109ADM - Administration & Clinical					6,018.59
<b>109OUT - Outreach &amp; Prevention</b>					
<b>1094627 - Open Gym Program.</b>					
Check	09/20/2013	101222	Verify (XHANYF)	Inv# 809194 Background Check	32.00
Check	09/24/2013	101233	Bartlett Sports	Inv# 3245 Open Gym Tee-Shirts (40)	440.00
Check	09/27/2013	101260	Alexian Bros Corporate Health Services	Inv# 491493C Credit	-90.00
Total 1094627 - Open Gym Program.					382.00
<b>1094644 - Travel</b>					
Check	09/20/2013	101194	Teachout, Amanda A	Mileage Reimbursement	289.85
Total 1094644 - Travel					289.85
<b>1094645 - Printing</b>					
Check	09/24/2013	101244	Quill Corporation	Inv# 5626095 Ink Cartridges	451.30
Check	09/24/2013	101244	Quill Corporation	Inv# 5626095 Tax Exempt	-26.55
Total 1094645 - Printing					424.75
<b>1094647 - Office Supplies</b>					
Check	09/20/2013	101217	Quill Corporation	Inv# 5392841 Calculators/Scissors	63.16
Total 1094647 - Office Supplies					63.16
<b>1094791 - Health Insurance</b>					
Check	09/27/2013	101285	United Healthcare	Cust# 530960 Policy Coverage	3,782.05
Total 1094791 - Health Insurance					3,782.05
<b>1094792 - Dental, Vision &amp; Life Insurance</b>					
Check	09/24/2013	101240	Euclid Managers	Cust# 5641581 Dental/Life Ins Premium	321.41
Check	09/24/2013	101247	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					5,294.69
Total 109YFS - Youth & Family Services					11,313.28
Total 1014 - Town Fund - Expenditures					59,342.25
<b>1104 - Senior Center - Expenditures</b>					
<b>1104ADM - Administration</b>					
<b>1104524 - Utilities</b>					
Check	09/20/2013	101204	Com Ed 009 (Snr)	Acct# 7826010009 Monthly Charges	4,018.32
Total 1104524 - Utilities					4,018.32

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Accrual Basis

## Hanover Township Board Audit Report September 18 through October 1, 2013

Type	Date	Num	Name	Memo	Amount
<b>1104527 · Equipment</b>					
Check	09/20/2013	101195	The Alphabet Shop, Inc	Inv# 41266 Vinyl Surface for Dropbox	125.00
Check	09/20/2013	101200	Cooler Smart USA LLC	Inv# 14399575 Water Machine Staff Offices	133.00
Check	09/20/2013	101200	Cooler Smart USA LLC	Inv# 14399574 Water Machine Veterans Hall	133.00
Check	09/20/2013	101200	Cooler Smart USA LLC	Inv# 14399573 Water Machine Rental Lower Level	66.50
Check	09/20/2013	101215	Pitney Bowes	Acct# 6871669 Postage Machine Rental	132.12
Check	09/20/2013	101223	Wells Fargo Financial Leasing 001	Acct# 001-0090075-001 Copier Machine Rental	351.00
Check	09/27/2013	101283	Staples	Inv# 3208234132 Scanner (SHIP Funds)	1,349.97
Check	09/27/2013	101294	Nutoys Leisure Products	Senior Center Bike Rack	226.00
Total 1104527 · Equipment					2,516.59
<b>1104528 · Office Supplies</b>					
Check	09/27/2013	101283	Staples	Inv# 3208234133 Prtable Easel/Deskpad/Post Its/ (SHIP Funds)	427.76
Check	09/27/2013	101283	Staples	Inv# 3208234137 Ink/Copy Paper	450.89
Check	09/27/2013	101283	Staples	Inv# 3209574142 Dividers/Ink	93.32
Check	09/27/2013	101283	Staples	Inv# 3209574139 Portable Easel	198.89
Check	09/27/2013	101283	Staples	Credit for Inv# 3197496369	-99.99
Check	09/27/2013	101283	Staples	Credit for Inv# 3199069863	-50.79
Check	09/27/2013	101283	Staples	Credit for Inv# 3199756607	-20.96
Total 1104528 · Office Supplies					999.12
<b>1104529 · Postage</b>					
Check	09/20/2013	101216	Pitney Bowes Purchase Power	Acct# 8000-9090-0080-1105 Postage Charges	477.92
Total 1104529 · Postage					477.92
<b>1104533 · Printing</b>					
Check	09/27/2013	101273	Kwik Print	Inv# 50724 Letterhead/Business Cards (3 Sets)	270.10
Total 1104533 · Printing					270.10
<b>1104535 · Travel</b>					
Check	09/24/2013	101226	Sposito, Florence M	Mileage Reimbursement	54.64
Check	09/27/2013	101252	Vana, Kristin N	Mileage Reimbursement	32.81
Total 1104535 · Travel					87.45
<b>1104539 · Miscellaneous</b>					
Check	09/27/2013	101280	Sam's Club (Snr 0052 8)	Account Charges	7.52
Total 1104539 · Miscellaneous					7.52
<b>1104591 · Health Insurance</b>					
Check	09/24/2013	101247	Vision Service Plan	Acct#30 033722 0001 Vision Insurance Monthly Premium	74.12
Check	09/27/2013	101285	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	09/24/2013	101240	Euclid Managers	Cust# 5641581 Dental/Life Ins Premium	617.36
Total 1104592 · Dental, Vision & Life Insurance					617.36

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**Hanover Township**  
**Board Audit Report**  
September 18 through October 1, 2013

Type	Date	Num	Name	Memo	Amount
Total 1104ADM · Administration					18,098.30
<b>1104SOC · Social Services</b>					
<b>1104515 · Programming</b>					
Check	09/20/2013	101186	Susan Miura	A Taste of Italy Presentation	220.00
Check	09/20/2013	101187	Susan Reich	Educational Session	150.00
Check	09/20/2013	101188	Sharon Kissane	Handwriting Analysis Class	150.00
Check	09/20/2013	101213	Xavus Solutions LLC	Quote# 1539 Customized Colored Tags (300)	395.00
Check	09/20/2013	101220	Verify (XHTSSE)	Inv# 809207 Background Check	22.00
Check	09/20/2013	101224	Whole Foods Market	Inv# 91613 Cooking Class	75.00
Check	09/27/2013	101280	Sam's Club (Snr 0052 8)	Program Snacks/Supplies/Plates/Napkins	221.32
Check	09/27/2013	101280	Sam's Club (Snr 0052 8)	Program Snacks/Supplies/ Refreshments/Snacks	192.64
Check	09/27/2013	101280	Sam's Club (Snr 0052 8)	Program Snacks/Supplies	155.99
Check	09/27/2013	101303	Taylor Rental	Contract#02-240028-05 Health Expo Table/Chair Rental	771.00
Total 1104515 · Programming					2,352.95
<b>1104520 · Volunteer Services</b>					
Check	09/20/2013	101184	Nancy Pudlo	Volunteer Express	42.60
Check	09/20/2013	101185	Betty Kohlbach	Volunteer Express	9.04
Check	09/20/2013	101220	Verify (XHTSSE)	Inv# 809207 Background Check	32.00
Check	09/27/2013	101254	Lynne Schiller	Home Delivered Meals Mileage Reimbursement	13.00
Check	09/27/2013	101255	Patti Loomis	Home Delivered Meals Mileage Reimbursement	17.74
Check	09/27/2013	101256	Gerardo Amargos	Home Delivered Meals Mileage Reimbursement	33.90
Check	09/27/2013	101257	Phil Roth	Home Delivered Meals Mileage Reimbursement	31.64
Check	09/27/2013	101258	William Riccio	Home Delivered Meals Mileage Reimbursement	20.23
Check	09/27/2013	101259	Jerome Krzywdzinski	Home Delivered Meals Mileage Reimbursement	47.46
Total 1104520 · Volunteer Services					247.61
<b>1104532 · Visual Arts</b>					
Check	09/20/2013	101183	Susan Kazenas	Craft Supplies	53.39
Check	09/20/2013	101197	Blick Art Materials	Inv# 2068999 Art Materials	212.87
Check	09/20/2013	101210	Hobby Lobby	Program Supplies	30.51
Check	09/20/2013	101212	Midwest Ceramic Art Supply	Ceramic Supplies	159.18
Check	09/24/2013	101232	Blick Art Materials	Inv# 2124431 Art Materials	160.42
Check	09/27/2013	101253	Susan Kazenas	Craft Supplies - Beads/Wire	120.37
Total 1104532 · Visual Arts					736.74
Total 1104SOC · Social Services					3,337.30
<b>1104TRN · Transportation</b>					
<b>1104518 · Vehicle Maintenance</b>					
Check	09/27/2013	101266	Carquest Auto Parts Stores	Parking Brake Cable/Evolution Wipe/Wiper Blade	49.79
Check	09/27/2013	101270	Friendly Ford, Inc	Inv# 177982 Brake Line	54.98
Check	09/27/2013	101272	Interstate Battery System	Inv# 50200336 Vehicle Battery	108.95
Check	09/27/2013	101272	Interstate Battery System	Inv# 50200335 Vehicle Battery (2)	203.90
Check	09/27/2013	101279	Pomp's Tire Service	Inv# 640014066 Tire Repair	35.00
Check	09/27/2013	101282	Safety Lane Inspections	Inv# 10613 Safety Inspection	33.48
Total 1104518 · Vehicle Maintenance					486.10

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## Hanover Township Board Audit Report September 18 through October 1, 2013

Type	Date	Num	Name	Memo	Amount
<b>1104551 · Training</b>					
Check	09/27/2013	101260	Alexian Bros Corporate Health Services	Inv# 495832 Pre Employment Physical	177.00
Total 1104551 · Training					177.00
<b>1104554 · Office Supplies</b>					
Check	09/27/2013	101283	Staples	Inv# 3209166729 Toner Cartridge	57.49
Total 1104554 · Office Supplies					57.49
<b>1104691 · Health Insurance</b>					
Check	09/27/2013	101285	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	09/24/2013	101240	Euclid Managers	Cust# 5641581 Dental/Life Ins Premium	446.26
Check	09/24/2013	101247	Vision Service Plan	Acct#30 033722 0001 Vision Insurance Monthly Premium	58.14
Total 1104692 · Dental, Vision & Life Insurance					504.40
Total 1104TRN · Transportation					5,754.31
Total 1104 · Senior Center - Expenditures					27,189.91
<b>2024 · Welfare Services - Expenditures</b>					
<b>2024ADM · Administration</b>					
<b>2024212 · Dues &amp; Publications</b>					
Check	09/20/2013	101221	Verify (XHANGA)	Inv# 809192 Background Checks	96.00
Total 2024212 · Dues & Publications					96.00
<b>2024591 · Health Insurance</b>					
Check	09/27/2013	101285	United Healthcare	Cust# 530960 Policy Coverage	-591.80
Total 2024591 · Health Insurance					-591.80
<b>2024592 · Dental, Vision &amp; Life Insurance</b>					
Check	09/24/2013	101240	Euclid Managers	Cust# 5641581 Dental/Life Ins Premium	-167.43
Check	09/24/2013	101247	Vision Service Plan	Acct#30 033722 0001 Vision Insurance Monthly Premium	-5.49
Total 2024592 · Dental, Vision & Life Insurance					-172.92
Total 2024ADM · Administration					-668.72
<b>2024EMP · Employment Services</b>					
<b>2024216 · Office Supplies</b>					
Check	09/27/2013	101283	Staples	Inv# 3208234134 Folders/Toner	144.25
Check	09/27/2013	101283	Staples	Inv# 3207748146 Folder Fastener	65.98
Check	09/27/2013	101283	Staples	Inv# 3207748147 Letter Tray/Labels/Folders	102.23
Total 2024216 · Office Supplies					312.46
<b>2024217 · Equipment</b>					
Check	09/20/2013	101196	A1 Trophies & Awards, Inc	Inv# 14471 Name Badge (2)	15.90

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## Hanover Township Board Audit Report September 18 through October 1, 2013

Type	Date	Num	Name	Memo	Amount
Total 2024217 · Equipment					15.90
<b>2024220 · Printing</b>					
Check	09/20/2013	101211	Kwik Print	Inv# 50584 Business Cards	71.20
Total 2024220 · Printing					71.20
<b>2024291 · Health Insurance</b>					
Check	09/27/2013	101285	United Healthcare	Cust# 530960 Policy Coverage	1,195.38
Total 2024291 · Health Insurance					1,195.38
<b>2024292 · Dental, Vision &amp; Life Insurance</b>					
Check	09/24/2013	101240	Euclid Managers	Cust# 5641581 Dental/Life Ins Premium	6.84
Check	09/24/2013	101247	Vision Service Plan	Acct#30 033722 0001 Vision Insurance Monthly Premium	6.84
Total 2024292 · Dental, Vision & Life Insurance					13.68
Total 2024EMP · Employment Services					1,608.62
<b>2024HOM · Home Relief</b>					
<b>2024102 · Rent</b>					
Check	09/24/2013	2455	Paul Krella	September 2013 Rent	390.00
Check	09/24/2013	2456	Isabella Toto	September 2013 Rent	132.31
Check	09/24/2013	2457	Dale Panganiban	September 2013 Rent	390.00
Check	09/24/2013	2458	Spring Lakes Estates	September 2013 Rent	281.67
Check	09/24/2013	2459	John Ellenbogan	September 2013 Rent	245.00
Check	09/27/2013	2466	Cook County Treasurer	Property Tax	231.60
Check	09/27/2013	2474	Forest Ridge Homeowners Association	October 2013 Rent	174.00
Check	09/27/2013	2502	John Ellenbogan	October 2013 Rent	465.00
Check	09/27/2013	2503	Dale Panganiban	October 2013 Rent	550.00
Check	09/27/2013	2504	Paul Krella	October 2013 Rent	650.00
Check	09/27/2013	2505	Isabella Toto	October 2013 Rent	265.00
Check	09/27/2013	2506	Spring Lakes Estates	October 2013 Rent	545.00
Check	09/27/2013	2509	Cook County Treasurer	Property Tax 06353050511045	188.23
Check	09/27/2013	2512	Bartlett Green V Condo Assoc.	October 2013 Rent	150.55
Check	09/27/2013	2514	CarolAnn Sansone	October 2013 Rent	450.00
Check	09/27/2013	2515	Adam Zeliz	October 2013 Rent	500.00
Check	09/27/2013	2516	Theodore Urzendowski	October 2013 Rent	500.00
Check	09/27/2013	2517	Ralph Kanehl Sr.	October 2013 Rent	400.00
Check	09/27/2013	2518	Wayne Grove	October 2013 Rent	600.00
Check	09/27/2013	2519	Swanson Real Estate	October 2013 Rent	620.00
Check	09/27/2013	2520	Son Hui Anderson	October 2013 Rent	650.00
Check	09/27/2013	2521	E Eight Inc	October 2013 Rent	650.00
Check	09/27/2013	2522	Spring Lakes Estates	October 2013 Rent	400.00
Total 2024102 · Rent					9,428.36
<b>2024103 · Utilities</b>					
Check	09/27/2013	2463	Village of Streamwood	Utilities Assistance Acct#25400730001	98.65
Check	09/27/2013	2468	City of Elgin	Water Acct 39556528355	30.28
Check	09/27/2013	2469	NICOR	Utilities Assistance Acct#2847258896	45.00
Check	09/27/2013	2471	Village of Streamwood	Utilities Assistance Acct#25400730001	64.00

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## Hanover Township Board Audit Report September 18 through October 1, 2013

Type	Date	Num	Name	Memo	Amount
Check	09/27/2013	2473	Village of Streamwood	Utilities Assistance Acct#14402640001	58.70
Check	09/27/2013	2475	Village of Streamwood	Utilities Assistance Acct#19900620001	68.17
Check	09/27/2013	2476	NICOR	Utilities Assistance Acct#8252871000	60.00
Check	09/27/2013	2478	NICOR	Utilities Assistance Acct#2897107798	40.00
Check	09/27/2013	2506	Spring Lakes Estates	Water Bill	105.00
Check	09/27/2013	2508	Village of Bartlett	Utilities Assistance 51869	41.50
Check	09/27/2013	2510	NICOR	Utilities Assistance Acct#4630771000	7.00
Check	09/27/2013	2513	Village of Bartlett	Utilities Assistance 52229	30.60
Total 2024103 · Utilities					648.90
<b>2024105 · Clothing</b>					
Check	09/24/2013	2461	Walmart	Personal Essentials Card	77.00
Check	09/27/2013	2465	Walmart	Personal Essentials Card (14)	1,678.72
Total 2024105 · Clothing					1,755.72
<b>2024106 · Travel Expenses</b>					
Check	09/24/2013	2462	BP Gas Station	Fuel Assistance Gas Card	100.00
Check	09/27/2013	2464	BP Gas Station	Fuel Assistance Gas Cards (8)	525.00
Check	09/27/2013	2507	Travelers Personal Insurance	Car Insurance #989 635 806 101 1	50.00
Total 2024106 · Travel Expenses					675.00
<b>2024119 · Emergency Assistance</b>					
Check	09/18/2013	2452	Com Ed	Utilities Assistance Acct# 8248198001	913.27
Check	09/24/2013	2453	Blackhawk Apartments	Eviction Notice	750.00
Check	09/24/2013	2454	Blackhawk Apartments	Eviction Notice	1,000.00
Check	09/24/2013	2460	Com Ed	Utilities Assistance Acct# 7490543057	145.00
Check	09/27/2013	2467	Com Ed	Utilities Assistance Acct# 7923239031	76.12
Check	09/27/2013	2470	Com Ed	Utilities Assistance Acct# 7667641033	116.79
Check	09/27/2013	2472	Com Ed	Utilities Assistance Acct# 2091015059	217.30
Check	09/27/2013	2477	Com Ed	Utilities Assistance Acct# 7832153006	182.83
Check	09/27/2013	2501	Com Ed	Utilities Assistance Acct# 7490543057	145.00
Check	09/27/2013	2511	Com Ed	Utilities Assistance Acct# 7490495001	84.00
Total 2024119 · Emergency Assistance					3,630.31
Total 2024HOM · Home Relief					16,138.29
Total 2024 · Welfare Services - Expenditures					17,078.19
<b>3034 · Road &amp; Bridge - Expenditures</b>					
<b>3034ADM · Administration</b>					
<b>3034710 · Community Affairs</b>					
Check	09/24/2013	101228	Business Card - Bank of America	Recycling Event Supplies/Meal	388.63
Check	09/24/2013	101231	Bartlett Chamber of Commerce	Inv# 1190 Bartlett Chamber Event	37.00
Total 3034710 · Community Affairs					425.63
<b>3034711 · Utilities</b>					
Check	09/20/2013	101201	Com Ed 8009 (R&B)	Acct# 7826008009 Monthly Charges	39.31
Check	09/27/2013	101277	Nicor 44	Acct# 44-51-77-1000 8 Monthly Charges	102.37

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## Hanover Township Board Audit Report September 18 through October 1, 2013

Type	Date	Num	Name	Memo	Amount
Total 3034711 · Utilities					141.68
<b>3034791 · Health Insurance</b>					
Check	09/27/2013	101285	United Healthcare	Cust# 530960 Policy Coverage	853.85
Total 3034791 · Health Insurance					853.85
<b>3034792 · Dental, Vision &amp; Life Insurance</b>					
Check	09/24/2013	101240	Euclid Managers	Cust# 5641581 Dental/Life Ins Premium	147.21
Check	09/24/2013	101247	Vision Service Plan	Acct#30 033722 0001 Vision Insurance Monthly Premium	30.78
Total 3034792 · Dental, Vision & Life Insurance					177.99
Total 3034ADM · Administration					1,599.15
<b>3034ROD · Road Maintenance</b>					
<b>3034602 · Operating Supplies &amp; Materials</b>					
Check	09/24/2013	101241	Martin Implement Sales, Inc	Inv# A28882 Display Case	108.96
Total 3034602 · Operating Supplies & Materials					108.96
<b>3034610 · Street Lighting</b>					
Check	09/20/2013	101202	Com Ed 152	Acct# 0045120152 Monthly Charges	256.93
Total 3034610 · Street Lighting					256.93
Total 3034ROD · Road Maintenance					365.89
<b>303EQM · Equipment</b>					
<b>3034609 · Maintenance Vehicles &amp; Equip</b>					
Check	09/27/2013	101266	Carquest Auto Parts Stores	Credit	-97.76
Check	09/27/2013	101270	Friendly Ford, Inc	Inv# 177479 Clamp	18.88
Check	09/27/2013	101270	Friendly Ford, Inc	Inv# 177746 Adaptor/Gasket/Bolt	149.70
Check	09/27/2013	101270	Friendly Ford, Inc	Inv# 177465 Valve Assembly/Sensor	272.04
Check	09/27/2013	101270	Friendly Ford, Inc	Inv# 177986 Credit	-30.00
Check	09/27/2013	101270	Friendly Ford, Inc	Inv# 177667 Cooler/Core Charge	394.00
Check	09/27/2013	101270	Friendly Ford, Inc	Inv# 177988 Credit	-75.00
Check	09/27/2013	101270	Friendly Ford, Inc	Inv# 177989 Credit	-7.87
Total 3034609 · Maintenance Vehicles & Equip					623.99
Total 303EQM · Equipment					623.99
Total 3034 · Road & Bridge - Expenditures					2,589.03
<b>5054 · Mental Health - Expenditures</b>					
<b>5054ADM · Administration</b>					
<b>5054010 · Employee Insurance</b>					
Check	09/24/2013	101240	Euclid Managers	Cust# 5641581 Dental/Life Ins Premium	42.06
Check	09/24/2013	101247	Vision Service Plan	Acct#30 033722 0001 Vision Insurance Monthly Premium	6.84
Check	09/27/2013	101285	United Healthcare	Cust# 530960 Policy Coverage	497.16
Total 5054010 · Employee Insurance					546.06

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**Hanover Township**  
**Board Audit Report**  
September 18 through October 1, 2013

Type	Date	Num	Name	Memo	Amount
<b>5054014 · Equip / Database</b>					
Check	09/27/2013	101294	Nutoys Leisure Products	Runzel Reserve Benches (2)	1,600.00
Total 5054014 · Equip / Database					1,600.00
Total 5054ADM · Administration					2,146.06
<b>5054COM · Community Resource Center</b>					
<b>5054210 · Utilities</b>					
Check	09/27/2013	101302	Com Ed 019 (MHB)	Acct# 6992134019 Monthly Charges	405.30
Total 5054210 · Utilities					405.30
<b>5054250 · Building Maintenance</b>					
Check	09/27/2013	101288	Fox Valley Fire & Safety	Inv# 786374 Fire Extinguisher Service	84.00
Check	09/27/2013	101301	Groot Recycling & Waste Services Inc	Acct# 16790-001 Monthly Charges	39.15
Total 5054250 · Building Maintenance					123.15
<b>5054286 · Agency Support Services</b>					
Check	09/27/2013	101293	PAETEC	Acct# 9097797 Monthly Charges	552.64
Check	09/27/2013	101293	PAETEC	Acct# 1173538 Monthly Charges	72.52
Total 5054286 · Agency Support Services					625.16
Total 5054COM · Community Resource Center					1,153.61
<b>5054SVC · Service Contracts</b>					
<b>5054102 · CAC Family Support</b>					
Check	09/27/2013	101297	Childrens Advocacy Ctr of Nwst Co Cou...	Family Support Services	183.50
Total 5054102 · CAC Family Support					183.50
<b>5054107 · Open Door Clinic</b>					
Check	09/27/2013	101298	Open Door Clinic	AIDS/Mental Health Outreach	1,250.00
Total 5054107 · Open Door Clinic					1,250.00
<b>5054108 · Aid Supportive Employment</b>					
Check	09/27/2013	101289	Association for Individual Development	Supportive Employment Program	10,000.00
Total 5054108 · Aid Supportive Employment					10,000.00
<b>5054109 · Aid Case Management</b>					
Check	09/27/2013	101289	Association for Individual Development	Home Based Services	1,250.00
Total 5054109 · Aid Case Management					1,250.00
<b>5054128 · RENZ Outpatient</b>					
Check	09/27/2013	101295	Renz Addiction Counseling Center	Outpatient Treatment	6,072.35
Total 5054128 · RENZ Outpatient					6,072.35
<b>5054132 · Ecker Therapy Services</b>					
Check	09/27/2013	101299	Ecker Center for Mental Health	Therapy Services	17,850.00
Total 5054132 · Ecker Therapy Services					17,850.00

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## Hanover Township Board Audit Report September 18 through October 1, 2013

Type	Date	Num	Name	Memo	Amount
<b>5054135 · Ecker Center / PEP</b>					
Check	09/27/2013	101299	Ecker Center for Mental Health	Psychiatric Emergency Program	1,125.00
Total 5054135 · Ecker Center / PEP					1,125.00
<b>5054158 · Larkin Center</b>					
Check	09/27/2013	101291	Larkin Center for Children	Adult Mental Health August 2013	1,890.00
Check	09/27/2013	101291	Larkin Center for Children	Adult Mental Health July 2013	1,875.00
Check	09/27/2013	101291	Larkin Center for Children	Adult Mental Health Services	150.00
Check	09/27/2013	101291	Larkin Center for Children	Adult Mental Health June 2013	2,280.00
Total 5054158 · Larkin Center					6,195.00
<b>5054162 · Tide Transportation</b>					
Check	09/27/2013	101290	A#1 Cab Dispatch Inc	Tide Invoices 9/20/13	676.50
Total 5054162 · Tide Transportation					676.50
<b>5054188 · Bartlett Learning Center</b>					
Check	09/27/2013	101300	Clarewoods Academy	Counseling	401.53
Total 5054188 · Bartlett Learning Center					401.53
<b>5054199 · Elgin Family Ctr - Adult Psych</b>					
Check	09/27/2013	101296	Greater Elgin Family Care Center	Adult Psychiatric Services	400.00
Total 5054199 · Elgin Family Ctr - Adult Psych					400.00
<b>5054200 · Kenneth Young Center - SASS</b>					
Check	09/27/2013	101292	Kenneth Young Center	Screening Assessment Supportive Services	926.92
Total 5054200 · Kenneth Young Center - SASS					926.92
Total 5054SVC · Service Contracts					46,330.80
Total 5054 · Mental Health - Expenditures					49,630.47
<b>8084 · Capital Projects - Expenditures</b>					
<b>8084425 · Building &amp; Perm Improvements</b>					
Check	09/27/2013	101267	Carol Stream Lawn and Power	Inv# 326778 IWC Remediation Project	2,218.28
Check	09/27/2013	101284	The Home Depot	Izaak Walton Center Improvement Project	1,529.43
Total 8084425 · Building & Perm Improvements					3,747.71
Total 8084 · Capital Projects - Expenditures					3,747.71
<b>TOTAL</b>					<b>159,679.56</b>

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, 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, Senior Services Director Barbara Kurth-Schuldt, Assistant Administrator Katie Delaney, Emergency Services Director Dan Palmer, Mental Health Board Coordinator Suzanne Powers, Director of Facilities & Maintenance Steve Spejcher, Volunteer and Pantry Coordinator Lori Orozco, YFS Director John Parquette, Community Health Director Kristen Smith, Attorney Mike Airdo, Management Analyst Thomas Warfield, Director of Community Relations Thomas Kutenburg, Administrative Assistant Alex Imperato, Streamwood High School Civics class students, Mr. Bill Jones, and Mr. Richard Surma.

II. Supervisor McGuire asked everyone to stand and join him in the Pledge of Allegiance.

Mr. McGuire then asked for the Board's approval to move item F under New Business to Presentations after the Veterans Honor Roll. A motion was made by Trustee Krick and seconded by Trustee Benoit to approve the move of item F under New Business to under the Veterans Honor Roll. Roll: Ayes: Supervisor McGuire and Trustees Benoit, Burke, Caramelli, and Krick. Motion carried.

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 congratulating and thanking A1C Richard I. Surma on his induction into the Veterans Honor Roll recognizing his service in the U.S. Air Force.

F. Resolution Recognizing Bill Jones: A motion was made by Trustee Krick to approve the resolution recognizing Bill Jones, Past President of the Elgin Chapter of the Izaak Walton League for his service and dedication; the motion was seconded by Trustee Caramelli. Supervisor McGuire read the resolution and invited the Board in front of the dais to present the resolution to Mr. Jones. Roll call: Ayes: Trustees Benoit, Burke, Caramelli, and Krick, and Supervisor McGuire. Motion carried.

V. Reports

A. Supervisor: Mr. McGuire reminded the Board of the October 4 Foundation fundraiser Oktoberfest at the Barn. He also thanked the officials who came out this time and other times to clean the creek at Izaak Walton. He noted that he, Trustee Burke and EMS volunteers attended the state Emergency Management Conference; he noted that we are seen as the state-wide leader in the EM.

B. Clerk: Ms Dolan Baumer reported that there were two recent FOIA requests: one regarding a certain parcel of land which was handled by the Assessor's office, and the

other from Examiner Publications asking for information on intergovernmental agreements between Hanover Township and Bartlett.

- C. Highway Commissioner: Mr. Ochoa offered no report.
- D. Assessor: Mr. Smogolski reported that the Reassessment Appeals Seminar would be held on Wednesday, September 25 at 7 p.m. in the Senior Center.
- E. Treasurer: A motion was made by Trustee Burke 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, Caramelli and Krick, and Supervisor McGuire. Nays: None. Motion carried and the Treasurer's report is adopted.
- F. Department Reports: All departments had submitted reports for the Board's review. Highlights included from Director Smith a reminder of the 6<sup>th</sup> Annual Health and Wellness Expo this Thursday.

VI. Bill Paying

Administrator Barr offered the bills for approval for August 21 through September 17, 2013 in two sets. For bills payable to Alexian Brothers as follows:

a. Town Fund	\$920.05
b. Welfare Services Fund	87.00
e. Mental Health Board	<u>1,725.00</u>
Total All Funds:	<u>\$2,732.05</u>

A motion was made by Trustee Burke to approve the bills as presented for Alexian Brothers from August 21 to September 17, 2013; Trustee Caramelli seconded the motion. Roll call: Ayes: Trustees Burke, Caramelli and Krick, and Supervisor McGuire. Abstain: Trustee Benoit. Nays: none. Motion carried.

a. Town Fund	\$122,441.76
b. Senior Center Fund	53,502.81
c. Welfare Services Fund	21,587.06
d. Road and Bridge Fund	227,172.17
e. Mental Health Fund	100,814.77
f. Retirement Fund	0.00
g. Vehicle Fund	400.00
h. Capital Fund	<u>9,499.22</u>
Total All Funds:	<u>\$535,417.79</u>

A motion was made by Trustee Caramelli to approve the bills as presented for August 21 to September 17, 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 August 20, 2013: Clerk Dolan Baumer presented the meeting minutes of the Board Meeting of August 20, 2013 for review and approval. A motion was made by Trustee Benoit to approve the minutes of the Regular Board

Meeting of August 20, 2013, with a second by Trustee Caramelli. Roll call: Ayes: Trustees Benoit, Burke, Caramelli and Krick, and Supervisor McGuire. Motion carried and the minutes were approved.

- B. Ordinance regarding the Conveyance of Real Property from the Streamwood Park District to Hanover Township: A motion was made by Trustee Caramelli to approve the ordinance #091713 regarding the conveyance of real property from the Streamwood Park District to Hanover Township, with a second by Trustee Krick. This ordinance allows the Board to enter into an agreement with the Streamwood Park District. Mr. Barr spoken with Mr. O'Rourke, Village Manager of Streamwood, who had spoke with President Roth, and both gave their approval on the proposed transaction regarding Lacy Park; they are supportive of the two governmental agencies working together. Roll call: Ayes: Trustees Benoit, Burke, Caramelli and Krick, and Supervisor McGuire. Motion carried.
- C. Resolution authorizing the Execution of an Intergovernmental Agreement between Hanover Township and the Streamwood Park District: Trustee Benoit moved that the resolution #091713-1 authorizing the execution of an intergovernmental agreement between Hanover Township and the Streamwood Park District; the motion was seconded by Trustee Caramelli. Roll call: Ayes: Trustees Benoit, Burke, Caramelli and Krick, and Supervisor McGuire. Motion carried.
- D. Resolution Authorizing the Execution of an Intergovernmental Agreement between Hanover Township and the Streamwood Park District for the Shared Use of Certain Real Property: Trustee Caramelli moved that resolution #091713-2 authorizing the execution of an intergovernmental agreement between Hanover Township and the Streamwood Park District for the Shared Use of Certain Real Property; the motion was seconded by Trustee Burke. Mr. McGuire noted that these same agreements have been approved by the Streamwood Park District Board, and thanks to Trustee Krick for taking the lead on this opportunity. Roll call: Ayes: Trustees Benoit, Burke, Caramelli, and Krick, and Supervisor McGuire. Motion carried.
- E. Resolution Declaring National Senior Center Month: Trustee Burke made a motion to declare September 2013 National Senior Center Month in Hanover Township. The motion was seconded by Trustee Krick. Roll call: Ayes: Trustees Benoit, Burke, Caramelli, and Krick, and Supervisor McGuire. Motion carried.
- G. Approval of the Senior Nutrition Program: A motion was made by Trustee Burke to approve the senior nutrition program recommendation by staff of option 1C: Exploratory Program. This design option would entail an initial hiring of a single full time program coordinator who serves as a head chef to develop a program specific to Hanover Township, and one part-time line cook/kitchen assistant to assist with meal preparation and service. This option would be provided with a set budget for twelve months of programmatic operation, but would be allowed flexibility to develop the nutrition program and make recommendations on long-term design features, funding levels, and staffing based upon real-world implementation experience. The projected cost is \$98,581 and review would be done in 12 months. Discussion ensued: The primary benchmark would be 25 meals per day to start. Mr. McGuire noted that 50 sounds like a more reasonable number. The Township's out-of-pocket would be \$45,000 in the first year. 669 people attended food service

according to Catholic Charities, as reported by Director Kurth Schuldt. The motion was seconded by Trustee Krick to approve the option 1C as noted. Roll call: Ayes: Trustees Benoit, Burke and Krick, and Supervisor McGuire. Nays: Trustee Caramelli. Motion carried.

H. Approval of Fiscal Year 2013 Audit: A motion was made by Trustee Burke to approve the FY2013 Audit as presented; Trustee Benoit seconded the motion. Roll call: Ayes: Trustees Benoit, Burke, Caramelli, and Krick, and Supervisor McGuire. Motion carried.

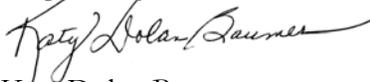
X. Executive Session: A motion to go into Executive Session was made at 7:31 p.m. by Trustee Burke pursuant to section 2c8 (Security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property.) of the Illinois Open Meetings Act; the motion was seconded by Trustee Krick. Roll call: Ayes: Trustees Benoit, Burke, Caramelli, and Krick, and Supervisor McGuire. Motion carried and the Board adjourned into Executive Session. Mr. McGuire invited the students forward for signatures so that they might not have to stay during this break.

The Board reconvened the Regular Board meeting at 7:56 p.m. with Trustees Benoit, Burke, Caramelli, and Krick, and Supervisor McGuire present.

XI. Other Business: Mr. McGuire had asked Director Kuttentburg to put together an action plan for the notification to the neighborhood surrounding Lacy Park. His first action was to set the date of the Breakfast with the Board workshop to be October 5 at 10 a.m. at Lacy Park. A letter will go out to the residents. Collector Liquori thanked the Emergency Services volunteers for their presence at his son's homecoming parade.

XII. Adjournment: There being no further business to come before this Board, Supervisor McGuire asked for a motion to adjourn at 7:55 p.m. Motion to adjourn was made by Trustee Krick and it was seconded by Trustee Burke. 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  
Assessor Welfare Services Village of Streamwood  
Bartlett Library Highway Commissioner Y&F Services Streamwood Park District



**MEMORANDUM**

**TO:** Hanover Township Board  
**FROM:** James Barr, Administrator  
**BY:** Thomas Warfield, Management Analyst  
**DATE:** September 27, 2013  
**SUBJECT:** Recommendation for Selection of Senior Center Retro-Commissioning Proposal

**Recommendations:**

Staff recommends selection of the Senior Center Retro-Commissioning proposal from dbHMS Design Build Engineering. This company is listed as a pre-approved retro-commissioning provider by the Smart Energy Design Assistance Center (SEDAC), has already completed an initial site visit and review of the Senior Center, and has the clearest plan for implementation.

**Background:**

In October 2011, staff from the Facilities and Maintenance and Administrative Services departments coordinated a study of the Hanover Township Senior Center in order to evaluate overall energy consumption in relation to other buildings of a similar type, and to determine methods of reducing that consumption. A full Level III Energy Assessment Report was completed at that time by SEDAC, the Illinois Smart Energy Design Assistance Center; an organization that performs free assessments of public and private buildings in Illinois (<http://smartenergy.illinois.edu/>).

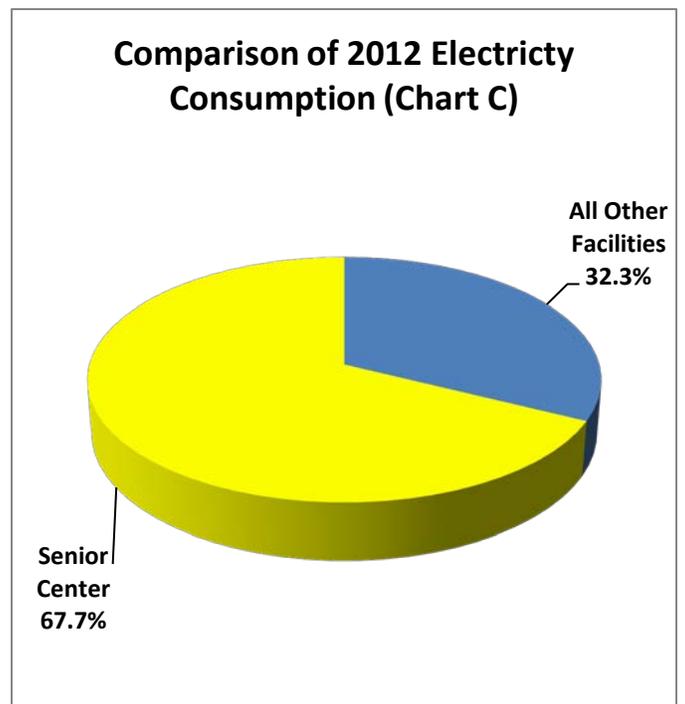
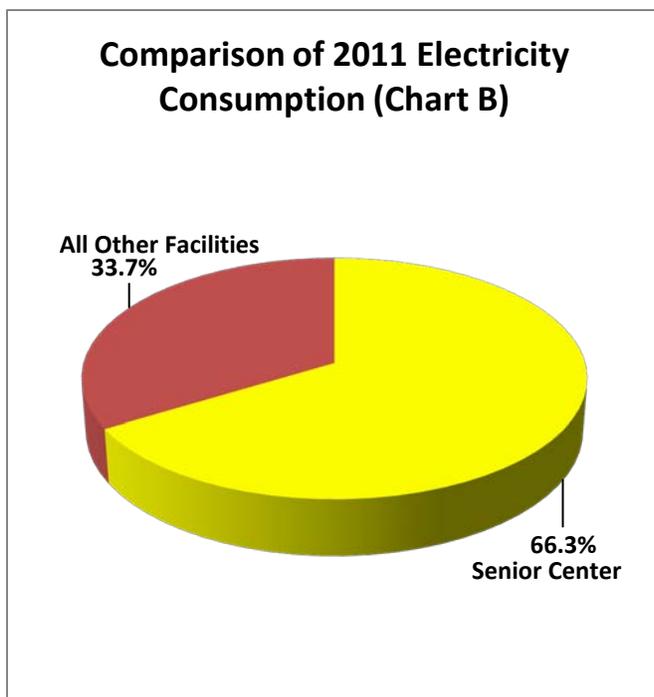
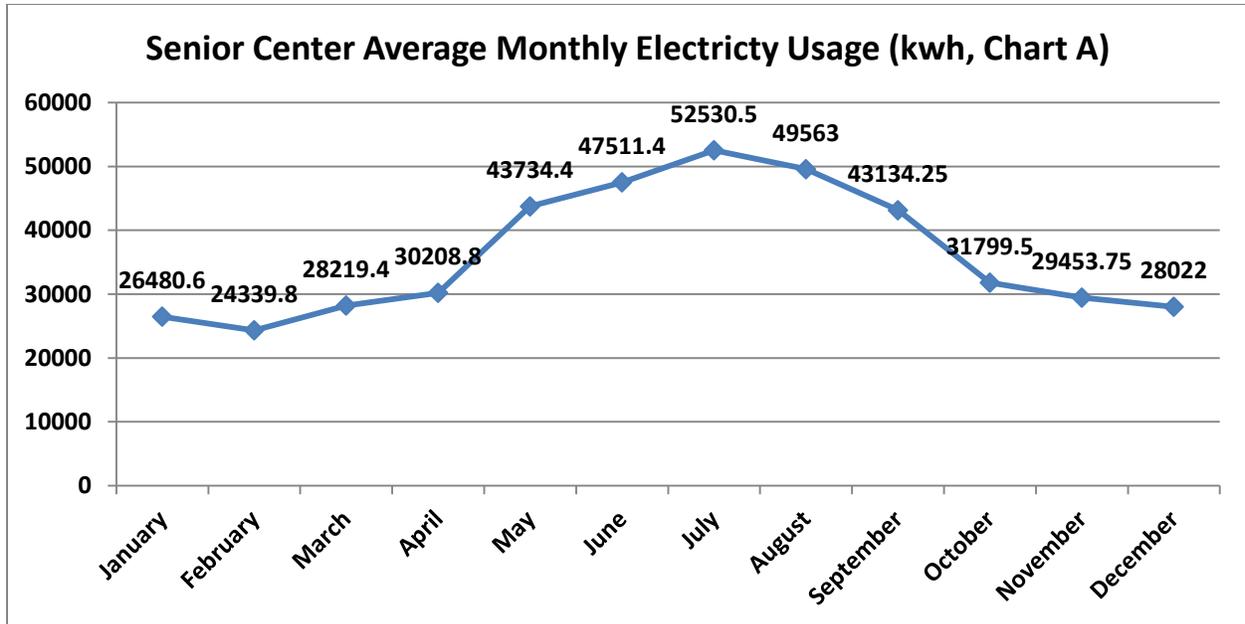
SEDAC is sponsored by the Illinois Department of Commerce and Economic Opportunity (DCEO) in partnership with ComEd and Ameren Illinois Utilities and is managed by the School of Architecture at the University of Illinois at Urbana-Champaign. The program provides advice and analysis enabling private and public facilities in the State of Illinois to increase their profitability through the efficient use of energy resources. The SEDAC mission is to encourage communities, business owners, design professionals, and building contractors to incorporate energy efficiency practices and renewable energy systems in buildings.

The analysis determined that the Senior Center consumes nearly twice as much energy as other building of a similar size and with similar types of architecture and space utilization. The report provided three basic recommendations for methods that could be utilized to reduce energy consumption by as much as 50%, putting the Senior Center in the average range of energy consumption. These three recommendations were: (1) Retro-commissioning of the Senior Center HVAC system, (2) installation of Demand Controlled Ventilation (DCV), and (3) installation of motion sensor on the Senior Center vending machines.

According to the report from SEDAC commissioning of existing buildings or “retro-commissioning,” is a systematic process applied to existing buildings for identifying and implementing operational and maintenance improvements and for ensuring their continued performance over time. Retro-commissioning assures system functionality. It is an inclusive and systematic process that intends not only to optimize how equipment and systems operate, but also to optimize how the systems function

together. Although retro-commissioning may include recommendations for capital improvements, the primary focus is on using operation and maintenance tune-up activities and diagnostic testing to optimize the building systems.

The charts below help demonstrate the need for retro-commissioning. Chart A is an average of electricity usage by month, with clear peaks in the summer months which require large usage of air conditioning. Chart B shows that the Senior Center accounted for 66.3% of electricity consumed by all Township facilities and the proportion grew to 67.7% in 2012 with the lower level expansion. Total consumption by the Senior Center has increased by 7.2% year to year.



## Implementation Process:

The low cost option of installation of vending machine motion sensors was completed shortly after receipt of the SEDAC report. In an attempt to pursue the remaining recommendations, on January 9, 2013 staff submitted a Notice of Interest (NOI) for a grant program under SEDAC that would have paid the full cost of the engineering portion of the retro-commissioning; however the Township was not selected as the Senior Center was deemed to be too small. While significant energy savings were confirmed at that time, the project focused upon facilities that were 150,000 square feet or larger.

This project was included as Strategic Goal number two for Fiscal Year 2014, as approved by the Board at the most recent strategic planning retreat in November, 2012. Additionally, during the development of the current fiscal year's budget and Capital Improvement Plan (CIP), staff combined the retro-commissioning and DCV projects with a solar panel project and renamed the group of energy saving efforts the "Solar and Energy Efficiency Project." Per the CIP:

**"Description:** The solar and energy efficiency project is a concerted effort by Hanover Township to ensure that taxpayer resources can be conserved through a reduction in energy utilization while simultaneously benefiting the environment through reducing the Township's carbon footprint. A small scale solar project will help to offset a small portion of the Senior Center's electricity usage while also serving as a highly visible demonstration of the technology to residents. Efficiency measures such as Demand Control Ventilation (DCV) and retro-commissioning the Center's HVAC system has been projected to reduce energy usage by as much as 50%. Projections for energy savings were calculated based upon an energy assessment report that was conducted by the Illinois Smart Energy Design Assistance Center (SEDAC) and research by Township staff."

### Estimated Operational Impact of Solar and Energy Efficiency Projects

Energy Measure	Annual Average Electricity Cost (2010-2012)	Annual Average Gas Cost (2010-2012)	Estimated Reduction in Electricity (%)	Estimated Reduction in Gas (%)	Estimated Total Annual Savings
	\$ 39,052	\$ 9,620	44.7%	67.0%	
Solar Panels			5.0%	n/a	\$ 1,953
DCV			12.2%	24.6%	\$ 8,028
Retro-Commissioning			27.5%	42.4%	\$ 14,818
<b>Total</b>					<b>\$ 24,799</b>

Based upon initial estimates the full solar and energy efficiency project is estimated to have a 10 year return on investment using net present value formulas of \$40,703 based upon electricity savings, and a combined electricity and gas simple payback period of 4.8 years. Staff obtained a list of recommended retro-commissioning providers in Illinois from SEDAC and contacted six companies requesting proposals based upon the SEDAC findings. Of the six, four companies contacted the Township for further information and two companies provided full proposals. Staff recommends the proposal from dbHMS based upon considerations of cost, completeness and clarity of the implementation process, and a thorough review of references.

If you have any questions or if you would like additional information please contact the Management Analyst via email at [twarfield@hanover-township.org](mailto:twarfield@hanover-township.org) or via phone at 630-837-0301 x2129.

## RETRO-COMMISSIONING SERVICES

Short Form Agreement Between Client and dbHMS as Consultant

<b>Date</b>	July 15,2013	<b>Proposal #</b>	13-178
<b>Client</b>	<b>Hanover Township</b>		
<b>Address</b>	250 S. Route 59, Bartlett, Illinois 60103		
<b>Attn:</b>	<b>Thomas Warfield</b>		
<b>Phone</b>	(630) 837-0301	<b>Email</b>	twarfield@hanover-township.org
<b>Project Name</b>	<b>Hanover Township Senior Center Retro-Cx</b>		
<b>Project Location</b>	Bartlett, Illinois		

### PROJECT BACKGROUND

The Hanover Township Senior Center was constructed In 2005 and serves as a community space for local seniors. With approximately 20,395 sf, the facility is comprised of community rooms, art rooms, activity rooms, staff offices, classrooms, computer room, dining hall, kitchen, meeting rooms, and a gift shop. Building systems consist of a chiller, hot water boilers, roof top units, and variable air volume (VAV) terminal air units with hot water reheat that currently consume considerably more natural gas and electricity than expected. It is assumed that the building automation system (BAS) was never properly commissioned when installed and thus retro-commissioning the building will significantly improve the senior center's energy performance.

The goal and expectations of these services is to discover and implement energy conservation measures with the highest return on investment, effectively reducing operating costs for Hanover Township.

This proposal is based on verbal communication with Thomas Warfield of Hanover Township and the review of SEDAC's Energy Assessment Report dated October 10<sup>th</sup>, 2011.

### SCOPE OF SERVICES

#### **Retro-Commissioning Services:**

dbHMS will perform Retro-Commissioning at Hanover Township Senior Center to optimize building performance through identifying energy conservation measures that reduce the building's energy consumption. This will be achieved by performing the following tasks:

1. Meet with ownership and operations staff to discuss current operating issues the building is experiencing. During the meeting, dbHMS shall draft an Owner's Project Requirements document describing the goals of this project and guides the Retro-Commissioning process. Anticipated timeline is 1 week.
2. Review space conditions and Mechanical, Electrical, and Plumbing system performance through data logging and CT sensors. We will also review Building Automation System (BAS) trending (established by others). During this phase we will analyze current utility bills and compare with system performance and trending. Upon analyzing energy consumption and system performance, we will develop a Retro-Commissioning Plan identifying energy conservation measures (ECMs) that optimize building performance. Anticipated timeline is 7 weeks.
3. Present the Retro-Commissioning Plan identifying energy conservation measures to ownership for review and analysis. Ownership shall select ECMs to be pursued. Anticipated timeline is 1 week.

4. Develop written scopes of work for ownership to denver to contractors to obtain proposals for Implementation of the ECMs identified in the Retro-Commissioning Plan. Anticipated timeline is 2 weeks.
5. Upon receiving contractor proposals, we snail develop return on investment calculations and present savings to ownership. We will assist in selecting ECMs that comply with project goals and ensure contractor scopes of work are inclusive for the intended scope of work. Anticipated timeline is 1 week.
6. Confirm and verify selected ECMs are correctly implemented through measurement, data collection, trend analysis. and performing functional testing of selected systems. Anticipated timeline is 4 weeks.
7. Upon completion of implementation and verification, we shall provide ownership with a final Retro-Commissioning report identifying the process and the results. Anticipated timeline is 3 weeks.

**CLIENT'S RESPONSIBILITY**

In order for us co diligently execute our work, you agree to provide us with the following:

1. Access to enter public and private property for the above scope of work.
2. Provide to dbHMS appropriate existing documentation such as as-buile drawings.
3. Assist dbHMS in generating an appropriate Owner's Project Requirements document.
4. Coordination and responsibility for Johnson Controls or other Controls contractor to implement trending.

**EXCLUSIONS**

We would be happy to propose fees for the services listed below, however, they are not Included in the scope of services covered by this proposal:

1. Commissioning of the following systems:
  - a. Emergency generator and power systems.
  - b. Fire protection systems
2. Preparing and submitting an application for Energy Scar certification.
3. Writing and implementing a measurement & verification plan.
4. Performing implementation of energy conservation measures as identified In the Retro-Commissioning Plan.
5. Obtaining proposals from contractors to complete identified energy conservation measures.

**COMPENSATION**

dbHMS will perform the services listed above for lump sum fees as follows:

Retro-Commisloning Services: \$ 28,300

Timecard, reimbursable expenses and out-of-scope services shall be compensated in accordance with attached Rate Schedules. Attached General Conditions shall be applicable for this work.

# dbHMS

design build engineering

*Thank you for considering dbHMS for your consulting services needs. Please review our proposal for your desired scope of services. If it meets with your approval, please initial specific services desired, sign, and return to us via e-mail, fax or U.S. mail. Should you have any questions or comments, please contact the undersigned.*

*Note: This proposal is valid for period of 90 days.*

Submitted by:

A. Aubrey Swift AIA, CEM, QCxP, LEED AP  
Director, Design Integration

Accepted by:

\_\_\_\_\_  
(Client)

\_\_\_\_\_  
(Printed Name/Title)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

## GENERAL CONDITIONS

### COMPENSATION AND REIMBURSABLE EXPENSES:

1. Minimum time charged shall be half hour for time card activities. Reimbursable Expenditures shall include transportation, travel expenses, highway toll, equipment and systems testing, items beyond agreed deliverables, printing, reproductions and messenger services.
2. Fee stated in this Proposal, shall be billed monthly based upon estimated completion of the scope of services at the time of billing.
3. Payment shall be due within 31 days of dbHMS invoice. If any invoice is not paid within 31 days, late payment charges of 1% per month, or fraction of a month, or the highest lawful interest rate of the state in which the client's office is located, will be added. Our fees shall not be held contingent on the client obtaining funding or receiving their fees from their client. dbHMS reserves the right to suspend services after 90 days of billing under this Agreement until paid in full amounts due to services and expenses.

### STANDARD TERMS OF BUSINESS:

1. dbHMS to maintain \$5,000,000 professional liability insurance.
2. dbHMS shall not be the engineer of record for the project.
3. dbHMS shall not be liable for damages that are special, incidental or consequential, including, but not limited to, loss of profits, loss of revenue, loss of use, loss of capital or for any other loss of any nature, whether based in contract, tort, negligence, strict liability or otherwise arising from any cause whatsoever by reason of the services rendered under this agreement.
4. dbHMS shall not be liable for in any manner claims, lawsuits, expenses economic losses for damages arising from, the exposure to of the handling, manufacture of, or disposal of, hazardous materials of any form considered by the U.S. Environmental Protection Agency of any other governmental agency. Such environmental issues shall not be limited to air; water and noise pollution.
5. dbHMS shall not be responsible for the means, methods, techniques, sequences, or procedures of construction or of the occupational safety precautions and programs incident to the work of the design team or contractor nor for the failure of contractors to perform the work in accordance with the construction documents.
6. dbHMS reserves all intellectual property rights in the instruments of service including copyrights. Client agrees that all documents furnished by dbHMS pursuant to this Agreement are prepared for this project and shall not be used for any other project.
7. If dbHMS prepares any type of energy model or building simulation as part of this Scope of Services, it is understood that such a model is only intended to provide the client with a comparison of energy use and energy cost between alternate designs. dbHMS does not expressly or implicitly warrant or represent that the energy use and energy cost predicted by the model will reflect the actual energy use or energy cost for the completed design incorporated in the project.
8. dbHMS shall not be responsible for the failure of the project to achieve LEED certification or to reach any particular level of certification. It is understood that the actual LEED rating realized by implementing this Scope of Services depends upon a wide variety of factors that are beyond the control of dbHMS.
9. Review of submittals and design documents for these services does not relieve the Engineer of Record of responsibility for the design nor does it relieve the Contractor of responsibility for field coordination, quantities & dimensions.
10. Review of submittals for Commissioning services shall be only for the limited purpose of checking for conformance to the Owner's Project Requirements and the Basis of Design and determining commissionability of systems.

11. dbHMS shall hold harmless, defend, and indemnify Hanover Township, and its directors, trustees, officers, employees, servants, volunteers, and agents (hereinafter collectively known as "The Township") from and against all actions, causes of action, lawsuits, obligations, liabilities, losses, penalties, fines, costs, including damages for personal injury, including sickness, disease, death, property damage, economic losses, or a violation of law, and expenses, including reasonable attorneys' fees, all legal expenses, and fees incurred on appeal and interest thereon, accruing and resulting to any persons, firms, or any other legal entity as a result of any negligent actions or failure to act by dbHMS and/or its parent companies/entities, subsidiary companies/entities, affiliate companies/entities, directors, trustees, officers, employees, servants, volunteers, and agents (hereinafter collectively known as "dbHMS"), or as a result of any intentional, criminal, and/or reckless actions or failure to act by dbHMS, which the Township may incur, be exposed to, become responsible for, or payout. dbHMS shall assume the investigation, defense, and expense of all such claims and causes of action.
  
12. dbHMS shall procure and maintain, at dbHMS's expense, policies of insurance to insure itself and its employees for management errors and omissions liability, workers' compensation, automobile liability, commercial general liability (including personal injury liability and contractual liability insurance) and excess liability, adding the Township as an additionally covered party for any and all claims arising out of, or in association with, this Agreement. All such coverage shall be primary with respect to claims made, and any similar or additional coverage maintained by the Township shall be excess to any coverage carried by dbHMS, including any excess coverage carried by the Township. dbHMS shall furnish a certificate from its carrier and all endorsements evidencing compliance with this Section. dbHMS shall provide the Township with a thirty (30) day written notice of cancellation or change of coverage. Any failure on the part of the Township to insist upon the receipt of a certificate of coverage and applicable endorsements is not a waiver of any rights that the Township has under this Paragraph.

End of General Conditions

## 2013 RATE SCHEDULE

The following are current rates in U.S. dollars per hour for dbHMS Personnel:

TITLE	RATE
Senior Principal Architect/Engineer	\$210
Commissioning Authority	\$175
Commissioning agent or Senior Engineer	\$155
Commissioning Technician or Project Engineer	\$ 130

Reimbursable expenses shall be reimbursed at cost, plus 10% for handling and insurance. Taxes, where applicable, are not included in the above. Where work is performed in legal matters for benefit of client, time spent for depositions and in-court services shall be billed at 150% of above rates. Automobile travel shall be charged at \$0.565 per mile for travel. Terms of payment shall be in accordance with our General Conditions.

**All rates are valid until December 31, 2013**