



250 S. Illinois Route 59, Bartlett, Illinois 60103

**Regular Meeting of Town Board
January 15, 2013
7:00 PM**

A G E N D A

- I. Call to Order – Roll Call
- II. Presentation of the Colors – Boy Scout Troop #199
- III. Pledge of Allegiance
- IV. Town Hall (Public Comments)
- V. Presentations
 - A. Veterans Honor Roll
 - 1. LCPL George H. Brennan
 - 2. A1C Daniel N. Freund
 - B. Casey Automotive
 - C. Knights of Columbus, Council #12801
- VI. 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
 - G. Department Reports
- VII. Bill Paying
- VIII. Unfinished Business
- IX. New Business
 - A. Regular Meeting Minutes of December 18, 2012
 - B. Ordinance Adopting Township Emergency Operations Plan
 - C. Ordinance Regarding Compliance with Traffic Orders and Directions
 - D. Ordinance Amending the Township Emergency Management Agency Ordinance for Updated Compliance with State Statutes
 - E. Resolution Adopting FY14-FY19 Strategic Plan
 - F. Consideration of Electric Aggregation Referendum
- 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.

8/7/12
yes-TWP



HANOVER TOWNSHIP

VETERANS HONOR ROLL

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

NAME: George H. BRENNAN

ADDRESS: 421 West Oneida Ave.

CITY/ZIP CODE: BARTLETT, IL. 60103

PHONE #: 630-289-1171

DATE OF BIRTH: August 18, 1939

BRANCH OF SERVICE: United States MARINE CORPS

HIGHEST RANK ATTAINED: LANCER CORPORAL (E-3) ICPI

YEARS OF SERVICE: FROM 1-21-57 **TO** 1-20-60

MEDALS AWARDED OR OTHER CITATIONS:

INJURIES: _____

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

YD
TWP



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

NAME: DAN FREUND

ADDRESS: 102 FAWN CN

CITY/ZIP CODE: ELGIN, IL 60120

PHONE #: 847 742 9003

DATE OF BIRTH: 1-28-1943

BRANCH OF SERVICE: AIR FORCE

HIGHEST RANK ATTAINED: E-4 A1C

YEARS OF SERVICE: FROM SEP 62 **TO** SEP 66

MEDALS AWARDED OR OTHER CITATIONS:

INJURIES: _____

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 December, 2012

SERVICE PROVIDED	DECEMBER 2012	DECEMBER 2011	FYTD 2013	FYTD 2012
<i>Human Resources Requests</i>	120	N/C	1,189	N/C
<i>New Employee Orientations</i>	2	N/C	9	N/C
<i>Technology work orders</i>	28	18	219	228
<i>Resident Contacts</i>	1,129	1,671	14,749	17,267
<i>Percent of Budget Expended (75% of year)</i>	5.2%	4.7%	53.7%	46.5%
<i>Grant application submissions</i>	1	0	9	6

Department Highlights

- Kristen Smith, the new Director of Community Health, started with the Township on December 10.
- Budget development for FY14 has begun. Departments were given budget guidelines in December and submitted completed budget worksheets to Administration. The finance committee budget workshop is scheduled for January 23 at 9am. All elected officials are invited to attend.
- Thomas Warfield was recognized by the Government Finance Officers Association (GFOA) for his participation as a Budget Reviewer for the Distinguished Budget Presentation Award for calendar year 2012.
- Runzel Reserve update: The Runzel Reserve lowest qualified bidder, Martam Construction, was awarded the contract on June 19. The permit was approved the week of October 29 and construction began on November 5. The goal for work completion before winter is site clearing, soil grading, completing the survey layout, installation of the water supply system, and to begin installation for the park bridges, electrical work, and dry stream bed.
- Environmental Sustainability Workgroup update: The ESW group reviewed a draft of a new Best Practices Manual for new employees. The eventual goal is to have the manual placed on myHT for new and continuing employees to have access to environmental practices created by the ESW. A draft of the Township's Carbon Footprint Research was also presented. The research will help quantify and provide future efforts to reduce the Township's carbon footprint. Finally, Senior Services reported that they are planning an event for Earth Day. The ESW voted to donate a tree for this event to be planted at the Runzel Reserve.

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OFFICE OF THE ASSESSOR

Report for December, 2012

SERVICE PROVIDED	DECEMBER 2012	DECEMBER 2011	FYTD 2013	FYTD 2012
<i>Administration</i>				
Office visits	178	135	2130	5523
Building permits processed	312	257	3535	3703
Sales recording	158	30	1147	1124
Change of Name*	47	5	108	633
Property tax appeals	85	-	480	1208
Certificate of Errors	13	19	490	984
Property location updates	-	-	346	357
New owner mailings	95	-	692	934
Long time occupants*	2	1	22	153
<i>Exemptions</i>				
Home owner exemptions	2	-	15	138
Senior home owner exemptions	12	-	32	564
Senior freeze exemptions*	1	3	215	923
Miscellaneous exemptions	1	1	95	318
<i>Foreclosures</i>	81	46	493	463

* Denotes notary requirement

Department Highlights

- Extended Tuesday hours, open until 6:00 p.m. – December had a total of 3 Visitors after 4:30pm.
- For Thursday's at the Community Relations Office - December we had a total of 3 visitors.
- We added 35 new e-mail contacts to our list, bringing the list to a total 1,030 contacts
- We opened for Board of Review Appeals on December 16th thru January 17th
- Senior exemption's are due to go out January 4th, changed from the original date of December 21.

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 THE ASSESSOR

Report for December, 2012

Office of the Assessor Mission Statement:

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OFFICE OF THE CLERK

Report for December, 2012



SERVICE PROVIDED	DECEMBER 2012	DECEMBER 2011	FYTD 2013	FYTD 2012
<i>Passports</i>	178	174	1240	1307
Photo Fees	\$685	\$480	\$4,440	\$3,800
Total Passport Fees & Photo Fees	\$4,545	\$4,320	\$39,913	\$33,270
<i>Cook County Vehicle Stickers</i>	3	4	210	192
<i>Fishing/Hunting Licenses</i>	7	2	132	133
Fishing/Hunting Agent Fees	\$5	\$1	\$53.75	\$95.25
<i>Handicap Placards</i>	16	33	165	240
<i>Voter Registration</i>	1	116	375	142
<i>FOIA Request</i>	1	1	11	24
<i>Telephone Inquiries</i>	40	84	790	1,809
<i>Election Judges</i>	0	-	11	-
<i>Early Voting Applications</i>	0	-	112	-

Department Highlights

Community Outreach:

The Clerk attended the Christmas tree lighting event at Hanover Park, the New Leaders in Education Reception and the Township Officials of Illinois in Springfield. Mrs. Duval attended the Christmas tree lighting ceremony and luminaries in Streamwood.

Clerk Duties:

- Petition filing was held December 17-26, 2012 in the Clerk's office.
- A lottery was held on December 28 to determine ballot positions, witnessed by Trustee Krick.

FOIA Request:

Several requests were made for lists of candidates for the April election, as well as two for copies of petitions. We responded in the appropriate amount of time.

Professional Development:

- The Township hosted Cook County Clerk's Office for the Local Election Officials workshop.
- The Clerk and Mrs. Duval attended the Local Election Officials workshop, the TOCC Fall Conference, and the TOCC Clerks Association Meeting in Countryside. Clerk Dolan Baumer participated in the TOI Board Meeting in Springfield.

Records Disposal:

The 2012 Certificate of Disposal has been approved by the Illinois State Archives in Springfield. A memo will be going out to all managers regarding records collection and disposal for later this spring. New to the certificate is the office of Community Health.

Cook County Motor Vehicle License Sticker Sales:

Sticker sales are ongoing; residents are now charged a late penalty for all existing vehicles. An article highlighting the no fee stickers for seniors will go into the next issue of 59.

Upcoming Events:

- Board Meeting: January 15 at 7 p.m. in Veterans Hall, Senior Center
- Secretary of State Mobile Facility: January 17 from 10 a.m.-2 p.m. (15 min. appointment necessary).
- Breakfast with the Board: February 2 at 8:30 a.m.
- First Day Absentee Ballot Applications Accepted for April 2013 Consolidated Election: February 28.
- Community Shred Event – March 2 from 8:30 a.m.-12 p.m.

Office of the Clerk Mission Statement:

The Clerk's office is continuously striving to provide fast, courteous service to Township residents, Board members, other departments and citizens through the most modern and cost effective methods available; and to maintain the township records in a systematic, orderly, logically organized and accessible manner.

OFFICE OF THE CLERK
Report for December, 2012



- Last Day to Register to Vote for the April 2013 Consolidated Election: March 12

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OFFICE OF COMMUNITY AND VETERANS AFFAIRS

Report for December, 2012

SERVICE PROVIDED	DECEMBER 2012	DECEMBER 2011	FYTD 2013	FYTD 2012
<i>Website Visits</i>	6,247	5,680	58,086	46,351
<i>Facebook Likes</i>	4	2	588	552
<i>Media Releases</i>	6	1	51	42
<i>Veteran Contacts</i>	5	N/C	68	N/C
<i>Total Veterans served</i>	5	N/C	42	N/C
<i>Total Resident Contacts (Elgin office)</i>	149	N/A	1,505	N/A

Department Highlights

- Attended State of the City Address by Elgin Mayor David Kaptain on December 4
- Attended N.I.U. Civic Leadership Academy online social media class on December 6
- Attended Relay for Life planning meeting on December 10
- Met with new Boy Scouts of America staff member for the Hanover Township area on December 11
- Attended Streamwood VFW Post 5151 meeting with Supervisor McGuire on December 12
- Attended Bartlett Chamber/Rotary Holiday luncheon on December 13
- Thomas Warfield and I met with a staff member from First Midwest Bank on December 13 to discuss and apply for a grant for the Elgin community
- Attended Village of Streamwood/Chamber of Commerce Holiday party on December 13
- Met with new Director of Community Health Kristen Smith on December 14 to explain duties and responsibilities of CVA
- Coordinated and participated in Izaak Walton site visit for building and property inspection on December 17
- Met with members of the Izaak Walton League to discuss future programming plans
- Coordinating with Weblinx, Inc. on creation of a mobile version of the Township's website.

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DEPARTMENT OF EMERGENCY SERVICES

Report for December, 2012

SERVICE PROVIDED	DECEMBER 2012	DECEMBER 2011	FYTD 2013	FYTD 2012
<i>Volunteers</i>				
Total volunteers	32	26	32	26
New volunteers	1	0	14	15
Volunteer hours	137.5	243.25	2445.75	1743.75
<i>Training</i>				
Total hours	117	54	1122.5	1080.5
<i>Details</i>				
Township events	4	4	22	22
Municipal Event Assistance	1	2	29	21
Emergency call outs	1	3	42	35
Safety Patrols	2	4	19	28
Miscellaneous	0	0	3	15

Department Highlights:

- A quiet month overall. Township events related to the holidays absorbed most volunteer hours. The weather was mild and emergency calls were slow around the township.
- Final planning and preparation for the CERT class we are hosting continued.
- Final paperwork and edits on our Emergency Operations Plan were completed. The document was submitted along with the Crosswalk worksheet for final approval by the Cook County Department of Homeland Security.

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DEPARTMENT OF FACILITIES & MAINTENANCE

Report for December, 2012

SERVICE PROVIDED	DECEMBER 2012	DECEMBER 2011	FYTD 2013	FYTD 2012
<i>Administration</i>				
Vehicle service calls	24	16	333	197
Work orders	29	29	596	600
Event set-ups/tear downs	163	142	1426	1439
<i>Energy Efficiency – Electricity (Kw)</i>				
Astor Avenue Community Center	3,548	3,653	30,938	35,894
Town Hall	10,140	8,340	83,760	123,960
Senior Center	N/A	28,586	N/A	415,210
<i>Energy Efficiency – Gas (Therms)</i>				
Astor Avenue Community Center	297.82	709.71	1,302.59	1,149.54
Town Hall	782.03	1,039.3	2,155.73	2857
Senior Center	1,922.52	2,300.44	15,183.23	15,160.83

Department Highlights

- Continue working on Runzel Reserve project. Moving along nicely with the good weather.
- Started removing old carpeting in YFS, will have to complete floor repairs before installing new floors.
- Assisted with special events all over the township for the holiday season.
- Built storage shelf in stairway of lower level and took down all holiday decorations around township buildings. Stored holiday decorations on new storage shelf.

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HIGHWAY DEPARTMENT

Report for December, 2012

SERVICE PROVIDED	DECEMBER 2012	DECEMBER 2011	FYTD 2012	FYTD 2013
<i>Winter Season</i>				
Snow (inches)				
Salt (tons)	79	81	977	79
Overtime hours				
<i>Fall Season</i>				
Branch pick-up (truckloads)				

Department Highlights

- Started Snow/Ice removal with another slow start to winter
- Finished Bridlewood sewer improvements
- Started plantings, including the planting of various trees in the Runzel Reserve

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 December, 2012

SERVICE PROVIDED	NOVEMBER 2012	NOVEMBER 2011	FYTD 2013	FYTD 2012
<i>Grant Funding</i>				
Ongoing clients	541	802	541	802
New clients	183	218	2843	3091
Prevention Programming Presentations	13	37	164	205
Number in audience	109	962	7549	8565
<i>TIDE</i>				
Participants	8	9	8	12
Rides	117	141	891	1003
<i>Resource Center</i>				
Organizations providing services	5	7	5	7
Clients served	78	62	534	567

Department Highlights

- The Mental Health Board met on December 11 for its regularly scheduled meeting. They reviewed a capital grant request from Easter Seals for final renovation needs at their Elgin location. The board voted not to approve the request but asked Easter Seals to revise its proposal and resubmit for January.
- The MHB approved the proposed fiscal year 2014 budget. The MHB is proposing to decrease its overall expenditures and to provide a projected \$30,000 increase in regular fiscal year mental health grants.
- Health Systems Research presented its findings from the focus group study performed over the past few months. They provided suggested actions based on the feedback from each group. The MHB's planning committee will be reviewing the study and moving to finalize 3 year strategic plan. Some of the findings are as follows:
 - Expand awareness of existing services for persons with mental health problems, substance abuse issues, and developmental disabilities.
 - Develop a resource center/guide (staffed) to inform and direct persons to appropriate services and programs
 - Increase opportunities for agencies to work together – build on co-location
 - Expand transportation (TIDE) for non-employment purposes
 - Support/fund more custodial/supported living homes, sobriety/halfway houses, services to allow disabled persons to maintain daily living
- The MHB welcomed two new members to the board: Kathy Biesiadecki who attended our December meeting and Kimberly Lemke who will attend her first meeting in January. Both have extensive knowledge in the human services field and will be a great addition to the board.
- My Derus, the receptionist at CRC, will be on leave until further notice. Renz was able to fill that position with a former staff member. The new receptionist has experience in the position and is also bilingual. She will stay on until more information is known about My's return.
- The MHB will meet on January 22 to finalize FY14 grant allocations.

Mental Health Board Mission Statement:

The mission of the Hanover Township Mental Health Board is to advocate for increasing the availability and quality of mental health services through the development of a comprehensive and coordinated system of effective and efficient program delivery, accessible to all residents of Hanover Township

OFFICE OF COMMUNITY HEALTH

Report for December, 2012

SERVICE PROVIDED	DECEMBER 2012	DECEMBER 2011	FYTD 2013	FYTD 2012
<i>Appointments</i>				
ProTimes	22	33	248	209
TB skin test	5	4	86	93
Cholesterol	4	6	148	119
Pharmaceutical Assistance Programs	9	6	56	135
Miscellaneous labs	10	5	145	125
Other	44	34	433	593
Total (unduplicated)	94	88	1028	1309
<i>Clinic Clients</i>				
Victory Centre of Bartlett	11	15	120	131
Glendale Terrace	5	2	67	101
Community Relations Office -Elgin	21	8	106	27
Clare Oaks (Diabetes Support Group)	11	3	48	39
Astor Avenue	9	0	169	118
Total (unduplicated)	57	28	518	335
<i>Public Education & Health Promotion</i>				
Media coverage	0	2	29	44
Informational seminars	1	0	16	30
<i>Primary Care Provider Support</i>	17	24	174	349
<i>Phone Triage</i>	602	607	5954	5942
<i>Embracelet Program</i>	5	2	66	150

Department Highlights

- On Tuesday December 4, 2012 the Office of Community Health had a movie showing of Forks Over Knives at the Community Relations Office.
- Keely attended the Elgin YWCA Holiday Open House Event.
- On Monday, December 10, 2012 Kristen Smith, the newly appointed Office of Community Health Director, began her first day with the Township.
- On Thursday December 13, 2012 Stacy attended the Alliance for Healthy and Active Communities Quarterly Meeting and Kristen and Jenny attended the FSA of Greater Elgin Area Open House.
- KidCare held their monthly Children Immunization Clinic and saw 9 adults, 22 Children with 45 immunizations given.
- On Wednesday, December 19, 2012 Podiatrist Dr. Rick Ginsberg held his monthly clinic at the OCH Lower Level Office and saw 12 clients.

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.

DEPARTMENT OF SENIOR SERVICES

Report for December, 2012

SERVICE PROVIDED	DECEMBER 2012	DECEMBER 2011	FYTD 2013	FYTD 2012
<i>Programming Division</i>				
Planned programs	142	82	1464	1019
Participants	1,356	1,151	15,448	13,276
Participants (unduplicated)	704	N/A	1281	N/A
Wait listed (unduplicated)	58	45	591	751
Art & Computer classes	38	42	390	438
Art & Computer class participants	254	392	3437	3854
New volunteers	1	2	62	47
Total volunteers (unduplicated)	88	107	1167	563
Volunteer hours reported	1,264	1,306	14,090	13,940
Meals delivered by volunteers	934	1141	8260	10,027
<i>Social Services Division</i>				
Clients served (unduplicated)	233	240	1005	885
Energy Assistance	16	52	503	347
Prescription drugs & health insurance assistance	110	85	1289	1709
Public Aid	12	19	142	179
Social Service programs	11	8	86	88
Social Service program participants	139	134	886	1130
Lending Closet transactions	84	75	512	543
<i>Transportation Division</i>				
One way rides given	1,408	1,345	15,676	13,508
Individuals served (unduplicated)	200	200	755	1886
New riders	9	13	147	148
Unmet requests for rides	22	5	224	112

Department Highlights

- The Holiday Party, held at the Stonegate, was attended by 187 seniors who were entertained by the Steve Cooper Orchestra. Out Trips: Christmas in the City and Four Winds Casino. Computers: Website Creation, internet and email, craigslist and iPad. Visual Arts: Origami, Ceramics, polymer clay craft, Chinese Brush Painting and Oil Painting.
- Seniors assisted the Township Toy Drive by wrapping gifts. Volunteers also assisted in the sorting and distribution of the donations for the Adopt-A-Senior program.
- The T.R.I.P. program was utilized by Township residents 46 times in December.
- Transportation participated in Pace VIP – Passenger Miles and Revenue Vehicle Hours Survey.
- Social Services Manager attended an Open House at Family Services Assn. in Elgin.
- Social Services staff attended the 2012 Governor’s Conference on Aging from December 12-14 made possible through a SHIP grant.
- The \$6,000 SHIP grant allowed for purchase of blinds, 4 drawer file cabinet, scanner.
- Social Services hosted the Annual Adopt-A-Senior program. Three receptions were held in order to accommodate the 73 recipients. Thanks to the generosity of community members and our corporate sponsor, Fellowes, Inc., each person received gifts including personal care items, small gifts, and other necessities. Fellowes, Inc. also provided refreshments and a holiday sing-a-long to spread holiday cheer at each reception.
- Staff hosted an informational session on Medicare Part D; open enrollment ended 12/7.

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 YOUTH AND FAMILY SERVICES

Report for December, 2012

SERVICE PROVIDED	DECEMBER 2012	DECEMBER 2011	FYTD 2013	FYTD 2012
<i>Outreach & Prevention</i>				
Open Gym participants	1305	855	8633	6439
Open Gym participants (unduplicated)	502	332	991	1175
Alternative to Suspension referrals	4	0	71	215
Alternative to Suspension participants (unduplicated)	57	42	98	44
<i>Clinical</i>				
Therapy clients (total attended)	231	217	2911	2012
Therapy clients (unduplicated)	120	113	559	162
Total families	66	60	548	443
New families	5	7	49	45
Clinical hours	221	198	2063	1987
Group session participants	454	291	3742	1599
<i>Tutoring Participants</i>				
Total	159	136	979	819
Unduplicated	66	67	168	164

Department Highlights

- The Hanover Township Committee on Youth presented certificates and awards to the 2012 Anti Bullying Video Competition winner and runners up at the December 18, 2012 Board Meeting. The competition offered youth in grades 5-8 the opportunity to research, develop, and create a video that demonstrates an understanding of and a means of combating bullying.
- Youth and Family Services will be applying for a grant through the Ralph and Eileen Swett Foundation to provide additional funding for our Alternative to Suspension Programming.
- The 2012 New Leaders in Education Reception took place on December 4. New Principals, Trisha Shrode from Oakhill Elementary School and Lisa Bergbreiter of Independence Center for Early Learning were honored as well as members of the School District U-46 Transformational Task Force.
- Winter Break Open Gym Programming took place on December 27th and on January 3rd. Field trips were provided to the Northern Illinois Food Bank and to the Bartlett Nature Center. Field trips offered Open Gym participants with the opportunity to learn and volunteer at the field trip locations.
- John Parquette, LCSW, attended and participated at the Village of Hoffman Estates Community Resource meeting on January 10, 2013.
- Alternative to Suspension participants met over the holiday break and went on field trips, including bowling and ice skating.

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.

DEPARTMENT OF WELFARE SERVICES

Report for December, 2012

SERVICE PROVIDED	DECEMBER 2012	DECEMBER 2011	FYTD 2013	FYTD 2012
<i>General Assistance</i>				
General Assistance clients	24	18	191	145
General Assistance appointments	62	46	479	391
Emergency Assistance appointments	29	18	280	150
Emergency Assistance approved	5	5	42	52
Crisis intake clients	410	364	2516	978
Access to Care	4	2	67	14
<i>LIHEAP Applications/PIPP Recertifications</i>				
Office	70	104	666	451
Circuit Breaker	0	0	2	9
<i>Social Services</i>				
ComEd Hardships	0	4	83	22
Weatherization	5	2	11	31
<i>Food Pantry</i>				
Served (Households)	1325	1252	8477	7542
New applications	117	101	1093	929
Food Donations	75	70	534	519
<i>Community Center Walk-Ins</i>	367	358	3601	3442

Department Highlights:

- The 2012 holiday season has ended and the increase in the number of families in need is dramatic. 348 families/1006 children were sponsored and 434 families/17 00 children received toys at the Toy Drive for a total of **2706 children**, an increase of 1437 children from last year.
- Welfare Services staff went above and beyond this holiday season. Although the township was closed on Christmas Eve, Astor Avenue opened and served 150 families. The weeks before Christmas, staff worked 14 hour days as well as weekends to make sure every family's needs were met. Auxiliary Staff showed the same commitment and dedication.
- To continue to meet the growing needs of the community and the increase in the number of residents in need Auxiliary Staff booked 670 hours in December.
- 600 meal boxes were distributed for Christmas. It is because of the support of Bartlett Rotary, St. John's and the many other organizations that we were able to distribute such a significant number of meal boxes to our residents facing financial hardship. St. John's allowed us to distribute from their parking lot and an estimated 400 cars drove through. 280 meal boxes were donated by the Bartlett Lions, 200 meal boxes donated by Jewel of Bartlett and Streamwood and St. John's purchased 100 from the Northern Illinois Food Bank for our families.
- Welfare Services and Youth and Family Services co-hosted the Astor Avenue Holiday party this year. With almost 100 people in attendance the party was a great fun with crafts, music, games and food provided by the Ladies Auxiliary of Immanuel United Church of Christ of Streamwood.
- Employment Services Manager, Jay Lenahan has started and is working toward the development of the Employment Services Department as well as the Job Fair scheduled for March 21st at the Senior Center.
- Supervisor Community Service Award nominations are now being accepted through January 25th.
- Beginning in January CEDA will be at Astor Avenue weekly to offer Emergency Relief services to our Residents by offering assistance with car repairs dental care and vision care programs.

Welfare Services Mission Statement:

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

Hanover Township
Board Audit Report
From 12/19/12 to 1/15/13

	Subtotal	Alexian Invoices	Total
Total Town Fund	89,881.37	1,240.00	91,121.37
Total Senior Center	24,684.47	131.00	24,815.47
Total Welfare Services	13,843.02		13,843.02
Total Road and Bridge	4,617.41		4,617.41
Total Mental Health Board	47,707.82		47,707.82
Total Retirement	0.00		
Total Vehicle	1,588.61		1,588.61
Total Capital	4,898.28		4,898.28
Total All Funds	<u>187,220.98</u>	<u>1,371.00</u>	<u>188,591.98</u>

The above "Subtotal" column has been approved for payment this 15th day of January 2013.

The above "Total" column has been approved for payment this 15th day of January 2013.

Supervisor

Town Clerk

Supervisor

Town Clerk

Trustee

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Accrual Basis

**Hanover Township
Board Audit Report
December 19, 2012 through January 15, 2013**

Type	Date	Num	Name	Memo	Amount
1103 - Senior Center - Revenue					
1103509 - Lending Closet					
Check	12/28/2012	97284	Robert Bryant	Lending Closet Refund	45.00
Check	1/8/2013	97367	Mylene Estrada	Lending Closet Refund	35.00
Total 1103509 - Lending Closet					80.00
Total 1103 - Senior Center - Revenue					80.00
1014 - Town Fund - Expenditures					
101CAP - Capital Expenditures					
1014410 - Equipment Purchases					
Check	1/8/2013	97401	Wells Fargo Financial Leasing 002	Acct# 001-0113861-002 Copy Machine Lease	328.00
Check	1/11/2013	97542	Staples	Inv# 3188636673 Laminator	265.99
Total 1014410 - Equipment Purchases					593.99
1014430 - Computer Equipment & Software					
Check	12/28/2012	97291	Current Technologies Corporation	Inv# 709405 Network Labor	1,187.50
Check	12/28/2012	97294	Dell Marketing L.P.	Inv# xj2233fn8 Account Charges	9.00
Check	12/28/2012	97325	Weblinx, Inc.	Inv# 17061 Website Design Changes November 2012	95.00
Check	1/8/2013	97364	Current Technologies Corporation	Inv# 709458 Network Labor	950.00
Check	1/8/2013	97365	Dell Marketing L.P.	Inv# xj27w3x16 Wireless Mouse	31.67
Check	1/8/2013	97365	Dell Marketing L.P.	Inv# xj28tjkn2 Computer	736.87
Check	1/11/2013	97545	Weblinx, Inc.	Inv# 17128 Township Website Annual Hosting Fee	440.00
Total 1014430 - Computer Equipment & Software					3,450.04
Total 101CAP - Capital Expenditures					4,044.03
101CHN - Community Health					
1014452 - Office Supplies					
Check	12/28/2012	97265	Hoch, Keely P	Office Supplies	16.70
Check	12/28/2012	97271	4imprint, Inc.	Inv# 2680177 OCH Pens	199.63
Total 1014452 - Office Supplies					216.33
1014453 - Printing					
Check	12/28/2012	97303	Kwik Print	Inv# 48631 Letterhead	82.00
Total 1014453 - Printing					82.00
1014456 - Community Affairs					
Check	1/8/2013	97369	Interact Business Products, LLC	Inv# 78978 Copy Charges	43.82
Total 1014456 - Community Affairs					43.82
1014457 - Equipment Maintenance & Rental					
Check	1/8/2013	97402	Water Logic	Inv#20110 LL Water Cooler Rental	60.00
Total 1014457 - Equipment Maintenance & Rental					60.00
1014465 - Medical Supplies					
Check	12/28/2012	97311	PSS-Chicago	Inv# 84353352 Bandages/Sanitizer/Test Kits/Screening Supplies	608.97
Check	12/28/2012	97311	PSS-Chicago	Inv# 84445822 Exam Table Paper	45.61
Total 1014465 - Medical Supplies					654.58

Hanover Township
Board Audit Report
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Type	Date	Num	Name	Memo	Amount
Total 101CHN · Community Health					1,056.73
101COM · Community Center Ops					
1014361 · Utilities					
Check	1/8/2013	97400	Village of Hanover Park	Acct# 22510-39440 Water/Sewer	88.04
Check	1/11/2013	97535	Nicor 65	Acct# 65-08-57-1000 5 Monthly Charges November	126.73
Check	1/11/2013	97536	Nicor 75	Acct# 75-08-57-1000 4 Monthly Charges November	84.56
Total 1014361 · Utilities					299.33
Total 101COM · Community Center Ops					299.33
101CVA · Community & Veteran Affairs					
101CMA · Community Relations					
1014608 · Salaries					
Check	12/28/2012	97301	Job Giraffe	Inv# 00194580 Part Time Office Temp Help	123.76
Total 1014608 · Salaries					123.76
1014617 · Equipment & Furniture					
Check	12/28/2012	97278	Ace Coffee Bar	Inv# 101821 Machine Rental	14.98
Check	12/28/2012	97322	Wells Fargo Financial Leasing	Acct# 001-0090075-002 Copier Machine Rental	62.50
Total 1014617 · Equipment & Furniture					77.48
1014621 · Satellite Office Utilities					
Check	1/8/2013	97358	Com Ed 041	Acct# 7923218041 Elgin CRO Monthly Charges (Split Cost)	52.12
Check	1/8/2013	97378	NICOR (79)	Acct# 79-29-75-3728 8 Monthly Charges	27.02
Total 1014621 · Satellite Office Utilities					79.14
1014622 · Satellite Office Lease					
Check	12/28/2012	97268	Renz Center	CRO Rent	872.50
Total 1014622 · Satellite Office Lease					872.50
1014623 · Satellite Office Phone & Intrnt					
Check	12/28/2012	97293	Call One	Acct# 1010-8140-0000 Monthly Charges	116.89
Check	1/8/2013	97359	Comcast (CRO)	Acct# 8771 20 032 0660935 Monthly Internet Charges	47.45
Total 1014623 · Satellite Office Phone & Intrnt					164.34
1014624 · Travel					
Check	1/11/2013	97520	Kuttenberg, Thomas W	Mileage Reimbursement	76.90
Total 1014624 · Travel					76.90
Total 101CMA · Community Relations					1,394.12
Total 101CVA · Community & Veteran Affairs					1,394.12
101ES · ES - Expenditures					
1014802 · Equipment					
Check	12/28/2012	97292	Comcast (ES)	Acct# 8771 10 083 0226773 Monthly Internet Charges	94.90
Check	1/11/2013	97546	McGuire, Brian P	Emergency Services Equipment	115.26
Total 1014802 · Equipment					210.16
1014803 · Uniforms					

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**Hanover Township
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Type	Date	Num	Name	Memo	Amount
Check	12/28/2012	97302	Illinois Search and Rescue Council	Inv# 171 Pins (20)	100.00
Check	12/28/2012	97305	Kale Uniforms	Inv# 817201 Award Ribbon	11.25
Check	12/28/2012	97310	Ray O'herron Co., Inc.	Inv# 64279 Uniform	376.65
Check	12/28/2012	97310	Ray O'herron Co., Inc.	Inv# 64521 Shirts (2) / Jacket	256.85
Total 1014803 · Uniforms					744.75
1014807 · Miscellaneous					
Check	1/11/2013	97527	Neil Elsmar	Community Event Handouts	37.16
Total 1014807 · Miscellaneous					37.16
1014812 · Volunteer Appreciation					
Check	1/11/2013	97521	A1 Trophies & Awards, Inc	Inv# 13296 Volunteer Awards (3)	104.85
Total 1014812 · Volunteer Appreciation					104.85
1014813 · Vehicle Fuel & Maintenance					
Check	12/28/2012	97321	Village of Hanover Park (Fuel)	Inv# 35420 November 2012 Fuel	553.01
Total 1014813 · Vehicle Fuel & Maintenance					553.01
1014814 · Communications					
Check	1/11/2013	97519	Palmer, Daniel D	Cell Phone Reimbursement	100.00
Total 1014814 · Communications					100.00
Total 101ES · ES - Expenditures					1,749.93
101ISE · Insurance & Employee Benefits					
1014411 · Employee Assistance Program					
Check	1/8/2013	97387	Renz Addiction Counseling Center	Inv# 182 Employee Assistance Program Jan-Mar	362.81
Total 1014411 · Employee Assistance Program					362.81
1014503 · General Insurance					
Check	1/11/2013	97526	Candos Insurance Agency	Liquor Liability Policy Renewal	1,413.00
Total 1014503 · General Insurance					1,413.00
1014504 · Dental, Vision & Life Insurance					
Check	1/2/2013	97326	Euclid Managers	Cust# 5641581A Dental/Life Ins Premium Deposit	9.67
Check	1/2/2013	97326	Euclid Managers	Cust# 5641581 Dental/Life Ins Premium Balance Due	3,386.84
Check	1/2/2013	97327	Vision Service Plan	Acct#30 033722 0001 January Vision Insurance Monthly Premium	497.83
Total 1014504 · Dental, Vision & Life Insurance					3,894.34
1014505 · Health Insurance					
Check	12/19/2012	97163	United Healthcare	Cust# 530960 Policy Coverage	35,315.88
Total 1014505 · Health Insurance					35,315.88
1014507 · Flex Plan					
Check	12/28/2012	97319	TASC	Inv# 3200171178 Admin Fees	75.80
Check	1/8/2013	97393	TASC	Inv# 3200157036 Admin Fees	95.80
Total 1014507 · Flex Plan					171.60
Total 101ISE · Insurance & Employee Benefits					41,157.63
101LEA · Legal & Auditing					

Hanover Township
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Type	Date	Num	Name	Memo	Amount
1014502 - Legal Services					
Check	1/8/2013	97375	Bryan E. Mraz & Associates	Legal Fees November 2012	9,377.00
Check	1/11/2013	97534	Bryan E. Mraz & Associates	Legal Fees December 2012	6,342.50
Total 1014502 - Legal Services					15,719.50
Total 101LEA - Legal & Auditing					15,719.50
101MAIN - Facilities Maintenance					
1014200 - Salaries					
Check	1/11/2013	97542	Staples	Inv# 3187842380 Office Supplies	19.47
Total 1014200 - Salaries					19.47
1014205 - Janitorial Supplies - Town					
Check	1/8/2013	97357	Bade Paper Products, Inc	Inv# 187416 Bleach/Toilet Tissue/Can Liners	108.92
Total 1014205 - Janitorial Supplies - Town					108.92
1014206 - Janitorial Supplies - Senior					
Check	12/28/2012	97283	Bade Paper Products, Inc	Inv# 187221 Roll Towels/Toilet Tissue/Hand Sanitizer	235.76
Check	12/28/2012	97283	Bade Paper Products, Inc	Inv# 187310 Roll Towels/Foaming Soap/Can Liners	147.76
Check	1/8/2013	97397	The Home Depot	Spray Paint/Starter	33.73
Total 1014206 - Janitorial Supplies - Senior					417.25
1014208 - Housekeeping Contract					
Check	1/8/2013	97385	Perfect Cleaning Service, Inc.	Inv# 35545 Janitorial Service December 2012	2,880.00
Total 1014208 - Housekeeping Contract					2,880.00
1014209 - Building Contracts					
Check	12/28/2012	97288	Climatetemp Service Group, LLC	Inv# 4311212 Quarterly Maintenance	723.00
Check	12/28/2012	97316	Tycos Integrated Security LLC	Inv# 86051416 Alarm System Service Contract	260.68
Check	1/11/2013	97528	Fox Valley Fire & Safety	Inv# 734467 Quarterly Security Billing - Astor	78.00
Check	1/11/2013	97528	Fox Valley Fire & Safety	Inv# 734608 Quarterly Security Billing - Town	78.00
Total 1014209 - Building Contracts					1,139.68
1014211 - Building Maintenance - Senior					
Check	12/28/2012	97282	Beverage Town	Inv# 712329 Coffee Machine Repair - 11/26	175.91
Check	12/28/2012	97282	Beverage Town	Inv# 712350 Coffee Machine Repair - 12/5	413.76
Check	1/8/2013	97371	Ken Mathis	Inv# 360785 Plumbing Repair	134.00
Total 1014211 - Building Maintenance - Senior					723.67
1014213 - Equipment Maintenance - Town					
Check	12/28/2012	97298	Grainger	Inv# 9019339663 Ballast kit	86.67
Check	1/8/2013	97363	Climatetemp Service Group, LLC	Inv# 129876 HVAC Fuse	268.24
Check	1/8/2013	97369	Interact Business Products, LLC	Inv# 78967 Copy Charges	64.55
Check	1/8/2013	97383	Easy Permit Postage	Acct# 8000-9090-0585-2392 Postage Refill	1,182.72
Check	1/8/2013	97396	The Home Depot F&M	Thermostat/Paint Supplies/Mirror/Bath Fan/Light Bulbs	274.02
Total 1014213 - Equipment Maintenance - Town					1,876.20
1014214 - Equipment Maintenance - Senior					
Check	1/11/2013	97523	American Backflow Prevention, Inc.	Inv# 34316 State Required Backflow Test	280.00
Total 1014214 - Equipment Maintenance - Senior					280.00

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Type	Date	Num	Name	Memo	Amount
1014216 - Equipment Rental					
Check	1/11/2013	97544	Taylor Rental	Contract# 02-237328-02 Floor Stripper	43.80
Total 1014216 - Equipment Rental					43.80
1014218 - Vehicle Maintenance - Town					
Check	12/28/2012	97281	Biggers Chevrolet-Isuzu	Inv# 68068 Door Handle	30.35
Total 1014218 - Vehicle Maintenance - Town					30.35
1014219 - Vehicle Fuel - Town					
Check	12/28/2012	97321	Village of Hanover Park (Fuel)	Inv# 35420 November 2012 Fuel	676.17
Total 1014219 - Vehicle Fuel - Town					676.17
1014222 - Trash Removal - Town					
Check	1/11/2013	97522	Allied Waste Services	Acct# 3-0551-6013270 Monthly Charges	151.92
Total 1014222 - Trash Removal - Town					151.92
1014223 - Trash Removal - Senior					
Check	1/11/2013	97522	Allied Waste Services	Acct# 3-0551-6000579 Monthly Charges	144.92
Total 1014223 - Trash Removal - Senior					144.92
1014224 - Trash Removal - Astor					
Check	1/11/2013	97522	Allied Waste Services	Acct# 3-0551-6013274 Monthly Charges	130.10
Total 1014224 - Trash Removal - Astor					130.10
1014225 - Grounds Maintenance					
Check	12/28/2012	97297	FlagsUSA	Inv# 54051 US Flag	39.00
Check	1/8/2013	97396	The Home Depot F&M	Holiday Decorations	446.83
Total 1014225 - Grounds Maintenance					485.83
Total 101MAIN - Facilities Maintenance					9,108.28
101THE - Town Hall Expense					
1014402 - Telephone - Town					
Check	12/28/2012	97293	Call One	Acct# 1010-8140-0000 Monthly Charges	1,923.54
Check	1/8/2013	97342	Barr, James C	Quarterly Phone Reimbursement Oct-Dec	150.00
Check	1/8/2013	97349	AT&T 077	Acct# 630 540-9071 077 2 Monthly Charges	101.23
Check	1/8/2013	97350	AT&T 803	Acct# 630 Z99-0161 803 2 Monthly Charges	58.23
Check	1/8/2013	97351	AT&T 533	Acct# 630 837-1413 533 8 Monthly Charges	98.13
Total 1014402 - Telephone - Town					2,331.13
1014403 - Utilities - Town					
Check	1/8/2013	97381	Nicor 34	Acct# 34-51-77-1000 9 Monthly Charges	360.03
Check	1/8/2013	97398	Village of Bartlett	Acct# 51470 Water/Sewer	193.53
Total 1014403 - Utilities - Town					553.56
1014405 - Internet Access - Town					
Check	1/8/2013	97360	Comcast (Town)	Acct# 8771 10 083 0128607 Monthly Charges	139.90
Total 1014405 - Internet Access - Town					139.90
1014416 - Equipment Rental - Town					
Check	12/28/2012	97278	Ace Coffee Bar	Inv# 101822 Machine Rental	29.95

Hanover Township
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Type	Date	Num	Name	Memo	Amount
Total 1014416 · Equipment Rental - Town					29.95
Total 101THE · Town Hall Expense					3,054.54
101TOE · Town Office Expense					
1014404 · Office Supplies					
Check	1/11/2013	97531	Kwik Print	Inv# 48572 Certificate of Appreciation	144.10
Check	1/11/2013	97542	Staples	Inv# 3187842380 Copy Paper	206.44
Check	1/11/2013	97542	Staples	Inv# 3188636673 Binder Ring/Rule Pad	24.75
Total 1014404 · Office Supplies					375.29
1014406 · Printing					
Check	12/28/2012	97303	Kwik Print	Inv# 48629 Supervisor Business Cards (1,000)	109.70
Check	1/11/2013	97524	Breese Journal & Publishing Company	Inv# 75859 Township Brochures	851.21
Total 1014406 · Printing					960.91
1014412 · Travel Expenses					
Check	1/8/2013	97341	Imperato, Alexandra M	Mileage Reimbursement	7.04
Total 1014412 · Travel Expenses					7.04
1014414 · Memberships, Subs & Publication					
Check	1/11/2013	97538	Bartlett Rotary Club	Inv# 467 Member Dues - J. Barr	132.00
Total 1014414 · Memberships, Subs & Publication					132.00
1014424 · Education & Training					
Check	12/28/2012	97295	Espinosa, Juanita P	Tuition Reimbursement	416.00
Check	1/8/2013	97336	Chacon, Alejandra E	Tuition Reimbursement	1,500.00
Total 1014424 · Education & Training					1,916.00
1014429 · Miscellaneous					
Check	1/8/2013	97354	A1 Trophies & Awards, Inc	Inv# 13313 Employee Appreciation Awards (14)	467.14
Total 1014429 · Miscellaneous					467.14
1014520 · Consulting					
Check	1/11/2013	97529	Dr. Gerald T. Gabris	Strategic Planning Retreat Consulting Fee	3,000.00
Total 1014520 · Consulting					3,000.00
1014531 · Community Affairs					
Check	12/28/2012	97277	A1 Trophies & Awards, Inc	Inv# 13228 Veterans Plate	4.00
Check	1/11/2013	97539	Streamwood Chamber of Commerce	Membership	187.50
Check	1/11/2013	97546	McGuire, Brian P	Illinois Senate/Township Meeting Expenses	76.38
Check	1/11/2013	97547	Bartlett Veterans Memorial Foundation	Bartlett Veterans Memorial Annual Ball Advertisement	100.00
Total 1014531 · Community Affairs					367.88
1014560 · Emergency Contingency Fund					
Check	1/8/2013	97392	Stahl Cowen Crowley Addis LLC	Client# 3513-003M Legal Fees	10.24
Check	1/8/2013	97392	Stahl Cowen Crowley Addis LLC	Client# 3513-002M Legal Fees	805.00
Total 1014560 · Emergency Contingency Fund					815.24
Total 101TOE · Town Office Expense					8,041.50

**Hanover Township
Board Audit Report
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Type	Date	Num	Name	Memo	Amount
104ASR - Assessor's Division					
1044407 - Printing					
Check	1/8/2013	97372	Kwik Print	Inv# 48676 Letterhead/Envelopes	713.30
Check	1/8/2013	97372	Kwik Print	Inv# 48676 Envelopes	69.20
Total 1044407 - Printing					782.50
1044411 - Equipment Purchases					
Check	12/28/2012	97294	Dell Marketing L.P.	Inv# xj1fwwp1 Computer Monitors (2)	398.84
Total 1044411 - Equipment Purchases					398.84
1044413 - Travel Expense					
Check	12/28/2012	97264	Cook County Township Assesors' Assoc	Holiday Lunch Meeting	33.00
Check	12/28/2012	97274	Smogolski, Thomas S	Mileage Reimbursement	54.39
Total 1044413 - Travel Expense					87.39
1044426 - Miscellaneous					
Check	12/28/2012	97274	Smogolski, Thomas S	Staff Appreciation Awards/Dinner	1,107.61
Total 1044426 - Miscellaneous					1,107.61
Total 104ASR - Assessor's Division					2,376.34
107CLK - Clerk's Department					
1074206 - Legal Notices					
Check	1/8/2013	97384	Paddock Publications, Inc	Inv# 4324510 CDBG Public Hearing Notice	28.75
Check	1/8/2013	97384	Paddock Publications, Inc	Inv# 4324508 CDBG Public Hearing Notice	33.35
Total 1074206 - Legal Notices					62.10
1074217 - Passport Expenditures					
Check	1/11/2013	97542	Staples	Inv# 3188230826 Passport Folders/Ink/Receipt Books	56.53
Total 1074217 - Passport Expenditures					56.53
Total 107CLK - Clerk's Department					118.63
109YFS - Youth & Family Services					
109ADM - Administration & Clinical					
1094614 - Printing					
Check	1/11/2013	97531	Kwik Print	Inv# 48754 Letterhead	82.20
Check	1/11/2013	97537	Quill Corporation	Inv# 8214917 Ink	140.19
Total 1094614 - Printing					222.39
1094618 - Psychiatric Backup					
Check	1/8/2013	97355	Alexian Bros. Behavioral Health Hospital	Psychiatric Follow Up Visits	1,240.00
Total 1094618 - Psychiatric Backup					1,240.00
1094620 - Community Affairs					
Check	1/11/2013	97541	Sam's Club (YFS 0748 1)	New Leaders in Education Reception Snacks/Drinks/Plates/Napkins	459.62
Total 1094620 - Community Affairs					459.62
1094622 - Miscellaneous					
Check	1/11/2013	97541	Sam's Club (YFS 0748 1)	Account Charges	1.10

**Hanover Township
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Type	Date	Num	Name	Memo	Amount
Total 1094622 · Miscellaneous					1.10
1094623 - Travel					
Check	12/28/2012	97269	Bailey, Lisa E	Mileage Reimbursement	19.98
Check	12/28/2012	97270	Low, Karen	Mileage Reimbursement	47.18
Check	1/8/2013	97344	Concepcion, Sara	Mileage Reimbursement	28.31
Check	1/8/2013	97345	Aister, Deanna J	Mileage Reimbursement	51.62
Check	1/8/2013	97346	Robl, Jared R	Mileage Reimbursement	47.18
Check	1/8/2013	97347	Beahan, Mary J	Mileage Reimbursement	7.32
Check	1/8/2013	97348	Low, Karen	Mileage Reimbursement	30.53
Total 1094623 · Travel					232.12
1094624 - Intern Stipends					
Check	1/8/2013	97343	Laura Zambello	Intern Stipend - December	400.00
Total 1094624 · Intern Stipends					400.00
1094626 - Equipment & Furniture					
Check	1/8/2013	97335	Parquette, John J	Quarterly Phone Reimbursement Oct-Dec	120.00
Total 1094626 · Equipment & Furniture					120.00
Total 109ADM · Administration & Clinical					2,675.23
109OUT - Outreach & Prevention					
1094627 - Open Gym Program.					
Check	1/11/2013	97541	Sam's Club (YFS 0748 1)	Open Gym Snacks	113.00
Total 1094627 · Open Gym Program.					113.00
1094644 - Travel					
Check	1/8/2013	97336	Chacon, Alejandra E	Mileage Reimbursement	152.63
Total 1094644 · Travel					152.63
1094647 - Office Supplies					
Check	1/8/2013	97386	Quill Corporation	Inv# 7844422 Ink/Ruled Pads/Note Pads	59.95
Total 1094647 · Office Supplies					59.95
Total 109OUT · Outreach & Prevention					325.58
Total 109YFS · Youth & Family Services					3,000.81
Total 1014 · Town Fund - Expenditures					91,121.37
1104 - Senior Center - Expenditures					
1104ADM - Administration					
1104517 - Salaries					
Check	12/28/2012	97301	Job Giraffe	Inv# 00194661 Part Time Office Temp Help	504.56
Check	12/28/2012	97301	Job Giraffe	Inv# 00194583 Part Time Office Temp Help	433.16
Check	1/8/2013	97370	Job Giraffe	Inv# 00194868 Part Time Office Temp Help	171.36
Check	1/8/2013	97370	Job Giraffe	Inv# 00194867 Part Time Office Temp Help	261.80
Check	1/8/2013	97370	Job Giraffe	Inv# 00195083 Part Time Office Temp Help	85.68
Check	1/8/2013	97370	Job Giraffe	Inv# 00195082 Part Time Office Temp Help	171.36

**Hanover Township
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Type	Date	Num	Name	Memo	Amount
Total 1104517 - Salaries					1,627.92
1104523 - Recruitment					
Check	12/28/2012	97279	Alexian Bros Corporate Health Services	Inv# 465814 Pre Employment Physical	131.00
Total 1104523 - Recruitment					131.00
1104524 - Utilities					
Check	1/8/2013	97379	Nicor 53	Acct# 53-90-98-7636 8 Monthly Charges	651.83
Check	1/8/2013	97398	Village of Bartlett	Acct# 62447 Water/Sewer	311.15
Total 1104524 - Utilities					962.98
1104527 - Equipment Purch/Rental/Repair					
Check	12/28/2012	97312	Pitney Bowes	Acct# 6871669 Postage Machine Rental	130.57
Check	12/28/2012	97324	Wells Fargo Financial Leasing 001	Acct# 001-0090075-001 Copier Machine Rental	577.00
Check	1/8/2013	97369	Interact Business Products, LLC	Inv# 78978 Copy Charges	43.82
Check	1/8/2013	97402	Water Logic	Inv#20110 LL Water Cooler Rental	60.00
Check	1/11/2013	97542	Staples	Inv# 3188636672 Printer/Ink	262.50
Check	1/11/2013	97542	Staples	Inv# 3188230825 Printer/Ink	172.92
Total 1104527 - Equipment Purch/Rental/Repair					1,246.81
1104528 - Office Supplies					
Check	1/11/2013	97542	Staples	Inv# 3187842381 Copy Paper	58.49
Check	1/11/2013	97542	Staples	Inv# 3187842379 Copy Paper	145.78
Check	1/11/2013	97542	Staples	Inv# 3188636672 Pens	11.97
Check	1/11/2013	97542	Staples	Inv# 3188230824 Toner/Envelopes	167.92
Total 1104528 - Office Supplies					384.16
1104533 - Printing					
Check	12/28/2012	97303	Kwik Print	Inv# 48630 Business Cards (500)	38.00
Check	1/8/2013	97372	Kwik Print	Inv# 48721 Envelopes/Business Cards	205.90
Total 1104533 - Printing					243.90
1104535 - Travel					
Check	12/28/2012	97266	Seul, Amy L	Conference Train/Parking/Taxi Fare	34.35
Check	12/28/2012	97273	Krall, Marianne	Mileage Reimbursement	37.34
Check	12/28/2012	97275	Vana, Kristin N	Mileage Reimbursement	127.65
Check	12/28/2012	97275	Vana, Kristin N	SHIP Training Meal Reimbursement	39.13
Total 1104535 - Travel					238.47
1104536 - Education & Training					
Check	12/28/2012	97280	American Society on Aging	ASA Membership (3)	475.00
Total 1104536 - Education & Training					475.00
1104537 - Consultants					
Check	12/28/2012	97276	Active Seniors Options	Inv# 80873 Consulting Services	1,334.10
Total 1104537 - Consultants					1,334.10
1104542 - Senior Satellite Service					
Check	12/28/2012	97268	Renz Center	CRO Rent	1,308.50
Check	12/28/2012	97278	Ace Coffee Bar	Inv# 101821 Machine Rental	14.97
Check	12/28/2012	97322	Wells Fargo Financial Leasing	Acct# 001-0090075-002 Copier Machine Rental	62.50

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Type	Date	Num	Name	Memo	Amount
Check	1/8/2013	97358	Com Ed 041	Acct# 7923218041 Elgin CRO Monthly Charges (Split Cost)	52.13
Check	1/8/2013	97359	Comcast (CRO)	Acct# 8771 20 032 0660935 Monthly Internet Charges	47.45
Check	1/8/2013	97378	NICOR (79)	Acct# 79-29-75-3728 8 Monthly Charges	27.01
Total 1104542 · Senior Satellite Service					1,512.56
Total 1104ADM · Administration					8,156.90
1104SOC · Social Services					
1104515 · Programming					
Check	12/28/2012	97267	Susan Kazenas	Craft Supplies	63.99
Check	12/28/2012	97272	Nellie Lannin	Japan Travel Program Supplies	41.15
Check	12/28/2012	97306	Let Me Arrange It! Inc.	Transportation Fee to War Horse (56)	790.00
Check	12/28/2012	97314	The Stonegate Conference Centre	Inv# 10059 Holiday Party Meals (212)	5,762.81
Check	12/28/2012	97318	Taoist Tai Chi Society	Class Instructor Fee November 2012 - March 2013	400.00
Check	1/8/2013	97338	Ethan Sellers	St Patricks Day Performance - Balance Due	250.00
Check	1/8/2013	97340	Steve Justman	Evening Mixer Entertainment Fee	150.00
Check	1/8/2013	97366	Ethan Sellers	St Patricks Day Performance - Deposit	250.00
Check	1/8/2013	97373	Let Me Arrange It! Inc.	Transportation Fee to Book of Mormon (42)	790.00
Check	1/8/2013	97388	Streamwood Park District	Exercise Class Instructor December 2012	550.00
Check	1/8/2013	97391	Sam's Club (Snr 0052 8)	Book Club / Program Supplies	92.32
Check	1/8/2013	97395	Tranquility Yoga Studio	Yoga Instruction Jan-Feb	1,172.50
Total 1104515 · Programming					10,312.77
1104516 · Social Services					
Check	1/11/2013	97542	Staples	Inv# 3187842377 Scanner	399.95
Total 1104516 · Social Services					399.95
1104520 · Volunteer Services					
Check	12/28/2012	97275	Vana, Kristin N	Volunteer Holiday Luncheon Supplies	87.00
Check	12/28/2012	97277	A1 Trophies & Awards, Inc	Inv# 13268 Volunteer Plaques (2)	13.00
Check	1/8/2013	97328	Tom Kuenker	Home Delivered Meals Mileage Reimbursement	44.40
Check	1/8/2013	97329	Lynne Schiller	Home Delivered Meals Mileage Reimbursement	26.09
Check	1/8/2013	97330	Diane Hubberts	Home Delivered Meals Mileage Reimbursement	18.65
Check	1/8/2013	97331	Jerome Krzywdzinski	Home Delivered Meals Mileage Reimbursement	55.50
Check	1/8/2013	97332	Gerardo Amargos	Home Delivered Meals Mileage Reimbursement	35.52
Check	1/8/2013	97333	Bill Ricci	Home Delivered Meals Mileage Reimbursement	39.96
Check	1/8/2013	97334	Richard Bayer	Home Delivered Meals Mileage Reimbursement (4 Mos)	97.68
Total 1104520 · Volunteer Services					417.80
1104532 · Visual Arts					
Check	12/28/2012	97285	Blick Art Materials	Inv# 1310372 Art Supplies	155.76
Check	12/28/2012	97299	Hobby Lobby	Program Supplies	26.92
Check	12/28/2012	97307	Midwest Ceramic Art Supply	Ceramic Supplies	377.45
Check	1/8/2013	97339	Marquee Movie Presentations, LLC	Senior Song Presentation Fee	150.00
Check	1/8/2013	97352	Arts in Bartlett	Civic Organization Member Renewal 2013	50.00
Total 1104532 · Visual Arts					760.13
Total 1104SOC · Social Services					11,890.65
1104TRN · Transportation					
1104518 · Vehicle Maintenance					

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Type	Date	Num	Name	Memo	Amount
Check	12/28/2012	97296	Friendly Ford, Inc	Inv# 174338 Ring	6.03
Check	12/28/2012	97308	O'Reilly Auto Parts	INv# 3421-287741 Brake Calipers	112.99
Check	12/28/2012	97308	O'Reilly Auto Parts	Credit Inv# 3421-28766	-56.00
Check	12/28/2012	97315	Safety Lane Inspections	Inv# 9610 Safety Inspection	33.48
Check	1/8/2013	97390	Safety Lane Inspections	Inv# 9639 Safety Inspection	33.48
Check	1/11/2013	97533	Mitchell 1	Acct# 979637 Online Technical Support	69.71
Total 1104518 · Vehicle Maintenance					199.69
1104552 · Fuel					
Check	12/28/2012	97321	Village of Hanover Park (Fuel)	Inv# 35420 November 2012 Fuel	4,488.23
Total 1104552 · Fuel					4,488.23
Total 1104TRN · Transportation					4,687.92
Total 1104 · Senior Center - Expenditures					24,735.47
2024 · Welfare Services - Expenditures					
2024ADM · Administration					
2024202 · Office Supplies					
Check	1/11/2013	97542	Staples	Inv# 3187842378 Copy Paper	131.95
Total 2024202 · Office Supplies					131.95
2024204 · Equipment Purchase & Rental					
Check	1/8/2013	97353	Ace Coffee Bar	Inv# 101820 Machine Rental	29.95
Check	1/8/2013	97361	Comcast (WS)	Acct# 8771 10 085 0097898 Monthly Charges	100.96
Total 2024204 · Equipment Purchase & Rental					130.91
2024205 · Travel & Training					
Check	1/11/2013	97518	Cumbo, Kristin A	Mileage Reimbursement	24.32
Total 2024205 · Travel & Training					24.32
2024210 · Printing					
Check	1/8/2013	97372	Kwik Print	Inv# 48687 Business Cards	38.00
Check	1/8/2013	97372	Kwik Print	Inv# 48628 Letterhead/Envelopes	161.70
Check	1/11/2013	97542	Staples	Inv# 3187842382 Toner	65.99
Check	1/11/2013	97542	Staples	Inv# 3188636671 Toner (4)	428.46
Total 2024210 · Printing					694.15
2024212 · Dues, Pubs & Background Checks					
Check	1/8/2013	97399	Verify (XHANGA)	Inv# 740709 Background Checks Nov 2012	176.00
Total 2024212 · Dues, Pubs & Background Checks					176.00
Total 2024ADM · Administration					1,157.33
2024HOM · Home Relief					
2024102 · Rent					
Check	12/28/2012	1997	Adam Zeliz	January 2013 Rent	500.00
Check	12/28/2012	1998	Todd Stennett	January 2013 Rent	650.00
Check	12/28/2012	1999	Guadalupe Sanchez	January 2013 Rent	500.00
Check	12/28/2012	2000	Harinarayan Subbarao	January 2013 Rent	515.52
Check	12/28/2012	2001	Ronald Kuhn	January 2013 Rent	500.00

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Type	Date	Num	Name	Memo	Amount
Check	12/28/2012	2002	Ralph Kanehl Sr.	January 2013 Rent	400.00
Check	12/28/2012	2003	Juan Diaz	January 2013 Rent	650.00
Check	12/28/2012	2004	929 Jefferson, LLC	January 2013 Rent	650.00
Check	12/28/2012	2006	Michael Pisto	January 2013 Rent	360.00
Check	12/28/2012	2011	Brookside Condominium Association	January 2013 Rent	425.00
Check	12/28/2012	2013	Sheng Guo	January 2013 Rent	450.64
Check	12/28/2012	2014	Theodore Urzendowski	January 2013 Rent	500.00
Check	12/28/2012	2015	Grant and Linda Muscavitch	January 2013 Rent	650.00
Check	12/28/2012	2016	Towne Place West CA	January 2013 Fees	178.39
Check	12/28/2012	2019	Bartlett Green V Condo Assoc.	January 2013 Rent	146.83
Check	12/28/2012	2025	Eredis Schaeffer	January 2013 Rent	650.00
Check	12/28/2012	2026	William Flaman	January 2013 Rent	0.00
Check	12/28/2012	2033	Spring Lakes Estates	December 2012 Rent	272.58
Check	12/28/2012	2033	Spring Lakes Estates	January 2013 Rent	575.00
Check	12/28/2012	2036	CarolAnn Sansone	January 2013 Rent	250.00
Total 2024102 · Rent					8,823.96
2024103 - Utilities					
Check	12/28/2012	2005	Spring Lakes Estates	January 2013 Rent	400.00
Check	12/28/2012	2007	Com Ed 042 (GA)	Utilities Assistance Acct# 7490543057	115.00
Check	12/28/2012	2008	Spring Lakes Estates	January 2013 Rent	45.00
Check	12/28/2012	2008	Spring Lakes Estates	Water Bill	20.28
Check	12/28/2012	2009	Com Ed 042 (GA)	Utilities Assistance Acct# 8414153038	153.19
Check	12/28/2012	2010	NICOR (GA)	Utilities Assistance Acct#42790568655	41.86
Check	12/28/2012	2012	Com Ed 042 (GA)	Utilities Assistance Acct# 8084794005	95.00
Check	12/28/2012	2017	NICOR (GA)	Utilities Assistance Acct#46307710007	7.00
Check	12/28/2012	2018	Com Ed 042 (GA)	Utilities Assistance Acct# 7490495001	120.00
Check	12/28/2012	2020	Village of Bartlett	Utilities Assistance Acct# 51869	39.20
Check	12/28/2012	2021	Com Ed 042 (GA)	Utilities Assistance Acct# 7744326017	111.56
Check	12/28/2012	2038	Village of Streamwood	Utilities Assistance Acct# 227-0018-00-01	37.89
Check	12/28/2012	2027	NICOR (GA)	Utilities Assistance Acct#749-33-83-5263	0.00
Check	12/28/2012	2028	Village of Bartlett	Utilities Assistance Acct#51593	0.00
Check	12/28/2012	2029	Com Ed 042 (GA)	Utilities Assistance Acct# 7574291050	205.00
Check	12/28/2012	2032	Com Ed 042 (GA)	Utilities Assistance Acct# 7667641033	98.48
Check	12/28/2012	2032	Com Ed 042 (GA)	Utilities Assistance Acct# 7667641033	120.00
Check	12/28/2012	2037	Village of Bartlett	Utilities Assistance Acct# 52229	26.99
Total 2024103 · Utilities					1,636.45
2024105 - Clothing					
Check	12/28/2012	2030	Walmart	Personal Essentials Cards (11 Clients)	1,315.61
Check	12/28/2012	2035	Walmart	Personal Essentials Cards (2 Clients)	325.00
Total 2024105 · Clothing					1,640.61
2024106 - Travel Expenses					
Check	12/28/2012	2023	Travelers Personal Insurance	Car Insurance #989 635 806 101 1	64.67
Check	12/28/2012	2031	BP Gas Station	Fuel Assistance Gas Cards (22)	450.00
Check	12/28/2012	2034	BP Gas Station	Fuel Assistance Gas Card	50.00
Total 2024106 · Travel Expenses					564.67
2024107 - Medical					
Check	12/28/2012	2024	Access to Care	Enrollment Fee	20.00

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Type	Date	Num	Name	Memo	Amount
Total 2024107 · Medical					20.00
Total 2024HOM · Home Relief					12,685.69
Total 2024 · Welfare Services - Expenditures					13,843.02
3034 · Road & Bridge - Expenditures					
3034ADM · Administration					
3034701 · Legal					
Check	12/28/2012	97304	Kopon Airdo, LLC	Inv# 154-0001-10559 Legal Fees	312.50
Total 3034701 · Legal					312.50
3034702 · Insurance					
Check	12/19/2012	97163	United Healthcare	Cust# 530960 Policy Coverage	552.65
Total 3034702 · Insurance					552.65
3034704 · Telephone					
Check	1/8/2013	97389	Sprint (HWY)	Acct# 162978503 Monthly Charges	278.16
Total 3034704 · Telephone					278.16
3034706 · Travel Expense					
Check	1/8/2013	97337	Ochoa, P. Craig	TOCC Lunch	8.96
Total 3034706 · Travel Expense					8.96
3034710 · Community Affairs					
Check	1/11/2013	97539	Streamwood Chamber of Commerce	Membership	187.50
Total 3034710 · Community Affairs					187.50
3034711 · Utilities					
Check	1/8/2013	97380	Nicor 44	Acct# 44-51-77-1000 8 Monthly Charges	167.55
Total 3034711 · Utilities					167.55
3034712 · Miscellaneous					
Check	1/8/2013	97337	Ochoa, P. Craig	Holiday Decorations	170.00
Total 3034712 · Miscellaneous					170.00
Total 3034ADM · Administration					1,677.32
3034ROD · Road Maintenance					
3034602 · Operating Supplies & Materials					
Check	12/28/2012	97289	Continental Weather Svc	Inv# 12638 Weather Forecasting	225.00
Check	12/28/2012	97313	Share Corporation	Inv# 829469 Lubrication	107.31
Check	12/28/2012	97315	Safety Lane Inspections	Inv# 9610 Safety Inspection	33.48
Check	12/28/2012	97317	Terrace Supply Company	Inv# 00921285 Cylinder Rental	9.90
Check	1/8/2013	97376	Menard's	Inv# 9398 Lumber	19.94
Check	1/8/2013	97376	Menard's	Inv# 10255 Grout/Gloves	68.46
Check	1/8/2013	97394	Terrace Supply Company	Inv# 70120918 Cylinder Rental	64.88
Check	1/8/2013	97397	The Home Depot	Trash Bags/Hexbolts/Spray Paint/Rebar	423.95
Check	1/11/2013	97525	Continental Weather Svc	Inv# 12719 Weather Forecasting	150.00
Check	1/11/2013	97532	Martin Implement Sales, Inc	Inv# A23620 Nozzle	42.05
Check	1/11/2013	97532	Martin Implement Sales, Inc	Inv# A23607 Displays	200.56

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Type	Date	Num	Name	Memo	Amount
Check	1/11/2013	97532	Martin Implement Sales, Inc	Credit Inv# A22655	-11.26
Check	1/11/2013	97533	Mitchell 1	Acct# 979637 Online Technical Support	69.71
Check	1/11/2013	97543	Terrace Supply Company	Inv# 922281 Cylinder Rental	10.23
Total 3034602 · Operating Supplies & Materials					1,414.21
3034603 - Gasoline					
Check	12/28/2012	97320	Village of Bartlett - Fuel	Inv# 22809 November 2012 Fuel	216.24
Total 3034603 · Gasoline					216.24
3034607 - Contract Work					
Check	12/28/2012	97309	Newport Printing Services	Inv# 5560 Truck/Facility Lettering	425.00
Total 3034607 · Contract Work					425.00
3034610 - Street Lighting					
Check	12/28/2012	97286	Com Ed 152	Acct# 0045120152 Monthly Charges	278.12
Check	12/28/2012	97287	Com Ed 000 & 048 (R&B)	Acct# 0657043000 Monthly Charges	15.37
Check	12/28/2012	97300	Highway Technologies	Inv# 65115560 Solar Assisted Lights (2)	185.98
Check	1/8/2013	97362	Com Ed 051	Acct# 5619024051 Monthly Charges	31.18
Total 3034610 · Street Lighting					510.65
Total 3034ROD · Road Maintenance					2,566.10
303EQM - Equipment					
3034609 - Maintenance Vehicles & Equip					
Check	12/28/2012	97290	Carquest Auto Parts Stores	Couplings/Wheel Nuts/Spark Plug/Straps	201.25
Check	1/8/2013	97356	Bonnell Industries, Inc	Inv# 143379 Spreader Parts	172.74
Total 3034609 · Maintenance Vehicles & Equip					373.99
Total 303EQM · Equipment					373.99
Total 3034 · Road & Bridge - Expenditures					4,617.41
5054 - Mental Health - Expenditures					
5054ADM - Administration					
5054010 - Employee Insurance					
Check	12/19/2012	97163	United Healthcare	Cust# 530960 Policy Coverage	482.68
Total 5054010 · Employee Insurance					482.68
5054012 - Office Supplies					
Check	1/11/2013	97542	Staples	Inv# 3188636673 Dividers/Binder	11.97
Total 5054012 · Office Supplies					11.97
5054014 - Equip / Database					
Check	1/11/2013	97504	Links Technology Solutions, Inc	Inv# 22388 Website Hosting Jan-Mar 2013	125.00
Total 5054014 · Equip / Database					125.00
5054541 - Printing					
Check	1/11/2013	97499	Signs by Tomorrow	Inv# 18190 Door Signage	39.80
Total 5054541 · Printing					39.80
5054544 - Consultants					

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Type	Date	Num	Name	Memo	Amount
Check	1/11/2013	97494	University of Illinois	Inv# 933 Focus Group Study	3,474.00
Total 5054544 · Consultants					3,474.00
Total 5054ADM · Administration					4,133.45
5054COM · Community Resource Center					
5054210 · Utilities					
Check	1/11/2013	97496	Com Ed 019 (MHB)	Acct# 6992134019 Monthly Charges	246.88
Check	1/11/2013	97498	Nicor (MHB)	Acct# 84-67-77-1000 0 Monthly Charges	149.97
Check	1/11/2013	97500	Village of Streamwood Water Billing Dept.	Acct# 105-0062-00-01 Water/Sewer	14.84
Total 5054210 · Utilities					411.69
5054213 · Janitorial					
Check	1/11/2013	97502	JaniKing	Inv# 11350547 Monthly Contract Billing	414.00
Total 5054213 · Janitorial					414.00
5054250 · Building Maintenance					
Check	1/11/2013	97495	Groot Recycling & Waste Services Inc	Acct# 16790-001 Monthly Charges	35.74
Check	1/11/2013	97503	Orkin Pest Control	Acct# D-11467778 Pest Control	50.00
Check	1/11/2013	97505	Fox Valley Fire & Safety	Inv# 735902 Fire Alram Inspection	330.00
Total 5054250 · Building Maintenance					415.74
5054286 · Agency Support Services					
Check	1/11/2013	97497	PAETEC	Acct# 9097797 Monthly Charges	549.88
Check	1/11/2013	97497	PAETEC	Acct# 1173538 Monthly Charges	66.29
Check	1/11/2013	97501	Hinckley Springs (MHB)	Acct# 16681552567400 Monthly Charges	35.09
Total 5054286 · Agency Support Services					651.26
Total 5054COM · Community Resource Center					1,892.69
5054SVC · Service Contracts					
5054104 · CCC - Domestic Violence Shelter					
Check	1/11/2013	97506	Community Crisis Center	Shelter	7,000.00
Total 5054104 · CCC - Domestic Violence Shelter					7,000.00
5054105 · Community Crisis Counseling					
Check	1/11/2013	97506	Community Crisis Center	Domestic Violence Counseling	5,750.00
Total 5054105 · Community Crisis Counseling					5,750.00
5054107 · Open Door Clinic					
Check	1/11/2013	97512	Open Door Clinic	AIDS/Mental Health Outreach	1,250.00
Total 5054107 · Open Door Clinic					1,250.00
5054112 · Clearbrook Children's Program					
Check	1/11/2013	97507	Clearbrook	Childrens Program	1,375.00
Total 5054112 · Clearbrook Children's Program					1,375.00
5054113 · Clearbrook Residential					
Check	1/11/2013	97507	Clearbrook	Residential Services	1,000.00
Total 5054113 · Clearbrook Residential					1,000.00

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Type	Date	Num	Name	Memo	Amount
5054114 - Clearbrook Development Training					
Check	1/11/2013	97507	Clearbrook	Developmental Training	625.00
Total 5054114 - Clearbrook Development Training					625.00
5054127 - RENZ Prevention					
Check	1/11/2013	97511	Renz Addiction Counseling Center	Prevention	3,875.00
Total 5054127 - RENZ Prevention					3,875.00
5054129 - Day One Network					
Check	1/11/2013	97508	DayOneNetwork	Case Coordination	1,750.00
Total 5054129 - Day One Network					1,750.00
5054140 - Maryville Academy Casa Salama					
Check	1/11/2013	97516	Maryville Academy	Casa Salama	6,250.00
Total 5054140 - Maryville Academy Casa Salama					6,250.00
5054141 - Shelter Inc Healthy Families					
Check	1/11/2013	97513	Shelter, Inc	Healthy Families	3,000.00
Total 5054141 - Shelter Inc Healthy Families					3,000.00
5054156 - Epilepsy Foundation					
Check	1/11/2013	97514	Epilepsy Foundation	Outreach	250.00
Total 5054156 - Epilepsy Foundation					250.00
5054166 - Pads of Elgin					
Check	1/11/2013	97517	PADS of Elgin	Homelessness Service	4,250.00
Total 5054166 - Pads of Elgin					4,250.00
5054182 - Clearbrook Employment					
Check	1/11/2013	97507	Clearbrook	Employment Program	500.00
Total 5054182 - Clearbrook Employment					500.00
5054188 - Bartlett Learning Center					
Check	1/11/2013	97509	Clarewoods Academy	Counseling	1,006.68
Total 5054188 - Bartlett Learning Center					1,006.68
5054189 - Comm. Crisis Ctr Line Develop					
Check	1/11/2013	97506	Community Crisis Center	Crisis Line	2,500.00
Total 5054189 - Comm. Crisis Ctr Line Develop					2,500.00
5054196 - Catholic Charities Caregivers					
Check	1/11/2013	97515	Catholic Charities	Caregivers Groups	500.00
Total 5054196 - Catholic Charities Caregivers					500.00
5054199 - Elgin Family Ctr - Adult Psych					
Check	1/11/2013	97510	Greater Elgin Family Care Center	Adult Psychiatric Services	800.00
Total 5054199 - Elgin Family Ctr - Adult Psych					800.00
Total 5054SVC - Service Contracts					41,681.68

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Type	Date	Num	Name	Memo	Amount
Total 5054 · Mental Health - Expenditures					47,707.82
7004 · Vehicle Replcmnt - Expenditures					
7004408 · Vehicle Purchase					
Check	1/8/2013	97377	Mark Your Space, Inc.	Inv# 1637 ATV Logo Installation	1,536.81
Check	1/8/2013	97377	Mark Your Space, Inc.	Tax Exempt	-48.20
Total 7004408 · Vehicle Purchase					1,488.61
7004540 · Bus Purchase					
Check	1/8/2013	97382	Pace	Acct# 30896 January Lease	100.00
Total 7004540 · Bus Purchase					100.00
Total 7004 · Vehicle Replcmnt - Expenditures					1,588.61
8084 · Capital Projects - Expenditures					
8084414 · Senior Park					
Check	12/28/2012	97323	Wasco Nursery a& Garden	Inv# 120992 Senior Park Trees (11)	2,472.00
Check	1/8/2013	97368	Hitchcock Design Group	Inv# 14964 Runzel Reserve Design Charges	600.00
Check	1/11/2013	97540	Shemin	Inv# 805255 Red Oak Trees (2)	290.00
Total 8084414 · Senior Park					3,362.00
8084425 · Building & Perm Improvements					
Check	1/8/2013	97374	Marchese and Sons, Inc	Inv# 105697 Izaac Walton League Services	500.00
Check	1/8/2013	97396	The Home Depot F&M	YFS Project Supplies/Paint/Materials	391.28
Check	1/11/2013	97530	James Haegele	YFS Atrium Tile Installation	645.00
Total 8084425 · Building & Perm Improvements					1,536.28
Total 8084 · Capital Projects - Expenditures					4,898.28
TOTAL					188,591.98



I. Call to Order/Roll Call

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

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

Staff and others present included Administrator James Barr, Assistant Administrator Katie Delaney, Welfare Services Director Mary Jo Imperato, Community Relations Manager Tom Kuttenberg, Director of Community Health Kristen Smith, Senior Services Director Barb Kurth-Schuldt, Youth & Family Services Director John Parquette, Mental Health Board Coordinator Suzanne Powers, Facilities & Maintenance Director Steve Speicher, Director of Emergency Services Dan Palmer, Attorney Larry Mraz, Village of Streamwood Trustee Mr. Jim Cecille and his wife, and Mrs. Hope Duval; also present were the parents of the children of Cub Scout Troop #198, the parents of students and those students from Nature Ridge, Canton Middle School and the Girl Scouts who participated in the COY Anti-Bullying Contest, Canton Middle School Principal Jim Smith, Mr. John DeBello from Tempo V, candidate for the Mental Health Board Dr. Kimberly Lemke, COY members Mrs. Nicole DeFalco and Officer Robert Wojtowicz, Hanover Township Emergency Services department Deputy Director Jim Forkin, Lieutenant Jim Dexter, and students from Streamwood High School Civics class.

II. Presentation of the Colors by Cub Scout Troop #198. 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. Supervisor McGuire asked that the Board join him in saluting PFC James P. Cecille who served in the U.S. Army from 1962 through 1964 on his induction into the Veterans Honor Roll. Mr. Cecille then spoke briefly on his time serving in the Army.

B. Supervisor McGuire and the Board congratulated the winners of the Committee on Youth first annual Anti-Bullying Video Contest for their fine efforts. The winning Anti-Bullying video was then shown. Committee on Youth Community Education Chair Mrs. Nicole DeFalco said a few words about the contest and its importance in spreading the message of anti-bullying. COY member Officer Wojtowicz joined Mrs. DeFalco and presented awards to the winner and runners up. Supervising adult Mr. Weston Maggio and participants Carter Maggio, Nathan Gallo, and Zuba Zdanowicz of Nature Ridge were the winning team and were presented with a check for \$300; teach Ms Kendra Luft's 8th grade class at Canton Middle School took runner up and Principal Jim Smith accepted the \$100 award; Girl Scouts troop #74 from Nature Ridge Elementary and Leader Ms Tracy Spade accepted the check for \$100 for runner up.

- C. Supervisor McGuire asked the record reflect the support and dedication of Insight Promotions LLC that they lend every year to the Hanover Township Food Pantry. They donated over 900 boxes of cereal to the Pantry this month.
- D. Supervisor McGuire asked that the Board join him in thanking Mr. John DeBello of Tempo V for his continued support and dedication to the Hanover Township Food Pantry. Mr. McGuire noted that Mr. DeBello's fellow teammates on his bowling team donate a van load of gifts for children every year. A plaque was presented.
- E. Supervisor McGuire invited Director Palmer forward to discuss the new Emergency Services department Search and Rescue certification. Lieutenant Jim Dexter, coordinator of the Search and Rescue efforts at Hanover Township, noted that this certification enables the Township Emergency Services department to be called upon to assist anywhere. He presented the Search and Rescue certificate to Mr. McGuire. The Board congratulated the Township Emergency Services department for this distinction.
- F. The Supervisor then introduced Dr. Kimberly A. Lemke to the Board, and asked her about her interest in the Hanover Township Mental Health Board and consideration of her as a member of that Board. A brief interview was conducted. The Board thanked Dr. Lemke for her interest.

VI. Reports:

- A. *Supervisor's Report:* Supervisor McGuire offered that Welfare Services is in the midst of the Adopt-A-Family program, the upcoming Mobile Food Pantry which will be held at St. John the Evangelist and the toy drive scheduled for Saturday. An Employment Services Manager has been hired to spearhead the new program.
- B. *Clerk's Report:* Clerk Dolan Baumer reported to the Board that the I Cash event was a success in that several residents were helped to find money, and then she presented a check for \$245.60 to the Township as found money from an old energy supplier account. To date, the Clerk has received one set of nominating papers each for supervisor, clerk, road commissioner, and assessor, and four sets of nominating papers for trustee; a lottery will be held on Friday, December 28 at 8:45 a.m. in the Clerk's office to determine ballot placement.
- C. *Assessor's Report:* Assessor Smogolski reported that the next Homeowners Outreach will be held on January 9 at 6:30 in the Senior Center Veterans Hall featuring Mr. Dan Patlak and the Cook County Board of Review. Mr. Smogolski's office is open to assess until January 17.
- D. *Highway Commissioner's Report:* Commissioner Ochoa was absent.
- E. *Treasurer's Report:* A motion was made by Trustee Westlund-Deenihan and seconded by Trustee Burke to approve the Treasurer's Report subject to final audit, and followed by a roll call vote. Ayes: Trustees Benoit, Burke, Krick and Westlund-Deenihan, and Supervisor McGuire. Nays: None. Motion carried.
- F. *Trustee Committee Liaison Reports:*
 - a. Senior Citizen Services: Trustee Krick reported that the Committee had a successful holiday/thank you for your service party at TL's this past week.

- b. Youth: Trustee Benoit thanked and congratulated the contestants in the Anti-Bullying Video Contest. She noted that the Outstanding Educator Recognition applications will be available in January.
 - c. Mental Health: Trustee Burke reported that the Board has been reviewing several grant applicants.
 - d. Finance: Trustee Westlund-Deenihan that the next Finance Committee meeting is scheduled for January 23 from 9 a.m.-2 p.m.
 - e. Environmental Workgroup: Trustee Westlund-Deenihan reported on the recent meeting citing accomplishments of the group including the review of the proposed Best Practices manual; analysis of the carbon footprint by office at the Township which was done by Mr. Warfield. The group is considering the reconstruction of a more “green” HVAC system in the future, with the goal to reduce the footprint by 5%. She commended the Senior Services department on their use of LED lights on the Christmas tree, further reducing energy use, and reminded all departments to power down during off hours.
- G. *Department Reports:* Departments of Administrative Services, Assessor’s Office, Clerk’s Office, Community & Veterans Affairs, Emergency Services, Highway Department, Mental Health Board, Welfare Services, Youth & Family Services, Senior Services, and Community Health provided reports for the Board’s review. Mr. McGuire introduced new Director of Community Health Kristin Smith.

VII. Bill Paying

Mr. Barr asked that the Board approve the bills in two sets as presented, with the bills to the Alexian Brothers from November 21 to December 18, 2012 for \$2,802.98 for approval. A motion was made by Trustee Burke to approve payment to Alexian Brothers in the amount of \$2,802.98; the motion was seconded by Trustee Krick. Roll call vote: Ayes: Trustee Burke, Krick and Westlund-Deenihan, and Supervisor McGuire. Abstain: Trustee Benoit. Nays: None. Motion carried.

Mr. Barr presented the bills from November 21 through December 18, 2012 for approval as follows:

a. Town Fund	\$98,851.31
b. Senior Center Fund	37,389.13
c. Welfare Services Fund	17,694.16
d. Road and Bridge Fund	18,707.66
e. Mental Health Fund	30,885.23
f. Retirement Fund	0.00
g. Vehicle Fund	652.80
h. Capital Fund	<u>13,118.95</u>
Total All Funds:	<u>\$217,299.24</u>

A motion was made by Trustee Westlund-Deenihan to approve the bills as presented for November 21 through December 18, 2012; Trustee Benoit seconded the motion. Roll call: Ayes: Trustees Benoit, Burke, Krick, and Westlund-Deenihan, and Supervisor McGuire. Nays: None. Motion carried.

VIII. Unfinished Business: No unfinished business was discussed.

IX. New Business:

- A. Approval Workshop Meeting Minutes of November 16, 2012: Clerk Dolan Baumer submitted the Workshop Meeting Minutes of November 16, 2012 for review and approval by the Board. A motion was made by Trustee Burke to approve the Workshop Meeting Minutes of November 16, 2012 with a second by Trustee Krick. Roll call: Ayes: Trustees Benoit, Burke, Krick and Westlund-Deenihan, and Supervisor McGuire. Nays: none. Motion carried.
- B. Approval of Special Meeting Minutes of November 20, 2012: Clerk Dolan Baumer submitted the Special Meeting Minutes of November 20, 2012 for review and approval by the Board. A motion was made by Trustee Burke to approve the Special Meeting Minutes of November 20, 2012 with a second by Trustee Westlund-Deenihan. Roll call: Ayes: Trustees Benoit, Burke, Krick and Westlund-Deenihan, and Supervisor McGuire. Nays: none. Motion carried.
- C. Approval of the Regular Meeting Minutes of November 20, 2012: Clerk Dolan Baumer submitted the Regular Meeting Minutes of November 20, 2012 for review and approval by the Board. A motion was made by Trustee Westlund-Deenihan to approve the Regular Meeting Minutes of November 20, 2012 with a second by Trustee Burke. Roll call: Ayes: Trustees Benoit, Burke, Krick and Westlund-Deenihan, and Supervisor McGuire. Nays: none. Motion carried.
- D. Approval of the Executive Session Meeting Minutes of November 20, 2012: Clerk Dolan Baumer submitted the Executive Session Meeting Minutes of November 20, 2012 for review and approval by the Board. A motion was made by Trustee Burke to approve the Executive Session Meeting Minutes of November 20, 2012 with a second by Trustee Benoit. Roll call: Ayes: Trustees Benoit, Burke, Krick and Westlund-Deenihan, and Supervisor McGuire. Nays: none. Motion carried.
- E. Approval Workshop Meeting Minutes of December 1, 2012: Clerk Dolan Baumer submitted the Workshop (Breakfast with the Board) Meeting Minutes of December 1, 2012 for review and approval by the Board. A motion was made by Trustee Westlund-Deenihan to approve the Workshop Meeting Minutes of December 1, 2012 with a second by Trustee Burke. Roll call: Ayes: Trustees Benoit, Burke, Krick and Westlund-Deenihan, and Supervisor McGuire. Nays: none. Motion carried.
- F. Consideration of Appointment of Mental Health Board Candidate Dr. Kimberly A. Lemke: Supervisor McGuire asked that the Board consider the appointment of Dr. Lemke as member of the Mental Health Board and concur with his appointment. A motion was made by Trustee Benoit to approve the appointment of Dr. Lemke to the Mental Health Board; the motion was seconded by Trustee Burke. Roll call: Ayes: Trustees Benoit, Burke, Krick and Westlund-Deenihan, and Supervisor McGuire. Nays: none. Motion carried. Mr. McGuire welcomed Dr. Lemke to the Mental Health Board.
- G. Approval of the Resolution Approving of Donation and Use Agreements with the Izaak Walton League of America Elgin Chapter: A motion was made by Trustee Westlund-Deenihan to approve the resolution #121812 approving the Donation and Use Agreement with the Izaak Walton League of America Elgin Chapter; the motion was seconded by Trustee Burke. Roll call: Ayes: Trustees Benoit, Burke, Krick and Westlund-Deenihan, and Supervisor McGuire. Nays: none. Motion carried. Mr.

McGuire thanked Senior Citizen Services Committee member Mr. George Hough for bringing this opportunity forward to the Township.

- H. Resolution Approving of Depository Agreements with Barrington Bank & Trust Company: The Supervisor asked that the Board hold this resolution pending advice of the attorney; the Board concurred.
- I. Approval of a Settlement Agreement: Trustee Burke made a motion that the Board approves the Settlement Agreement between Hanover Township and the former Supervisor Michael Kelly as presented. The motion was seconded by Trustee Benoit followed by a roll call vote. Roll call: Ayes: Trustees Benoit, Burke, Krick and Westlund-Deenihan, and Supervisor McGuire. Nays: none. Motion carried. Mr. McGuire reminded the Board that the settlement money will be used to fund the Employment Assistance program for the next two years.
- X. Executive Session: No motion was made to go into Executive Session.
- XI. Other Business: No other business was discussed.
- XII. Adjournment: There being no further business to come before this Board, Supervisor McGuire asked for a motion to adjourn at 7:50 p.m. A motion to adjourn was made by Trustee Benoit seconded by Trustee Westlund-Deenihan. Roll call: Ayes: Trustees Benoit, Burke, Krick and Westlund-Deenihan 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	Y&F Services	Streamwood Park District	
	Commissioner			



TO: Hanover Township Board
FROM: James Barr, Administrator
BY: Thomas Warfield, Management Analyst
DATE: January 11, 2013
SUBJECT: Summary of Emergency Management Agency Ordinances

Three ordinances relating to the Hanover Township Emergency Management Agency (EMA) are proposed and summarized as follows:

First, an ordinance is proposed in regards to compliance with traffic orders and directions. Over the past several years the Township has significantly increased the size and capability of the volunteer Emergency Management personnel. While the services and activities of this department have greatly expanded, the ordinances establishing their authority also need to be expanded to ensure that members acting for the benefit of the Township have sufficient authority to safely conduct their business. In order for the Township to safely and properly perform traffic control services, it is necessary that persons comply with the lawful orders and/or directions of EMA personnel.

Based upon this need to ensure the safety of EMA personnel an ordinance authorizing the issuance of a \$150 fine is proposed. The ability to issue fines and citations increases the authority of EMA volunteers when acting on behalf of the Township, and increases the likelihood of compliance with their lawful authority as established under Township Code and the Illinois Emergency Management Agency Act.

A second ordinance authorizes the adoption of the recommended Emergency Operations Plan as prepared by the Hanover Township Emergency Management Agency staff. Due to the extremely large size of this document (in excess of 300 pages) it has been deemed to be too unwieldy to deliver via email format to members of the Board. Should any member wish to review the EOP in detail a hard copy of the document can be delivered to you, or if you prefer you can obtain a copy from the Administrative Services Department.

Finally, an ordinance is proposed to amend the current EMA authorization ordinance in order to comply with associated updates to Illinois state statutes.

If you have any questions or if you would like additional information concerning any of these ordinances please contact the Township Administrator via email at jbarr@hanover-township.org.

ORDINANCE NO. _____

**AN ORDINANCE ADOPTING THE HANOVER TOWNSHIP
EMERGENCY OPERATIONS PLAN**

RECITALS

A. The Hanover Township (the "Township") Board of Trustees (the "Township Board") adopted Township Ordinance EMA-1-27-09-01, on January 27, 2009 which created the Hanover Township Emergency Management Agency ("EMA") in accordance with the Illinois Emergency Management Agency Act (20 ILCS 3305/1 et seq.) (the "Act").

B. Section 10 of the Act requires the EMA to prepare an emergency operations plan for its geographic boundaries that complies with planning, review, and approval standards promulgated by the Illinois Emergency Management Agency. 20 ILCS 3305/10(g).

C. Section 10 of the Act further requires EMA to prepare and distribute to all appropriate officials in written form a clear and complete statement of the emergency responsibilities of all local departments and officials and of the disaster chain of command. 20 ILCS 3305/10(h).

D. The Illinois Administrative Code (the "Administrative Code"), Title 29, Chapter I, Subchapter C, Part 301, Subpart B, mandates specific minimum and optional provisions of the EOP, including but not limited to the following:

- (i) Mandatory requirements including a foreward, Basic Plan Overview, and annexes addressing direction and control, communications, warning/emergency information, public information, disaster

intelligence/damage assessment, evacuation, mass care, health and medical, mortuary services, resource management, hazardous materials, and such additional annexes as required by IEMA; and

- (ii) Optional provisions include additional annexes determined by the ESA to be necessary for the emergency management efforts of the Township in the event of a disaster, including but not limited to search and rescue, law enforcement, public works, transportation, energy management, animal welfare, legislative relations, aviation operations and/or others.

E. The attached Hanover Township Emergency Operations Plan is required under Section 10 of the Act and the Administrative Code, and to comply with the Americans with Disabilities Act of 1990 (ADA), as amended, including but not limited to changes made by the ADA Amendments Act of 2008.

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

SECTION ONE: The above Recitals are hereby incorporated into and made a part hereof.

SECTION TWO: The Board hereby adopts the Hanover Township Emergency Operations Plan, a copy of which is attached hereto and incorporated herein (the "EOP").

SECTION THREE: The Township Supervisor, the respective officials set forth in the EOP, the ESA Director, and the Township attorney are authorized to sign the EOP on behalf of the Township and their respective departments.

SECTION FOUR: The Township Supervisor, who is the Principal Executive Officer pursuant to Section 4 of the Act (20 ILCS 3305/4), the EMA Director, the officials

and department heads set forth in the EOP, and their respective designees, are authorized to perform such acts as necessary to implement the EOP and to comply with the Act, the Administrative Code, and other applicable federal, state and local regulations, codes, ordinances, rules, directives, executive orders, and other laws, including, but not limited to orders, rules, and regulations promulgated by the Illinois Emergency Management Agency and the Department of Homeland Security.

SECTION FIVE: Copies of the EOP shall be provided in accordance with the requirements of the Administrative Code.

SECTION SIX: The EOP shall be periodically updated as necessary but not less than biennially, and copies of revised EOPs approved by the Township Board shall be filed with IEMA and Cook County in accordance with the Administrative Code.

SECTION SEVEN: The EOP shall be distributed to the plan recipients set forth in the EOP.

SECTION EIGHT: SEVERABILITY. If any section, paragraph or provision of this Ordinance shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Ordinance.

SECTION NINE: REPEAL OF PRIOR ORDINANCES. All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION TEN: EFFECTIVE DATE. This Ordinance shall effective upon its passage and approval.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: January 15, 2013

APPROVED: January 15, 2013

Brian P. McGuire, Supervisor

Attest:

Katy Dolan Baumer, Township Clerk

CERTIFICATION

I, the undersigned, do hereby certify that I am the Township Clerk of Hanover Township, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Ordinance _____, enacted on January 15, 2013, and approved on January 15, 2013, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk

ORDINANCE _____

**AN ORDINANCE REGARDING COMPLIANCE WITH
TRAFFIC ORDERS AND DIRECTIONS**

RECITALS:

A. Section 85-13 of the Township Code authorizes Townships to expend funds directly and to contract with other governmental entities to provide for public safety services, including law enforcement, to residents of the Township. 60 ILCS 1/85-13.

B. Section 100-10 of the Township Code authorizes Township Boards to appoint one or more Township enforcement officers, subject to the County Sheriff's right to disapprove of any such appointment. 60 ILCS 1/100-10 ("Section 100-10").

C. Section 100-10, paragraph d, provides that Township enforcement officers have the same power and authority within their respective Township as a deputy sheriff for the purpose of enforcing Township Ordinances, and are also authorized to enforce County Ordinances within areas of a County located within the Township pursuant to intergovernmental agreements with said County.

D. Hanover Township (the "Township") provides traffic control services pursuant to the authority granted under the Township Code, and in cases of disasters, pursuant to the Illinois Emergency Management Agency Act (20 ILCS 3305/1 et seq.), including but not limited to pursuant to intergovernmental agreements and mutual aid arrangements relative thereto.

E. In order for the Township to safely and properly perform traffic control services, it is necessary that persons comply with lawful orders and/or directions given

by township enforcement officers and/or by other officers authorized to direct or regulate traffic or to make arrests and issue citations for violations of traffic regulations.

NOW THEREFORE BE IT ORDAINED by the Supervisor and Board of Trustees of Hanover Township, Cook County, Illinois as follows:

SECTION ONE: That the Recitals are incorporated into and made a part of the body of this Ordinance as though fully set forth herein.

SECTION TWO: No person within the corporate limits of Hanover Township shall willfully fail or refuse to comply with any lawful order or direction of any police officer, fireman, school crossing guard, Hanover Township enforcement officer or other Hanover Township officer, employee or volunteer invested by law with authority to direct, control or regulate traffic.

SECTION THREE: For purposes of this Ordinance, "police officer" means and includes every officer authorized to direct or regulate traffic or to make arrests and issue citations for violations of traffic regulations.

SECTION FOUR: Township enforcement officers are authorized to issue and to serve upon any person said enforcement officer has reasonable grounds to believe is guilty of a violation of this Ordinance a notice/uniform citation that shall constitute a summons and complaint in accordance with Section 100-10 of the Township Code, Illinois Supreme Court Rule 552 ("Rule 552") and other applicable law. A copy of said notice/uniform citation, complaint, disposition of report (and where applicable, report of conviction) shall be forwarded by said officer to the Clerk of the Circuit Court of Cook County, Illinois, within 48 hours of the issuance of said citation in accordance with Rule 552, Section 100-10 of the Township Code and other applicable law.

SECTION FIVE: The Township enforcement officer, Township Supervisor, Township Administrator, and Township Clerk are authorized to perform such additional acts and execute such additional documents as necessary to enforce the provisions of this Ordinance and to comply with all applicable laws.

SECTION SIX: Any person convicted of violating this Ordinance shall be guilty of a petty offense and shall be subject to a mandatory fine of \$150.00.

SECTION SEVEN: SEVERABILITY. If any section, paragraph or provision of this Ordinance shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Ordinance.

SECTION EIGHT: REPEAL OF PRIOR RESOLUTIONS. All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION NINE: EFFECTIVE DATE. This Ordinance shall be in full force and effect upon its passage and approval.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: January 15, 2013

APPROVED: January 15, 2013

Brian P. McGuire, Township Supervisor

ATTEST:

Katy Dolan Baumer, Township Clerk

CERTIFICATION

I, the undersigned, do hereby certify that I am the Township Clerk of Hanover Township, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Ordinance _____, enacted on January 15, 2013, and approved on January 15, 2013, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk

ORDINANCE - _____

**AN ORDINANCE AMENDING THE HANOVER TOWNSHIP
ORDINANCE ESTABLISHING THE HANOVER TOWNSHIP
EMERGENCY MANAGEMENT AGENCY**

BE IT ORDAINED by the Hanover Township Supervisor and Board of Trustees,
Cook County, Illinois, as follows:

SECTION ONE: Hanover Township (the "Township") Ordinance EMA -1-27-09-01, "An Ordinance Establishing the Hanover Township Emergency Management Agency" (the "EMA Ordinance") is hereby amended as follows:

A. Section one of the EMA Ordinance is amended by deleting "The Illinois Emergency Services and Disaster Act of 1975 and as amended 1985 and 2006, Chapter 127, paragraphs 1101" therefrom and substituting the following therefore:

"the Illinois Emergency Management Agency Act, 20 ILCS 3305/1 et seq. (the "Act")".

B. The first paragraph of Section Two of the EMA Ordinance is amended to read as follows:

"The Director of the Township EMA shall be appointed by the Township Supervisor with the advice and consent of the Township Board of Trustees (the "Township Board") and serve until removed by the Township Board".

C. The second paragraph of Section Two of the EMA Ordinance is amended by adding the following thereto:

"The Director shall also serve as the Coordinator of the Township EMA as defined in Section 4 of the Act and shall perform the duties of the Coordinator

as specified in the Act, the Illinois Administrative Code, and as required by the Illinois Emergency Management Agency (“IEMA”).

- D. Section Three of the EMA Ordinance is amended by deleting “municipality or quasi-municipality entered into as provided by The State ESDA Act of 1975, amended 1985 and 2006” and substituting the following therefore:

“in accordance with Section 13 of the Act and other applicable law”.

- E. Section Three of the EMA Ordinance is further amended by adding the following thereto:

“The Township EMA shall perform all acts required by applicable federal, state and local law, including but not limited to the Act (defined above), the Illinois Administrative Code, and directors from IEMA, the Governor of Illinois, and such additional duties as authorized by the Township Board”.

- F. The last sentence of Section Five of the EMA Ordinance is amended by deleting “Township EMA organization” and substituting “IEMA” therefore.

- G. Section 6 of the EMA Ordinance is amended to read as follows:

“The Director of EMA may, in collaboration with other public agencies within his immediate vicinity, develop or cause to be developed mutual aid arrangements with other political subdivisions of taxing districts within this State for reciprocal disaster response and recovery assistance in case a disaster is too great to be dealt with unassisted. The mutual aid shall not, however, be effective unless and until approved by the Township Board and other political subdivision. The arrangements shall be consistent with State Emergency Operations Plan and State emergency management program, and in the event of a disaster as described in Section 4 of the Act, it shall be

the duty of the Township EMA to render assistance in accordance with the provisions of the mutual aid arrangements”. (Section 13 of the Act).

H. Section 10 of the EMA Ordinance is amended to read as follows:

“In carrying out the provisions of the Act, the Township may enter into contracts and incur obligations necessary to place it in a position effectively to combat the disasters as are described in Section 4 the Act, to protect the health and safety of persons, to protect property, and to provide emergency assistance to victims of those disasters. If a disaster occurs, the Township may exercise the powers vested under Section 10 of the Act in the light of the exigencies of the disaster and, excepting mandatory constitutional requirements, without regard to the procedures and formalities normally prescribed by law pertaining to the performance of public work, entering into contracts, the incurring of obligations, the employment of temporary workers, the rental of equipment, the purchase of supplies and materials, and the appropriation, expenditure, and disposition of public funds and property”. (Section 10, paragraph j of the Act)”.

I. Section 11 of the EMA Ordinance is amended to read as follows:

“Each person appointed to serve in any capacity in the Township EMA organization, whether compensated or non-compensated, shall, before entering upon his or her duties, take an oath, in writing, before the EMA Director or other person authorized to administer oaths in Illinois in accordance with Section 20 of the Act. Said oath shall be in the form set forth in Section 20 of the Act, as amended from time to time. The oath shall be filed with the EMA Director”.

J. Section 13 of the EMA Ordinance is amended by deleting “the State ESDA Act of 1975 amended 1985 and 2006” therefrom and substituting “applicable statute, subject to the Property Tax Extension Limitation Law” therefore.

SECTION TWO: The EMA Ordinance is further amended by adding the following Sections thereto:

“SECTION 14.0: The Township Supervisor or his designee shall annually notify IEMA of the manner in which the Township is providing or securing emergency management, and shall furnish additional information relative thereto as the IEMA requires and/or as required under the Act and Illinois Administrative Code. (Section 10 of the Act)

SECTION 14.1: The Township EMA shall prepare an emergency operations plan for its geographic boundaries that complies with planning, review, and approval standards promulgated by IEMA and the Illinois Administrative Code. (Section 10 of the Act)

SECTION 14.2: The Township EMA shall prepare and distribute to all appropriate officials in written form a clear and complete statement of the emergency responsibilities of all local departments and officials and of the disaster chain of command. (Section 10 of the Act)

SECTION 14.3: A local disaster may be declared only by the Township Supervisor, or his interim emergency successor, as provided in Section 7 of the “Emergency Interim Executive Succession Act”. It shall not be continued or renewed for a period in excess of 7 days except by or with the consent of the Township Board. Any order or proclamation declaring, continuing, or terminating a local disaster shall be given

prompt and general publicity and shall be filed promptly with the Township Clerk in the area to which it applies.

The effect of a declaration of a local disaster is to activate the Township's emergency operations plan and to authorize the furnishing of aid and assistance thereunder. (Section 11 of the Act)

SECTION 14.4: Political activities prohibited. No Township EMA shall be employed directly or indirectly by any person or persons for political purposes". (Section 22 of the Act)

SECTION THREE: The EMA Ordinance shall remain in full force and effect as amended herein.

SECTION FOUR: Nothing herein shall be construed as altering the "at will" status of any Township employee and/or otherwise creating an employment contract.

SECTION FIVE: SEVERABILITY. If any section, paragraph or provision of this Ordinance shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Ordinance.

SECTION SIX: REPEAL OF PRIOR ORDINANCES. All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION SEVEN: EFFECTIVE DATE. This Ordinance shall effective upon its passage and approval.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: January 15, 2013

APPROVED: January 15, 2013

Brian P. McGuire, Supervisor

Attest:

Katy Dolan Baumer, Township Clerk

CERTIFICATION

I, the undersigned, do hereby certify that I am the Township Clerk of Hanover Township, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Ordinance _____, enacted on January 15, 2013, and approved on January 15, 2013, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk

December 27th, 2012

To: The Hanover Township Board and Township Administrator.

Fm: Dr. Jerry Gabris and Dr. Kimberly Nelson.

Re: Summary Results from the November 18th, 2012 Strategic Planning Session.

Dr. Nelson and I wish to extend our deepest thanks for everyone who participated at the 2012 strategic planning session. This session was particularly important because it establishes a five year strategic planning cycle that will enable the Township to accomplish more complicated long term strategic priorities. This report will summarize these strategic priorities and also summarize the Township Board's decisions regarding departmental service goals for the following fiscal year. Together, the long term strategic priorities when coupled with annual operating goals provide both a short and long term planning capacity for the Township Government. This commitment to efficiency and professional management enables Hanover Township to provide the best Township services available to its residents at a very high quality level at the most reasonable cost to the taxpayer.

This report builds on an earlier preliminary report that provided a full environmental scan of the Township considering various strengths, weaknesses, opportunities and threats. After reviewing the results of this SWOT analysis the Township staff and elected officials were able to identify potential strategic issues facing the Township over the next five years. These are issues that may rise to a level of strategic significance. They are typically longer term, complex, cost significant amounts of money to address, and involve policy issues that if not addressed could lead to negative consequences for Township residents.

Table 1 provides the results of this very preliminary consideration of potential strategic issues and suggests where they might be consolidated. Also, some might be eliminated because they do not rise to a level of strategic concern for the Township. At the meeting on November 18th, the participants were divided into two major groups where each was charged in recommending what it believed to be the issues that had the greatest priority. These discussions considered such questions as the urgency of an issue, its complexity, reasons why it should be considered strategic rather than tactical, and what value the issue had for Township residents if it were pursued as a strategic priority. The results of these deliberations are summarized in Table 2. These are the major strategic priorities that the Hanover Township Board has designated as its five year strategic goals – that will be the basis for its five year strategic plan. Township Staff will develop specific, step by step action plans for how these strategic priorities will be achieved over the five year time span, and review these on an annual basis with the Town Board. Until these strategic priorities achieve substantial completion, no new priorities will be added to the strategic plan.

Table 1. Potential Strategic Issues. The issues in italics received mention from more than one respondent. No single issue received a high frequency rating

-
- 1) *Revenue diversification/revenue growth/long range financial planning*
 - 2) *Town hall renovations/space planning*
 - 3) *Major employment services initiative/unemployment*
 - 4) *Green efforts/recycling/sustainability*
 - 5) *Expanded promotion of township services/justification of township government/develop a marketing plan for each department*
 - 6) *Aging population of township/expanding senior services/market senior services to those coming of age—Club 59*
 - 7) *Izaak Walton property, how to develop?*
 - 8) *Keep taxes low and service levels high/continue to be the leader in township government. Some services may need to be discontinued or delivered in a different manner.*
 - 9) *Employee retention and stability. The board should consider raising salaries to recruit and retain higher quality staff.*
 - 10) *Developing a relationship of cooperation with other local governments. Government entities that cannot justify their existence may be in trouble in Illinois over the next few years.*
 - 11) Elgin satellite office—continued growth in that area of the township
 - 12) Continued growth in emergency services
 - 13) Restoration of parking lot on Route 59
 - 14) Improved organizational culture
 - 15) Use township departments to fill in service gaps from state and federal budget cuts. (Similar to # 5 and 8).
 - 16) Rebuild the Administration Center to match the design of the Senior Center (Similar to # 2)
 - 17) Consolidate jobs/cross train employees (Similar to # 9)
 - 18) Township employees should not be involved in day-to-day operations
 - 19) Reward employees and staff members who have gone beyond their expected service duties. (Similar to # 9)
 - 20) Possible consolidation of the road district into Hanover Township if the legislature fixes the road tax issue (Similar to # 1, 8)
 - 21) Inter-departmental collaboration (Similar to # 14)
 - 22) Technology utilization and integration
 - 23) Develop operating procedures for effective organizational communication and conflict resolution (Similar to # 14)
 - 24) Fund development (Similar to # 1)
 - 25) Better developed roles for committees
 - 26) Work with school district U46 to improve reputation of the schools (Similar to # 10)
 - 27) Lower Hanover Township tax rate to encourage new residents to move there (Similar to # 8).
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Table 2. Major Five Year Strategic Priorities for the Township.

1. Long-Range Revenue and Service Sustainability. The Township realizes that it must find ways to creatively increase basic revenue to provide for high quality services. This will be a high priority for the next five years. It will be up to the professional staff to find and develop new revenue opportunities. In all of this the need to develop clear communication with residents and service users is fundamental. The following types of revenue strategies may be pursued pending staff research and recommendations:
 - a. Linking revenue to specific services.
 - b. Referendum opportunities – to develop earmarked revenue streams.
 - c. Fund development.
 - d. Partnering with both private and public sector organizations.
2. Develop a Communications Plan. This plan will also be used to market township services and programs and raise resident awareness. The strategic value of the plan is to provide a centralized, cohesive message of what the Township government is all about so that there is a clear and consistent message for the Township. At the same time, the communication plan needs to have decentralized, departmental components that effectively communicates department services available to residents – so that residents know what the Township provides. This will help maximize resident use and value of Township services.
3. Acquire the Izaak Walton Property. This will provide Township amenities within the City of Elgin. This property should have a multi-use purpose and mission with an at-risk youth focus, yet strongly encourage outdoor recreational activities, ie., fishing, hiking, camping, water sports, and naturalist activities. It should if feasible provide a scout camp for area scouting groups.
4. Develop a comprehensive space utilization plan. This needs to begin immediately and address both short and long term space issues. It should address how the Town Hall space needs be addressed. This plan should be comprehensive so that it includes the space needs for other units within the Township.

The strategic priorities listed in Table 2 are in no specific order. They were all designated as high priorities for the Township for the next five years. It is the responsibility of the Professional staff to create specific action plans for each major priority and to report these to the Township Board by June of 2013.

Departmental Service Goals

The next section of this report summarizes the decisions made by the Township Board regarding the status of Departmental Service goals. Before these decisions are reported, we will first note the assumptions made by the Board regarding these Departmental summaries. The great majority of the fiscal year 2014 goal statements identified by the departments during the retreat reflect basic day to day service activity. There is no problem with this, but the Township Board does not need to annually instruct a Department to pursue goals that already constitute its core mission. Where a service goal is essentially repeating what a Department does on a day to day basis the Board's expectation is that the Department will "just do it." Where service goals address new activities that may require additional resources or staff, then, this would be the kind of activity the Board wants to provide feedback to the Department. When a service goal has been approved by the Board the Department should proceed with implementation.

In the following Departmental service goal analysis, all goals listed are those the Board would like to see accomplished in FY14 with the use of an action plan.

Administrative Services (In order of priority)

1. Create a strategic grant development workgroup with representatives from departments to assist with the prioritization of available grant opportunities and the development of grant applications.
2. Implementation of a Senior Center solar & energy efficiency project based on findings from the Smart Energy Design Assistance Center (SEDAC) energy audit.
3. Creation of a model for Township government strategic management with modules comprising strategic planning, action plans, department reports, performance measures, HT Stat, and the Quality of Life Index for the benefit of Hanover Township and other metropolitan townships.

Assessor's Office (In order of priority)

1. To have a map meeting with Cook County to reorganize neighborhoods.
2. Researching scanning of green sheets (sales) to reduce paperwork and gain more storage space.

Clerk's Office (In order of priority)

1. Institute credit card acceptance mechanics for the Clerk's office.
2. Compile Archive and Records Disposal for Office of Community Health, Community & Veterans Affairs, EMS, etc.

3. Internal: FOIA applicable fees policy; Committee minutes website updates; create Clerk's office procedures manual.

Office of Community Health (In order of Priority)

1. Conduct resident needs assessment survey for gaps in health-related services in the community.
2. Research and develop dental care program for adults focusing on primary and preventative dental care for the uninsured and underinsured.
3. Increase healthy lifestyle promotion to the post-high school young adult population (ages 18-30 years) and increase connectivity within this population to primary care providers for treatment and prevention services.

Community and Veterans Affairs (In order of Priority)

1. Collaborate with the Elgin Chapter of the Izaak Walton League for acquisition of property and plan for maintenance and utilization of property
2. Create weekly email newsletter of Township news, events, programs and services for email contacts on Township email list.
3. Partner with three Elgin area organizations to offer outreach seminars and programs at the Community Relations Office.

Emergency Services (In order of Priority)

1. Research and develop disaster preparedness plans utilizing various models.
2. Create vehicle replacement program. Replace at least one vehicle in FY 14.
3. Implement cadet program for younger citizens in emergency management.

Facilities and Maintenance (In order of Priority)

1. Work on town hall parking lot reconstruction, including the bid process and oversee construction.

2. If the Izaak Walton League property is acquired by the Township, develop a usage plan for the property and conduct renovations plans based on needs.
3. Conduct preventative maintenance on Senior Center roof by having outside contractors inspect the roof and then based on recommendations complete the required maintenance.

Highway Department (In order of Priority)

1. Implement road resurfacing project at North Rohrssen Rd. & crack fill.
2. Conduct Township wide recycling program with an expansion of vendors.
3. Continue with intergovernmental agreement (City of Elgin) and other community (U-46 School District) relationships.
4. Replacement of safety street signs and add new ones.

Mental Health Board (In order of priority)

1. Research and implement recommendations from the community needs assessment study.
2. Development of a micro-regional coordination framework for effective human services delivery. Based on the Township's adopted vision statement, this may include multi-agency wrap and/or coordination of services, capacity building, and addressing gaps in available funding and services.
3. Analyze and improve community resource center regarding agency usage.

Senior Services Department (In order of priority)

1. Develop outdoor programs. Utilize Runzel Reserve Space.
2. Collaborate with the Office of Community Health to develop and implement educational programs, physical screenings, to create evidence based outcome programs.
3. Implement and expand marketing plan.

Welfare Service Department (In order of priority).

1. Implement an Employment Resource Division within the Welfare Services Department to better meet the growing needs for unemployed and underemployed residents.
2. Develop a Community Service Referral process within Welfare Services to schedule and provide Community Service for residents needing to meet hours ordered by the courts as well

as national honor society and other service groups. All departments within the township would submit positions and times they could use a community servant.

Youth & Family Services Department (In order of priority)

- 1.** Create and develop substance abuse prevention programming and secure professional development training for staff to implement in school based, Positive Behavioral Interventions and Supports (PBIS) group work.
- 2.** Create and develop a school based, student driven, mentoring program to address PBIS Tier III at-risk youth while providing youth leadership training and support.
- 3.** Implement PBIS Tiers at Open Gym Program sites for at-risk youth and further develop the homework help portion of programming to include the Common Core standards required by state and federal law.

Summary

Now that the Township has established its five year strategic priorities, the responsibility shifts to the professional staff to develop and recommend plans of action. These action plans should provide specific goals, time tables, accountability procedures, action steps, and performance measures for ensuring that the intent of the Township Board is being successfully accomplished during the five year time frame. It is suggested that the Staff provide these action plans for each major priority by June of 2013. The Town Board should also expect an annual strategic planning assessment that reviews accomplishments to date, potential problems in addressing the strategic priorities, and to address any questions by a Board Member regarding the status of the strategic plan. Ideally, success of the strategic plan should factor in to the annual evaluation of the Township Administrator, and Department Heads responsible for specific strategic goals. At the annual strategic planning retreat, modifications and revisions of the strategic plan can be made as required by the Township Board. However, the Board should not add any new priorities until the five year cycle is complete.

Department Heads should proceed with implementing their proposed service goals that have now been approved by the Township Board. These are short term service goals that should be reviewed annually. This concludes the results of the 2012 Hanover Township Strategic Planning Session. It is finally recommended that the Township Board should by formal resolution adopt these five year strategic priorities, and departmental service goals as constituting the Township's Strategic Plan for FY14 to FY19.