



240 S. Illinois Route 59, Bartlett, Illinois 60103

**Regular Meeting of Town Board**  
*January 21<sup>st</sup>, 2014*  
**7:00 PM**

**A G E N D A**

- I. Call to Order – Roll Call
- II. Presentation of the Colors – Cub Scout Pack 198
- III. Pledge of Allegiance
- IV. Town Hall (Public Comments)
- V. Presentations
  - A. Veteran’s Honor Roll – CDR Steven R. Michaels
  - B. Cub Scout Pack 198
  - C. Jason’s Food, Inc.
  - D. Casey Automotive
  - E. Whole Foods
- VI. Reports
  - A. Supervisor’s Report
  - B. Clerk’s Report
  - C. Highway Commissioner’s Report
  - D. Assessor’s Report
  - E. Treasurer’s Report
  - F. Department Reports
- VII. Bill Paying
- VIII. Unfinished Business
- IX. New Business
  - A. Regular Meeting Minutes of January 7, 2014
  - B. Ordinance Regarding the Placement of Signs Prohibiting the Carrying of Concealed Firearms in Hanover Township
  - C. Ordinance Establishing Rules and Regulations Regarding the Use of Lacy Park
  - D. Resolution Authorizing Hanover Township to Apply for FFY 2013 and 2014 Section 5310 Grants from the Regional Transit Authority

**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.**

- X. Executive Session
- XI. Other Business
- XII. Adjournment

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*yes*

### VETERANS HONOR ROLL

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

**NAME:** Steven R. Michaels, CDR, USN

**ADDRESS:** 1357 Essex Drive

**CITY/ZIP CODE:** Hoffman Estates / 60192

**PHONE #:** 847.289.3093

**DATE OF BIRTH:** 24 March 1963

**BRANCH OF SERVICE:** US Navy

**HIGHEST RANK ATTAINED:** Commander (O-5)

**YEARS OF SERVICE:** FROM 29 Dec 1993 TO Present (\* still serving in Navy Reserve)

**MEDALS AWARDED OR OTHER CITATIONS:**

Defense Meritorious Service Medal, Navy + Marine Corps Commendation,  
Navy + Marine Corps Achievement, NATO medal, Afghanistan Campaign Medal.

**INJURIES:** PTSD

**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

\* Refer to my Afghanistan blog:

<http://majorfoobar.wordpress.com>

# DEPARTMENT OF ADMINISTRATIVE SERVICES

Report for December, 2013

SERVICE PROVIDED	DECEMBER 2013	DECEMBER 2012	FYTD 2014	FYTD 2013
<i>Passports</i>	141	178	1,484	1,189
Photo fees	\$405	\$385	\$4,595	\$4,440
Fee deposits	\$3,320	\$4,065	\$36,744	\$39,433
<i>Fishing/Hunting licenses</i>	4	7	104	132
<i>Handicap Placards</i>	14	16	135	165
<i>Cook County vehicle stickers</i>	1	3	243	210
<i>Voter Registration</i>	0	2	7	374
<i>Human Resources Requests</i>	133	120	1,365	1,189
<i>New Employee Orientations</i>	1	2	12	9
<i>Technology work orders</i>	27	28	178	219
<i>Resident Contacts</i>	1,516	1,129	16,095	13,620
<i>Percent of Budget Expended (75% of year)</i>	4.5%	5.2%	56.8%	53.7%
<i>Grant application submissions</i>	0	1	6	8

## Department Highlights

- Budget development for FY15 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 27. All elected officials are invited to attend.
- The Strategic Grant Workgroup continued developing grant opportunities and uses a department-wide needs analysis and a quantitative scoring tool to focus grant searches and efforts.
- Hired CJ Mikucki, who started December 16, as the interim Management Analyst.
- Participated in the interview process for the new Emergency Services Director. Craig Essick was hired and started January 8.
- Resumes for the Assistant Administrator position were due on January 6, and the interview process is scheduled to begin on January 13.

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# OFFICE OF THE ASSESSOR

Report for December, 2013

SERVICE PROVIDED	DECEMBER 2013	DECEMBER 2012	FYTD 2014	FYTD 2013
<i>Administration</i>				
Office visits	204	178	2716	2131
Building permits processed	305	312	3691	3535
Sales recording	112	158	1226	940
Change of Name*	10	47	103	108
Property tax appeals	201	85	1175	420
Certificate of Errors	1	13	333	490
Property location updates	0	0	10	346
New owner mailings	111	95	754	761
Long time occupants*	0	2	7	22
<i>Exemptions</i>				
Homeowner exemptions	-	-	15	13
Senior home owner exemptions	-	-	21	120
Senior freeze exemptions*	1	1	62	215
Miscellaneous exemptions	3	1	73	85
<i>Foreclosures</i>	42	80	487	398

\* Denotes notary requirement

## Department Highlights

- Extended Tuesday hours, open until 6:00 p.m. December had a total of 4 visitors after 4:30pm.
- For Thursday's at the Community Relations Office – December we had a total of 0 visitors. December 12, 2013 was the Assessor's office last day in the Elgin offices.
- We have a total of 1189 e-mails on our contact list. 3 e-mails added this month.
- Foreclosures December 2013 38%. Foreclosures December 2012 51%.
- Board of Review is open December 16, 2013 thru January 15, 2014 for appeals.
- We hosted a Board of Review appeal seminar December 19 at 7:00pm at the Poplar Creek Library. We changed locations to accommodate a larger crowd. We had 56 taxpayers in attendance.

### *Office of the Assessor Mission Statement:*

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

# OFFICE OF COMMUNITY HEALTH

Report for December, 2013

SERVICE PROVIDED	DECEMBER 2013	DECEMBER 2012	FYTD 2014	FYTD 2013
<i>Appointments</i>				
ProTimes	20	22	215	248
TB skin test	7	5	58	86
Cholesterol	1	4	57	148
Pharmaceutical Assistance Programs	5	9	56	56
Miscellaneous labs	4	10	86	145
Other	65	44	620	433
<i>Clinic Clients</i>				
Senior Center/home visits	109	NC	927	NC
Astor Avenue	12	9	125	169
Community Relations Office	3	21	53	106
Offsite clinics	18	16	94	187
Total clients (unduplicated)	59	NC	520	NC
<i>Public Education &amp; Health Promotion</i>				
Media coverage	4	1	45	30
Informational seminars & programs	9	1	102	16
Program Participants	58	NC	1117	NC
<i>Primary Care Provider Support</i>	42	17	112	174
<i>Phone Triage</i>	373	602	3426	5954
<i>Embracelet Program</i>	1	5	28	66

\*increase in Primary Care Provider Support includes assistance for ACA.

## Department Highlights

- Assisted 35 residents with education and enrollment for the Affordable Care Act (ACA) throughout the month.
- Community Health Nurse attended presentation on DSM-5 changes on December 4<sup>th</sup>.
- Community Health Nurse and Director facilitated 3 week smoking cessation program on December 3<sup>rd</sup>, 10<sup>th</sup> and 17<sup>th</sup>.
- Director attended the Human Services Coordinating Council Meeting on December 11<sup>th</sup>.
- Hosted an immunization clinic with KidCare Medical and 22 immunizations were administered on December 12<sup>th</sup>.
- Director provided epipen training for open gym staff on December 18<sup>th</sup> and 19<sup>th</sup>.
- Director presented on Healthy Eating for the Holidays on December 19<sup>th</sup>.

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

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

# OFFICE OF COMMUNITY AND VETERANS AFFAIRS

Report for December, 2013

SERVICE PROVIDED	DECEMBER 2013	DECEMBER 2012	FYTD 2014	FYTD 2013
<i>Website Visits</i>	6,092	6,247	65,091	58,086
<i>Facebook Likes</i>	7	4	640	588
<i>Media Releases</i>	3	6	45	51
<i>Veteran Contacts</i>	2	5	45	68
<i>Total Veterans served</i>	2	5	36	42
<i>Total Resident Contacts (Elgin office)</i>	101	149	1,392	1,505

(\* = not available at time of submission)

## Department Highlights

- Met with Officer Timothy Young of the Elgin Police Department on December 2 at the IWCR to discuss neighborhood activity and neighborhood watch organizations and also discussed placement of property security cameras.
- Attended IWL annual Christmas party on December 3 at the IWCR and spoke to the members and guests regarding building developments and date of office opening.
- Met with the Department of Senior Services staff throughout the month of December regarding creation and implementation of online program registration forms for residents.
- Met with OCH Director to discuss creation and launching of HT 5k website.
- Attended Relay for Life committee meeting on December 9.
- Attended Open Gym at Timber Trails in Hoffman Estates on December 10 for their fishing program with Cabella's.
- Attended Streamwood Chamber annual holiday party on December 11 at the Streamwood Village Hall.
- Attended HT YFS Heroin Forum at Streamwood High School on December 11.
- Attended Bartlett Chamber annual holiday luncheon on December 12 at Villa Olivia.
- Coordinated with F&M for the move on December 13 from the Community Relations Office to the IWCR and opened IWCR office on December 17.
- Participated in second round interviews of HTES Director on December 17.
- Coordinated and attended Collector Liquori farewell reception on December 17.
- Coordinated final walk through and closing of CRO with building owner Renz Addiction Counseling Center.
- Submitted draft of FY15 department budget to the Administrator on December 20.

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# DEPARTMENT OF EMERGENCY SERVICES

Report for December, 2013

SERVICE PROVIDED	DECEMBER 2013	DECEMBER 2012	FYTD 2014	FYTD 2013
<i>Volunteers</i>				
Total volunteers	31	32	31	32
New volunteers	0	1	10	14
Volunteer hours	155.55	137.5	2816.8	2444.75
<i>Training</i>				
Total hours	56	117	1031.75	1122.5
<i>Details</i>				
Township events	4	4	23	22
Municipal Event Assistance	2	1	39	29
Emergency call outs	1	1	37	42
Safety Patrols	2	2	22	19
Miscellaneous	0	0	6	3

## Department Highlights

- Emergency Services was contacted by Hanover Park Police Department to partner in a grant for community and individual preparedness. ES contributed narrative and statistical information for the grant writing process and the grant was received. Expected timeframe for implementation of program is February 2014.
- Emergency Services has partnered with Cook County Homeland Security Emergency Management to host training courses provided by the Illinois Emergency Management Agency. There are currently two scheduled, one in January, and one in March.
- Search and Rescue Team members have been selected and are being sent to Search and Rescue Manager/Planner school in January.
- Naperville Search and Rescue requested emergency mutual aid to locate a firearm near a school.
- Toy Drive, Meal Give-aways, and tree lightings for both Streamwood and Hanover Park received personnel from Emergency Services.

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# DEPARTMENT OF FACILITIES & MAINTENANCE

Report for December, 2013

SERVICE PROVIDED	DECEMBER 2013	DECEMBER 2012	FYTD 2014	FYTD 2013
<i>Administration</i>				
Vehicle service calls	15	24	241	333
Work orders	57	29	516	596
Event set-ups/tear downs	143	163	1336	1426
<i>Energy Efficiency – Electricity (Kw)</i>				
Astor Avenue Community Center	3,825	3,548	27,497	30,938
Town Hall	10,620	10,140	78,420	83,760
Senior Center	28,681	33,347	317,810	336,999
<i>Energy Efficiency – Gas (Therms)</i>				
Astor Avenue Community Center	493.68	297.82	1389.17	1302.59
Town Hall	1334.89	782.03	4286.66	2155.73
Senior Center	2473.07	1922.52	15623.26	15183.23

## Department Highlights

- Completed all the set-ups for the holiday seasons' special events.
- It was an extremely busy month for snow removal; Maintenance staff cleared sidewalks and parking lots daily.
- The Department continued working on the loft at Izaak Walton, which is on schedule to be completed soon.
- Staff picked up a new Kiln for the Senior Center.
- The Department installed a new hot water tank in the Senior Center.
- Due to cold weather, maintenance staff was busy with keeping RTU running.
- Maintenance staff worked with Senior Center staff to get the kitchen operational for the grand opening of the Stars 'N Stripes café.
- The Department addressed issues with the panic buttons at the Township's Astor Ave facility.
- The Department began the process of developing a new contract and is preparing a request for proposals for a housekeeping company.

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# HIGHWAY DEPARTMENT

Report for December, 2013

SERVICE PROVIDED	DECEMBER 2013	DECEMBER 2012	FYTD 2013	FYTD 2012
<i>Winter Season</i>				
Snow (inches)				
Salt (tons)	651	79	678	943
<i>Winter Season</i>				

## Department Highlights

- December 2013 saw a record salt usage of 651 tons.
- The Department continued with tree removal.
- Plowing and salting occurred on 16 of the 31 days of December.

*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, 2013

SERVICE PROVIDED	DECEMBER 2013	DECEMBER 2012	FYTD 2014	FYTD 2013
<i>Grant Funding</i>				
New clients	148	183	3127	2843
Ongoing Clients	647	541	NC	NC
Closed Cases	51	153	1452	1231
Prevention Programming Presentations	54	13	277	164
Number in audience	1475	109	7919	7549
<i>TIDE</i>				
Participants	7	7	7	8
Rides	98	117	805	891
<i>Resource Center</i>				
Organizations providing services	5	5	5	5
Clients served	58	69	402	458

## Department Highlights

- The Mental Health Board met on December 11 and reviewed the following items:
  - A staff development grant was awarded to the Office of Community Health in the amount of \$429.88 to attend Challenging Geriatric Behaviors Seminar.
  - The MHB Finance Committee submitted its FY15 Budget Proposal to the full Board for consideration. The MHB Finance Committee requested a \$19,000 increase in available funding for FY15 grant allocations with a small increase in overall budget. The full MHB approved the FY15 Budget unanimously.
  - The MHB will meet on January 28 to review FY15 grant proposals and decide grant allocations.
  - December was Brian Gorcowski's last meeting after 7 years serving on the Mental Health Board. Gorcowski received a plaque and the Board thanked him for his many years of dedication and service to the community.
- The Human Services Coordinating Council met on December 11. Fifteen members from agencies and HT attended and discussed bilingual service needs and professional trainings. Agencies discussed need for Mental Health First Aid Training for nonclinical staff and teachers.
- Attended Association of Community Mental Health Authorities of Illinois annual meeting in Bloomington on December 6.
- Attended Lutheran Social Services of Illinois Legacy Corps meeting at Senior Center to review presentation. Also shared information with Township staff whose clients might be interested in volunteering for program and/or accessing services.
- Ecker Center has taken over Larkin Center's Community Counseling program. They are not currently adding new clients to the program, but are slowly transiting services and will open up services once program is finalized.
- Submitted 2015 Lease Agreement contracts to all Community Resource Center agencies for signatures.

*Mental Health Board Mission Statement:*

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

# DEPARTMENT OF SENIOR SERVICES

Report for December, 2013

SERVICE PROVIDED	DECEMBER 2013	DECEMBER 2012	FYTD 2014	FYTD 2013
<i>Programming Division</i>				
Planned programs	156	142	1645	1464
Participants	1107	1356	15699	15448
Participants (unduplicated)	612	704	1476	1281
Wait listed (unduplicated)	80	58	663	591
Art & Computer classes	29	38	379	390
Art & Computer class participants	212	254	2910	3437
New volunteers	4	1	62	62
Total volunteers (unduplicated)	121	127	259	221
Volunteer hours reported	1305	1264	13936	14090
Meals delivered by volunteers	923	932	7684	8862
<i>Social Services Division</i>				
Clients served (unduplicated)	217	233	971	1005
Clients served (duplicated)	364	n/c	3721	n/c
Energy Assistance	15	16	527	503
Prescription drugs & health insurance assistance	145	110	910	1293
Social Service programs	11	11	103	86
Social Service program participants	242	139	1046	886
Lending Closet transactions	67	84	717	512
<i>Transportation Division</i>				
One way rides given	1246	1408	15394	15676
Individuals served (unduplicated)	182	200	645	632
New riders	16	9	177	147
Unmet requests for rides	27	22	344	224

## Department Highlights

- Lisa Slowik, Head Chef and Nutrition Coordinator was hired for the new nutrition site.
- Julie Becker, Computer Instructor, resigned to accept a full time position.
- Plainfield Twp. Administrator, Andi French, and staff toured the center to learn about programs.
- Out Trips: Holiday in the City Tour, Hello Dolly at Drury Lane, Four Winds Casino.
- At the Center: Cooking Class, French Class, TRIAD, Bachata Dance Class, Silverscreen with Supervisor, Book Club, Bingo, Christmas Music in Movies, AARP Safe Driving Course, Healthy Eating for Holidays, Pizza & a Movie, New Year's at Noon party.
- Visual Arts: Batik on Rice Paper, Holiday Silk Arrangement, Watercolor, Ceramics, Printmaking, Personalized Christmas Ornaments, Origami Holiday Cards. Elgin: Ornament Decorating, Ribbon Wreath, Wrapping Paper Scrap Tree, Pinochle, Poker, Beading Club, Computer Tutoring.
- The T.R.I.P. program provided 34- one -way rides to township residents.
- From December 9 to December 22, our Ecolane trainer, Charles Ragucci, was on site to train all transportation employees on the new software. The software went live on December 9.
- Medicare Part C/D Open Enrollment ended December 7.
- A representative from the Attorney General's office presented on protection from scams.
- The Annual Adopt-A-Senior program receptions were held to accommodate the 78 seniors participating. Packages of personal care items, small gifts, food, and other necessities were distributed. We are grateful to the community for their support.

### *Senior Services Mission Statement:*

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

# DEPARTMENT OF WELFARE SERVICES

Report for December, 2013

SERVICE PROVIDED	DECEMBER 2013	DECEMBER 2012	FYTD 2014	FYTD 2013
<i>General Assistance</i>				
General Assistance clients	20	24	184	213
General Assistance appointments	54	62	474	536
Emergency Assistance appointments	36	29	280	347
Emergency Assistance approved	2	5	66	98
Crisis intake clients	381	410	2382	2885
Access to Care	0	4	55	74
<i>LIHEAP Applications/PIPP Recertifications</i>				
Office	160	70	857	765
Circuit Breaker	0	0	17	4
<i>Social Services</i>				
ComEd Hardships	1	0	63	94
Weatherization	Closed	5	Waitlist	11
<i>Food Pantry</i>				
Served (Households)	1383	1325	8670	9347
New applications	75	117	872	1260
Food Donations	100	75	621	583
<i>Community Center Walk-Ins</i>	421	367	3352	4090

## Department Highlights

- Employment Services has placed 82 residents in positions with 94% retention rate. There were 30 appointments in December with 19 walk-in inquiries.
- Employment Services hosted a Cintas hiring event to fill 7 open positions. They reported back they had received 5 strong candidates of the 30 who attended.
- Employment Services has other hiring events planned as well and has began planning the March 10<sup>th</sup> Job Fair to be held at the Senior Center.
- Employment Services will begin keeping hours at the Senior Center on Mondays from 8:30am-4:30pm.
- Beginning January, 2014 the Job Clubs will be moved from Monday mornings to Wednesday mornings beginning at 10am in an effort to attract more residents.
- Beginning January 1<sup>st</sup>, the food pantry will be open on Mondays from 1:00pm-3:00pm. The pantry will now be open 6 days per week to better meet the demand.
- More than 650 meal boxes were distributed at the meal box giveaway held at St. John the Evangelist in Streamwood.
- Welfare Services hosted many events in December from a Holiday Party with Santa at Astor Avenue to the Senior Wrap, Toy Sort, Toy Drive and Sponsor-A-Family gift distribution.
- Toys were distributed for more than 2100 children this holiday season. Welfare Services opened on Christmas Eve to continue to distribute food and gifts to families in need.
- Supervisor Community Service Award Nomination Applications have been mailed and will be accepted through January 31, 2014.
- CEDA will continue offering emergency dental and automotive services at Astor Avenue every Thursday from 8:30am to 4:30pm.
- Great Elgin Family Care Center will be onsite every Tuesday from 1:00pm to 6:00pm to assist residents with Marketplace Healthcare applications.

### *Welfare Services Mission Statement:*

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

# DEPARTMENT OF YOUTH AND FAMILY SERVICES

Report for December, 2013

SERVICE PROVIDED	DECEMBER 2013	DECEMBER 2012	FYTD 2014	FYTD 2013
<i>Outreach &amp; Prevention</i>				
Open Gym participants	1146	1305	8316	8633
Open Gym participants (unduplicated)	459	433	950	991
Alternative to Suspension referrals	0	4	105	71
Alternative to Suspension participants	220	134	1417	926
Alternative to Suspension participants (unduplicated)	91	57	133	98
<i>Clinical</i>				
Therapy clients	233	231	2202	2855
Therapy clients (unduplicated)	121	120	382	306
New clients (unduplicated)	19	10	93	99
Clinical hours	249	221	2309	1863
Group session participants	710	454	4063	3742
<i>Tutoring Participants</i>				
Total	202	159	1189	979
Unduplicated	91	66	193	168

## Department Highlights

- Youth and Family Services in partnership with School District U-46, and the Village of Streamwood hosted a Community Forum: “From Prescriptions to the Streets -Heroin in our Community,” on December 11, 2013, at Streamwood High School. 150 students and community members attended to learn about the link between prescription painkillers and street heroin with youth.
- Youth and Family Services hosted a Community Alliance Workgroup Meeting on December 6, 2013. Trauma informed care and restorative justice practices were the topics of discussion.
- John Parquette, LCSW, met with Ron Raglin, Sue Smith, and Pam Horn from School District U-46 on December 19, 2013, to discuss efforts in implementing a peer jury and restorative justice practices within School District U-46.
- John Parquette, LCSW, was re-elected as AITCOY President for 2014; this is his third term as President.
- The Youth and Family Services Fiscal Year 15 proposed budget was completed and submitted for review on December 20, 2013.

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

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

**Hanover Township**  
Board Audit Report  
From 1/8/14 to 1/21/14

	Subtotal	Alexian Invoices	Total
Total Town Fund	37,553.27	726.00	38,279.27
Total Senior Center	5,400.09		5,400.09
Total Welfare Services	5,149.46		5,149.46
Total Road and Bridge	11,007.14		11,007.14
Total Mental Health Board	70,367.44	18,265.00	88,632.44
Total Retirement	0.00		
Total Vehicle	0.00		
Total Capital	8,804.81		8,804.81
Total All Funds	<u>138,282.21</u>	<u>18,991.00</u>	<u>157,273.21</u>

The above "Subtotal" column has been approved for payment this 21st day of January 2014.

The above "Total" column has been approved for payment this 21st day of January 2014.

\_\_\_\_\_  
Supervisor

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

\_\_\_\_\_  
Supervisor

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

\_\_\_\_\_  
Trustee

11:35 AM

01/17/14

Accrual Basis

## Hanover Township Board Audit Report January 8 - 21, 2014

Type	Date	Num	Name	Memo	Amount
<b>1103 - Senior Center - Revenue</b>					
<b>1103500 - Senior Programs</b>					
Check	01/10/2014	102902	Janice Vaughn	Watercolor Refund	32.00
Check	01/17/2014	102959	Allen Gruenberg	Casino Refund	33.00
Total 1103500 - Senior Programs					65.00
Total 1103 - Senior Center - Revenue					65.00
<b>1014 - Town Fund - Expenditures</b>					
<b>101CAP - Capital Expenditures</b>					
<b>1014410 - Equipment Purchases</b>					
Check	01/10/2014	102906	Wells Fargo Financial Leasing 002	Acct# 001-0113861-002 Copy Machine Lease	328.00
Check	01/17/2014	102949	The Alphabet Shop, Inc	Inv# 42184 Lacy Reserve Signs (4)	360.00
Check	01/17/2014	102972	A1 Trophies & Awards, Inc	Inv# 14985 Entrance Sign Updates (8)	158.83
Total 1014410 - Equipment Purchases					846.83
<b>1014430 - Computer Equipment &amp; Software</b>					
Check	01/10/2014	102877	Current Technologies Corporation	Inv# 710792 Network Labor	1,258.75
Check	01/14/2014	102924	Weblinx, Inc.	Inv# 18880 Website Updates	340.00
Total 1014430 - Computer Equipment & Software					1,598.75
Total 101CAP - Capital Expenditures					2,445.58
<b>101CHN - Community Health</b>					
<b>1014461 - Miscellaneous</b>					
Check	01/10/2014	102905	Water Logic	Acct# 775-0020005 LL Water Cooler Rental	60.00
Total 1014461 - Miscellaneous					60.00
<b>1014465 - Medical Supplies</b>					
Check	01/10/2014	102897	PSS World Medical, Inc.	Inv# 88872633 Gloves	53.16
Check	01/10/2014	102897	PSS World Medical, Inc.	Inv# 88932586 Screening Supplies	49.00
Check	01/10/2014	102897	PSS World Medical, Inc.	Inv# 88885905 Ibuprofen/Sponges/Gauze	62.59
Total 1014465 - Medical Supplies					164.75
Total 101CHN - Community Health					224.75
<b>101CVA - Community &amp; Veteran Affairs</b>					
<b>101CMA - Community Relations</b>					
<b>1014617 - Equipment &amp; Furniture</b>					
Check	01/17/2014	102968	Wells Fargo Financial Leasing	Acct# 603-0090075-002 Copier Machine Rental	62.50
Total 1014617 - Equipment & Furniture					62.50
<b>1014621 - Satellite Office Utilities</b>					
Check	01/10/2014	102865	Allied Waste Services	Acct# 3-0551-0097167 Monthly Charges	40.05
Check	01/10/2014	102878	Com Ed 041	Acct# 7923218041 Elgin CRO Monthly Charges	112.70
Check	01/10/2014	102895	NICOR (79)	Acct# 79-29-75-3728 8 Monthly Charges	49.77
Total 1014621 - Satellite Office Utilities					202.52

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## Hanover Township Board Audit Report January 8 - 21, 2014

Type	Date	Num	Name	Memo	Amount
<b>1014623 - Satellite Office Phone &amp; Intrnt</b>					
Check	01/10/2014	102860	AT&T 697	Acct# 847 742-8953 697 4 Monthly Charges	102.04
Check	01/10/2014	102879	Comcast (CRO)	Acct# 8771 20 032 0660935 Monthly Internet Charges	89.85
Check	01/10/2014	102880	Comcast (IWC)	Acct# 8771 20 032 0786276 Monthly Charges	172.07
Check	01/10/2014	102881	Comcast (503)	Acct# 8771 20 032 0798503 Cable	2.11
Total 1014623 - Satellite Office Phone & Intrnt					366.07
<b>1014629 - Dues and Subscriptions</b>					
Check	01/10/2014	102859	Elgin Chapter of the Izaak Walton League	Elgin Chapter Membership - T. Kuttnerberg	49.00
Check	01/10/2014	102896	Paddock Publications	Acct# 681793 Daily Herald Subscription	43.00
Check	01/17/2014	102966	Courier News	Acct# 357377 Yearly Subscription	104.00
Check	01/17/2014	102971	Elgin Hispanic Network	Membership Renewal	37.50
Total 1014629 - Dues and Subscriptions					233.50
<b>1014630 - Veteran Honor Roll</b>					
Check	01/17/2014	102958	A1 Trophies & Awards, Inc	Inv# 14928 Veterans Plate	4.00
Total 1014630 - Veteran Honor Roll					4.00
Total 101CMA - Community Relations					868.59
Total 101CVA - Community & Veteran Affairs					868.59
<b>101ES - ES - Expenditures</b>					
<b>1014802 - Equipment</b>					
Check	01/10/2014	102875	Chief Supply Corp.	Inv# 359300 Custom Badges (2)	213.96
Total 1014802 - Equipment					213.96
<b>1014809 - Pre-Volunteer Screening</b>					
Check	01/10/2014	102867	Alexian Bros Corporate Health Services	Inv# 509412 Pre Employment Physical	131.00
Total 1014809 - Pre-Volunteer Screening					131.00
<b>1014813 - Vehicle Fuel &amp; Maintenance</b>					
Check	01/10/2014	102870	Biggers Chevrolet-Isuzu	Inv# 79685 Sunshade	73.14
Total 1014813 - Vehicle Fuel & Maintenance					73.14
<b>1014814 - Communications</b>					
Check	01/10/2014	102873	Chicago Communications	Inv# 256339 Radio Programming	50.00
Total 1014814 - Communications					50.00
Total 101ES - ES - Expenditures					468.10
<b>101FOO - Food Pantry</b>					
<b>1014161 - Utilities</b>					
Check	01/17/2014	102962	Nicor 75	Acct# 75-08-57-1000 4 Monthly Charges	173.23
Check	01/17/2014	102963	Nicor 65	Acct# 65-08-57-1000 5 Monthly Charges	108.60
Total 1014161 - Utilities					281.83

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## Hanover Township Board Audit Report January 8 - 21, 2014

Type	Date	Num	Name	Memo	Amount
Total 101FOO · Food Pantry					281.83
<b>101ISE · Insurance &amp; Employee Benefits</b>					
<b>1014411 · Employee Assistance Program</b>					
Check	01/14/2014	102920	Renz Addiction Counseling Center	Inv# 198 Employee Assistance Jan- Mar 2014	362.81
Total 1014411 · Employee Assistance Program					362.81
Total 101ISE · Insurance & Employee Benefits					362.81
<b>101LEA · Legal &amp; Auditing</b>					
<b>1014502 · Legal Services</b>					
Check	01/10/2014	102887	Kopon Airdo, LLC	Inv# 190-0002-13082 Legal Fees	1,933.60
Check	01/10/2014	102887	Kopon Airdo, LLC	Inv# 190-0001-13081 Legal Fees	9,988.94
Total 1014502 · Legal Services					11,922.54
Total 101LEA · Legal & Auditing					11,922.54
<b>101MAIN · Facilities Maintenance</b>					
<b>1014206 · Janitorial Supplies - Senior</b>					
Check	01/10/2014	102871	Bade Paper Products, Inc	Inv# 192008 Toilet Tissue/Roll Towels	204.00
Check	01/14/2014	102923	The Home Depot F&M	Bleach	9.82
Total 1014206 · Janitorial Supplies - Senior					213.82
<b>1014209 · Building Contracts</b>					
Check	01/10/2014	102874	Climatetemp Service Group, LLC	Inv# 4311213 Preventative Maintenance Agreement	723.00
Check	01/10/2014	102892	Orkin Pest Control (Senior)	Inv# 89489321 Pest Control	65.00
Check	01/10/2014	102893	Orkin Pest Control (Astor)	Inv# 89489322 Pest Control	50.00
Check	01/10/2014	102894	Orkin Pest Control (Town)	Inv# 89489318 Pest Control	60.00
Total 1014209 · Building Contracts					898.00
<b>1014210 · Building Maintenance - Town</b>					
Check	01/14/2014	102923	The Home Depot F&M	Bath Fan/Season Decor/Heat Cable	181.46
Total 1014210 · Building Maintenance - Town					181.46
<b>1014211 · Building Maintenance - Senior</b>					
Check	01/14/2014	102923	The Home Depot F&M	Doorstop	47.66
Total 1014211 · Building Maintenance - Senior					47.66
<b>1014213 · Equipment Maintenance - Town</b>					
Check	01/10/2014	102882	Easy Permit Postage	Acct# 8000-9090-0585-2392 Postage Machine Lease	618.63
Check	01/14/2014	102914	Interact Business Products, LLC	Inv#90823 Copy Charges	57.27
Check	01/14/2014	102923	The Home Depot F&M	Drill bits/ Quikcrete	48.93
Total 1014213 · Equipment Maintenance - Town					724.83
<b>1014215 · Equipment Maintenance - Astor</b>					
Check	01/10/2014	102883	Fox Valley Fire & Safety	Inv# 805136 Panic Button/Installation/Testing	405.00
Total 1014215 · Equipment Maintenance - Astor					405.00

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Type	Date	Num	Name	Memo	Amount
<b>1014218 · Vehicle Maintenance - Town</b>					
Check	01/17/2014	102953	Carquest Auto Parts Stores	Pump	37.83
Total 1014218 · Vehicle Maintenance - Town					37.83
<b>1014222 · Trash Removal - Town</b>					
Check	01/10/2014	102865	Allied Waste Services	Acct# 3-0551-6013270 Monthly Charges	179.61
Total 1014222 · Trash Removal - Town					179.61
<b>1014223 · Trash Removal - Senior</b>					
Check	01/10/2014	102865	Allied Waste Services	Acct# 3-0551-6000579 Monthly Charges	171.37
Total 1014223 · Trash Removal - Senior					171.37
<b>1014224 · Trash Removal - Astor</b>					
Check	01/10/2014	102865	Allied Waste Services	Acct# 3-0551-6013274 Monthly Charges	146.17
Total 1014224 · Trash Removal - Astor					146.17
<b>1014225 · Grounds Maintenance</b>					
Check	01/14/2014	102923	The Home Depot F&M	Seasonal Decor/Ice Melt/Adapters	751.19
Total 1014225 · Grounds Maintenance					751.19
Total 101MAIN · Facilities Maintenance					3,756.94
<b>101THE · Town Hall Expense</b>					
<b>1014402 · Telephone - Town</b>					
Check	01/10/2014	102854	Barr, James C	4th Quarter Cell Phone Reimbursement	150.00
Check	01/10/2014	102861	AT&T 533	Acct# 630 837-1413 533 8 Monthly Charges	142.29
Check	01/10/2014	102862	AT&T 077	Acct# 630 540-9071 077 2 Monthly Charges	163.24
Check	01/10/2014	102863	AT&T 803	Acct# 630 Z99-0161 803 2 Monthly Charges	58.40
Check	01/17/2014	102973	Call One	Acct# 1010-8140-0000 Monthly Charges	5,800.00
Total 1014402 · Telephone - Town					6,313.93
<b>1014403 · Utilities - Town</b>					
Check	01/10/2014	102891	Nicor 34	Acct# 34-51-77-1000 9 Monthly Charges	646.23
Check	01/10/2014	102901	Village of Bartlett	Acct# 51470 Water/Sewer	112.09
Check	01/17/2014	102955	Com Ed 006 (Town)	Acct# 7826009006 Monthly Charges	765.36
Total 1014403 · Utilities - Town					1,523.68
Total 101THE · Town Hall Expense					7,837.61
<b>101TOE · Town Office Expense</b>					
<b>1014408 · Salaries</b>					
Check	01/10/2014	102888	Job Giraffe	Inv# 00203464 Part Time Office Temp Help	142.80
Total 1014408 · Salaries					142.80
<b>1014412 · Travel Expenses</b>					
Check	01/10/2014	102855	Imperato, Alexandra M	Mileage Reimbursement	6.73
Total 1014412 · Travel Expenses					6.73

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Type	Date	Num	Name	Memo	Amount
<b>1014414 · Memberships, Subs &amp; Publication</b>					
Check	01/10/2014	102898	Bartlett Rotary Club	Inv# 5546 Member Dues - J. Barr	110.00
Check	01/10/2014	102899	Streamwood Chamber of Commerce	Inv# 2014-11 Membership	187.50
Total 1014414 · Memberships, Subs & Publication					297.50
<b>1014424 · Education &amp; Training</b>					
Check	01/17/2014	102946	Colagrossi, Tracey N	Tuition Reimbursement	1,500.00
Total 1014424 · Education & Training					1,500.00
<b>1014429 · Miscellaneous</b>					
Check	01/17/2014	102972	A1 Trophies & Awards, Inc	Inv# 14988 Anniversary & Service Awards	717.72
Total 1014429 · Miscellaneous					717.72
<b>1014530 · Financial Administration</b>					
Check	01/10/2014	102885	Governmental Accounting, Inc	Inv# 5605 Monthly Contract Billing	5,028.60
Total 1014530 · Financial Administration					5,028.60
<b>1014531 · Community Affairs</b>					
Check	01/17/2014	102947	Streamwood Women's Club	2014 Full Page Advertisement	100.00
Check	01/17/2014	102952	Bartlett Veterans Memorial Foundation	Bartlett Veterans Memorial Annual Event Ad	120.00
Total 1014531 · Community Affairs					220.00
Total 101TOE · Town Office Expense					7,913.35
<b>104ASR · Assessor's Division</b>					
<b>1044405 · Office Supplies</b>					
Check	01/10/2014	102857	Glascott, Patricia A	Humidifier Filters / Batteries	88.23
Check	01/17/2014	102965	Staples	Inv# 3218051146 Toner(3)	225.49
Check	01/17/2014	102965	Staples	Inv# 3218051147 Toner (2)	463.23
Total 1044405 · Office Supplies					776.95
<b>1044413 · Travel Expense</b>					
Check	01/10/2014	102857	Glascott, Patricia A	Meal Reimbursement	11.30
Total 1044413 · Travel Expense					11.30
<b>1044415 · Dues, Subs &amp; Publications</b>					
Check	01/17/2014	102945	Cook County Township Assesors' Assoc	Association Dues	400.00
Total 1044415 · Dues, Subs & Publications					400.00
Total 104ASR · Assessor's Division					1,188.25
<b>107CLK · Clerk's Department</b>					
<b>1074206 · Legal Notices</b>					
Check	01/14/2014	102918	Paddock Publications, Inc	Inv# T4361923 Public Hearing Notice	48.30
Total 1074206 · Legal Notices					48.30
<b>1074217 · Passport Expenditures</b>					
Check	01/10/2014	102856	Michelle MacDonald	Passport Execution Fee Refund (5)	153.20

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## Hanover Township Board Audit Report January 8 - 21, 2014

Type	Date	Num	Name	Memo	Amount
Total 1074217 · Passport Expenditures					153.20
Total 107CLK · Clerk's Department					201.50
<b>109YFS · Youth &amp; Family Services</b>					
<b>109ADM · Administration &amp; Clinical</b>					
<b>1094614 · Printing</b>					
Check	01/10/2014	102886	Kwik Print	Inv# 51463 Letterhead	90.60
Total 1094614 · Printing					90.60
<b>1094618 · Psychiatric Backup</b>					
Check	01/10/2014	102864	Alexian Bros. Behavioral Health Hospital	Psychiatric Follow Up Visits	595.00
Total 1094618 · Psychiatric Backup					595.00
<b>1094621 · Recruitment and Pre Employment</b>					
Check	01/10/2014	102903	Verify (XHANYF)	Inv# 839263 Background Check	64.00
Total 1094621 · Recruitment and Pre Employment					64.00
<b>1094622 · Miscellaneous</b>					
Check	01/10/2014	102842	Concepcion, Sara	New Leaders in Education Training Supplies	26.00
Total 1094622 · Miscellaneous					26.00
<b>1094623 · Travel</b>					
Check	01/10/2014	102842	Concepcion, Sara	Mileage Reimbursement	15.82
Total 1094623 · Travel					15.82
<b>1094628 · Tutoring</b>					
Check	01/10/2014	102903	Verify (XHANYF)	Inv# 839263 Background Check	16.00
Total 1094628 · Tutoring					16.00
Total 109ADM · Administration & Clinical					807.42
Total 109YFS · Youth & Family Services					807.42
Total 1014 · Town Fund - Expenditures					38,279.27
<b>1104 · Senior Center - Expenditures</b>					
<b>1104ADM · Administration</b>					
<b>1104522 · Contingency</b>					
Check	01/10/2014	102884	Gordon Food Service	Inv# 154783590 Nutrition Program Supplies	1,406.30
Check	01/10/2014	102889	Mickey's Linen	Inv# S16210 Napkins/Bib Apron/Bar Towel	65.40
Total 1104522 · Contingency					1,471.70
<b>1104524 · Utilities</b>					
Check	01/10/2014	102901	Village of Bartlett	Acct# 63818 Water/Sewer	-34.98
Check	01/10/2014	102901	Village of Bartlett	Acct# 62447 Water/Sewer	143.46
Check	01/17/2014	102956	Com Ed 009 (Snr)	Acct# 7826010009 Monthly Charges October	1,013.91

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Type	Date	Num	Name	Memo	Amount
Total 1104524 · Utilities					1,122.39
<b>1104527 · Equipment</b>					
Check	01/10/2014	102905	Water Logic	Acct# 775-0020005 Water Cooler Rental	60.00
Total 1104527 · Equipment					60.00
<b>1104528 · Office Supplies</b>					
Check	01/17/2014	102965	Staples	Inv# 3218051148 Pencil Cup/Copy Paper/Ink	144.88
Check	01/17/2014	102965	Staples	Inv# 3218051149 Ink	109.59
Total 1104528 · Office Supplies					254.47
<b>1104533 · Printing</b>					
Check	01/10/2014	102886	Kwik Print	Inv# 51464 Letterhead	90.60
Total 1104533 · Printing					90.60
<b>1104542 · Senior Satellite Service</b>					
Check	01/10/2014	102878	Com Ed 041	Acct# 7923218041 Elgin CRO Monthly Charges	112.69
Check	01/10/2014	102895	NICOR (79)	Acct# 79-29-75-3728 8 Monthly Charges	49.77
Check	01/17/2014	102968	Wells Fargo Financial Leasing	Acct# 603-0090075-002 Copier Machine Rental	62.50
Total 1104542 · Senior Satellite Service					224.96
Total 1104ADM · Administration					3,224.12
<b>1104SOC · Social Services</b>					
<b>1104515 · Programming</b>					
Check	01/14/2014	102907	Urban Gateways	Sales Order# 2014-11865 Chinese New Year Entertainment	490.00
Total 1104515 · Programming					490.00
<b>1104516 · Social Services</b>					
Check	01/10/2014	102843	AIRS	Memeber Fee	100.00
Check	01/10/2014	102844	Vana, Kristin N	Volunteer Holiday Luncheon	44.15
Total 1104516 · Social Services					144.15
<b>1104520 · Volunteer Services</b>					
Check	01/10/2014	102848	Richard Bayer	Home Delivered Meals Mileage Reimbursement	42.94
Check	01/10/2014	102849	Charles Coleman	Home Delivered Meals Mileage Reimbursement	14.13
Check	01/10/2014	102850	Beth Cooper	Home Delivered Meals Mileage Reimbursement	24.86
Check	01/10/2014	102851	Jerome Krzywdzinski	Home Delivered Meals Mileage Reimbursement	50.85
Check	01/10/2014	102852	William Riccio	Home Delivered Meals Mileage Reimbursement	50.85
Check	01/10/2014	102853	Phil Roth	Home Delivered Meals Mileage Reimbursement	44.07
Check	01/17/2014	102965	Staples	Inv# 3218051148 Office Supplies	11.20
Total 1104520 · Volunteer Services					238.90
<b>1104532 · Visual Arts</b>					
Check	01/10/2014	102858	Emily Rose Davis	Ceramic Class Supplies	29.98
Check	01/10/2014	102868	The Artist's Magazine	Professional Magazine Subscription	17.96
Check	01/10/2014	102869	Arts in Bartlett	Civic Organization Member Renewal	50.00

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**Board Audit Report**  
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Type	Date	Num	Name	Memo	Amount
Total 1104532 · Visual Arts					97.94
Total 1104SOC · Social Services					970.99
<b>1104TRN · Transportation</b>					
<b>1104512 · Volunteer Express</b>					
Check	01/10/2014	102845	Sue Mattioli	Volunteer Express Mileage Reimbursement	97.75
Check	01/10/2014	102846	JoAnita Duczak	Volunteer Express Mileage Reimbursement	97.18
Check	01/10/2014	102847	Jeannine Havlik	Volunteer Express Mileage Reimbursement	14.69
Total 1104512 · Volunteer Express					209.62
<b>1104518 · Vehicle Maintenance</b>					
Check	01/10/2014	102900	Safety Lane Inspections	Inv# 10998 Safty Inspection	33.48
Check	01/14/2014	102916	Mitchell 1	Acct# 979637 Online Technical Support	71.11
Check	01/14/2014	102922	Safety Lane Inspections	Inv# 11046 Safty Inspection	33.48
Check	01/17/2014	102953	Carquest Auto Parts Stores	Cotter Pin	1.71
Total 1104518 · Vehicle Maintenance					139.78
<b>1104550 · Telephone</b>					
Check	01/10/2014	102904	Verizon Wireless	Acct# 742025529 Monthly Charges	790.58
Total 1104550 · Telephone					790.58
Total 1104TRN · Transportation					1,139.98
Total 1104 · Senior Center - Expenditures					5,335.09
<b>2024 · Welfare Services - Expenditures</b>					
<b>2024ADM · Administration</b>					
<b>2024202 · Office Supplies</b>					
Check	01/17/2014	102965	Staples	Inv# 3217505554 Copy Paper	172.40
Check	01/17/2014	102965	Staples	Inv# 3218051150 Calendars (3)	59.97
Total 2024202 · Office Supplies					232.37
<b>2024204 · Equipment</b>					
Check	01/13/2014	102969	Wells Fargo Financial Leasing 003	Acct# 001-0090075-003 Copy Machine Rental -Dec	0.00
Check	01/14/2014	102911	Cintas #22	Inv# 22674310 Uniforms	142.02
Check	01/14/2014	102912	Comcast (WS)	Acct# 8771 10 085 0097898 Monthly Charges	106.38
Check	01/14/2014	102926	Wells Fargo Financial Leasing 003	Acct# 001-0090075-003 Copy Machine Rental	358.00
Check	01/17/2014	102970	Wells Fargo Financial Leasing 003	Acct# 001-0090075-003 Copy Machine Rental -Jan	358.00
Total 2024204 · Equipment					964.40
<b>2024205 · Travel &amp; Training</b>					
Check	01/17/2014	102948	Simon, Janet L	Mileage Reimbursement	38.31
Total 2024205 · Travel & Training					38.31
<b>2024210 · Printing</b>					
Check	01/14/2014	102915	Kwik Print	Inv# 51468 Business Cards	38.60
Check	01/17/2014	102964	Sam's Club (WS 6382 9)	Ink Cartridges	299.92

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Type	Date	Num	Name	Memo	Amount
Check	01/17/2014	102965	Staples	Credit for Inv# 32183850321	-27.99
Total 2024210 · Printing					310.53
<b>2024507 · Professional Services</b>					
Check	01/17/2014	102967	Verify (XHANGA)	Inv# 839261 Background Checks	32.00
Total 2024507 · Professional Services					32.00
<b>2024510 · Miscellaneous</b>					
Check	01/17/2014	102964	Sam's Club (WS 6382 9)	Coffee/Kitchen Supplies	125.36
Total 2024510 · Miscellaneous					125.36
Total 2024ADM · Administration					1,702.97
<b>2024EMP · Employment Services</b>					
<b>2024216 · Office Supplies</b>					
Check	01/17/2014	102965	Staples	Inv# 3218983207 Folders/Hooks/Calculator	105.22
Check	01/17/2014	102965	Staples	Inv# 3217023208 Pocket File	16.69
Total 2024216 · Office Supplies					121.91
<b>2024217 · Equipment</b>					
Check	01/17/2014	102965	Staples	Inv# 3218983209 USB Drive Case	9.78
Check	01/17/2014	102965	Staples	Inv# 3218983208 USB Data Traveler	48.00
Total 2024217 · Equipment					57.78
<b>2024218 · Travel &amp; Training</b>					
Check	01/14/2014	102908	Grimes, Sean M	Mileage Reimbursement	79.24
Total 2024218 · Travel & Training					79.24
<b>2024220 · Printing</b>					
Check	01/17/2014	102965	Staples	Inv# 3217023208 Toner	55.98
Total 2024220 · Printing					55.98
Total 2024EMP · Employment Services					314.91
<b>2024HOM · Home Relief</b>					
<b>2024102 · Rent</b>					
Check	01/17/2014	2673	Jason Ludwig	January 2013 Rent	461.29
Check	01/17/2014	2674	Ruby Sullivan	January 2013 Rent	461.29
Total 2024102 · Rent					922.58
<b>2024119 · Emergency Assistance</b>					
Check	01/17/2014	2670	Squire Village	Eviction Notice	750.00
Check	01/17/2014	2671	Chad Carls	Eviction Notice	459.00
Check	01/17/2014	2672	Bartlett Green V Condo Assoc.	Emergency Assistance	1,000.00
Total 2024119 · Emergency Assistance					2,209.00
Total 2024HOM · Home Relief					3,131.58

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Type	Date	Num	Name	Memo	Amount
Total 2024 · Welfare Services - Expenditures					5,149.46
<b>3034 · Road &amp; Bridge - Expenditures</b>					
<b>3034ADM · Administration</b>					
<b>3034704 · Telephone</b>					
Check	01/14/2014	102921	Sprint (HWY)	Acct# 162978503 Monthly Charges October	279.98
Total 3034704 · Telephone					279.98
<b>3034710 · Community Affairs</b>					
Check	01/10/2014	102899	Streamwood Chamber of Commerce	Inv# 2014-11 Membership	187.50
Total 3034710 · Community Affairs					187.50
<b>3034711 · Utilities</b>					
Check	01/10/2014	102890	Nicor 44	Acct# 44-51-77-1000 8 Monthly Charges	386.21
Check	01/17/2014	102954	Com Ed 8009 (R&B)	Acct# 7826008009 Monthly Charges	276.35
Total 3034711 · Utilities					662.56
<b>3034712 · Miscellaneous</b>					
Check	01/17/2014	102950	Business Card - Bank of America	Staff Holiday Lunch	371.07
Total 3034712 · Miscellaneous					371.07
<b>3034793 · Unemployment</b>					
Check	01/08/2014	102841	Illinois Dept of Employment Security	IL Acct #0807487 - Unemployment Balance Due	35.18
Total 3034793 · Unemployment					35.18
Total 3034ADM · Administration					1,536.29
<b>3034ROD · Road Maintenance</b>					
<b>3034602 · Operating Supplies &amp; Materials</b>					
Check	01/14/2014	102916	Mitchell 1	Acct# 979637 Online Technical Support	71.10
Check	01/14/2014	102919	RRA, Inc.	Trailer Rental - IWL Move	121.25
Check	01/17/2014	102957	Continental Weather Svc	Inv# 13449 Weather Forecasting	150.00
Check	01/17/2014	102960	Menard's	Inv# 44409 Connector	14.98
Total 3034602 · Operating Supplies & Materials					357.33
<b>3034603 · Gasoline</b>					
Check	01/14/2014	102925	Village of Bartlett - Fuel	Inv# 2937 November Fuel	753.07
Total 3034603 · Gasoline					753.07
<b>3034610 · Street Lighting</b>					
Check	01/10/2014	102876	Com Ed 051	Acct# 5619024051 Monthly Charges	31.85
Check	01/14/2014	102913	Dependable Building Services	Inv# 46938 Street Light Repair	392.30
Total 3034610 · Street Lighting					424.15
<b>3034616 · Salt</b>					
Check	01/17/2014	102961	Morton Salt	Inv# 5400346685 Road Salt	6,797.41
Total 3034616 · Salt					6,797.41

11:35 AM

01/17/14

Accrual Basis

## Hanover Township Board Audit Report January 8 - 21, 2014

Type	Date	Num	Name	Memo	Amount
Total 3034ROD · Road Maintenance					8,331.96
<b>303EQM · Equipment</b>					
<b>3034609 · Maintenance Vehicles &amp; Equip</b>					
Check	01/14/2014	102909	Chicago International Trucks, LLC.	Inv# 16121627 Fitting/Misc Parts	59.73
Check	01/14/2014	102910	Commercial Tire Services, Inc.	Inv# 2220016231 Tire/Disposal/Mounting	608.99
Check	01/14/2014	102917	O'Reilly Auto Parts	Account Charges	3.05
Check	01/17/2014	102951	Bristol Hose & Fitting Warehouse	Inv# 337344 Thread Adapters/Crimp Hose	379.32
Check	01/17/2014	102951	Bristol Hose & Fitting Warehouse	INv# 340956 Crimp Hose	87.80
Total 3034609 · Maintenance Vehicles & Equip					1,138.89
Total 303EQM · Equipment					1,138.89
Total 3034 · Road & Bridge - Expenditures					11,007.14
<b>5054 · Mental Health - Expenditures</b>					
<b>5054ADM · Administration</b>					
<b>5054014 · Equip / Database</b>					
Check	01/17/2014	102940	Links Technology Solutions, Inc	Inv# 24731 Website Hosting	125.00
Total 5054014 · Equip / Database					125.00
<b>5054539 · Dues</b>					
Check	01/17/2014	102971	Elgin Hispanic Network	Membership Renewal	37.50
Total 5054539 · Dues					37.50
Total 5054ADM · Administration					162.50
<b>5054COM · Community Resource Center</b>					
<b>5054213 · Janitorial</b>					
Check	01/17/2014	102944	JaniKing	Inv# 1140499 Monthly Contract Billing	414.00
Total 5054213 · Janitorial					414.00
<b>5054250 · Building Maintenance</b>					
Check	01/17/2014	102939	Groot Recycling & Waste Services Inc	Acct# 16790-001 Monthly Charges	39.15
Check	01/17/2014	102942	Orkin Pest Control (MHB)	Inv# 89489325 Pest Control	50.00
Total 5054250 · Building Maintenance					89.15
<b>5054286 · Agency Support Services</b>					
Check	01/17/2014	102941	PAETEC	Acct# 9097797 Monthly Charges	564.61
Check	01/17/2014	102941	PAETEC	Acct# 1173538 Monthly Charges	73.84
Check	01/17/2014	102943	Hinckley Springs (MHB)	Acct# 16681552567400 Monthly Charges	45.13
Total 5054286 · Agency Support Services					683.58
Total 5054COM · Community Resource Center					1,186.73
<b>5054SVC · Service Contracts</b>					
<b>5054104 · CCC Domestic Violence Shelter</b>					
Check	01/17/2014	102935	Community Crisis Center	Shelter	7,500.00

11:35 AM

01/17/14

Accrual Basis

## Hanover Township Board Audit Report January 8 - 21, 2014

Type	Date	Num	Name	Memo	Amount
Total 5054104 · CCC Domestic Violence Shelter					7,500.00
<b>5054105 · CCC Domestic Violence Counsel</b>					
Check	01/17/2014	102935	Community Crisis Center	Domestic Violence Counseling	6,250.00
Total 5054105 · CCC Domestic Violence Counsel					6,250.00
<b>5054107 · Open Door Clinic</b>					
Check	01/17/2014	102930	Open Door Clinic	AIDS/Mental Health Outreach	1,250.00
Total 5054107 · Open Door Clinic					1,250.00
<b>5054112 · Clearbrook Children's Program</b>					
Check	01/17/2014	102936	Clearbrook	Childrens Program	1,375.00
Total 5054112 · Clearbrook Children's Program					1,375.00
<b>5054113 · Clearbrook Residential</b>					
Check	01/17/2014	102936	Clearbrook	Residential Services	1,375.00
Total 5054113 · Clearbrook Residential					1,375.00
<b>5054114 · Clearbrook Development Training</b>					
Check	01/17/2014	102936	Clearbrook	Developmental Training	625.00
Total 5054114 · Clearbrook Development Training					625.00
<b>5054130 · Northwest Casa</b>					
Check	01/17/2014	102934	Northwest CASA	Counseling Services	481.00
Total 5054130 · Northwest Casa					481.00
<b>5054138 · Contract Support Services</b>					
Check	01/17/2014	102931	Family Svc Assoc of Greater Elgin	Contract Support Services	3,818.04
Total 5054138 · Contract Support Services					3,818.04
<b>5054140 · Maryville Academy Casa Salama</b>					
Check	01/17/2014	102937	Maryville Academy	Casa Salama	6,250.00
Total 5054140 · Maryville Academy Casa Salama					6,250.00
<b>5054142 · Centro De Informacion</b>					
Check	01/17/2014	102929	Centro de Informacion	MH Services @ Glendale Terrace	8,000.00
Total 5054142 · Centro De Informacion					8,000.00
<b>5054160 · Summit Center</b>					
Check	01/17/2014	102938	Summit Center	Early Learning Center	3,000.00
Total 5054160 · Summit Center					3,000.00
<b>5054165 · Alexian Bros - Outpatient Psych</b>					
Check	01/17/2014	102932	Alexian Mental Health Center	Psychiatric Services	1,265.00
Total 5054165 · Alexian Bros - Outpatient Psych					1,265.00
<b>5054167 · Alexian Brothers - Senior MH</b>					
Check	01/17/2014	102932	Alexian Mental Health Center	Senior Mental Health Services Oct-Dec	8,500.00

11:35 AM

01/17/14

Accrual Basis

# Hanover Township Board Audit Report January 8 - 21, 2014

Type	Date	Num	Name	Memo	Amount
Check	01/17/2014	102932	Alexian Mental Health Center	Senior Mental Health Services Jan-Mar	8,500.00
Total 5054167 · Alexian Brothers - Senior MH					17,000.00
<b>5054180 · Capital Grant Fund</b>					
Check	01/17/2014	102933	Little City Foundation	Cherry Street CILA Home Renovations	22,719.17
Total 5054180 · Capital Grant Fund					22,719.17
<b>5054182 · Clearbrook Employment</b>					
Check	01/17/2014	102936	Clearbrook	Employment Program	500.00
Total 5054182 · Clearbrook Employment					500.00
<b>5054183 · CCC SA Counseling</b>					
Check	01/17/2014	102935	Community Crisis Center	Sexual Assault Counseling	2,250.00
Total 5054183 · CCC SA Counseling					2,250.00
<b>5054193 · Boys and Girls Club</b>					
Check	01/17/2014	102927	Boys & Girls Club of Elgin	Boys & Girls Club Oct-Dec	1,250.00
Total 5054193 · Boys and Girls Club					1,250.00
<b>5054194 · CCC- Strategies for Safety</b>					
Check	01/17/2014	102935	Community Crisis Center	Strategies for Safety	1,750.00
Total 5054194 · CCC- Strategies for Safety					1,750.00
<b>5054196 · Catholic Charities Caregivers</b>					
Check	01/17/2014	102928	Catholic Charities	Caregivers Group	625.00
Total 5054196 · Catholic Charities Caregivers					625.00
Total 5054SVC · Service Contracts					87,283.21
Total 5054 · Mental Health - Expenditures					88,632.44
<b>8084 · Capital Projects - Expenditures</b>					
<b>8084425 · Building &amp; Perm Improvements</b>					
Check	01/10/2014	102866	The Alphabet Shop, Inc	Inv# 42105 IWC Monument Entrance	7,500.00
Check	01/14/2014	102923	The Home Depot F&M	IWC A/C Fans/Fireplace Supplies/Boxes	1,304.81
Total 8084425 · Building & Perm Improvements					8,804.81
Total 8084 · Capital Projects - Expenditures					8,804.81
<b>TOTAL</b>					<b>157,273.21</b>

- I. Call to Order/Roll Call  
Supervisor McGuire called the meeting to order at 7:00 p.m. Clerk Dolan Baumer called the roll; present were Trustees Benoit, Burke, and Caramelli, and Supervisor McGuire. Trustee Krick was absent.  
  
Elected and appointed officials present: Assessor Thomas Smogolski and Road Commissioner Craig Ochoa.  
  
Others present included Administrator James Barr, Director of Welfare Services Mary Jo Imperato, Director of Community Relations Tom Kuttensburg, Attorney Mike Airdo, Management Intern CJ Mikucki, ES Interim Director Jim Dexter, Mr. and Mrs. Craig Essik, the Streamwood Falcon Cheerleaders and their coaches and families, Village of Streamwood Trustee Mike Baumer, and residents Mrs. Shirley Shrade and ES Volunteer John McGuire.
- II. Supervisor McGuire asked everyone to stand and join him in the Pledge of Allegiance.
- III. Town Hall  
Supervisor McGuire asked if there was anyone in the audience who had comments to make or questions to ask of the Board. There was no response.
- IV. Presentations
  - A. Mr. McGuire asked that the record reflect that Sgt. Allen Spinner was inducted this evening into the Hanover Township Veterans Honor Roll recognizing his service in the U. S. Army.
  - B. Mr. McGuire asked the Board to join him in recognizing the Streamwood Falcon Poms (3<sup>rd</sup>, 4<sup>th</sup> and 7<sup>th</sup> grade) as they are the I.R.C.A. State Champions.
- V. Reports
  - A. Supervisor: Mr. McGuire thanked his department, Welfare Services, and all other departments for their untiring work during the holidays to serve those less fortunate. He also thanked James Barr for his efforts to get the Metro Townships organization up and running; Monday is the Charter Date for this group, who's intent is to give voice to urban townships and will work with the Township Officials of Cook County and the Township Officials of Illinois.
  - B. Clerk: Ms Dolan Baumer reported that the Statements of Economic Interest would be made available for filing in March. She also noted that the Tax Levies have been filed with the County.
  - C. Highway Commissioner: Mr. Ochoa assured the Board that the unincorporated roads are being well tended during this snowy season.
  - D. Assessor: Mr. Smogolski reported that the outreach, featuring State Treasurer Dan Patlak, held on December 19 at Poplar Creek Public Library was a success.
  - E. Treasurer: A motion was made by Trustee Burke and seconded by Trustee Caramelli to approve the Treasurer's Report subject to final audit, and followed by a roll call vote. Roll call: Ayes: Trustees Benoit, Burke, and Caramelli, and Supervisor McGuire. Nays: None. Motion carried and the Treasurer's report was adopted.
  - F. Trustee Committee Liaison Reports: Trustee Benoit reported that the Finance Committee received a request for a review of the departments and staffing, etc.

Workshops have been planned and the first would be on Administration for later this evening. Trustee Caramelli stated that the Mental Health Board would start making decisions regarding the FY15 allocations later this month.

VI. Bill Paying

Administrator Barr offered the bills for approval for December 18, 2013 through January 7, 2014 in two sets. For bills payable to Alexian Brothers as follows:

a. Mental Health Board	<u>\$1,840.00</u>
Total All Funds:	<u>\$1,840.00</u>

A motion was made by Trustee Burke to approve the bills as presented for Alexian Brothers from December 18, 2013 through January 7, 2014; Trustee Caramelli seconded the motion. Roll call: Ayes: Trustees Burke, Caramelli, and Supervisor McGuire. Abstain: Trustee Benoit. Nays: none. Motion carried.

Administrator Barr presented the bills from December 18, 2013 through January 7, 2014, as follows for review and approval by the Board.

a. Town Fund	\$58,367.17
b. Senior Center Fund	39,204.21
c. Welfare Services Fund	23,562.49
d. Road and Bridge Fund	5,875.87
e. Mental Health Fund	19,526.14
f. Retirement Fund	0.00
g. Vehicle Fund	549.00
h. Capital Fund	<u>1,196.60</u>
Total All Funds:	<u>\$148,281.48</u>

A motion was made by Trustee Caramelli to approve the bills as presented for December 18, 2013 through January 7, 2014; Trustee Benoit seconded the motion. Roll call: Ayes: Trustees Benoit, Burke and Caramelli, and Supervisor McGuire. Nays: none. Motion carried.

VII. Unfinished Business: Administrator Barr noted that the operations this week during the snow and extreme cold were pretty much as usual; the Highway department was out making sure our roads were clear. The Township offices were open on Monday and Tuesday, although we offered reduced transportation (on dialysis patients), and did not offer open gym, as it follows U-46 scheduling and those schools were closed due to the weather. The Senior Center and Astor Avenue were open as warming centers. Social Services performed wellness checks. Emergency Services assisted locally with road closures and senior resident checks.

VIII. New Business

A. Regular Meeting Minutes of December 17, 2013: Clerk Dolan Baumer presented the regular meeting minutes of December 17, 2013 for review and approval. A motion was made by Trustee Benoit to approve the minutes of the regular meeting of December 17, 2013, with a second by Trustee Caramelli. Roll call: Ayes: Trustees Benoit, Burke, and Caramelli, and Supervisor McGuire. Motion carried and the minutes were approved.

B. Resolution Approving of Application for an Elgin Community Development Block Grant: A motion was made by Trustee Burke to approve the resolution #010714 Approving of an Application for an Elgin Community Development Block Grant; Trustee Benoit seconded the motion. Administrator Barr noted that this grant would be partial funding for an elevator at the Izaak Walton League facility. Roll call: Ayes: Trustees Benoit, Burke, and Caramelli, and Supervisor McGuire. Motion carried.

- C. Consideration of the Appointment of Craig Essick as Director of Emergency Services: Supervisor McGuire asked the Board concur with his appointment of Mr. Craig Essick as Director of Emergency Services. A motion was made by Trustee Caramelli to concur with the proposed appointment of Mr. Essick as Director of Emergency Services, with a second by Trustee Burke. Mr. McGuire noted that Trustee Krick is in support of this appointment. He also thanked Messrs Barr, Burke and Caramelli for their part in the interview process, which he went on to describe. Roll call: Ayes: Trustees Benoit, Burke, and Caramelli, and Supervisor McGuire. Motion carried.

Clerk Dolan Baumer administered the oath of office to Mr. Essick, and then Mr. McGuire presented him with his badge of office.

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

Trustee Benoit made a motion to recess into a Workshop for the purpose of discussing Administrative Services; the motion was seconded by Trustee Caramelli. Roll call: Trustees Benoit, Burke, Caramelli and Supervisor McGuire. Motion carried at 7:29 p.m.

The Workshop for the purpose of discussing Administrative Services was called to order at 7:29 p.m. and roll call was taken. Present were Trustees Benoit, Burke and Caramelli, and Supervisor McGuire.

- X. Workshop: Administrative Services. Administrator Barr discussed that fact that due to recent changes in his department, two positions are open: Assistant Administrator and Management Analyst. He presented a job description of each position. Currently, Mr. Mikucki is filling in as the Interim Management Analyst. Mr. Barr assured the Board that the filling of these two positions would leave the budget flat; generally, however, there has been a 2% increase across the board. Mr. McGuire noted that the Administrator oversees almost 63 full time and 35 part time employees, as well as about 150-200 volunteers.

With no further questions or discussion, Trustee Benoit made a motion to adjourn the Workshop and go back into the Regular Session at 7:42 p.m. Trustee Burke seconded the motion. A roll call vote followed. Ayes: Trustees Benoit, Burke and Caramelli, and Supervisor McGuire.

Mr. McGuire called the Regular Session back to order at 7:45 p.m. and roll call was taken. Present were Trustees Benoit, Burke and Caramelli, and Supervisor McGuire.

- XI. Other Business: The Board members decided that they were in concurrence with the proposed staffing of Administration, as presented during the Workshop, and instructed Mr. Barr to proceed with the hiring plan. He noted that he would like to have the Assistant on board by February and the Management Analyst in April.

Mr. McGuire thanked Interim Director Jim Dexter for his service these past few months. His service was invaluable.

Trustee Burke noted that he, Assessor Smogolski, Road Commissioner Ochoa, and Clerk Dolan Baumer attended the Employee Appreciation Luncheon this afternoon. He congratulated Rookie of the Year Holly Monegato, Trish Simon Core Values award recipient Keely Hoch, and Excellence in Services award recipient Lori Orozco.

Trustee Benoit reminded the Board that the Volunteer Appreciation Committee Reception would be held on January 21 at 5 p.m. in Veterans Hall.

Supervisor McGuire noted a change of location for the February 7 Board Meeting. It would be held at the Izaak Walton League building.

XII. Adjournment: There being no further business to come before this Board, Supervisor McGuire asked for a motion to adjourn at 7:46 p.m. Motion to adjourn was made by Trustee Benoit and it was seconded by Trustee Burke. Roll call: Ayes: Trustees Benoit, Burke and Caramelli, and Supervisor McGuire. Motion carried.

Respectfully submitted,



Katy Dolan Baumer  
Clerk

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

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE REGARDING THE PLACEMENT OF SIGNS PROHIBITING THE  
CARRYING OF CONCEALED FIREARMS IN HANOVER TOWNSHIP**

---

**WHEREAS**, the State of Illinois has enacted the Illinois Firearm Concealed Carry Act, approved July 9, 2013 (430 ILCS 66/1, *et seq.*); and

**WHEREAS**, the Illinois Firearm Concealed Carry Act prohibits the carrying of a firearm on or into any building or portion of a building under the control of a unit of local government, and on or into any public playground; and

**WHEREAS**, the Illinois Firearm Concealed Carry Act requires that signs stating that the carrying of firearms is prohibited shall be clearly and conspicuously posted at the entrances of a building, premises, or real property specified by the Act as a prohibited area; and

**WHEREAS**, as a unit of local government, Hanover Township is required by the Illinois Firearm Concealed Carry Act to clearly and conspicuously post signs stating that the carrying of firearms is prohibited on or into Township buildings and Township playgrounds, and all other Township property used for recreational purposes, including, but not limited to, the following Hanover Township properties:

Runzel Reserve

Izak Walton Reserve

Lacy Park

**WHEREAS**, the Illinois State Police has adopted and approved a uniform design for the signs prohibiting the carrying of a firearm in prohibited areas, a copy of which is attached hereto as Exhibit A; and

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

**SECTION ONE:** The statements set forth in the preamble to this Ordinance are hereby found to be true and correct and hereby incorporated into this Ordinance as if set forth in full in this section one.

**SECTION TWO:** The Township Supervisor and Board of Trustees hereby determine that signs prohibiting the carrying of a firearm on or into Township buildings and Township playgrounds be clearly and conspicuously posted at the entrance of all Township buildings, Township playgrounds, and all other Township property used for recreational purposes, in accordance with the Illinois Firearm Concealed Carry Act.

**SECTION THREE:** The signs to be placed at the entrance of all Township buildings, Township playgrounds, and all other Township property used for recreational purposes, shall conform to uniform design adopted by the Illinois State Police, as depicted in Exhibit A.

**SECTION FOUR:** The Township Supervisor, the Township Administrator, and their designees, are hereby authorized to undertake any and all actions on the part of the Township that are necessary and proper to execute the actions contemplated by this Ordinance.

**SECTION FIVE:** Severability. The various provisions of this Ordinance are to be considered as severable and if any part or portion of this Ordinance shall be held invalid by any Court of competent jurisdiction, such decision shall not affect the validity 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 be in full force and effect upon its passage and approval.

Roll Call Vote:

Ayes:

Nays:

Absent:

Passed:

Approved:

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 No. \_\_\_\_\_ enacted on January 21, 2014, and approved on January 21, 2014, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk



Pursuant to  
430 ILCS 66/65



**HANOVER TOWNSHIP**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE ESTABLISHING RULES AND REGULATIONS REGARDING USE  
OF LACY PARK**

**RECITALS**

**WHEREAS**, Hanover Township (the "Township") is the fee simple owner of the real estate legally described on depicted on Exhibit A, attached hereto and incorporated herein, consisting of approximately 2.66 acres located at 735 Stowell Avenue, Streamwood, Illinois; and

**WHEREAS**, The Township is authorized to acquire and improve land, provide recreational and instructional programs, and provide services related to public safety, environmental protection, health and social services and additional governmental services, operation, programs and activities pursuant to the Township Code and/or as otherwise authorized by law (60 ILCS 1/85-10, 60 ILCS 1/85-13, and 60 ILCS 1/1-1 et seq.) (collectively, "Township Operations").

**WHEREAS**, In order for the Township to conduct its Township Operations, and to provide for the safe and orderly use of Lacy Park, adoption of the attached General Use Ordinance is required as provided herein.

**NOW, THEREFORE** be it and it is hereby ordained by the Board of Trustees of Hanover Township, Cook County, Illinois, as follows:

**Section One: Incorporation of Recitals.** The Recitals and Exhibits referenced therein are incorporated into the body of this Ordinance as though fully set forth herein.

**Section Two: Policies.** The General Use Ordinance attached hereto and incorporated herein is hereby adopted as the rules and regulations of the Hanover Township as provided herein.

**Section Three: Scope.** The General Use Ordinance shall apply to and shall be enforced throughout Lacy Park.

**Section Four:** 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 Five: Repealer.** All Ordinances and Resolutions and parts of Ordinances and Resolutions in conflict or inconsistent with any of the provisions of this Ordinance are hereby repealed to the extent they are inconsistent with this Ordinance.

**Section Six: Effect.** This Ordinance shall become effective upon its passage and approval as provided by law.

Roll Call Vote:

Ayes:

Nays:

Absent:

Passed:

Approved:

\_\_\_\_\_  
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 No. \_\_\_\_\_ enacted on January 21, 2014, and approved on January 21, 2014, as the same appears from the official records of Hanover Township.

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

GENERAL USE ORDINANCE REGARDING  
LACY PARK

Hanover Township, Cook County, Illinois

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## Chapter 1. General Provisions

### Sec. 1.1 Designation and Citation of Code

The Ordinance embraced in this and the following chapters and sections shall constitute and be designated as "the General Use Ordinance of Hanover Township" and also referred to herein as the "Ordinance" or "General Ordinance" and may be so cited.

### Sec. 1.2 Definitions

When used in this Ordinance, the following terms shall have the meaning set forth in these sections.

#### **"Board"**

Means the Board of Trustees of Hanover Township, Cook County, Illinois, which is also referred to herein as the "Township Board".

#### **"Court"**

Means the Circuit Court of Cook County, Illinois.

#### **"Lacy Park"**

Means the property legally depicted on Exhibit A.

#### **"Permit"**

Is the written authorization issued by or under the authority of the Township, by a Township official or employee empowered to grant said authorization, to a person to do or engage in a particular act or acts on Township property. Said authorization is subject to the terms and conditions specified in the permit as well as all applicable federal, state, local, and Township laws, ordinances, rules, and regulations.

#### **"Person"**

Means any individual, natural person, firm, partnership, association, corporation, company, trust, organization or any other group activity as a unit or the manager, lessee, agent, servant, partner, member, director, officer or employee, or any of them including executive administrator, treasurer, receiver or other representative appointed according to law.

#### **"State"**

Means the State of Illinois.

#### **"Township"**

Means Hanover Township, Cook County, Illinois.

**“Township Property”**

Is all of the property, real and personal, of every kind and description located within the jurisdiction of, or owned, administered, leased or licensed by, or otherwise in the possession or under the control of the Township, including without limitation every building, shelter, street, sidewalk, trail, path, wilderness or open space, or other public place or facility and all waters located on or adjacent to or flowing over property located within the jurisdiction of, or owned, administered, leased or licensed by, or otherwise in the possession or under the control of the Township and located within and/or a part of Lacy Park.

**Sec. 1.3 Rules of Construction**

In construction of this Ordinance the following rules of construction shall be observed.

**Gender**

Words in any section importing the masculine gender shall include the feminine and neuter as well as the masculine.

**May**

The word “may” is permissible and discretionary.

**Shall**

The word “shall” is mandatory.

**Sec. 1.4 Code to be Liberally Constructed**

All general provisions, terms, phrases and expressions contained in this Ordinance shall be liberally construed in order that the true intent of the Township be fully carried out.

**Sec. 1.5 Designations and Headings: Construction**

All designations and headings of chapters, articles, divisions and sections are intended only for convenience in arrangement and as mere catchwords to indicate the contents of such chapters, articles, divisions or sections, whether printed in boldface type or italics.

**Sec. 1.6 Amendments and References to Ordinances**

Any additions or amendments to this Ordinance, when passed in such form as to indicate the intention of the Board to make the same part of this Ordinance shall be deemed to be incorporated in this Ordinance so that a reference to the General Case Ordinance of Hanover Township shall be understood to include them.

**Sec. 1.7 Severability**

It is declared to be the intention of the Board that the sections, subsections, paragraphs, sentences, clauses and words of this Ordinance are severable. If any sections, subsections, paragraph, sentences, clause or word is declared unconstitutional or otherwise invalid by the lawful judgment or decree of any court or competent jurisdiction, its unconstitutionality or invalidity shall not affect the validity of any of the remaining sections, subsections, paragraphs, sentences, clauses and words of this Ordinance, since the sections or parts of sections would have been enacted by the Board without and irrespective of any unconstitutional or otherwise invalid section, paragraph, sentence, clause or word being incorporated into this Ordinance.

**Chapter 2. Protection and Use of Township Property**

**Sec. 2.1 Public Use: Hours**

a) Regular Hours

Except as otherwise provided in this section, Township property shall be open to the public from sunrise in the morning until sunset in the evening of that same day and Township property shall be closed to the public from sunset each day until sunrise the following day. The Board may establish other hours during which Township property or any parts thereof shall be closed to the public. The Township may periodically revise these hours.

b) Special Closings

The Township may close Township property and facilities or any part thereof to the public at any time and for any interval of time, either temporarily or at regular intervals, and either entirely or merely to certain uses, as deemed advisable and in the best interest of the public and the Township.

**Sec. 2.2 Bringing Plants, Shrubs or Trees Prohibited**

No person shall bring into or upon Township property any tree, shrub, or plant, or portion thereof except by written authorization of the Township.

**Sec. 2.3 Camping**

No person shall place, erect, or use any hammock, swing, tent, shelter or any other type of temporary or permanent camping equipment or otherwise camp in any manner, on Township property unless a Permit has first been obtained from the Township.

**Sec. 2.4 Criminal Trespass of Property**

No person shall:

- a) Enter or remain in any building or portion of Township property where persons are prohibited by the Township from entering by sign or other notice including where use is restricted to persons of the opposite sex except as otherwise specifically provided in this Ordinance;
- b) Enter or remain in any Township property when it is closed to the public;
- d) Climb, walk or sit upon any sign, wall or fence under the control of the Township;
- e) Go upon any lawn, grass plot, planted area, tree, shrub, monument, fountain, sculpture or structure where access is prohibited by signs or other notice or where access is restricted by fence or other physical barrier;
- f) Enter any Township property that is reserved or scheduled for a specific group or activity, unless such person is invited by the individual or group responsible for such activity unless such person has paid any applicable admission and/or registration fees.

**Sec. 2.5 Damage to Township Property**

Unless authorized by a written agreement with the Township or otherwise expressly permitted by the Township, no person shall while in or on Township property:

- a) Deface, disfigure, break, cut, tamper with or displace or remove in or from any Township property or building or other part thereof, any table, bench, fireplace, coping, lamp post, fence, wall, paving or paving material, water line or other public utility or parts or appurtenances thereof, or sign, notice or placard whether temporary or permanent, equipment, facilities or other Township property or appurtenances whatsoever, either real or personal;
- b) Destroy, cut, break, injure, disturb, sever from the ground or remove any sod, soil, earth, rock, stone, timber, wood, material, or growing thing including but not limited to any plant, flower, flower bed, shrub, tree, growth, or any branch, stem, fruit, or leaf thereof; bring into or have in his/her possession in or on Township property any tool or instrument intended to be used for the cutting thereof, or any garden or agricultural implements or tools which could be used for the removal thereof;
- c) Set fire to any trees, shrubs, plants, flowers, grass, plant growth or living timber, or allow any fire upon land to extend into Township property;
- d) Cut, break or in any way injure, deface, destroy or alter any building, fence, monument, sculpture, bridge, or other structure or property contained therein;

- e) Operate or drive any motor car, automobile or vehicle of any kind in or on Township property in places other than roadways or in such a manner as to cause the same to collide with, run against, strike or cause to strike, injure, deface or damage any Township property or appurtenance of any kind;
- f) Fasten any animal or attach any rope, sign, handbill or other things to any tree or shrub or to any protective device around any tree or shrub growing in or on the Township property;
- g) Allow any animal under the person's ownership or temporary care to injure or deface any tree, plant, shrub, lawn or grassplot in any manner whatsoever. An animal is under a person's temporary care if the animal was brought upon Township property by the person or by a minor under the person's temporary or permanent care;
- h) Fasten any bicycle, motorcycle, moped or other vehicle to or leave the same standing so as to injure any tree, shrub, lawn or grass plot;
- i) Deface, destroy, cover or otherwise make unreadable any traffic warning or prohibitory sign or symbol in or on Township property;
- j) Mark, carve, bend, cut, paint, deface, breakdown, destroy, damage, alter, change, sever, uproot, excavate or otherwise remove, or attach or suspend any rope, wire or other material or contrivance to or from any Township property;
- k) Fail to maintain Township property in a neat and sanitary condition.

**Sec. 2.6 Public Assemblies**

- a) No person shall do any of the following on Township property without first obtaining a Permit from the Township in accordance with Chapter 6 below:
  - 1) Call or hold a public assembly, exhibition or entertainment of any description;
  - 2) Conduct any musical concert, play any amplified instrument, or set up or use any communication system;
  - 3) Hold or attempt to hold any meeting, celebration, parade, rally, or any sponsored entertainment, social, recreational, athletic, or other event.
- b) Any person issued a Permit by the Township shall produce the Permit and exhibit it upon request of any Township employee or officer.

c) No person other than a Township employee or officer shall disturb or interfere with any person occupying Township property under the authority of a Permit.

**Sec. 2.7 Use of Restrooms, Washrooms, and Locker Rooms**

a) Every person shall cooperate in maintaining restrooms, washrooms and locker rooms in a neat and sanitary condition.

b) No person shall deposit objects of any kind other than toilet paper in the toilets or plumbing fixtures or a restroom, and/or washroom facility.

c) Except as otherwise permitted in this section for children under age 6, enter into or remain in any restroom, restroom washroom, or locker room designated for the opposite sex.

d) Children 5 years of age and under may use restrooms, washrooms and locker rooms designated for the opposite sex when a family facility is unavailable.

e) Individuals may not use restrooms, washrooms and locker rooms designated for families.

f) No person shall use any camera, video recorder or other device to record or transmit visual image(s) in or from any rest room, washroom or locker room of the Township.

**Chapter 3. Animals**

**Sec.3.1 Domesticated Animals and Pets**

a) No owner or person having control of any domesticated dog, cat, or any other domesticated animal shall cause or permit such animal to be on Township property unless the animal is on a leash which shall not exceed six (6) feet in length and such person has in his immediate possession a device for removal and a depository for the transportation of animal excrement from Township property.

b) All owners or persons having control of any domesticated dog) cat) or other domesticated animal, shall remove any excrement from Township property left by such animal.

c) No person shall bring a domesticated dog, cal) or any other animal onto or permit any animal to remain on any portion of Township property where the presence of animals is prohibited, except (i) in conjunction with an activity or event conducted or sponsored by the Township) or (ii) service animals to assist the visually impaired or other persons with disabilities when they are

accompanying the persons with disabilities for purposes of providing such assistance and/or as otherwise required under the Americans with Disabilities Act and/or Illinois Human Rights Act.

d) Any animal found on Township property in violation of subsections (a) through (c) may be apprehended, removed to an animal shelter, public pound, or other place provided for that purpose, and) unless the owner claims the animal and is financially responsible for violations of this Ordinance) disposed of pursuant to the applicable laws or ordinances of the State of Illinois and the Village of Streamwood. The owner or person responsible for such animal shall be responsible for all costs and expenses incurred or encumbered in the removal and boarding of such animal and such charge shall be in addition to and not in lieu of any other penalties provided for in this section and any other applicable federal) state) local or Township laws) ordinances, rules or regulations.

**Sec. 3.2 Protections of Non-Domesticated Animals, Birds, Fish, and Other Non-Domesticated Animals**

For purposes of this section "wildlife" means any bird) fish, or other non-domesticated animal including without limitation any animal, the capture or killing of which is authorized by the fish and game laws of the State of Illinois.

a) No person shall bring or release any wildlife onto Township property; provided, however, that the Township may bring or release, or permit another person to bring or release, such proscribed animals onto Township property in conjunction with an activity or event conducted or sponsored by the Township or in conjunction with a nature center, or similar facility maintained by the Township.

b) No person shall feed any wildlife on Township property.

c) No person shall hunt, pursue, hurt, molest, wound, kill, trap, catch, poison, abuse, chase, shoot, touch, throw or propel objects at, endanger in any way, remove or cause to be removed, treat cruelly, or have in possession, any wildlife upon, over, or under Township property, except as expressly authorized and approved by the Township.

d) No person shall give or offer any harmful, poisonous, or noxious substance to any wildlife on Township property.

e) No person shall touch, tease, frighten, disturb, or otherwise intentionally interfere with any wildlife while feeding, nesting, breeding, sleeping, resting,

flying or engaging in any other activity on, upon, over or under Township property, except as expressly authorized and approved by the Township.

f) No person shall molest, touch, throw or propel an object at, destroy, dig up, crush, shake, rob or disturb, in any way tamper with or damage the nest, lair, den, burrow, or home of any wildlife found on, upon, over or under Township property.

## **Chapter 4. Personal Conduct**

### **Sec. 4.1 Abandonment of Property**

It is unlawful for any person to abandon any personal property on Township property, including, but not limited to, appliances, garbage, furniture, or refuse. In addition to all fines and other penalties for violation of this section, the Township may remove and destroy such property and assess the costs for such removal to the person abandoning the property.

### **Sec. 4.2 Advertisement, Peddling, and Solicitation**

The purpose of this section is to control commercial enterprises or sales on Township property to ensure the public unimpeded use and enjoyment of said property without being subjected to purely commercial exploitation.

a) No person shall offer for sale any articles or things, or conduct or solicit any business, trade, occupation, or profession on Township property without a Permit from the Township.

b) No person shall fix any placard, sign, handbill, pamphlet, circular, or any other writing or printed material or objects containing advertising matter or announcements of any kind whatsoever on any Township tree, shrub, post, building, gate, sign, or other Township property unless:

- 1) The person or organization has obtained a Permit from the Township;
- 2) The Township has expressly designated the area for such use or;
- 3) The person holds a valid picnic, camping, or special event Permit from the Township, in which case the person may display signs to identify their location or direct others to such location, provided that such signs are temporary and are removed by the permittee at the termination of the activity and provided that such signs are no larger than 24" x 30" and are not attached to any tree shrub, post, building, gate, Township sign, or other structure located on Township property.

c) No person shall distribute, display, post, or fix any sign, handbill, pamphlet, circular or any other writing or printed material or objects within any Township building except in areas expressly designated for such use.

**Sec. 4.3 Alcoholic Liquors/Intoxication**

The following terms shall have the following meanings for purposes of this section:

“alcoholic liquor” shall have the meaning set forth in the Liquor Control Act, 235 ILCS 5/1-1 *et seq.*

a) No person under the influence of alcoholic liquor shall enter into, be, or remain on Township property.

b) No person, other than the Township or its authorized agents, shall sell or deliver any alcoholic liquor on Township property, unless said person has first obtained all applicable state and local liquor licenses, provides proof of dram shop and liquor liability insurance in sufficient insurance coverage limits as determined by the Township, and obtains a Permit therefore from the Township and has entered a license agreement with the Township relative to the use of Township property and/or sale of alcoholic liquor.

c) No person shall bring into, possess, consume, use, or transfer any alcoholic liquor on Township property without having first obtained a Permit therefore from the Township unless said person is in or on Township property where the possession or consumption of alcoholic liquor is allowed without a Permit, or unless the alcoholic liquor is legally possessed in an unopened container stored in the trunk of a motor vehicle. Every person possessing, using, consuming, or transferring alcoholic liquor pursuant to this section shall be subject to and shall comply with all applicable federal, state, local, and Township laws, ordinances, rules, and regulations regarding the possession, use, consumption, or transfer of alcoholic liquor.

**Sec. 4.4 Assault, Battery, Fighting, and Reckless Conduct**

No person shall knowingly start a fight or fight or commit any assault, battery, or reckless conduct on Township property.

For purposes of this section:

A person commits an assault when, without lawful authority, he or she engages in conduct which places another in reasonable apprehension of receiving a battery.

A person commits a battery if he or she intentionally or knowingly, without legal justification and by any means (1) causes bodily harm to an individual or (2) makes physical contact of an insulting or provoking nature with an individual that is harmful or offensive to a reasonable person.

A person commits reckless conduct when he or she causes bodily harm to or endangers the bodily state of an individual by any means if such person performs recklessly the acts which cause the harm or endangers safety regardless whether the acts are otherwise lawful or unlawful.

**Sec. 4.5 Begging and Panhandling**

a) No person shall beg or panhandle in Township buildings, facilities or playgrounds or the entrances or stairways of such buildings or facilities.

b) No person begging or panhandling on Township property shall obstruct or impede pedestrians or vehicles; harass visitors with physical contact or persistent demands; misrepresent his or her affiliations; misrepresent what the solicited funds will be used for; or interfere, interrupt, or engage in conduct incompatible with the purpose of any program, activity, function, and/or special event conducted, sponsored, licensed or otherwise permitted by the Township; or coerce or intimidate another person into giving money, goods or services.

**Sec. 4.6 Bicycling**

a) When two or more persons in a group are operating bicycles, they shall not ride abreast, but shall ride in single file.

b) No person shall cling or attach himself or herself or his or her bicycle to any other moving vehicle.

c) The operator of a bicycle emerging from an alley, driveway or building shall, upon approaching a sidewalk or the sidewalk area extending across any alleyway, yield the right-of-way to all pedestrians and vehicles approaching on said roadway.

d) No person operating a bicycle shall carry another person on the same bicycle. This restriction does not apply to tandem bicycles.

e) No person may operate a bicycle on playgrounds, ball fields, or sidewalks except that small children riding three-or more-wheeled cycles may operate such cycles on sidewalks while under the supervision and control of an adult.

f) No person shall ride a bicycle on any street or path where signs are posted prohibiting riding bicycles on those streets or paths.

g) Bicycles shall not, at any time, in any place, be indiscriminately parked by anyone in such manner as to actually or possibly interfere with pedestrians or vehicles. No person shall leave a bicycle lying on the ground or paving or set against trees or otherwise in a place other than a bicycle rack when such is provided and there is space available. No person shall move or in any manner interfere with, any bicycle which is properly parked, nor shall any person interfere with, or, in any manner, hinder any person from properly parking a bicycle.

h) All bicycles, when operated on roadways, shall be kept to the right and shall be operated as nearly practicable at the right-hand edge of the roadway or sidewalk.

i) No person shall operate a bicycle on the Township property, which is not equipped with a signaling device (bell, horn), in good working order and audible at a distance of 100 feet when sounded.

j) No person shall operate a bicycle faster than is reasonable and proper, and every bicycle shall be operated with reasonable regard for the safety of the rider and of other persons and property.

k) Every person operating a bicycle on Township property shall observe all traffic and Illinois Vehicle Code rules and regulations applicable to motor vehicles under this chapter, except those provisions of this chapter which by their nature can have no application and except as otherwise provided by this section.

**Sec. 4.7 Bribing Employees**

No person shall give or offer any money, gift, privilege or article of value to any Township employee, officer, or agent in order to violate the provisions of this Ordinance or any other Township ordinance, contract, permit or statute of the State of Illinois and the United States or in order to gain or receive special consideration in applying for any use or privilege, or treatment in the use of Township property and/or otherwise in violation of the Township's Ethics Ordinance. This section shall apply both on and off Township property.

**Sec. 4.8 Commercial Photography**

No person shall take or cause to be taken any still or motion pictures (including video tapes), make sketches or paintings for commercial purposes

or for use in commercial advertising, without first obtaining a Permit from the Township.

**Sec. 4.9 Disorderly Conduct**

a) No person shall commit any act in such unreasonable manner as to alarm or disturb another and to provoke a breach of the peace.

b) No person shall engage in violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct under circumstances in which such conduct tends to cause Of provoke a disturbance.

c) No person shall commit any other act which may be defined as disorderly conduct under the Illinois Criminal Code, 720 ILCS 5/26-1,2,3,or 4.

**Sec. 4.10 Drugs/Cannabis/Controlled Substances**

For purposes of this section, the following words will have the following meanings:

“cannabis” means any substance so defined in the Cannabis Control Act, 720 ILCS 550/1 *et seq.*;

“controlled substance” means any substance so defined In the Illinois Controlled Substances Act, 720 ILCS 570/100 *et seq.*;

“intoxicating compounds” shall include all substances listed in the Use of Intoxicating Compounds Act, 720 ILCS 690/0.01 *et seq.*;

“under the influence” means affected by cannabis, any controlled substance, or any intoxicating compound in any determinable manner. A determination of being “under the influence” can be established by a professional opinion, a scientifically valid test, a layperson's opinion or the statement of a witness.

a) No person shall bring, possess, sell, deliver to another person or use cannabis, any controlled substance, or an intoxicating compound when the person knows or has reason to know that the compound is intended for use to induce intoxication, upon Township property.

b) No person under the influence of cannabis, intoxicating compound, controlled substance, or any combination thereof, shall enter into, be, or remain on Township property.

**Sec. 4.11 Dumping, Polluting, and Littering**

a) No person shall litter, cast, throw, drop, leave, scatter, place, pile, or otherwise dump, or deposit in any manner any kind of dirt, rubbish, placard,

circular, book, notice, flyer, other promotional material, paper of any kind, ashes, garbage, waste material, snow, ice, or other substance, whether liquid or solid, or any other refuse in or upon Township property except as specifically permitted by the Township. Provided, however, that paper, glass, cans, garbage and other refuse resulting from picnics or other lawful use of Township property shall be deposited in receptacles provided by the Township for that purpose. Where receptacles are not provided, are missing, or are full to capacity, all such garbage, refuse, or other material shall be carried away from the area of use by the person responsible for its creation and presence, and properly disposed of elsewhere.

b) No person shall urinate or defecate on Township property other than in toilets in restroom facilities expressly provided for such purposes.

c) No person shall drain refuse from a trailer or other vehicle on Township property.

d) No person shall bathe or wash themselves or food, clothing, dishes, or other property at water outlets, fixtures or creeks on Township property, except at those areas designated by the Township for such use.

e) No person shall pollute or contaminate Township property.

f) No person shall dispose of fish remains on Township property, except as expressly permitted by the Township.

g) No person shall dispose of human or animal waste on Township property except at designated locations or in fixtures provided for that purpose.

h) Any person violating this section shall be assessed the cost of removing any such improperly deposited substance or material and such charge shall be in addition to and not in lieu of any other penalties provided for in this Ordinance or applicable federal, state, local, and/or Township laws, ordinances, rules, and regulations.

#### **Sec. 4.12 Fires**

a) No person shall light, maintain, or make use of any fire on Township property, except at such places and at such times as the Township may designate for such purpose and under such rules as may be prescribed by the Township. In the event the Township permits a person to use such a fire: the person shall comply with the following requirements in addition to any other rules as may be prescribed by the Township:

- 1) No fire shall ever be left unattended. Every fire shall be under the continuous care and direction of a competent adult from the time it is kindled until the time it is completely extinguished.
- 2) All fires must be properly and completely extinguished prior to any person leaving the site or the fire.
- 3) Dumping of ashes from grills is strictly prohibited.
- 4) No person shall throw or otherwise discard lighted or smoldering material in any manner that threatens, causes damage to, or results in the burning of Township property or other Township resources, or creates a safety hazard.

**Sec. 4.13 Fireworks**

No person shall offer for sale, expose for sale, sell, possess, use, or explode any firecracker, torpedoes, skyrockets, roman candles, bombs, sparklers, rocket, squib or other fireworks of like construction, or anything containing any explosive or inflammable compound or any tablets or other device commonly used and sold as fireworks, on Township property without first obtaining a Permit from the Township, or unless authorized to do so by contract with the Township.

**Sec. 4.14 Gambling**

No person shall play or engage in games of chance or in any other device or game of chance, hazard or skill, either as bookmaker, dealer, player or otherwise, for the purpose of gaming or gambling for money or other valuable things on Township property, except at a fair or other organized event permitted by the Township.

**Sec. 4.15 Games and Sports**

No person shall engage in any sport, game, or amusement on Township property where prohibited by the Township. Nor shall any person walk, remain, or go upon any portion of Township property designated for any particular game, sport, or amusement in such a way as to interfere with the use of that portion of Township property by persons who are using the same for the particular sport, game or amusement for which it has been designated. No person shall engage in any permitted activity in a rough or reckless manner so as to endanger, injure or damage any person or property in any way.

No person shall use a golf club, baseball bat, tennis racket, or other device, to strike, hit, propel or otherwise throw any object, such as balls or rocks, on Township property, except in designated areas, and only as such device is intended to be used.

**Sec. 4.16 Hindering Employees**

No person shall interfere with, unreasonably disrupt, delay, or in any manner hinder any employee of the Township engaged in the performance of his or her duties.

**Sec. 4.17 Hitchhiking**

No person shall solicit a ride nor stand in or near a roadway on Township property for the purpose of soliciting a ride from the operator of any vehicle.

**Sec. 4.18 Impersonating an Officer**

It shall be unlawful for any person to unlawfully represent or impersonate any police officer or official of the Township or pretend to be such officer, Township enforcement officer, or official.

**Sec. 4.19 Indecent Conduct**

a) No person shall commit any indecent, lewd or lascivious act on Township property, or utter any lewd or offensive words within the hearing of another person.

b) No person shall appear on Township property in a state of nudity or make any indecent exposure of his person or be guilty of any other lewd or indecent act or behavior.

**Sec. 4.20 Loitering**

No person shall loiter or remain on Township property either alone or in consort with other persons in such a manner that: (1) unreasonably obstructs the usual use of entrances, hallways, corridors, stairways, or rooms designated for specific purposes; (2) impedes or disrupts the performance of official duties by Township employees; (3) prevents the general public from obtaining the administrative, recreational or other governmental services provided on Township property in a timely manner; (4) restrict vehicular or pedestrian traffic or restrict free ingress to and egress from Township property; after being requested to leave, move, or disperse by any employee of the Township, or where the Township has posted a sign or signs that prohibit loitering.

**Sec. 4.21 Minors**

a) No parent, guardian, or custodian of a minor shall knowingly assist or allow such minor to do any acts on Township property in violation of any law, ordinance or rule of the Township and/or any federal, State and/or local laws. A minor is defined herein as any person who is under the age of eighteen (18) years.

b) The parent or legal guardian of an unemancipated minor who resides with such parent or legal guardian shall be liable for damages caused by the willful or malicious acts of such minor as provided in the Illinois Parental Responsibility Act, 740 ILCS 115/1, *et seq.* This section shall not affect the recovery of damages in any other course of action where the liability of the parent or legal guardian is predicated on a common law basis.

**Sec. 4.22 Mob Action**

No person shall engage in mob action. Mob action consists of any of the following: (i) the use of force or violence disturbing the public peace by two (2) or more persons acting together without authority of law; or (ii) the assembly of two (2) or more persons to do an unlawful act; or (iii) the assembly of two (2) or more persons, without authority of law, for the purpose of doing violence to the person or property of anyone supposed to have been guilty of a violation of the law or for the purpose of exercising correctional powers or regulative powers over any person by violence.

**Sec. 4.23 Obstructing Travel**

No person shall set, or cause to be set or placed, any goods, wares, merchandise, or property of any kind so as to obstruct travel on Township property.

**Sec. 4.24 Picnics**

a) Picnics may be held in any unrestricted area on Township property not specifically set aside for other recreational activity. A Permit is required for group picnics involving fifteen (15) or more persons. Groups of less than fifteen persons do not require a Permit unless the group desires to reserve a designated area or shelter to the exclusion of others.

b) No person shall use, infringe upon or disturb a group in possession of a valid Permit, except under permission by the group possessing such Permit.

**Sec. 4.25 Resisting or Interfering With Officer**

No person shall:

- 1) Resist any police officer and/or Township enforcement officer in the discharge of his or her duties;

- 2) In any way interfere with or hinder or prevent him or her from discharging his or her duty as such officer, or offer or endeavor to do so;
- 3) In any manner assist any person in the custody of any member of the police force and/or Township enforcement officer to escape or attempt to escape from such custody, or attempt to rescue any person in custody.

**Sec. 4.26 Skateboarding**

No person using roller-skates, in-line skates, skateboards, roller skis, coasting vehicles, or similar devices on Township property shall interfere with pedestrian use of sidewalks or use of the streets by vehicles, or otherwise act negligently, recklessly or without due caution or in any manner so as to endanger any person or property. No person shall use such devices on any Township property where such use has been posted as prohibited.

**Sec. 4.27 Sleeping in Parks/Vagrancy**

a) No person shall sleep on Township property outside of the regular hours that Township property is open to the public, except when authorized to do so by a Permit from the Township.

b) No person shall use Township property in a manner designed or calculated to act as a substitute for a residence or means of support.

**Sec. 4.28 Sledding/Snowboarding/Ice Skating**

a) No person shall ice skate, sled, toboggan, inner tube, ski, snowboard, slide, or engage in similar activities on Township property except at such times and places as the Township may designate for such purposes.

b) No person shall engage in any such activity in a reckless manner that endangers that person or others, or at a speed greater than is safe and proper under the circumstances.

c) No person shall tow, push, pull, or otherwise propel another person on skis, sled, or other sliding device by use of any vehicle on Township property.

**Sec. 4.29 Sound and Energy Amplification**

a) No person shall play or operate any sound amplification devices including public address systems, musical instruments and the like, or operate any other energy amplification device or musical instrument without a Permit from the Village of Streamwood, and no such permit shall be issued or maintained

where sound produced by such devices is judged by the Township Administrator or his or her designee to unreasonably interfere with the public's use and enjoyment of Township property.

b) No person shall make or cause to be made any excessively loud or unreasonable noise which disturbs the peace. For purposes of this subsection, excessively loud or unreasonable noise is defined as noise inconsistent with or not reasonably attendant to appropriate and customary Township and recreational activities, considering the nature and purpose of the actor's conduct, location, time of day or night, and other factors that would govern the conduct of a reasonably prudent person under the circumstances. This section shall include, without limitation, the loud or amplified playing of any type of audio equipment, radio or stereo, noisemaker, musical instrument, or sound equipment that unreasonably interferes with the public's use and enjoyment of Township property.

**Sec. 4.30 Unlawful Assemblies**

It shall be unlawful to gather or assemble together for any unlawful purpose.

**Sec. 4.31 Weapons and Firearms**

a) No person other than police officers shall bring, attempt to bring, carry, or use in any way, any gun or firearm or portion thereof upon Township property, as prohibited by the Illinois Firearm Concealed Carry Act, 430 ILCS 66/1, *et seq.*, and Township Ordinance.

b) No person shall bring, attempt to bring, carry, or have in his vehicle, or use in any way, any knife having a blade longer than 3 inches, any air gun, pellet gun, or sling shot on Township property.

c) No person shall bring, attempt to bring, carry, have in his vehicle, or use in any way, any explosives, ammunition, or bottles of gasoline with a rag attached.

d) No person shall bring, attempt to bring, carry or use in any way, any bow or arrow upon Township property except as approved by the Township as part of a directly supervised Township program.

e) No person shall use or explode any toy pistol, toy cannon, toy cane, or toy gun in which explosives are used, or use or explode any blank cartridge, on Township property.

## **Chapter 5. Vehicles**

For purposes of this article, the terms used herein shall have the meanings assigned under the Illinois Vehicle Code (625 ILCS 5/1-\ *et seq.*).

### **Sec. 5.1 Motor Vehicles**

No person shall drive or operate any Motor Vehicle, including, but not limited to, an ATV or off-highway motorcycle, on Township property, except under the following circumstances:

- a) In such areas and at such times as are specifically designated by the Township;
- b) When such vehicles are used by law enforcement officers or Township employees, officers, volunteers, or agents for Township purposes; or
- c) In the case of an emergency; or
- d) For law enforcement purposes.

### **Sec. 5.2 Driving Under the Influence**

No person shall drive or otherwise operate nor attempt to drive or otherwise operate a motor vehicle on Township property while under the influence of alcoholic liquor, cannabis, controlled substance, or any other intoxicating compound, drugs, or any combination thereof.

### **Sec. 5.3 Driving Upon Sidewalk**

No person shall drive any motor vehicle upon a sidewalk or sidewalk area located on Township property except upon a permanent or duly authorized temporary driveway or for routine maintenance, utility or emergency service or for special delivery or pickup involving goods or customer services.

### **Sec. 5.4 Mufflers**

No person shall operate a motor vehicle on Township property, which is not equipped with a muffler adequate to deaden the sound of the engine.

### **Sec. 5.5 Parking, Standing, or Stopping**

a) No person driving or in charge of a motor vehicle shall permit it to stand unattended without first stopping the engine, locking the ignition and removing the keys and when standing upon any perceptible grade, without effectively setting the brake thereon and turning the front wheels to the curb (if any) or side of the roadway.

b) No person shall park a vehicle on Township property except in established or designated parking areas, in accordance with the posted directions and markings or with the directions of any attendant who may be present.

c) No person (other than Township employees with approval from their respective department head) shall park any vehicle or allow any vehicle to remain parked on Township property beyond the normal closing hour of Lacy Park, except when a different closing hour has been designated by the Township or unless express written permission therefore has first been obtained from the Township.

d) No person shall stop, stand, or park any vehicle on Township property so as to obstruct or interfere with traffic or travel or endanger the public safety, and no person shall stop, stand, or park any vehicle in any of the following places except when otherwise designated, or when necessary to avoid conflict with other traffic or when in compliance with the directions of a Township employee:

- 1) On parkways, lawn areas, and grounds;
- 2) In front of a public or private driveway;
- 3) Within any crosswalk;
- 4) On the roadway side of any vehicle stopped or parked at the edge or curb of the roadway ("double parking");
- 5) In a position to block another vehicle lawfully parked;
- 6) On any sidewalk;
- 7) At any place where official signs or other markings prohibit parking, or where curbs have been painted yellow;
- 8) Within 15 feet of a fire hydrant;
- 9) In a fire lane or within 8 feet of the entrance to a fire lane;
- 10) Between a safety zone and the adjacent curb or within 30 feet of points on the curb immediately opposite the ends of a safety zone, unless a different length is indicated by signs or markings;
- 11) Alongside or opposite any street excavation or obstruction when stopping, standing, or parking would obstruct traffic;

- 12) On a controlled access roadway;
- 13) At any place or time where a permit or sticker is required by the Township for parking unless the required permit or sticker has been obtained and is displayed on the vehicle.
- 14) Parking any vehicle in violation of Section 11-1301.3 of the Illinois Vehicle Code (625 ILCS 5/11-1301.3) [Unauthorized use of parking places reserved for persons with disabilities] (“Section 1301.3”) which said Section 1301.3 is expressly incorporated herein by this reference.

e) No person shall park a vehicle upon any roadway or in any public off street parking area on Township property for any of the following purposes:

- 1) To display such vehicle for sale; or
- 2) To perform maintenance or repair of such vehicle, except for repairs necessitated by an emergency; or
- 3) To sell goods or services from such vehicle.

f ) Notwithstanding any contrary provision contained in this section the operator of an authorized emergency vehicle may park or stand irrespective of the provisions of this Ordinance.

g) No person shall move a vehicle not lawfully under his or her control into any such prohibited area or away from a curb such distance as is unlawful.

h) Except as otherwise provided, every vehicle stopped or parked upon a one-way roadway on Township property shall be so stopped or parked parallel to the curb or edge of the roadway, in the direction of authorized traffic movement, with its right-hand wheels within twelve (12) inches of the right-hand curb or as close as practicable to the right edge of the right-hand shoulder or, where permitted, with its left-hand wheels within twelve (12) inches of the left-hand curb or as close as practicable to the left edge of the left-hand shoulder.

i) Penalty Provisions for Parking Violations.

- 1) Every person in whose name a vehicle is registered pursuant to law and who leases such vehicle to others, after receiving written notice of a violation of this section involving such vehicle, shall

upon request provide the Township with a written statement of the name and address of the lessee at the time of such offense and the identifying number upon the registration plates and registration sticker or stickers of such vehicle.

- 2) No person who is the lessor of a vehicle pursuant to a written lease agreement shall be liable for the violation of any parking or standing regulation of this section involving such vehicle during the period of the lease provided that upon the Township's request received within 120 days after the violation occurred, the lessor provides within 60 days after such receipt the name and address of the lessee, The driver's license number may also be requested by the Township if needed for enforcement of this section.
- 3) Whenever any vehicle has been parked in violation of this section prohibiting or restricting vehicular standing or parking, the person in whose name the vehicle is registered with the Secretary of State of Illinois shall be prima facie responsible for the violation and subject to the penalty therefore.
- 4) Whenever any vehicle is parked in violation of any parking provision of this section, any enforcement officer observing such violation may issue a parking violation notice and serve the notice on the owner of the vehicle by handing it to the operator of the vehicle if he or she is present or by affixing it to the vehicle in a conspicuous place within an enclosed, sealed non-transparent envelope marked "Hanover Township Parking Violation Notice" on said envelope. The issuer of the notice shall specify on the notice his or her identification number, the particular parking regulation allegedly violated, the make and state registration number of the cited vehicle, and the place, date, time, and nature of the alleged violation and shall certify the correctness of the specified information by signing his or her name to the notice.
- 5) A parking violation notice issued, signed, and served in accordance with this section, or a copy of such notice, shall be deemed prima facie correct and shall be prima facie evidence of the correctness of the facts shown therein. The notice or copy thereof shall be admissible in any subsequent administrative or legal proceeding.
- 6) Any violation of the parking provisions of this section or any provision of the Illinois Vehicle Code prohibiting or restricting

vehicular standing or parking shall be a civil offense punishable by fine, and no criminal penalty, or civil sanction other than that prescribed in this section, shall be imposed.

- 7) a) Other than a violation of Chapter 5, Section 5.5 paragraph (d)(14) of this Ordinance (unauthorized use of parking places reserved for persons with disabilities), any person who violates or fails to comply with any provision of this section shall be fined not less than \$30.00 and not more than \$500.00 for each offense.  
b) Fines for any violation of Chapter 5, Section 5.5, paragraph (d) (14) of this Ordinance (unauthorized use of parking places reserved for persons with disabilities) shall be fined \$250.00.
- 8) Any person on whom a parking violation notice has been served shall within fourteen (14) days from the date of the notice either pay the indicated fine or, in the manner indicated on the notice, request a court hearing to contest the charge, violation, or violations.
- 9) If the respondent requests a court hearing to contest the cited violation or violations, the office of the Township Clerk (or the appropriate Village of Streamwood officer or employee in case enforcement is pursuant to an Intergovernmental Agreement) shall arrange such a hearing and shall notify the respondent in writing of the time and place of the hearing.
- 10) A notice sent pursuant to this section shall state that failure to pay the indicated fine or failure to request a court hearing will constitute a debt due and owing the Township, and as such may be collected in accordance with applicable law. Payment in full of any fine and/or penalty resulting from a standing or parking violation shall constitute a final disposition of that violation.

**Sec. 5.6 Riding Outside Vehicles**

No person shall ride upon the fenders, running boards, bumpers, hood, or any other exterior part of any vehicle on Township property.

**Sec. 5.7 Right-of-Way**

a) Every operator of a vehicle shall yield the right-of-way to a pedestrian at any marked crosswalk or within any unmarked crosswalk at any intersection on Township property.

b) Every operator of a vehicle shall exercise due care to avoid colliding with pedestrians upon any roadway on Township property, shall give warning to any pedestrian in the roadway by sounding the horn when necessary, and shall exercise proper precaution upon observing any child, confused person, or disabled person upon a roadway.

c) Every pedestrian crossing at a roadway on Township property at any point other than within a marked crosswalk or within an unmarked crosswalk at any intersection shall yield the right of way to vehicles upon the roadway.

d) Except as otherwise provided herein, the operator of a vehicle approaching an intersection on Township property shall yield the right-of-way to a vehicle that has already entered the intersection from a different roadway. When two (2) vehicles approach an unmarked intersection from different roadways at approximately the same time, the operator of the vehicle on the left shall yield the right-of-way to the vehicle on the right.

#### **Sec.5.8 Snowmobiles**

For purposes of this subsection, a "snowmobile" shall be defined as any self-propelled vehicle intended for travel primarily on snow, driven by a track or tracks in contact with the snow, and steered by ski or skis in contact with the snow.

No person shall drive, ride, or otherwise operate a snowmobile on Township property.

#### **Sec. 5.9 Speed Limit**

No person shall operate, propel or cause to be propelled a vehicle on any road, drive, or parking area at a speed greater than the speed limit posted along the right-of-way or, in the absence of such posted limit, at a speed in excess of 10 miles per hour.

### **Chapter 6. Permits**

#### **Sec. 6.1 Permit Process**

For purposes of this section, the term "exercise of First Amendment rights" shall include, without limitation, parades, marches, demonstrations, rallies, religious services, speeches, solicitation of votes, petition signatures or contributions, or picketing.

a) Permits may be granted upon proper application and approval where the applicable section of this Ordinance or any other Township ordinance, policy,

rule, or regulation requires a Permit in order to engage in a particular use or activity.

b) Every person requesting a Permit shall complete and file a written application with the Township Administrator or his or her designee on forms provided by the Township at the Township's administrative offices located at 250 S. Route 59, Bartlett, Illinois, 60101. The application shall be dated and stamped when received and a receipt shall be issued to the applicant.

c) Unless otherwise provided in another section of this Ordinance or another Township ordinance, rule, or regulation, all applications for Permits not involving the exercise of First Amendment rights must be received by the Township at least twenty-one (21) calendar days prior to the use for which a Permit is sought. Applications for Permits involving the exercise of First Amendment rights must be received by the Township at least three working days prior to the event requested.

d) Except for applications for Permits involving a commercial activity or for the sale or delivery of alcoholic beverages, the Township shall issue the requested Permit without unreasonable delay, but, in any event, no later than two (2) working days, for Permit applications involving the exercise of First Amendment rights) unless:

- 1) The proposed activity violates any federal, state or local law, rule, ordinance, or regulation;
- 2) A prior application for a Permit for the same date, time, and location has been or will be granted and the use authorized by that Permit does not reasonably allow multiple occupancy of that particular location by more than one permittee;
- 3) The proposed use is of such a nature that it cannot reasonably be accommodated in the particular location applied for, considering, without limitation, the likelihood of such things as damage to Township resources or facilities, damage to an environmentally sensitive or protected area's ecosystem, impairment of a protected area's atmosphere of peace and tranquility, unreasonable interference with Township functions, buildings, facilities, operations, programs or activities, or unreasonable interference with the use or purpose of the Township property applied for; and/or
- 4) The proposed use would so dominate the use of Township property as to preclude other persons from using and enjoying it.

e) If the application is approved, the Township shall issue a written Permit to the applicant. If the application is denied, the Township shall issue the applicant written reasons for denying the application.

f) If an application is denied on the basis of a scheduling conflict or inappropriateness of the location, duration, or time of the activity, the Township will make a reasonable effort to arrange an alternative location, duration, or time that is acceptable to the applicant. If the Township denies an application for any other reason, or the applicant is dissatisfied with such Permit as issued, he or she may appeal the decision to the Township Board. The Township Board shall hear and decide appeals of Permit applications not involving First Amendment rights within forty-five (45) days of the appeal being filed with the Township Clerk by the applicant, and shall hear and decide appeals of Permit applications involving First Amendment rights within fifteen (15) days of such appeal being filed by applicant with the Township Clerk. If the Township Board rejects the appeal after full review, or if time for full review is not available within the above time limits, the applicant may appeal the decision to the appropriate state or federal court. All other decisions on the issuance of Permits by the Township are final.

g) Any Permit granted by the Township shall contain lawful prerequisites to the issuing of the Permit and restrictions on the conduct of the permitted use including without limitation: payment of a reasonable fee established by the Township Board; dram shop and liquor liability insurance coverage and an agreement to name the Township and its agents as additional insureds on all applicable insurance policies, fully indemnify, defend, and hold the Township harmless from any liability or costs resulting from the use for any events involving the sale and/or consumption of alcoholic beverages (as provided herein), and the use of the premises; a requirement that the persons involved in the use observe all federal, state, local, and Township laws, ordinances, rules, and regulations; time, duration, and location restrictions; a written agreement by the applicant to fully restore any Township property soiled or damaged by the use; and, any reasonable restriction necessary for the efficient and orderly contemporaneous administration of the use, other activities with a Permit and regular Township uses, functions, programs, and activities.

h) Any person holding a valid Permit issued by the Township for use of Township property may use that Township property to the exclusion of any other person except the Township and its employees and authorized agents.

i) Subject to the terms of subsection (f) above, the Township may make necessary changes or place necessary additional restrictions on any Permit after it has been issued.

j) Violation of the terms, restrictions and conditions contained in the Permit may result in the suspension or revocation of the Permit.

k) Unless as specifically provided elsewhere in this Ordinance, no Permit shall be issued for a period in excess of seven (7) consecutive calendar days. A Permit may be extended for like periods of time pursuant to a new application, unless another person has requested use of the same location and use of that location by more than one permittee is not reasonably possible.

l) For uses involving the exercise of First Amendment rights, the Township may waive any Permit fees if the applicant demonstrates that the cost of such fees is prohibitive. An applicant must request such a waiver in writing. The decision to waive fees for such use shall be based solely on the applicant's inability to pay and financial hardship of the applicant.

## **Chapter 7. Offenses Affecting Park Functions**

### **Sec. 7.1 Police/Security Force**

Township enforcement officers shall be the conservators of the peace on Township property, and shall be responsible for the enforcement of all Township ordinances, rules, and regulations on Township property.

All city, county, state and other law enforcement authorities shall be authorized to enforce all federal, state, and local laws and regulations, including Township ordinances, on Township property.

### **Sec. 7.2 General Penalty**

a) In all cases where the same offense is made punishable or is created by different clauses or sections of this Ordinance, the prosecuting officer may elect under which to proceed, but not more than one recovery shall be had against the same person for the same offense; provided that the revocation of a license or Permit or fine imposed in an administrative hearing shall not be considered a recovery or penalty so as to bar any other penalty being enforced.

b) Unless a different penalty is provided herein to the contrary, where an act or omission is prohibited or declared unlawful and no penalty or fine or imprisonment is otherwise provided, the offending person shall be fined not less than \$100 or more than \$500 for each offense. Each day that a violation continues shall be deemed a separate offense. In addition to any fine, the Township may revoke the privilege to use all or some of the facilities of the Township for such length of time as is determined appropriate by the Township.

c) In case of amendment of any section of this Ordinance containing the provisions for which a penalty is provided in another section, the penalty so provided in such other section shall relate to the section so amended or the amending section, whether re-enacted in the amendatory ordinance or not unless such penalty is specifically repealed therein.

d) Whenever a finding of guilty is entered by the Court or a plea of guilty is entered by a defendant, the Court may, in addition to fine imposed, enter an order to pay restitution with restitution to be in an amount not to exceed actual out-of-pocket expenses or loss proximately caused by the conduct of the defendant. The Court shall determine the amount and conditions of payments.

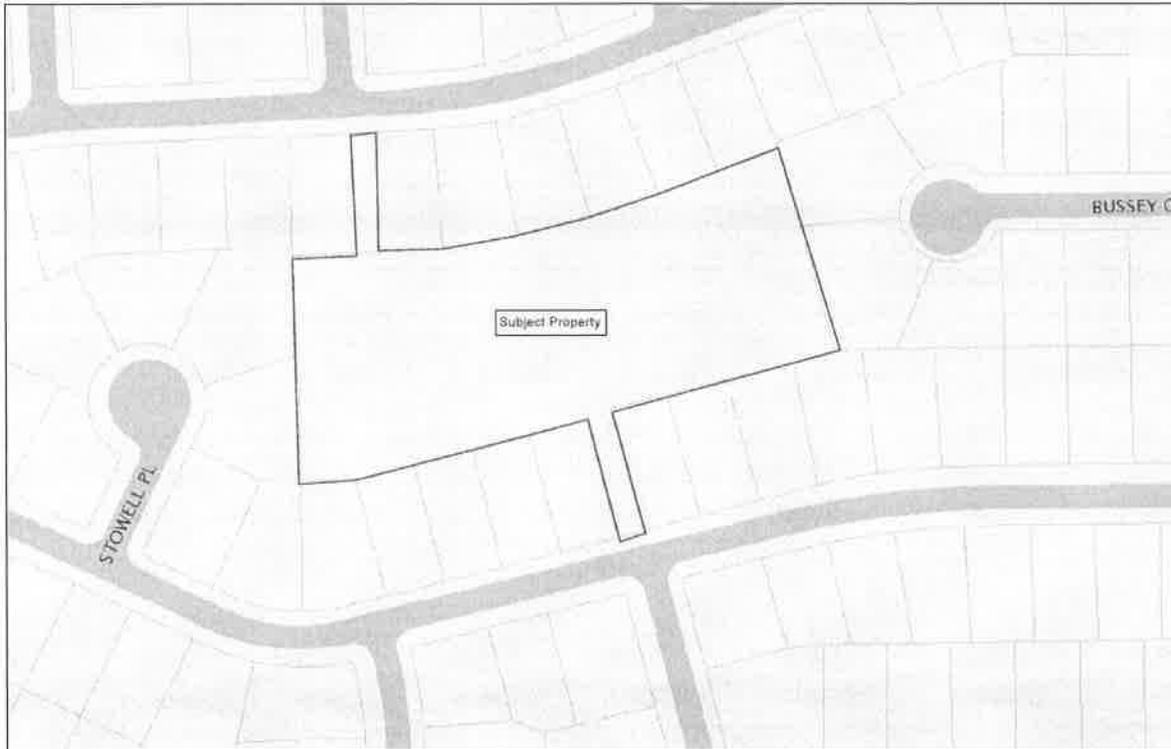
e) Whenever the Court finds any person guilty of failing to pay a fine assessed for violation of a Township or Municipal ordinance, and such person is subsequently incarcerated for contempt of court based on such violation, there shall be allowed a credit of twenty dollars (\$20.00) for each day of incarceration to be applied to that person's outstanding fine.

f) No provisions of this Ordinance designating the duties of any officer or employee shall be construed as to make such officer or employee liable for any fine or penalty provided in this Ordinance for a failure to perform such duty to the extent permitted by law.

**EXHIBIT "A"**

**DESCRIPTION AND DEPICTION OF PROPERTY**

Cook County CookViewer Output



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P.I.N. 06-25-317-001; 06-26-420-024



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

**A RESOLUTION AUTHORIZING APPLICATIONS FOR AND EXECUTION OF A FFY 2013 AND 2014 SECTION 5310 GRANT AGREEMENT UNDER THE REGIONAL TRANSPORTATION AUTHORITY'S GENERAL AUTHORITY TO MAKE SUCH GRANTS**

**WHEREAS**, the Regional Transportation Authority (the "Authority") is authorized to make such grants as the designated recipient of the FFY 2013 and 2014 Section 5310 program for Northeastern Illinois; and

**WHEREAS**, the Authority has the power to expend funds for use in connection with FFY 2013 and 2014 Section 5310 projects; and

**WHEREAS**, the Authority has the power to make and execute all contracts and other instruments necessary or convenient to the exercise of its powers; and

**WHEREAS**, approval for said funds will impose certain financial obligations upon the recipient.

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

**SECTION ONE:** That the Township Supervisor, the Township Administrator, and their designees, are authorized to execute and file applications on behalf of Hanover Township with the Regional Transportation Authority for a FFY 2013 and 2014 Section 5310 grant for the Volunteer Express program.

**SECTION TWO:** That the Township Supervisor, the Township Administrator, and their designees, are authorized to furnish such additional information, assurances, certifications and amendments as the Regional Transportation Authority may require in connection with this FFY 2013 and 2014 Section 5310 grant agreement application.

**SECTION THREE:** That the Supervisor and Township Board of Town Trustees certify that the Township will provide the required local matching funds.

**SECTION FOUR:** That the Township Supervisor, the Township Administrator, and their designees, are authorized and directed on behalf of Hanover Township to execute and deliver grant agreements and all subsequent amendments thereto between Hanover Township and the Regional Transportation Authority for FFY 2013 and 2014

Section 5310 grants, and the Hanover Township Clerk is authorized and directed on behalf of Hanover Township to attest to said agreements and all subsequent amendments thereto.

**SECTION FIVE:** That the Township Supervisor, the Township Administrator, and their designees, are authorized and directed to take such action as is necessary or appropriate to implement, administer and enforce said agreements and all subsequent amendments thereto on behalf of the Hanover Township.

**SECTION SIX:** Severability. The various provisions of this Resolution are to be considered as severable and if any part or portion of this Resolution shall be held invalid by any Court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this Resolution.

**SECTION SEVEN:** Repeal of Prior Ordinances and 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 EIGHT:** Effective Date. This Resolution shall be in full force and effect upon its passage and approval.

Roll Call Vote:

Ayes:

Nays:

Absent:

Passed:

Approved:

---

Brian P. McGuire, Township Supervisor

ATTEST:

---

Katy Dolan Baumer, Township Clerk

## CERTIFICATION

I, the undersigned, do hereby certify that I am the Township Clerk of Hanover Township, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Resolution No. \_\_\_\_\_ enacted on January 21, 2014, and approved on January 21, 2014, as the same appears from the official records of Hanover Township.

---

Katy Dolan Baumer, Township Clerk



**Regional  
Transportation  
Authority**

**FFY2013 & FFY2014 Application**  
**SECTION 5310 ENHANCED MOBILITY OF SENIORS &  
 INDIVIDUALS WITH DISABILITIES**  
 DUE DATE: 1-24-2014 (Late applications will not be accepted)

**PROJECT TITLE:**

**APPLICANT INFORMATION**

Application Date:	January 24, 2014				
Applicant's Legal Name:	Hanover Township Senior Services				
Contact Person:	Kristine Cable				
Title:	Volunteer and Program Coordinator, Senior Services				
Address:	240 S. IL Route 59				
City:	Bartlett	State:	Illinois	Zip code:	60103
Telephone #:	630-483-5600	Fax #:	630-483-5690	Email Address:	kcable@hanover-township.org
DUNS #:					

**ORGANIZATION TYPE (check all that apply)**

<input checked="" type="checkbox"/>	Local Government Authority
<input type="checkbox"/>	Private Non-Profit Organization (attach IRS 501(c)(3) documentation of non-profit status)
<input type="checkbox"/>	Public Operator of Public Transportation Services
<input type="checkbox"/>	Private Operator of Public Transportation Services

**REQUEST TYPE (check all that apply)**

<input checked="" type="checkbox"/>	Continuation of a previously funded project	
<input type="checkbox"/>	Operating	<input type="checkbox"/> Mobility Management <input type="checkbox"/> Administration

**APPLICATION SIGNATURE:**

*I certify, to the best of my knowledge, that the information in this application is true and accurate and that this organization has the necessary fiscal, data collection, and managerial capability to implement and manage the projects associated with this application in accordance with federal requirements.*

\_\_\_\_\_  
Signature

1-24-2014  
Date

Kristine Cable, Volunteer and Program Coordinator  
Printed Name and Title

**SUBMITTAL INSTRUCTIONS (Paper or electronic applications are acceptable- All submitted applications will be published on RTA's website www.rtachicago.org/Section5310)**

**Email:** Section5310@rtachicago.org  
**Mail:** Section 5310 Enhanced Mobility of Seniors & Individuals with Disabilities Application  
 Regional Transportation Authority (RTA)  
 175 West Jackson Boulevard, Suite 1650  
 Chicago, Illinois 60604

**TECHNICAL ASSISTANCE**

If you have any questions, contact Joseph Voccia at (312) 913-3241. Applicants may also refer to the program website [www.rtachicago.org/Section5310](http://www.rtachicago.org/Section5310).

## APPLICATION SUBMITTAL CHECKLIST

Applicants should use this checklist to ensure that all parts of the application and attachments are completed and submitted.

SECTION	Page(s)
<b>Application Cover Page</b> <input checked="" type="checkbox"/> <b>Project Title</b> <input checked="" type="checkbox"/> <b>Applicant Information</b> <input checked="" type="checkbox"/> <b>Organizational Type (check all that apply)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Attach (if applicable) IRS 501(c)(3) documentation</b></li> </ul> <input checked="" type="checkbox"/> <b>Request Type</b> <input type="checkbox"/> <b>Application Signature</b>	<b>1</b>
<b>Overview – Section 5310</b>	<b>3-4</b>
<b>Program Dates</b>	<b>4</b>
<b>Funding Availability</b>	<b>5</b>
<b>Project Selection</b>	<b>5-6</b>
<b>Project Profile</b> <input checked="" type="checkbox"/> <b>(A) Project Description</b> <input checked="" type="checkbox"/> <b>(B) Estimate Number of Individuals Served</b> <input checked="" type="checkbox"/> <b>(C) Service Characteristics for Operating Projects</b>	<b>7</b>
<b>Proposed Budget and Funding Request</b> <input checked="" type="checkbox"/> <b>Operating Funding Request</b> <input type="checkbox"/> <b>Mobility Management Funding Request</b> <input checked="" type="checkbox"/> <b>Administration Request</b>	<b>8</b>
<b>Questions</b> <input type="checkbox"/> <b>(#9) Attach a copy of the Grant Agreement/contract or supporting documentation</b> <input checked="" type="checkbox"/> <b>(#10) Attach Letters of Support</b> <input checked="" type="checkbox"/> <b>(#11) If answer is yes, attach a copy of your Title VI Program</b> <input type="checkbox"/> <b>(#11) If answer is no, does applicant agree to submit Title VI Program</b>	<b>9-10</b>
<b>Appendix A- Eligible Projects</b>	<b>11-17</b>
<b>Appendix B - Sample Governing Board Resolution</b> <input checked="" type="checkbox"/> <b>Attach Approved Resolution (Required by all applicants)</b>	<b>18</b>

## OVERVIEW – SECTION 5310

MAP-21 consolidates two former programs, the Elderly Individuals and Individuals with Disabilities Program (formerly Section 5310) and the New Freedom Program (Section 5316), into the Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program. For a project to be considered eligible for MAP-21 Section 5310 funding it must be included in the locally developed Coordinated Public Transit- Human Services Coordinated Plan (HSTP). The HSTP originally developed in 2007 was updated and approved by the Regional Transportation Authority (RTA) Board in October 2013 in accordance with federal requirements. The HSTP for Northeastern Illinois includes the six-county RTA region, comprising Cook, DuPage, Kane, Lake, McHenry and Will counties, plus the urbanized portions of Kendall County, Sandwich Township (DeKalb County), Somonauk Township (DeKalb County), and Aux Sable Township (Grundey County). The HSTP is available for download from the program website [www.rtachicago.org/Section5310](http://www.rtachicago.org/Section5310).

Eligible projects include those that are planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable. It may also be used for public transportation projects that exceed the requirements of the Americans with Disabilities Act of 1990 as amended (ADA) that improve access to fixed-route service and decrease reliance by individuals with disabilities on complementary paratransit, and for alternatives to public transportation that assist seniors and individuals with disabilities. For a detailed list of eligible projects see Appendix A.

Capital and mobility management/planning projects require a 20% local match. Incremental improvements made to facilities and vehicle related equipment may meet the requirements for a 10% match. Applicants considering such a match level should contact the RTA to schedule a consultation on the issue. Items classified as administrative activities are funded at 100%, requiring no local match. All of the local match must be provided from sources other than Federal DOT funds. Examples of sources of local match that may be used include the following:

- State or local appropriations
- Other non-DOT Federal funds
- Dedicated tax revenues
- Private donations
- Revenue from human service contracts
- Net income generated from advertising and concessions

Any operating project ultimately selected may be classified as a traditional Section 5310 project, whether it is operated directly or by contract must still provide a 50% local match in accordance with the HSTP. Farebox revenue may not be used as local match. Farebox revenue is considered income and is deducted from total operating cost to determine the net cost of the activity. The use of a non-cash local match is restricted to volunteer transportation program services, physical improvements, and computer work station hardware and software. Restricting the use of non-cash match to these select activities is designed to be consistent with the overarching goal of developing sustainable projects. Transportation Development Credits are used as the non-cash match for the select eligible activities cited above.

## OVERVIEW Continued – SECTION 5310

The Illinois Department of Transportation (IDOT) and the RTA are designated recipients for Northeastern Illinois. The co-designation status has been approved by the Chicago Metropolitan Agency for Planning (CMAP), the Metropolitan Planning Organization (MPO) for Northeastern Illinois. IDOT will be responsible for project selection and the award of Section 5310 funded paratransit vehicles and the RTA will be responsible for all other Section 5310 projects. IDOT, through its Consolidated Vehicle Program (CVP), will issue a call for projects, and select and award paratransit vehicles to eligible applicants. Information on IDOT's Section 5310 CVP program can be accessed at [www.dot.state.il.us/dpit/index.htm](http://www.dot.state.il.us/dpit/index.htm) or by contacting Michael Healy, DPIT/CVP Program Manager at 312-793-2184.

In Northeastern Illinois, the RTA Service Boards (CTA, Metra, and Pace) are public operators of public transportation services and are allowed to apply for and receive grants directly from the Federal Transit Administration (FTA). A subrecipient other than a Service Board that receives a project award will be required to enter into a grant agreement with the RTA in order to receive funding. Subrecipient must be able to certify and demonstrate the ability to meet numerous federal requirements regarding these programs. In particular, all applicants must submit a Title VI Program to the RTA in order to maintain eligibility for a grant award.

All applicants are encouraged to work with other interested parties that may be affected by the proposed project. Projects are evaluated, in part, on an applicant's demonstrated efforts to coordinate with other parties. Evidence of coordination should be included in the project description and evidenced through letters of support or through other appropriate documentation, such as memorandums of understanding.

It is particularly important that applicants consult with the appropriate Service Board(s) on proposed projects that could affect transit operations or transit facilities. Prospective applicants may contact the RTA Service Boards directly by phone or email:

CTA	Metra	Pace
Kevin O'Malley Phone: (312) 681-4208 Email: <a href="mailto:komalley@transitchicago.com">komalley@transitchicago.com</a>	Holly Lown Waters Phone: (312) 322-6738 Email: <a href="mailto:hlownd@metrarr.com">hlownd@metrarr.com</a>	Lorraine Snorden Phone: (847) 228-4249 Email: <a href="mailto:lorraine.snorden@pacebus.com">lorraine.snorden@pacebus.com</a>

Additional information on the Section 5310 Program and how RTA will administer the program is in the RTA Section 5310 Program Management Plan, also available at [www.rtachicago.org/Section5310](http://www.rtachicago.org/Section5310).

## PROGRAM DATES

January 6, 2014	Solicitation of Continuation of Previously Funded Projects
January 24, 2014	Applications Due from Recipients of Continuation of Previously Funded Projects
February 28, 2014	Funding Marks Set for All Project Types
March 1 thru March 30, 2014	Public Comment Period
March 2014	Presentation of POP of Continuation of Previously Funded Projects to CMAP
April 16, 2014	Proposed POP Presented to RTA Board for Approval
May 5, 2014	Call for New Projects and Expansion of Existing Projects
May 28, 2014	Section 5310 Informational Meeting at RTA Headquarters
July 11, 2014	Applications Due for New Projects and Expansion of Existing Projects
Sept. 1 thru Sept.30,2014	Public Comment Period
September/October 2014	Presentation of POP of New and Expansion of Existing Projects to CMAP
October 15, 2014	Proposed POP Presented to RTA Board for Approval

## FUNDING AVAILABILITY

The funding available for Northeastern Illinois is based on the FFY2013 apportionment and an estimate of the FFY2014 apportionments.

### Estimate of Funding Availability

	FFY2013 (Actual)	FFY2014 (Estimate)	Total
Northeastern Illinois Apportionment	\$ 6,167,654	\$ 6,167,654	\$ 12,335,308
Allocation to IDOT as Designated Recipient	\$ 1,831,000	\$ 1,831,000	\$ 3,662,000
Allocation to RTA as Designated Recipient	\$ 4,336,654	\$ 4,336,654	\$ 8,673,308

The sub-allocation between RTA and IDOT, as shown above, was developed in consultation with the HSTP PAC and is based on the annual average of Section 5310 vehicle awards made by IDOT to Northeastern Illinois recipients. Of the funding allocated to RTA, \$200,000 per year will be used by RTA to administer the program, leaving an estimated \$4,136,654/year available for award by RTA to Northeastern Illinois recipients for eligible Section 5310 projects other than paratransit vehicles.

## PROJECT SELECTION

The HSTP includes a process that meets federal requirements for project selection and distribution of funds. In accordance with the HSTP, a two-step process for selecting and awarding projects will be used. The first step entails soliciting applications from among operating and mobility management projects that previously received funding under the SAFETEA-LU JARC/New Freedom programs that were active projects while the HSTP was being updated. The applications will be screened for eligibility by RTA staff. For those projects that are eligible, the Project Selection Team will recommend a funding mark for this group of projects to the HSTP Project Advisory Committee.

Upon agreement with a funding mark for these previously funded projects, a funding availability mark will be set for new and expanded projects that will be subject to a competitive selection process. The mark will also include, if necessary, an amount for traditional Section 5310 projects or capital as defined by MAP-21. This is to ensure that 55% of the funds apportioned to Northeastern Illinois will be for traditional Section 5310 projects. RTA staff will review each submitted application to determine which projects may be classified as Section 5310 traditional project. In some instances, the applicant may be requested to submit additional documentation that will be used to assist the RTA in making this determination.

A call for projects will then be held for new projects and the expansion of existing projects. The amount of available funding for this portion of the program will be published as part of the application. A competitive selection process will be used for the evaluation and ranking of the new and expansion project applications.

The Project Selection Team is made up of five staff; one from Illinois Department of Transportation (IDOT) and two each from RTA and the Chicago Metropolitan Agency for Planning (CMAP). The Project Selection Team may recommend project approval at an amount and scope less than originally requested. In that instance, consultation will take place with the project applicant. RTA staff will contact the applicant to obtain clarification on the application as appropriate. If submitting, the RTA will recuse itself from scoring its own application(s) to ensure a fair and transparent project selection process. The Project Selection Team will utilize criteria approved by the PAC as included in the HSTP.

## FFY2013 and FFY2014 Selection Criteria

<b>TABLE 1: Eligibility</b>	<b>Point Value of Criteria</b>
1. Proposed project addresses: (a) public transportation projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable; (b) public transportation projects that exceed the requirements of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.); (c) public transportation projects that improve access to fixed route service and decrease reliance by individuals with disabilities on complementary paratransit; and (d) alternatives to public transportation that assist seniors and individuals with disabilities with transportation.	Eligible / Not Eligible
2. Project application identifies and addresses an unmet need identified in the Human Services Transportation Plan (HSTP). This should include: (1) a description of the project; (2) identification of the unmet needs (which is/are addressed by the project); (3) how the project will address the unmet need(s), e.g., in terms of serving new riders, a new area, a new day and/or times, a higher frequency, less advance notice, more driver assistance, etc.; and (4) an estimated quantification of benefits. Any additional obligations, e.g., the provision of ADA complementary paratransit as a result of implementing a new fixed bus route in a previously unserved area, should be noted.	Eligible / Not Eligible
3. Local match will be supplied.	Eligible / Not Eligible

<b>TABLE 2: Consistency with the HSTP and its Strategies</b>	<b>Point Value of Criteria</b>
4. Project employs one or more strategies that:: <ul style="list-style-type: none"> <li>• Improves Service Integration</li> <li>• Improves Accessibility</li> <li>• Improves Productivity</li> <li>• Provides Flexible Transit Services</li> </ul>	20
5. Project markets to the target population and promotes public awareness.	10

<b>TABLE 3: Coordination</b>	<b>Point Value of Criteria</b>
6. Project Utilizes or Coordinates with existing public transportation providers and private human service agencies; or reflects partnerships with non-transit entities and/or private non-profit/for profit organizations.	25
7. Project address strategies and recommendations reflected in the CMAP GOTO2040 Plan and RTA Strategic Plan.	20

<b>TABLE 4: Sustainability</b>	<b>Point Value of Criteria</b>
8. Significant support is demonstrated for the project (in terms of letters of support).	15
9. The submitting agency/organization has an approach for obtaining support (financial or otherwise) for the project over the long term.	10

## PROJECT PROFILE

### A. Describe the project including:

- **Who will be served?** Persons served by the Hanover Township Volunteer Express program are individuals 55 and over who reside in within the Hanover Township boundaries. This program also includes individuals with disabilities over the age of 18.
- **How they will be served?** Individuals that meet the qualifications listed above will be served with curb to curb transportation free of cost by volunteers.
- **The geographic service area that will be served by your transportation project.** The boundaries of the Volunteer Express program are dependent on the volunteer driver who determines the distance they are willing to travel.

#### For Operating Projects Only

- **Who is operating the service currently?** The Volunteer Express program is currently being operated by Hanover Township Senior Services
- **Who will operate the service?** Hanover Township Senior Services will continue to operate this program

### B. Estimated number of individuals to be served by your project annually. (All projects.)

Target Populations	Existing Unduplicated Users	Projected Unduplicated Users
Seniors 65 years of Age and Over (Projects Serving Seniors)	28	35
Individuals with Disabilities	0	5
Other* (explain below)	0	0
<b>Total</b>	<b>28</b>	<b>40</b>

\*

### C. Service Characteristics for Operating Projects.

Current One-way Trips Annually (existing projects) **358**

Projected One-way Trips Annually, as proposed **450**

Schedule	Start Time	End time
Monday-Friday	6:00 AM	9:00 PM
Saturday	6:00 AM	9:00 PM
Sunday	6:00 AM	9:00 PM
Other* (explain below)		
<b>Total</b>	<b>6:00 AM</b>	<b>9:00 PM</b>

\*

## PROPOSED BUDGET AND FUNDING REQUEST

### OPERATING FUNDING REQUEST

	Total Operating Cost	Less Fare Revenue	Net Operating Cost	<u>Local Match</u> 50% of Net Operating Cost	<u>Federal Request</u> 50% of Net Operating Cost
First Year Request	\$8,270	\$ (0.00)	\$8,270	TDC	\$8,270
Second Year Request	\$8,270	\$ (0.00)	\$8,270	TDC	\$8,270
<b>Total Operating Request</b>	<b>\$16,540</b>	<b>\$ (0.00)</b>	<b>\$16,540</b>	<b>TDC</b>	<b>\$16,540</b>

#### **Annually -**

Volunteer reimbursement - \$5,000.00 (\$0.56/per mile driven)  
 Background check – \$480 (\$16.00/per check)  
 Driving history check - \$630.00 (\$21.00/per check)  
 Marketing - \$500.00  
 Office supplies - \$600.00 (\$50.00/month)  
 Driver emergency supplies - \$700.00  
 Volunteer recruitment membership fees - \$360

### MOBILITY MANAGEMENT REQUEST

Major Activities	Total Cost	<u>Local Share</u> 20% of Total Cost	<u>Federal Request</u> 80% of Total Cost
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
<b>TOTALS</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

### ADMINISTRATION REQUEST (itemize)

Item	Cost	<u>Federal Request</u> 100% of Total Cost
Kristine Cable – Volunteer & Program Coordinator (4 hours per month at \$17.07 per hour) - First Year Request	\$ 820	\$ 820
Kristine Cable – Volunteer & Program Coordinator (4 hours per month at \$17.07 per hour) - Second Year Request	\$ 820	\$ 820
	\$	\$
<b>TOTALS</b>	<b>\$ 1,640</b>	<b>\$ 1,640</b>

***\* All administration expenses must directly support the project and may not exceed 10% of the total federal share requested. Only direct costs are eligible for reimbursement, unless your organization has a cost allocation plan approved by your federal cognizant agency.***

## QUESTIONS

- 1) Specify what unmet needs this project is designed to meet and what strategies will be used to address those needs by checking all applicable boxes below. Please refer to the website links for assistance:

HSTP UNMET NEEDS	HSTP STRATEGIES	Select Regional Strategies in CMAP GO TO 2040 Plan	Select Strategic Priorities in the RTA Strategic Plan
<a href="http://www.rtachicago.org/Section5310">http://www.rtachicago.org/Section5310</a>		<a href="http://www.cmap.illinois.gov/2040/download-the-full-plan">http://www.cmap.illinois.gov/2040/download-the-full-plan</a>	<a href="http://rtachicago.com/strategic-plan.html">http://rtachicago.com/strategic-plan.html</a>
<input type="checkbox"/> Centralized Information	<input checked="" type="checkbox"/> Improve Service Integration	<input type="checkbox"/> Improve Education & Workforce Development	<input type="checkbox"/> Modernize the Customer Experience
<input checked="" type="checkbox"/> Spatial Limitations	<input checked="" type="checkbox"/> Improve Accessibility	<input checked="" type="checkbox"/> Improve Access to Information	<input checked="" type="checkbox"/> Develop Marketing that Better Resonates with Customers
<input checked="" type="checkbox"/> Temporal Limitations	<input type="checkbox"/> Tools that Improve Productivity	<input type="checkbox"/> Invest Strategically in Transportation	<input type="checkbox"/> Manage and Accommodate Currently Growing Demand
<input checked="" type="checkbox"/> Program Eligibility and Trip Purpose Limitations	<input checked="" type="checkbox"/> Flexible Transit Services	<input checked="" type="checkbox"/> Increase Commitment to Public Transit	<input checked="" type="checkbox"/> Continue to Manage Costs and Increase Efficiencies
<input checked="" type="checkbox"/> Service Redundancies			<input type="checkbox"/> Proactively Seek Funding Solutions for Existing Needs
<input checked="" type="checkbox"/> Service Quality and Miscellaneous Issues			
<input checked="" type="checkbox"/> Sustainability			

- 2) Explain how the strategies identified will be implemented to meet those needs for each item checked.

Of the unmet needs detailed in the Coordinated Public Transit Human Services Transportation Plan, the Volunteer Express program successfully fulfills six of the unmet needs listed above. The spatial limitation need will be met by providing service outside of Township boundaries. Hanover Township currently provides a Dial-A-Bus service that transports seniors and individuals with disabilities within Township boundaries, and some locations outside of these boundaries. The boundaries of the Volunteer Express program are up to what the volunteer is comfortable with. A large majority of our current ridership goes to major area medical centers outside of Hanover Township.

Volunteer Express currently operates beyond the hours of Hanover Township's Dial-A-Bus service. Dial-A-Bus provides transportation Monday through Friday 8:00 A.M. – 3:30 P.M. and 8:00 A.M. – 12:30 P.M on Saturdays, but Volunteer Express can provide service beyond these hours based on the availability of the volunteers.

When looking at the unmet need of program eligibility, and trip purpose limitations, Volunteer Express does not charge for the service. This opens the program up to individuals with low incomes, who cannot afford other transportation options. In addition to this, the Volunteer Express program does not restrict our service to medical appointments. There are many rides that go to and from grocery stores, the Senior Center, and other various activities.

To avoid service redundancies in the Volunteer Express program, all clients must attempt to schedule a ride through our Dial-A-Bus program before requesting a Volunteer Express Ride. By doing this we can ensure that the two services do not overlap, and more clients can then be served.

The Volunteer Express program was made essentially to assist the Dial-A-Bus service with unmet rides. These rides may be unmet by Dial-A-Bus because they are same-day rides, out of Township requests, or Dial-A-Bus is at capacity for that day. Because of this program Hanover Township is able to meet the HSTP unmet need of Service Quality and Miscellaneous Issues. In addition to meeting unmet rides from Dial-A-Bus, Volunteer Express is available to book subscription rides, based on volunteer availability. Service quality has always been a top priority for Hanover Township; therefore surveys of clients will be conducted on a biannual basis.

In order for this to be a sustainable program, there are other funding sources available. Hanover Township's Senior Citizens' Services Committee has available funds to reimburse drivers, as well as there being a line item for Volunteer Express in the Hanover Township budget.

When looking at the HSTP strategies Volunteer Express will be able to utilize three of the four listed above. The first of which is Improving Service Integration. This is done by working with local human service agencies to assist their clients in attending appointments. Volunteer Express also works closely with the Hanover Township Dial-A-Bus in order to serve the as many residents as possible. Improving accessibility will be accomplished by being available to provide transportation to fixed-route bus routes, as well as Metra stations, and other transportation options. Finally, Volunteer Express meets the Flexible Transit Services strategy by being a volunteer driver/escort program.

The Volunteer Express program will assist with two of the CMAP GO TO 2040 strategies, the first of which being to improve access to information. Hanover Township is committed to being an open and honest government organization. All budgets, audit reports, and treasurer's reports are available online for all to see. With Volunteer Express being a part of Hanover Township all information regarding the program will be available on the Senior Services website, including flyers, brochures, procedures, and paperwork. These documents are also always available upon request at the Senior Center. The other strategy that Volunteer Express will assist with is the strategy of increasing commitment to public transit. All Volunteer Express rides must be filtered through the Dial-A-Bus dispatch to ensure that Dial-A-Bus services are unavailable. This ensures that the buses are being used to capacity. When the service is unavailable, Volunteer Express takes over and searches for a volunteer to assist the client.

Of the strategic priorities in the RTA strategic plan, Volunteer Express will assist with two. This will start with developing marketing that better resonates with customers. Within our township alone, there are many avenues to market to our senior population. Ads can be placed in all of our Township publications, press releases can be put out, and the service can be put on Township social media as well. In order to meet the strategy of continuing to manage costs and increase efficiencies Volunteer Express will continue to only offer mileage reimbursement at the federal mileage reimbursement rate. This being the only type of reimbursement the drivers receive helps to keep costs at a minimum.

**3) Explain how this project will utilize or coordinate with other human service agencies and/or public transportation providers.**

The Volunteer Express and many other Hanover Township programs gain service participants through the use of referrals from other human service agencies.

The follow area agencies have agreed to refer individuals to the Volunteer Express program:

Catholic Charities

1801 W. Central Road  
Arlington Heights, IL 60005                      847-253-5500

St. Alexius Medical Center

1555 Barrington Road  
Hoffman Estates, IL 60169                      847-843-2000

Bartlett Police Department

222 S. Main Street  
Bartlett, IL 60103                                  630-837-0846

Streamwood Police Department

301 E. Irving Park Road  
Streamwood, IL 60107                              630-736-3800

Hanover Park Police Department

2121 West Lake Street  
Hanover Park, IL 60133                              630-372-

**4) Explain how this project improves access to other transportation services that go beyond the project's proposed geographic boundary.**

Volunteer Express' geographic boundaries are based upon the distance a volunteer is willing to travel. If there is not a volunteer willing to go the distance a client is requesting, the volunteer will take the client to the nearest public transportation that will get them to this destination. This can include local Pace busses, as well as Metra stations.

**5) If the project will serve others in addition to the target population(s), specify how you will assure that the target population will be given priority on all project activities and how the availability of service to the target population will not be compromised by the provision of services to those other than the target population.**

Volunteer Express only offers services to senior citizens and individuals with disabilities.

**6) Specify how the project will be marketed to the project's target population(s).**

The Volunteer Express program will be marketed to the targeted populations mostly through Township wide publications. These include the seasonal Hanover Happenings which is distributed to all residents of Hanover Township, Club 59 which is distributed bimonthly to senior residents of Hanover Township, the Hanover Township Website, and email blasts. In addition to this, marketing materials in the form of flyers, magnets, and brochures will be distributed to our coordinating human service agencies and throughout the community.

## QUESTIONS Continued

- 7) Describe the project public participation and marketing plans. Include information on how populations with Limited English Proficiency will be apprised of the project and whether marketing materials will be available in other languages.

Of the over 12,000 residents of Hanover Township aged 60 and over, roughly 15% have Limited English Proficiency. Of that 15% about half of them speak Spanish; therefore there are currently Volunteer Express marketing materials translated into Spanish for these individuals to utilize. If there is ever a request to have other languages translated there are resources available to do this.

- 8) How will the project be monitored and evaluated on an ongoing basis? What criteria will be used to establish the success of the project? (Applicants should be aware that in addition to providing performance reports to RTA, it is anticipated that there may also be other data that will be required by the FTA. At minimum: (a) modifications to the geographic coverage of transportation service, the quality of transportation service or service times that increase the availability of transportation services for seniors and individuals with disabilities; (b) ridership; (c) accessibility improvements; and (d) other measures, as the Secretary determines is appropriate.)

On an ongoing basis the Volunteer Express program will be monitored and evaluated through biannual surveys to riders. Appendix C has an example of what this survey will look like. These surveys will be used to see where improvements in the program can be made, as well as see where the program is succeeding. The program will be monitored through monthly reports to the RTA including requisitions, and progress reports. Ridership is monitored through a detailed Microsoft Excel spreadsheet that details when the ride was requested, the date and time of ride, clients name, address, and phone number, address of destination, volunteer name and phone number, notes, one way ride designation, type of ride, status of ride, and total mileage of ride. This keeps the dispatch of the program organized, and helps to monitor ridership. In Appendix D you will see a map of the locations that Volunteer Express has taken riders to in 2013.

- 9) Indicate the source of local match for each year that funding is requested. If local match funds are being derived from an existing grant, please attach a copy of the grant agreement/contract or supporting documentation.

For the local match, the Township will utilize the Transportation Development Credits.

- 10) What plans does your organization have to attain operational sustainability? (Attach Letters of Support)

In order to attain operational sustainability Volunteer Express has the support of many local agencies. In appendix F you will find letters of support from Age Options, Alexian Brothers Center for Mental Health, **OTHER LETTERS OF SUPPORT**. In addition to the support of local agencies, Hanover Township does have a line item in the budget to fund the program if the need be. Appendix E shows Hanover Township's operating budget which includes a line item for Volunteer Express.

- 11) Does the applicant agency currently have a Title VI Program?

Yes     No

If yes, please attach a copy. Please see Appendix G

If no, does the applicant agency agree to submit a Title VI Program?

Yes     No

## APPENDIX A

### ELIGIBLE PROJECTS

(Excerpt directly from FTA Circular 9070.1G)

13. ELIGIBLE ACTIVITIES. Section 5310 funds are available for capital and operating expenses to support the provision of transportation services to meet the specific needs of seniors and individuals with disabilities.

Section 5310(b) provides that of the amounts apportioned to States and designated recipients, not less than 55 percent shall be available for traditional Section 5310 projects – those public transportation capital projects planned, designed, and carried out to meet the specific needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable or inappropriate. Notably, this 55 percent is a floor, not a ceiling – recipients may use more than 55 percent of their apportionment for this type of project.

This means that at least 55 percent of any rural, small urbanized area, or large urbanized area annual apportionment must be utilized for public transportation capital projects that are planned, designed, and carried out to meet the specific needs of seniors and individuals with disabilities. It is not sufficient that seniors and individuals with disabilities are merely included (or assumed to be included) among the people who will benefit from the project.

Eligible projects for the required 55 percent of capital projects include the capital cost of contracting for the provision of transit services for seniors and individuals with disabilities and other specialized shared-ride transportation services. The purchase of rolling stock for or the acquisition of ADA complementary paratransit service are eligible capital expenses that may also qualify under the 5310 Program as public transportation capital projects planned, designed, and carried out to meet the specific needs of seniors and individuals with disabilities when fixed-route public transportation is insufficient, unavailable or inappropriate, provided the projects are carried out by eligible subrecipients (see Chapter III, 5) and these projects are included in the area's coordinated plan.

In addition to the above required capital projects, up to 45 percent of the apportionments may be utilized for additional public transportation projects:

- a. that exceed the ADA minimum requirements,
- c. improve access to fixed route service and decrease reliance by individuals with disabilities on ADA complementary paratransit service, or
- d. provide alternatives to public transportation that assist seniors and individuals with disabilities with transportation.

Such projects must be targeted toward meeting the transportation needs of seniors and individuals with disabilities, although the services may also be used by the general public. It is not sufficient that seniors and individuals with disabilities are included (or assumed to be included) among the people who will benefit from the project. FTA encourages projects that are open to the public as a means of avoiding unnecessary segregation of services.

Recipients should clearly identify the projects that are part of the required 55 percent capital projects as part of the grant activity line item (ALI's) narrative descriptions. Many projects may be eligible under both the required and optional criteria, but a discrete set of projects that meet the required criteria constituting at least 55 percent of the grant amount, exclusive of administrative expenses, must be identified. Alternatively, the grant application may assign less than the required 55 percent to such projects if other Section 5310 grants in the same fiscal year utilize more than the required 55 percent, so long as at least 55 percent of the total annual apportionment will be used for required projects. In such cases, a list of the other grants and the funding amounts must be included within the new grant application.

#### 14. ELIGIBLE CAPITAL EXPENSES THAT MEET THE 55 PERCENT REQUIREMENT.

Funds for the Section 5310 program are available for capital expenses as defined in Section 5302(3) to support public transportation capital projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable or inappropriate. Examples of capital expenses that meet the 55 percent requirement include, but are not limited to:

Rolling Stock and Related Activities **[IDOT will be responsible for project selection and the award of Section 5310 funded vehicles. Information on IDOT's Section 5310 CVP program can be accessed at [www.dot.state.il.us/dpit/index.htm](http://www.dot.state.il.us/dpit/index.htm) or by contacting Michael Healy, DPIT/CVP Program Manager at 312-793-2184. The RTA will not be accepting applications for vehicles]**

- (1) Acquisition of expansion or replacement buses or vans, and related procurement, testing, inspection, and acceptance costs;
- (2) Vehicle rehabilitation or overhaul;
- (3) Preventive maintenance, as defined in the National Transit Database (NTD);
- (4) Radios and communication equipment; and
- (5) Vehicle wheelchair lifts, ramps, and securement devices.

#### b. Passenger Facilities

- (1) Purchase and installation of benches, shelters and other passenger amenities;

#### c. Support Facilities and Equipment

- (1) Extended warranties that do not exceed the industry standard;
- (2) Computer hardware and software;

- (3) Transit related intelligent transportation systems (ITS);
  - (4) Dispatch systems; and
  - (5) Fare collection systems.
- d. Lease of equipment when lease is more cost effective than purchase. Note that when lease of equipment or facilities is treated as a capital expense, the recipient must establish criteria for determining cost effectiveness in accordance with FTA regulations, "Capital Leases," 49 CFR part 639 and OMB Circular A-94, which provides the necessary discount factors and formulas for applying the same;
  - e. Acquisition of transportation services under a contract, lease, or other arrangement. Both capital and operating costs associated with contracted service are eligible capital expenses. User-side subsidies are considered one form of eligible arrangement. Funds may be requested for contracted services covering a time period of more than one year. The capital eligibility of acquisition of services as authorized in 49 U.S.C. 5310(b)(4) is limited to the Section 5310 program;
  - f. Support for mobility management and coordination programs among public transportation providers and other human service agencies providing transportation. Mobility management is an eligible capital cost. Mobility management techniques may enhance transportation access for populations beyond those served by one agency or organization within a community. For example, a non-profit agency could receive Section 5310 funding to support the administrative costs of sharing services it provides to its own clientele with other seniors and/or individuals with disabilities and coordinate usage of vehicles with other non-profits, but not the operating costs of service. Mobility management is intended to build coordination among existing public transportation providers and other transportation service providers with the result of expanding the availability of service. Mobility management activities may include:
    - (1) The promotion, enhancement, and facilitation of access to transportation services, including the integration and coordination of services for individuals with disabilities, seniors, and low income individuals;
    - (2) Support for short term management activities to plan and implement coordinated services;
    - (3) The support of State and local coordination policy bodies and councils;
    - (4) The operation of transportation brokerages to coordinate providers, funding agencies and customers;
    - (5) The provision of coordination services, including employer-oriented Transportation Management Organizations' and Human Service Organizations' customer-oriented travel navigator systems and neighborhood travel coordination activities such as coordinating individualized travel training and trip planning activities for customers;

- (6) The development and operation of one-stop transportation traveler call centers to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs; and
- (7) Operational planning for the acquisition of intelligent transportation technologies to help plan and operate coordinated systems inclusive of Geographic Information Systems (GIS) mapping, Global Positioning System technology, coordinated vehicle scheduling, dispatching and monitoring technologies as well as technologies to track costs and billing in a coordinated system and single smart customer payment systems. (Acquisition of technology is also eligible as a stand-alone capital expense).

## 15. OTHER ELIGIBLE CAPITAL AND OPERATING EXPENSES.

- a. General. Up to 45 percent of a rural, small urbanized area, or large urbanized area's annual apportionment may be utilized for:

- (1) public transportation projects (capital and operating) planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate or unavailable,
- (2) public transportation projects that exceed the requirements of the ADA,
- (3) public transportation projects that improve access to fixed route service and decrease reliance by individuals with disabilities on ADA complementary paratransit service, or
- (4) alternatives to public transportation that assist seniors and individuals with disabilities with transportation.

Since the 55 percent requirement is a floor, and not a ceiling, the activities listed in section 14, above, are eligible expenses for all funds available to a recipient under Section 5310. For example, mobility management and ITS projects may be eligible under both categories; the difference to note, in order for the project to qualify towards the 55 percent requirement, the project must meet the definition of a capital project, be specifically geared towards the target population, and carried out by an eligible subrecipient, which is limited for this category of projects. The list of eligible activities is intended to be illustrative, not exhaustive. Recipients are encouraged to develop innovative solutions to meet the needs of seniors and individuals with disabilities in their communities and discuss proposed projects with FTA regional staff to confirm eligibility.

- b. Public Transportation Projects that Exceed the Requirements of the ADA. The following activities are examples of eligible projects meeting the definition of public transportation service that is beyond the ADA.

- (1) Enhancing paratransit beyond minimum requirements of the ADA. ADA complementary paratransit services can be eligible under the Section 5310 program in several ways:

- (a) Expansion of paratransit service parameters beyond the three-fourths mile required by the ADA;

- (b) Expansion of current hours of operation for ADA paratransit services that are beyond those provided on the fixed-route services;
  - (c) The incremental cost of providing same day service;
  - (d) The incremental cost (if any) of making door-to-door service available to all eligible ADA paratransit riders, but not as a reasonable modification for individual riders in an otherwise curb-to-curb system;
  - (e) Enhancement of the level of service by providing escorts or assisting riders through the door of their destination;
  - (f) Acquisition of vehicles and equipment designed to accommodate mobility aids that exceed the dimensions and weight ratings established for wheelchairs under the ADA (i.e., larger than 30" x 48" and/or weighing more than 600 pounds) and labor costs of aides to help drivers assist passengers with over-sized wheelchairs. This would permit the acquisition of lifts with a larger capacity, as well as modifications to lifts with a 600 pound design load, and the acquisition of heavier-duty vehicles for paratransit and/or demand-response service; and
  - (g) Installation of additional securement locations in public buses beyond what is required by the ADA.
- (6) Feeder services. "Feeder" service (transit service that provides access) to commuter rail, commuter bus, intercity rail, and intercity bus stations, for which complementary paratransit service is not required under the ADA.
- c. Public Transportation Projects that Improve Accessibility. The following activities are examples of eligible projects that improve accessibility to the fixed route system.
- (1) Making accessibility improvements to transit and intermodal stations not designated as key stations. Improvements for accessibility at existing transportation facilities that are not designated as key stations established under 49 CFR 37.47, 37.51, or 37.53, and that are not required under 49 CFR 37.43 as part of an alteration or renovation to an existing station, so long as the projects are clearly intended to remove barriers that would otherwise have remained. Section 5310 funds are eligible to be used for new accessibility enhancements that remove barriers to individuals with disabilities so they may access greater portions of public transportation systems, such as fixed-route bus service, commuter rail, light rail and rapid rail. This may include:
    - (a) Building an accessible path to a bus stop that is currently inaccessible, including curbcuts, sidewalks, accessible pedestrian signals or other accessible features,
    - (b) Adding an elevator or ramps, detectable warnings, or other accessibility improvements to a non-key station that are not otherwise required under the ADA,
    - (c) Improving signage, or wayfinding technology, or

- (d) Implementation of other technology improvements that enhance accessibility for people with disabilities including Intelligent Transportation Systems (ITS).
- (2) Travel training. New training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- d. Public Transportation Alternatives That Assist Seniors and Individuals with Disabilities with Transportation. The following activities are examples of projects that are eligible public transportation alternatives:
- (1) Purchasing vehicles to support new accessible taxi, ride sharing, and/or vanpooling programs. Section 5310 funds can be used to purchase and operate accessible vehicles for use in taxi, ridesharing and/or van pool programs provided that the vehicle has the capacity to accommodate a passenger who uses a wheelchair as defined under 49 CFR 37.3, at a minimum, while remaining in his/her personal mobility device inside the vehicle, and meeting the same requirements for lifts, ramps and securement systems specified in 49 CFR part 38, subpart B.
  - (2) Supporting the administration and expenses related to new voucher programs for transportation services offered by human service providers. This activity is intended to support and supplement existing transportation services by expanding the number of providers available or the number of passengers receiving transportation services. Vouchers can be used as an administrative mechanism for payment of alternative transportation services to supplement available public transportation. The Section 5310 program can provide vouchers to individuals with disabilities to purchase rides, including: (a) mileage reimbursement as part of a volunteer driver program; (b) a taxi trip; or (c) trips provided by a human service agency. Providers of transportation can then submit the voucher for reimbursement to the recipient for payment based on pre-determined rates or contractual arrangements. Transit passes for use on existing fixed route or ADA complementary paratransit service are not eligible. Vouchers are an operational expense which requires a 50/50 (Federal/local) match.
  - (3) Supporting volunteer driver and aide programs. Volunteer driver programs are eligible and include support for costs associated with the administration, management of driver recruitment, safety, background checks, scheduling, coordination with passengers, and other related support functions, mileage reimbursement, and insurance associated with volunteer driver programs. The costs of enhancements to increase capacity of volunteer driver programs are also eligible. FTA encourages communities to offer consideration for utilizing all available funding resources as an integrated part of the design and delivery of any volunteer driver/aide program.

# APPENDIX B

## GOVERNING BOARD RESOLUTION

This or a similar resolution is required of all applicants.

**Resolution No.**

**Project Title**

Resolution authorizing applications for and execution of a FFY 2013 and 2014 Section 5310 grant agreement under the Regional Transportation Authority's general authority to make such Grants.

**Whereas**, the Regional Transportation Authority (the "Authority"), is authorized make such grants as the designated recipient of the FFY 2013 and 2014 Section 5310 program for Northeastern Illinois; and

**Whereas**, the Authority has the power to expend funds for use in connection with FFY 2013 and 2014 Section 5310 projects, and

**Whereas**, the Authority has the power to make and execute all contracts and other instruments necessary or convenient to the exercise of its powers, and

**Whereas**, approval for said funds will impose certain financial obligations upon the recipient.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF THE [Insert Name of Applicant]:**

**Section 1.** That the [Insert Authorized Official], {Authorized Official Title} and his/her successor is authorized to execute and file applications on behalf of [Insert Name of Applicant] with the Regional Transportation Authority for a FFY 2013 and 2014 Section 5310 grant for [Insert Project Title].

**Section 2.** That the [Insert Authorized Official], {Authorized Official Title} and his/her successor is authorized to furnish such additional information, assurances, certifications and amendments as the Regional Transportation Authority may require in connection with this FFY 2013 and 2014 Section 5310 grant agreement application.

**Section 3.** That the [Insert Authorized Official], {Authorized Official Title} and his/her successor certify that {Insert Name of Applicant} will provide the required local match from {Insert Source of Funds for Local Match} funds.

**Section 4.** That the [Insert Authorized Official], {Authorized Official Title} and his/her successor is authorized and directed on behalf of the [Insert Name of Applicant] to execute and deliver grant agreements and all subsequent amendments thereto between the [Insert Name of Applicant] and the Regional Transportation Authority for FFY 2013 and 2014 Section 5310 grant, and the Secretary of the (Name of Applicant) is authorized and directed on behalf of the [Insert Name of Applicant] to attest said agreements and all subsequent amendments thereto.

**Section 5.** That the [Insert Authorized Official], {Authorized Official Title} and his/her is authorized and directed to take such action as is necessary or appropriate to implement, administer and enforce said agreements and all subsequent amendments thereto on behalf of the [Insert Name of Applicant].

**PRESENTED and ADOPTED** the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
**Signature of Authorized Official**

\_\_\_\_\_  
**Signature of Attest**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Title**

## Volunteer Express - Rider

### 1. Why do you use the Volunteer Express service?

- Dial-A-Bus was at capacity
  Trip was before/after Dial-A-Bus hours
  Trip went out of Township boundaries

### 2. How often do you use the Volunteer Express program?

- Once a month
  1-3 times a month
  4+ times a month
  One time rider

### 3. Have you used the Volunteer Express program for any of the following? Please check all that apply

- Medical Appointment
  Senior Center
  Shopping

Other (please specify)

### 4. Please rate your level of satisfaction for the following items

	Extremely satisfied	Satisfied	Unsatisfied	Extremely unsatisfied
Volunteer Drivers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Staff response time	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Training of Volunteer Driver	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Availability of Service	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Volunteer Express program	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### 5. How long have you been using the Volunteer Express program?

- 0-6 months
  7 months - 1 year
  1 year - 2 years
  2 years +

### 6. Do you feel that the Volunteer Express program has helped you to maintain an independent lifestyle?

- Yes
  No

### 7. How did you hear about the Volunteer Express program?

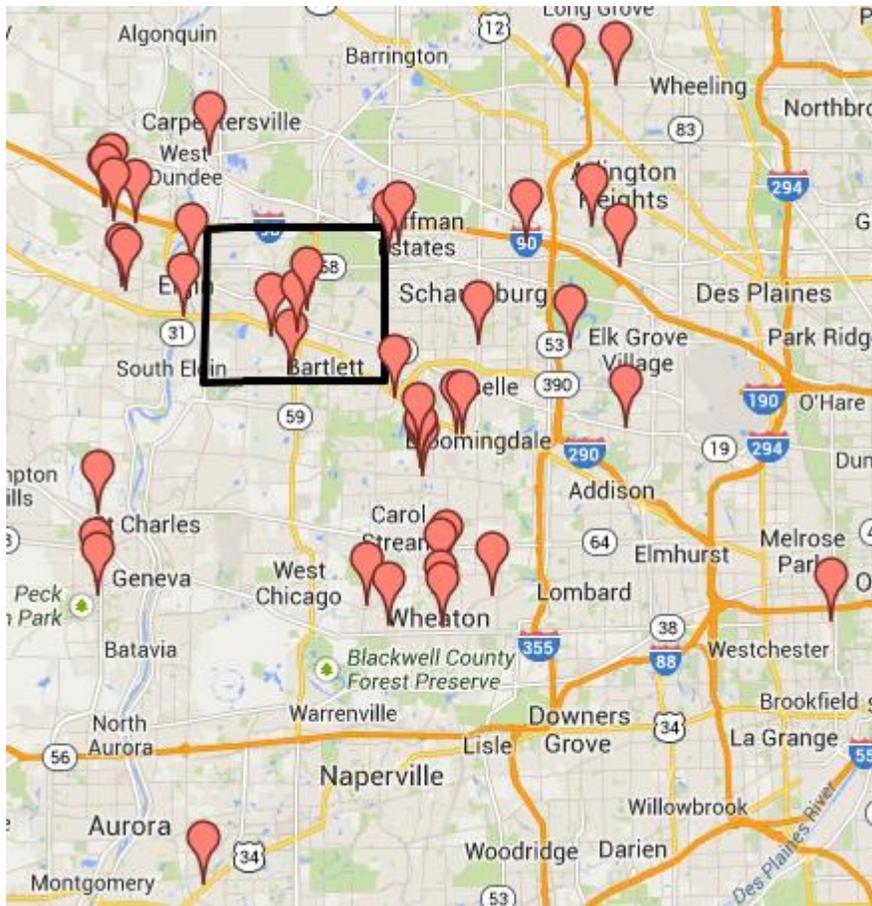
- Dial-A-Bus
  Flyer/brochure
  Club 59
  Hanover Happenings
  Hanover Township Website

Other (please specify)

### 8. Please feel free to add any additional comments

**APPENDIX D**

Locations of Volunteer Express ride destinations in 2013  
The box signifies Hanover Township boundaries.



**APPENDIX E**

**Senior Fund Detailed Expenditures**

<b>1104TRN</b>	<b>Transportation</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Budget</b>	<b>FY 2013 Projected</b>	<b>FY 2014 Budget</b>	<b>% Change</b>
1104513	Alternative Transportation	\$ 8,040	\$ 10,000	\$ 3,540	\$ 6,000	-40.0%
1104517	Volunteer Express	n/a	\$ 15,500	\$ -	\$ 13,000	-16.1%
1104518	Vehicle Maintenance	\$ 18,185	\$ 30,000	\$ 19,881	\$ 26,000	13.3%
1104546	Salaries	\$ 304,714	\$ 315,000	\$ 327,338	\$ 321,300	2.0%
1104547	Dispatch Software	n/a	\$ 50,000	\$ -	\$ 50,000	0.0%
1104549	Recruitment	\$ 1,145	\$ 1,500	\$ 61	\$ 1,500	0.0%
1104550	Telephone	\$ 4,259	\$ 4,000	\$ 3,300	\$ 4,000	0.0%
1104551	Training	\$ 4,858	\$ 3,000	\$ 1,117	\$ 3,000	0.0%
1104552	Fuel	\$ 53,029	\$ 40,000	\$ 54,357	\$ 50,000	25.0%
1104553	Uniforms	\$ 2,473	\$ 1,500	\$ 1,331	\$ 1,500	0.0%
1104554	Office Supplies	n/a	n/a	n/a	\$ 1,000	n/a
1104555	Radio System	n/a	n/a	n/a	\$ 100	n/a
1104691	Health Insurance	n/a	n/a	n/a	\$ 49,500	n/a
1104692	Dental, Vision & Life Insurance	n/a	n/a	n/a	\$ 5,250	n/a
1104693	Unemployment	n/a	n/a	n/a	\$ 8,850	n/a
1104694	IMRF Expense	n/a	n/a	n/a	\$ 17,250	n/a
1104695	FICA Expense	n/a	n/a	n/a	\$ 9,400	n/a
<b>Total</b>	<b>Transportation</b>	<b>\$ 396,703</b>	<b>\$ 470,500</b>	<b>\$ 410,925</b>	<b>\$ 567,650</b>	<b>20.7%</b>

APPENDIX F



Connecting Older Adults with Community-based Resources and Options

January 21, 2014

Ms. Barbara Kurth Schuldt  
Director, Senior Services  
Hanover Township  
240 S. IL Route 59  
Bartlett, IL 60103

Dear Ms. Kurth Schuldt,

I am writing this letter in support of your RTA New Freedom application for the Volunteer Express transportation program. As a funding source to Hanover Township's transportation program, we recognize the need to provide the broadest range of services.

Through this collaborative partnership we acknowledge the necessity of this program as a supplement to the current service that is unfortunately unable to meet the needs of residents due to spatial and temporal limitations. The transportation services you provide are essential for seniors and disabled persons in the community who have restricted mobility or access to transportation and limited connections in the area.

We appreciate Hanover Township for being a strong grantee which meets our high standards and who submits accurate and timely reports. We are hopeful you will continue to receive the RTA funding to further develop the Volunteer Express program.

Sincerely,

A handwritten signature in black ink, appearing to read "Jonathan Lavin".

Jonathan Lavin  
President and Chief Executive Officer

The Area Agency on Aging of Suburban Cook County, since 1974

1048 Lake Street, Suite 300  
Oak Park, Illinois 60301-1102

phone (800)699-9043  
(708)383-0258

Fax (708)524-0870  
TTY (708)524-1653

[ageoptions.org](http://ageoptions.org)



January, 2014

Ms. Barbara Kurth Schuldt  
Director, Senior Services  
Hanover Township  
240 S. IL Route 59  
Bartlett, IL 60103

Dear Ms. Kurth Schuldt,

I am writing this letter in support of your transportation services and specifically the Volunteer Express program. As a partner in our community, we recognize the need to provide the broadest range of services for all of our residents. We have collaborated with Hanover Township Senior Services supporting mutual clients and working towards an improved quality of life for the people we serve.

I am pleased to support your transit program, Volunteer Express. We currently refer clients to your Dial-a-Bus service and will be pleased to do so for the Volunteer Express, a program that utilizes volunteer drivers to transport riders to and from important appointments. Through this collaborative partnership we acknowledge the necessity of this program as a supplement to the current service that is unfortunately unable to meet the needs of residents due to spatial and temporal limitations. The transportation services you provide are essential for seniors and disabled persons in the community who have restricted mobility or access to transportation and limited connections in the area.

We look forward to broadening the scope of our affiliation as you expand the transportation services offered. In making referrals for your social service programs and individual case workers, we appreciate the extended services for Hanover Township residents.

Sincerely,

Rick Germann, MA, LCPC  
Executive Director  
Alexian Brothers Center for Mental Health

3436 N. Kennicott Avenue, Arlington Heights, Illinois 60004  
847.952.7460 fax 847.222.1754

Alexian Brothers Medical Center  
St. Alexius Medical Center  
Alexian Brothers Behavioral Health Hospital  
Alexian Rehabilitation Hospital  
Bonaventure Medical Group  
Community Family Health Center  
Alexian Brothers Center for Mental Health  
Alexian Brothers Corporate Health, Inc.

# APPENDIX G

NOTIFICATION OF GRANT AWARD  
 AgeOptions - (Illinois Department on Aging - PSA 13)  
 Under Title III-B, Title III-C, Title III-D, Title III-E, & Title VII of the Older Americans  
 Act and under the State of Illinois General Revenue Funds

GRANTEE NAME, ADDRESS

Hanover Township  
 240 South Illinois Route 59  
 Bartlett, IL 60103

Project ID: B3

Date: 10/1/2013

Type of Grant: T380 Supportive Services Funding

Approved Costs for Project Period

Project Period: 10/1/2013

a. Personnel/Fringe	\$154,680
b. Travel of Persons	\$14,682
c. Equipment & Supplies	\$176,928
d. Other	\$91,012
e. Food-Nutrition Only	
f. Delivery-Nutrition Only	
g. Total	\$437,302

To: 9/30/2014

Sub Areas: Hanover

Computation of Grant Award

1. Total Cost	\$437,302	8. Original Obligation:	\$30,219
2. Less Anticipated		Revision 1:	\$0
Project Income	\$83,692	Revision 2:	\$0
3. Net Cost (estimated)	353,610	9. Share of Net Cost	
4. Nonfederal Share	323,391	a. NonFederal Share	91.45%
a. Local Cash	281,179	b. Local Cash Share	79.52%
b. Local Inkind	\$42,212	c. Federal/State Share	8.55%
5. Area Agency Share	\$30,219	10. Application for Funds	
6. State Share		Date:	8/1/2013
7. New Obligation Awarded	\$30,219		

The awarded obligation (8) includes the maximum Federal Share and State funds obligated to the grantee provided all conditions are met.

Grantee - I have read all the conditions of this award, and agree to fully comply with all such condtions.

James C. Barr, Township Administrator      10/8/13  
 Name and Title      Date

James C. Barr  
 Signature

Subscribed and sworn to before me this 8 day of October, 2013



Patricia Glascott  
 Notary Public Signature

AgeOptions (also referred to as Area Agency on Aging)

Signature: Jonathan Levin  
 Jonathan Levin, Chief Executive Officer

10/11/13  
 Date

NOTE: The attached **Conditions of Award** comply with Federal and State regulations and are an integral component of this Notification of Grant Award.



Connecting Older Adults with Community-based Resources and Options

## REQUIREMENTS FOR RECIPIENTS OF TITLE III OLDER AMERICANS ACT FUNDS<sup>1</sup>

### General and Administrative Requirements

- I. Grantees must comply with Area Agency financial and program reporting requirements for Title III-B, Title III-C, Title III-D, and Title III-E.
- II. The Grantee must comply with all laws and/or requirements of federal, state, and local fire, health, safety, and sanitation and other standards prescribed in law or regulations and the Area Agency, including, but not limited to:<sup>2</sup>
  - a. Older Americans Act of 1965, as amended<sup>3</sup> with regulations and program instructions from federal and state authorities under which this grant is given, including all provider service regulations and requirements detailed in Volume 53 No. 169 Federal Register, 33758 - 33759, August 31, 1988.
  - b. Title 45 of the Code of Federal Regulations:
    - i. Procedures of the Departmental Grant Appeals Board (Part 16)
    - ii. Administration of Grants (Part 74, Except Subpart N)
    - iii. Nondiscrimination under Programs Receiving Federal Assistance through the Department of Health and Human Services: Effectuation of Title VI of the Civil Rights Act of 1964 (Part 80)
    - iv. Practice and Procedures for Hearings under Part 80 of this Title (Part 81)
    - v. Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial

<sup>1</sup> All requirements included in this document are authorized in actual legislative language included in the Older Americans Act (last amended in 2006), the August 31, 1988 Federal Register Rules and Regulations pertaining to Grants for State and Community Programs on Aging for the implementation of this law, and Illinois Department on Aging regulations and assurances. Any further amendments to the law, actions required by other Federal or State laws, court order, and/or administrative/executive directives, including all applicable circulars published by the Office of Management and Budget will be binding on all recipients. AgeOptions has adopted as policy all requirements stated in the Request for Proposal document and will enforce the same during the grant period, except as directed by the Federal and State governments, or Court of Law.

<sup>2</sup> Source includes: [AAA Area Plan Assurances (A)(2)(a); (A)(3)]; [AAA Policies and Procedures Secs 1150(b); 1132(f); 1114(a)]; [45CFR 1321(f)(4)]

<sup>3</sup> The Older Americans Act has been amended a number of times since it first passed in 1965. The latest amendment was in 2006.