



240 S. Illinois Route 59, Bartlett, Illinois 60103

**Regular Meeting of Town Board**  
*November 5<sup>th</sup>, 2013*  
**7:00 PM**

**A G E N D A**

- I. Call to Order – Roll Call
- II. Pledge of Allegiance
- III. Town Hall (Public Comments)
- IV. Presentations
  - A. Veteran’s Honor Roll – CPL Donald N. Retchlag
  - B. Elgin Bible Church
  - C. Storage Mart
  - D. RUrban Pioneers Community Garden (Roosevelt University)
  - E. Committee on Youth Interview
- V. Reports
  - A. Supervisor’s Report
  - B. Clerk’s Report
  - C. Highway Commissioner’s Report
  - D. Assessor’s Report
  - E. Treasurer’s Report
  - F. Trustees’ Committee Reports
  - G. Department Reports
- VI. Bill Paying
- VII. Unfinished Business
- VIII. New Business
  - A. Regular Meeting Minutes of October 1, 2013
  - B. Workshop Minutes of October 5, 2013
  - C. Appointment of Committee on Youth Member
  - D. A resolution adopting the estimate of the tax levy for Hanover Township for the Fiscal Year beginning April 1, 2013 and ending March 31, 2014
  - E. A resolution adopting the estimate of the tax levy for Hanover Township Road District for the Fiscal Year beginning April 1, 2013 and ending March 31, 2014
  - F. Ordinance Authorizing Execution of the Illinois Public Works Mutual Aid Network Agreement

**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.**

- G. Resolution Authorizing Senior Services Publishing Agreement
  - H. Resolution Authorizing an Amendment to the Hanover Township Investment Policy
  - I. Resolution Authorizing Participation in the State of Illinois Federal Surplus Property Program
  - J. Consideration of 2014 Township Board Meeting Dates
  - K. Consideration of 2014 Township Board Workshop Dates
  - L. Consideration of 2014 Township Holiday Schedule
- 
- IX. Executive Session
  - X. Other Business
  - XI. Adjournment

**Mission Statement**

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8/7/13

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# HANOVER TOWNSHIP

## VETERANS HONOR ROLL

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

**NAME:** Donald Retchlag

**ADDRESS:** 1100 Coldspring Elgin

**CITY/ZIP CODE:** 60120

**PHONE #:** 847-608-4570

**DATE OF BIRTH:** 4-29-33

**BRANCH OF SERVICE:** Army

**HIGHEST RANK ATTAINED:** ~~Capt.~~ Cpl.

**YEARS OF SERVICE: FROM** 1953 **TO** 1955

**MEDALS AWARDED OR OTHER CITATIONS:**

National Service Defense  
Korean Service Award

**INJURIES:** \_\_\_\_\_

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

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

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

Thank you,

*Brian P. McGuire*

Supervisor



250 S. Route 59 Bartlett, IL 60103  
(630) 837-0301 Office | (630) 837-9064 Fax  
[www.hanover-township.org](http://www.hanover-township.org)

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**COMMITTEE ON YOUTH  
ADULT MEMBERSHIP APPLICATION**

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The Hanover Township Committee on Youth is a volunteer committee which serves in an advisory capacity to the Hanover Township Board of Trustees. The goal of the Committee on Youth is the prevention of delinquency and the promotion of positive development in young people. Meetings are held monthly on the 4<sup>th</sup> Monday at 7:00 PM.

Adult membership on the Committee on Youth is open to adults that reside or work in the township. Adults appointed to the Committee on Youth are asked to serve a minimum of three years. To be considered for membership the applicant needs to submit the following:

1. Name, address, and phone number.
2. Completion of a short questionnaire describing why the applicant is interested in joining the Committee on Youth and what the applicant would hope to contribute. Include a listing of any relevant volunteer or work experiences.

Applicants should submit the above information to:

James C. Barr, MPA, SPHR  
Administrator  
Hanover Township  
250 S. Route 59  
Bartlett, IL 60103  
[jbarr@hanover-township.org](mailto:jbarr@hanover-township.org)

250 S. Route 59 Bartlett, IL 60103  
(630) 837-0301 Office | (630) 837-9064 Fax  
[www.hanover-township.org](http://www.hanover-township.org)

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COMMITTEE ON YOUTH  
ADULT MEMBERSHIP APPLICATION

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Name: Karen L. Staten

Address: 1520 Yellowstone Drive, Streamwood, IL 60107

Telephone: 630-415-7825

Email Address: k.staten100@gmail.com

Occupation: Paralegal

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1) What leads you to want to serve on the committee?

I studied Youth Ministry in 2002 and I began working and continue to desire to make a difference in the lives of our youth.

250 S. Route 59 Bartlett, IL 60103  
(630) 837-0301 Office | (630) 837-9064 Fax  
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2) What contributions do you feel you can make?

I can participate in discussions about resolutions and programs to create opportunities for youth. I am willing to share my knowledge and experience to address community and state-wide issues affecting youth.

Some youth need proper guidance and resources to navigate effectively in life.

3) Life experiences which you feel are relevant to this committee:

I went out the country and volunteered at a youth conference and I took youth on a missions trip while also attending a conference in Florida. These experiences can teach skills on how to deal with unlimited situations.

4) Organizations/Volunteer Organizations in which you are a member:

I currently work with other community organizations and I volunteer as a Youth Leader at my church.

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**Hanover Township**  
 Board Audit Report  
 From 10/2/13 to 11/5/13

	Subtotal	Alexian Invoices	Total
Total Town Fund	80,355.26	1,043.31	81,398.57
Total Senior Center	85,814.83	61.00	85,875.83
Total Welfare Services	29,962.52		29,962.52
Total Road and Bridge	20,811.04	300.00	21,111.04
Total Mental Health Board	77,501.35	3,450.00	80,951.35
Total Retirement	0.00		
Total Vehicle	103,648.36		103,648.36
Total Capital	4,581.95		4,581.95
Total All Funds	<u>402,675.31</u>	<u>4,854.31</u>	<u>407,529.62</u>

The above "Subtotal" column has been approved for payment this 5th day of November 2013.

The above "Total" column has been approved for payment this 5th day of November 2013.

\_\_\_\_\_  
 Supervisor

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

\_\_\_\_\_  
 Supervisor

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

\_\_\_\_\_  
 Trustee

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Accrual Basis

## Hanover Township Board Audit Report October 2 through November 5, 2013

Type	Date	Num	Name	Memo	Amount
<b>10L - Town Liabilities</b>					
<b>1012200 - Vehicle Stickers</b>					
Check	11/01/2013	101864	Cook County Collector	Vehicle Stickers	60.00
Total 1012200 - Vehicle Stickers					60.00
Total 10L - Town Liabilities					60.00
<b>1103 - Senior Center - Revenue</b>					
<b>1103500 - Senior Programs</b>					
Check	10/04/2013	101432	Ray Guimond	Architectural Tour Refund	57.00
Check	10/11/2013	101483	Mary Fittanto	Chicago Crime Tour Refund	40.00
Check	10/18/2013	101639	Louise Johnston	Drury Lane Refund	67.00
Check	10/18/2013	101651	Darlene Sobczyk	Art Institute Refund	36.00
Check	10/29/2013	101696	Concha Asturias	Holiday Cards Refund	68.00
Check	10/29/2013	101739	Charlotte Turnball	Halloween Party Refund	28.00
Check	11/01/2013	101869	Ann Cernak	Halloween Party Refund	28.00
Total 1103500 - Senior Programs					324.00
Total 1103 - Senior Center - Revenue					324.00
<b>3033 - Road &amp; Bridge - Revenue</b>					
<b>3033100 - Replacement Tax</b>					
Check	10/02/2013	101403	Village of Bartlett (Repl Taxes)	Replacement Tax Allocation - Apr thru Aug 13	1,735.93
Check	10/02/2013	101404	Village of Streamwood (Repl Tax)	Replacement Tax Allocation - Apr thru Aug 13	1,941.44
Check	10/02/2013	101405	Village of Hanover Park (Repl Tax)	Replacement Tax Allocation - Apr thru Aug 13	1,283.82
Check	10/02/2013	101406	Village of Hoffman Estates (Repl Taxes)	Replacement Tax Allocation - Apr thru Aug 13	249.03
Check	10/02/2013	101407	City of Elgin (Repl Taxes)	Replacement Tax Allocation - Apr thru Aug 13	4,332.58
Total 3033100 - Replacement Tax					9,542.80
Total 3033 - Road & Bridge - Revenue					9,542.80
<b>1014 - Town Fund - Expenditures</b>					
<b>101CAP - Capital Expenditures</b>					
<b>1014410 - Equipment Purchases</b>					
Check	10/08/2013	CC Sept	JP Morgan Chase	Filing Cabinets (2)	1,255.00
Check	10/29/2013	101743	Wells Fargo Financial Leasing 002	Acct# 001-0113861-002 Copy Machine Lease	328.00
Check	11/01/2013	101891	Sam's Club (Town 0487 6)	Office Chair	158.61
Check	11/01/2013	101891	Sam's Club (Town 0487 6)	Tax Exempt Credit	-13.10
Total 1014410 - Equipment Purchases					1,728.51
<b>1014430 - Computer Equipment &amp; Software</b>					
Check	10/04/2013	101424	Current Technologies Corporation	Inv# 3973 Trend Micro Maintenance Renewal	1,020.00
Check	10/08/2013	CC Sept	JP Morgan Chase	Astor Network Swich	197.99
Check	10/08/2013	CC Sept	JP Morgan Chase	HR Software Monthly Subscription	199.00
Check	10/08/2013	CC Sept	JP Morgan Chase	HR Software Implementation Fee	349.00
Check	10/08/2013	CC Sept	JP Morgan Chase	Server Backup Monthly Subscription	150.00
Check	10/08/2013	CC Sept	JP Morgan Chase	Township Web Address Renewal	37.99
Check	10/08/2013	101463	Current Technologies Corporation	Inv# 710472 Network Labor	1,520.00

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Type	Date	Num	Name	Memo	Amount
Check	10/18/2013	101637	Dell Marketing L.P.	Inv# xj7r9md17 Computer - S. Concepcion	588.47
Check	10/22/2013	101665	Current Technologies Corporation	Inv# 710528 Network Labor	1,140.00
Check	10/29/2013	101699	All Information Services	Inv# 25272 Phone Line Labor	437.50
Total 1014430 · Computer Equipment & Software					5,639.95
Total 101CAP · Capital Expenditures					7,368.46
<b>101CHN · Community Health</b>					
<b>1014451 · Postage</b>					
Check	10/11/2013	101486	Pitney Bowes Purchase Power	Acct# 8000-9090-0080-1105 Postage Charges	11.79
Total 1014451 · Postage					11.79
<b>1014452 · Office Supplies</b>					
Check	10/29/2013	101734	Staples	Inv# 3212559357 Copy Paper	113.97
Total 1014452 · Office Supplies					113.97
<b>1014453 · Printing</b>					
Check	10/08/2013	101465	Interact Business Products, LLC	Inv# 87814 Copy Charges	46.73
Total 1014453 · Printing					46.73
<b>1014454 · Travel</b>					
Check	10/29/2013	101678	Arriola, Stacy A	Mileage Reimbursement July-September	86.17
Total 1014454 · Travel					86.17
<b>1014456 · Community Affairs</b>					
Check	10/04/2013	101408	Arriola, Stacy A	Brain Fitness Video Lecture Snacks	12.21
Check	10/08/2013	CC Sept	JP Morgan Chase	Training Registration - K. Smith	50.23
Check	10/08/2013	CC Sept	JP Morgan Chase	CPR Course Completion Cards (21 Packs)	91.00
Check	10/08/2013	CC Sept	JP Morgan Chase	Health Expo Banner	54.41
Check	10/08/2013	101470	Stericycle, Inc	Inv# 4004413802 Sharp Container Disposal (75 lbs)	435.99
Check	10/11/2013	101485	PSS World Medical, Inc.	Inv# 87777799 Are You at Risk Brochures (1 Box)	23.59
Check	10/11/2013	101485	PSS World Medical, Inc.	Inv# 87779601 Are You at Risk Brochures (1 Box)	21.50
Check	10/11/2013	101485	PSS World Medical, Inc.	Inv# 87893051 Life Pack Battery	320.59
Total 1014456 · Community Affairs					1,009.52
<b>1014459 · Professional Services</b>					
Check	10/11/2013	101476	Alexian Brothers Health System	Patient# G.9319 Lab Work	29.31
Total 1014459 · Professional Services					29.31
<b>1014461 · Miscellaneous</b>					
Check	10/08/2013	101471	Water Logic	Acct# 775-0020005 LL Water Cooler Rental	60.00
Total 1014461 · Miscellaneous					60.00
<b>1014465 · Medical Supplies</b>					
Check	10/11/2013	101485	PSS World Medical, Inc.	Inv# 87698655 Tweezers/Gloves/Screening Supplies	224.57
Check	10/11/2013	101485	PSS World Medical, Inc.	Inv# 87749756 Vaccinations	91.00
Check	10/11/2013	101485	PSS World Medical, Inc.	Inv# 87918022 Screening Supplies/Vaccinations	680.17

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## Hanover Township Board Audit Report October 2 through November 5, 2013

Type	Date	Num	Name	Memo	Amount
Total 1014465 · Medical Supplies					995.74
<b>1014466 · Communications</b>					
Check	10/15/2013	101514	Sprint	Acct# 897162515 Monthly Charges	59.24
Total 1014466 · Communications					59.24
<b>1014467 · Crisis Care</b>					
Check	10/08/2013	CC Sept	JP Morgan Chase	Crisis Care	200.00
Check	10/08/2013	CC Sept	JP Morgan Chase	Crisis Care	100.00
Check	10/11/2013	101472	The Medicine Stop	Medication Assistance Crisis Care	49.73
Check	10/18/2013	101621	The Medicine Stop	Medication Assistance Crisis Care	41.99
Total 1014467 · Crisis Care					391.72
<b>1014491 · Health Insurance</b>					
Check	10/22/2013	101676	United Healthcare	Cust# 530960 Policy Coverage	1,075.00
Total 1014491 · Health Insurance					1,075.00
<b>1014492 · Dental, Vision &amp; Life Insurance</b>					
Check	10/22/2013	101667	Euclid Managers	Cust# 5641581 Dental/Life Ins Premium	126.18
Check	10/29/2013	101742	Vision Service Plan	Acct#30 033722 0001 Vision Insurance Monthly Premium	20.52
Total 1014492 · Dental, Vision & Life Insurance					146.70
Total 101CHN · Community Health					4,025.89
<b>101CVA · Community &amp; Veteran Affairs</b>					
<b>101CMA · Community Relations</b>					
<b>1014611 · Education &amp; Training</b>					
Check	10/08/2013	CC Sept	JP Morgan Chase	Streamwood Chamber Event	15.00
Check	10/08/2013	CC Sept	JP Morgan Chase	Hoffman Estates Chamber Event	20.00
Total 1014611 · Education & Training					35.00
<b>1014615 · Postage</b>					
Check	10/08/2013	CC Sept	JP Morgan Chase	TOI Photo Contest Submission Postage	2.24
Total 1014615 · Postage					2.24
<b>1014617 · Equipment &amp; Furniture</b>					
Check	10/08/2013	CC Sept	JP Morgan Chase	3 USB - Emergency Services	32.70
Check	10/11/2013	101490	Staples	Inv# 3210065983 Cable	24.99
Check	10/18/2013	101626	A1 Trophies & Awards, Inc	Inv# 14624 Name Badge (2)	15.90
Check	10/18/2013	101657	Wells Fargo Financial Leasing	Acct# 001-0090075-002 Copier Machine Rental	125.00
Check	10/29/2013	101694	Ace Coffee Bar	Inv# 2940:316753 Quarterly Cooler Rental	89.85
Total 1014617 · Equipment & Furniture					288.44
<b>1014619 · Office Supplies</b>					
Check	10/11/2013	101490	Staples	Inv# 3210552337 FireWire Cable	22.99
Total 1014619 · Office Supplies					22.99
<b>1014621 · Satellite Office Utilities</b>					

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## Hanover Township Board Audit Report October 2 through November 5, 2013

Type	Date	Num	Name	Memo	Amount
Check	10/04/2013	101420	Allied Waste Services	Acct# 3-0551-0097167 Monthly Charges September	40.05
Check	10/08/2013	101461	City of Elgin	Acct# 413720-6423 Water/Sewer	10.26
Check	10/08/2013	101467	NICOR (79)	Acct# 79-29-75-3728 8 Monthly Charges	36.46
Check	10/29/2013	101697	Allied Waste Services	Acct# 3-0551-0097167 Monthly Charges October	40.05
Check	10/29/2013	101712	Com Ed 041	Acct# 7923218041 Elgin CRO Monthly Charges	159.39
Check	10/29/2013	101724	NICOR (79)	Acct# 79-29-75-3728 8 Monthly Charges	42.15
Total 1014621 · Satellite Office Utilities					328.36
<b>1014622 · Satellite Office Lease</b>					
Check	10/08/2013	101454	Renz Center	November CRO Rent	2,181.00
Total 1014622 · Satellite Office Lease					2,181.00
<b>1014623 · Satellite Office Phone &amp; Intrnt</b>					
Check	10/04/2013	101418	AT&T 697	Acct# 847 742-8953 697 4 Monthly Charges	100.81
Check	10/08/2013	101460	Comcast (CRO)	Acct# 8771 20 032 0660935 Monthly Internet Charges September	89.85
Check	10/11/2013	101478	Kuttenberg, Thomas W	October 2013 Cell Phone Reimbursement	50.00
Check	10/29/2013	101706	Comcast (CRO)	Acct# 8771 20 032 0660935 Monthly Internet Charges October	99.35
Check	11/01/2013	101865	AT&T 697	Acct# 847 742-8953 697 4 Monthly Charges	153.73
Total 1014623 · Satellite Office Phone & Intrnt					493.74
<b>1014629 · Dues and Subscriptions</b>					
Check	10/18/2013	101645	Paddock Publications	Acct# 681793 Daily Herald Monthly Subscription	22.00
Total 1014629 · Dues and Subscriptions					22.00
<b>1014630 · Veteran Honor Roll</b>					
Check	10/29/2013	101695	A1 Trophies & Awards, Inc	Inv# 14655 Veterans Name Plate	4.00
Check	10/29/2013	101695	A1 Trophies & Awards, Inc	Inv# 14594 Veterans Name Plate (2)	8.00
Total 1014630 · Veteran Honor Roll					12.00
<b>1014691 · Health Insurance</b>					
Check	10/22/2013	101676	United Healthcare	Cust# 530960 Policy Coverage	1,666.27
Total 1014691 · Health Insurance					1,666.27
<b>1014692 · Dental, Vision &amp; Life Insurance</b>					
Check	10/22/2013	101667	Euclid Managers	Cust# 5641581 Dental/Life Ins Premium	124.37
Check	10/29/2013	101742	Vision Service Plan	Acct#30 033722 0001 Vision Insurance Monthly Premium	17.79
Total 1014692 · Dental, Vision & Life Insurance					142.16
Total 101CMA · Community Relations					5,194.20
Total 101CVA · Community & Veteran Affairs					5,194.20
<b>101ES · ES - Expenditures</b>					
<b>1014802 · Equipment</b>					
Check	10/08/2013	CC Sept	JP Morgan Chase	Warning Traffic Vehicle Lights	265.20
Check	10/18/2013	101636	Cintas F75/F94	Inv# F7500058133 Extinguisher Maintenance	124.01
Check	10/22/2013	101663	Comcast (ES)	Acct# 8771 10 083 0226773 Monthly Internet Charges	99.35
Check	10/22/2013	101664	Chief Supply Corp.	Inv# 324812 Flares/Barricade Tape/Flare Storage Box/Baton Tracer	508.43

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Accrual Basis

**Hanover Township**  
**Board Audit Report**  
 October 2 through November 5, 2013

Type	Date	Num	Name	Memo	Amount
Check	11/01/2013	101871	Chief Supply Corp.	Inv# 327777 Emergency Light for New Vehicle	128.99
Total 1014802 · Equipment					1,125.98
<b>1014803 · Uniforms</b>					
Check	10/08/2013	CC Sept	JP Morgan Chase	Chief Badges	254.00
Check	10/18/2013	101649	Ray O'herron Co., Inc.	Inv# 1331107 Bell Crown Cap	46.95
Check	10/18/2013	101649	Ray O'herron Co., Inc.	Inv# 1331109 Nampelates/Buckles/Rank Bars	142.47
Check	10/18/2013	101649	Ray O'herron Co., Inc.	Inv# 1331205 Badge	118.23
Total 1014803 · Uniforms					561.65
<b>1014805 · Postage</b>					
Check	10/08/2013	CC Sept	JP Morgan Chase	ES Tests Postage	16.05
Total 1014805 · Postage					16.05
<b>1014807 · Miscellaneous</b>					
Check	10/08/2013	CC Sept	JP Morgan Chase	U46 Safety Coordinator Meeting	24.00
Check	10/08/2013	CC Sept	JP Morgan Chase	Search and Rescue Stickers (2)	15.00
Total 1014807 · Miscellaneous					39.00
<b>1014809 · Pre-Volunteer Screening</b>					
Check	10/18/2013	101655	Verify (XHANEM)	Inv# 817524 Background Check	16.00
Total 1014809 · Pre-Volunteer Screening					16.00
<b>1014810 · Travel</b>					
Check	10/08/2013	CC Sept	JP Morgan Chase	Ground Search and Rescue Training Fuel	111.00
Total 1014810 · Travel					111.00
<b>1014811 · Volunteer Insurance</b>					
Check	10/22/2013	101670	National Union Fire Insurance Co.	Policy# SRG 0009119828 AIG Life Insurance Company	575.00
Total 1014811 · Volunteer Insurance					575.00
<b>1014812 · Volunteer Appreciation</b>					
Check	10/08/2013	CC Sept	JP Morgan Chase	Member Appreciation Supplies	104.92
Check	10/08/2013	CC Sept	JP Morgan Chase	Volunteer Appreciation	42.21
Check	10/08/2013	CC Sept	JP Morgan Chase	Ground Search and Rescue Training Meal	14.51
Total 1014812 · Volunteer Appreciation					161.64
<b>1014814 · Communications</b>					
Check	10/11/2013	101474	Palmer, Daniel D	Monthly Cell Phone Stipend - October	100.00
Check	10/15/2013	101514	Sprint	Acct# 897162515 Monthly Charges	35.20
Check	11/01/2013	101872	Chicago Communications	Inv# 254005 Vehicle Antenna	32.60
Check	11/01/2013	101872	Chicago Communications	Inv# 254036 Vehicle Antenna	32.60
Total 1014814 · Communications					200.40
<b>1014891 · Health Insurance</b>					
Check	10/22/2013	101676	United Healthcare	Cust# 530960 Policy Coverage	1,623.26
Total 1014891 · Health Insurance					1,623.26

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Accrual Basis

## Hanover Township Board Audit Report October 2 through November 5, 2013

Type	Date	Num	Name	Memo	Amount
<b>1014892 - Dental, Vision &amp; Life Insurance</b>					
Check	10/22/2013	101667	Euclid Managers	Cust# 5641581 Dental/Life Ins Premium	154.98
Check	10/29/2013	101742	Vision Service Plan	Acct#30 033722 0001 Vision Insurance Monthly Premium	18.02
Total 1014892 - Dental, Vision & Life Insurance					173.00
Total 101ES - ES - Expenditures					4,602.98
<b>101FOO - Food Pantry</b>					
<b>1014161 - Utilities</b>					
Check	10/04/2013	101448	Village of Hanover Park	Acct# 22510-39440 Water/Sewer	127.39
Check	10/18/2013	101633	Com Ed 016 (Astor)	Acct# 8584152016 Monthly Charges	333.34
Check	10/18/2013	101642	Nicor 65	Acct# 65-08-57-1000 5 Monthly Charges	42.75
Check	10/18/2013	101643	Nicor 75	Acct# 75-08-57-1000 4 Monthly Charges	53.08
Total 1014161 - Utilities					556.56
<b>1014191 - Health Insurance</b>					
Check	10/22/2013	101676	United Healthcare	Cust# 530960 Policy Coverage	1,623.26
Total 1014191 - Health Insurance					1,623.26
<b>1014192 - Dental, Vision &amp; Life Insurance</b>					
Check	10/22/2013	101667	Euclid Managers	Cust# 5641581 Dental/Life Ins Premium	165.03
Check	10/29/2013	101742	Vision Service Plan	Acct#30 033722 0001 Vision Insurance Monthly Premium	18.02
Total 1014192 - Dental, Vision & Life Insurance					183.05
Total 101FOO - Food Pantry					2,362.87
<b>101ISE - Insurance &amp; Employee Benefits</b>					
<b>1014411 - Employee Assistance Program</b>					
Check	10/08/2013	101468	Renz Addiction Counseling Center	Inv# 4496 Employee Assistance Program Oct-Dec	362.81
Total 1014411 - Employee Assistance Program					362.81
<b>1014504 - Dental, Vision &amp; Life Insurance</b>					
Check	10/04/2013	101442	NCPERS	Unit# 5785 Policy Coverage	16.00
Total 1014504 - Dental, Vision & Life Insurance					16.00
<b>1014513 - Employee Wellness</b>					
Check	10/04/2013	101426	CADR+	Inv# 10209 Consult a Doctor - October	70.00
Check	11/01/2013	101873	CADR+	Inv# 10292 Consult a Doctor - November	70.00
Total 1014513 - Employee Wellness					140.00
Total 101ISE - Insurance & Employee Benefits					518.81
<b>101LEA - Legal &amp; Auditing</b>					
<b>1014502 - Legal Services</b>					
Check	10/18/2013	101641	Kopon Airdo, LLC	Inv# 190-0001 12425 Legal Fees	10,502.46
Total 1014502 - Legal Services					10,502.46

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Accrual Basis

## Hanover Township Board Audit Report October 2 through November 5, 2013

Type	Date	Num	Name	Memo	Amount
Total 101LEA · Legal & Auditing					10,502.46
<b>101MAIN · Facilities Maintenance</b>					
<b>1014204 · Janitorial Supplies - Elgin</b>					
Check	10/04/2013	101512	Bade Paper Products, Inc	Inv# 190367 Toilet TIssue/Towels/Toilet Seat Covers	470.20
Total 1014204 · Janitorial Supplies - Elgin					470.20
<b>1014205 · Janitorial Supplies - Town</b>					
Check	10/04/2013	101512	Bade Paper Products, Inc	Inv# 190194 Towels/Disinfecting Wipes/Lysol Air Freshener	494.80
Check	10/29/2013	101701	Bade Paper Products, Inc	Inv# 191097 Toilet Tissue/Roll Towel/Can Liners	303.76
Check	10/29/2013	101701	Bade Paper Products, Inc	Inv# 191258 Toilet Tissue/Roll Towel/Can Liners	257.76
Total 1014205 · Janitorial Supplies - Town					1,056.32
<b>1014208 · Housekeeping Contract</b>					
Check	10/29/2013	101726	Perfect Cleaning Service, Inc.	Inv# 37272 Janitorial Service	2,880.00
Total 1014208 · Housekeeping Contract					2,880.00
<b>1014209 · Building Contracts</b>					
Check	10/04/2013	101443	Orkin Pest Control (Astor)	Inv# 87175331 Pest Control	50.00
Check	10/04/2013	101444	Orkin Pest Control (Senior)	Inv# 87175329 Pest Control	65.00
Check	10/29/2013	101715	Fox Valley Fire & Safety	Inv# 789480 Quarterly Security Monitoring Town	78.00
Check	10/29/2013	101715	Fox Valley Fire & Safety	Inv# 789612 Quarterly Security Monitoring Senior	78.00
Check	10/29/2013	101715	Fox Valley Fire & Safety	Inv# 790278 Fire Extinguisher Maintenance Town	187.80
Check	10/29/2013	101715	Fox Valley Fire & Safety	Inv# 790504 Fire Extinguisher Maintenance Senior	84.00
Check	10/29/2013	101725	Orkin Pest Control (Town)	Inv# 86963354 Pest Control	60.00
Check	11/01/2013	101884	Orkin Pest Control (Astor)	Inv# 88046975 Pest Control	50.00
Check	11/01/2013	101885	Orkin Pest Control (Senior)	Inv# 86963332 Pest Control	65.00
Total 1014209 · Building Contracts					717.80
<b>1014210 · Building Maintenance - Town</b>					
Check	10/04/2013	101512	Bade Paper Products, Inc	Inv# 190922 Scrubber and Sponge/Toilet Tissue/Gloves/Can Liners	278.58
Check	10/11/2013	101482	Elgin Key & Lock Co., Inc.	Inv# 84268 Duplicate Keys	15.60
Check	10/29/2013	101736	The Home Depot F&M	Tarp/Bungee Cords/Wasp Spray/Ballasts	104.04
Check	10/29/2013	101746	Bartlett Lions Club	Seasonal Decor	120.00
Total 1014210 · Building Maintenance - Town					518.22
<b>1014211 · Building Maintenance - Senior</b>					
Check	10/29/2013	101736	The Home Depot F&M	Spray Bottle/Paint Supplies/Halogen Lights/Paint	216.03
Check	11/01/2013	101878	Grainger	Inv# 9274711242 Light Bulbs/Ballast	138.34
Total 1014211 · Building Maintenance - Senior					354.37
<b>1014213 · Equipment Maintenance - Town</b>					
Check	10/04/2013	101434	Interact Business Products, LLC	Inv# 87618 Copy Charges	84.29
Check	10/08/2013	CC Sept	JP Morgan Chase	White Paper Tape	18.73
Total 1014213 · Equipment Maintenance - Town					103.02
<b>1014214 · Equipment Maintenance - Senior</b>					
Check	10/04/2013	101430	FlagsUSA	Inv# 56342 Flag Fringe/Sleeves	90.00

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Type	Date	Num	Name	Memo	Amount
Check	10/11/2013	101480	Climatetemp Service Group, LLC	Inv# S00362 Boiler Repair	311.51
Check	10/29/2013	101708	Climatetemp Service Group, LLC	Inv# S00450 Boiler Repair	1,768.00
Check	10/29/2013	101708	Climatetemp Service Group, LLC	Inv# S00574 Pump Replacement	858.28
Check	10/29/2013	101708	Climatetemp Service Group, LLC	Inv# S00598 Boiler Coupling Replacement	262.99
Check	10/29/2013	101736	The Home Depot F&M	Cable Tie/Straight Blade	38.71
Total 1014214 · Equipment Maintenance - Senior					3,329.49
<b>1014217 · Education &amp; Training</b>					
Check	10/04/2013	101419	Alexian Bros Corporate Health Services	Inv# 495599 Pre Employment Physical	87.00
Total 1014217 · Education & Training					87.00
<b>1014218 · Vehicle Maintenance - Town</b>					
Check	10/04/2013	101428	Friendly Ford, Inc	Inv# 178182 Rivets/Plates/Striker	79.93
Total 1014218 · Vehicle Maintenance - Town					79.93
<b>1014221 · Cell Phone/Communications</b>					
Check	10/15/2013	101514	Sprint	Acct# 897162515 Monthly Charges	96.08
Total 1014221 · Cell Phone/Communications					96.08
<b>1014222 · Trash Removal - Town</b>					
Check	10/04/2013	101420	Allied Waste Services	Acct# 3-0551-6013270 Monthly Charges September	156.92
Check	10/29/2013	101697	Allied Waste Services	Acct# 3-0551-6013270 Monthly Charges October	151.92
Total 1014222 · Trash Removal - Town					308.84
<b>1014223 · Trash Removal - Senior</b>					
Check	10/04/2013	101420	Allied Waste Services	Acct# 3-0551-6000579 Monthly Charges September	149.92
Check	10/29/2013	101697	Allied Waste Services	Acct# 3-0551-6000579 Monthly Charges October	144.92
Total 1014223 · Trash Removal - Senior					294.84
<b>1014224 · Trash Removal - Astor</b>					
Check	10/04/2013	101420	Allied Waste Services	Acct# 3-0551-6013274 Monthly Charges September	151.17
Check	10/29/2013	101697	Allied Waste Services	Acct# 3-0551-6013274 Monthly Charges October	146.17
Total 1014224 · Trash Removal - Astor					297.34
<b>1014225 · Grounds Maintenance</b>					
Check	10/04/2013	101430	FlagsUSA	Inv# 56351 Aluminum Lawn Socket	57.00
Check	10/29/2013	101707	Carol Stream Lawn and Power	Inv# 327521 Chain Loop/Hex Nut	22.51
Check	10/29/2013	101714	Environmental Aquatic Mgmt LLC	Inv#7627 Fountain Removal/Clean/Test/Storage	600.00
Check	10/29/2013	101736	The Home Depot F&M	Clamps/Bulbs	99.85
Total 1014225 · Grounds Maintenance					779.36
<b>1014227 · Miscellaneous</b>					
Check	10/04/2013	101410	Spejcher, Steve G	Health Expo Staff Appreciation Meal	92.92
Check	10/08/2013	CC Sept	JP Morgan Chase	Employee Interview Supplies	43.98
Check	10/29/2013	101731	Sam's Club (F&M 1035 2)	Member Fees / Account Charges	0.89
Check	10/29/2013	101745	Spejcher, Steve G	Worksite Lunch Reimbursement (3)	64.23
Check	11/01/2013	101866	Bartlett Sports	Inv# 3269 Township Sweatshirts (4)	84.00

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Type	Date	Num	Name	Memo	Amount
Total 1014227 · Miscellaneous					286.02
<b>1014229 · Equipment Maintenance - Elgin</b>					
Check	10/08/2013	101464	Grainger	Inv# 9257215708 Handicap Parking Sign	86.13
Check	10/08/2013	101464	Grainger	Credit# 9257123217 Handicap Parking Sign	-73.05
Total 1014229 · Equipment Maintenance - Elgin					13.08
<b>1014291 · Health Insurance</b>					
Check	10/22/2013	101676	United Healthcare	Cust# 530960 Policy Coverage	2,213.46
Total 1014291 · Health Insurance					2,213.46
<b>1014292 · Dental, Vision &amp; Life Insurance</b>					
Check	10/22/2013	101667	Euclid Managers	Cust# 5641581 Dental/Life Ins Premium	290.00
Check	10/29/2013	101742	Vision Service Plan	Acct#30 033722 0001 Vision Insurance Monthly Premium	38.31
Total 1014292 · Dental, Vision & Life Insurance					328.31
Total 101MAIN · Facilities Maintenance					14,213.68
<b>101THE · Town Hall Expense</b>					
<b>1014402 · Telephone - Town</b>					
Check	10/04/2013	101417	Barr, James C	3rd Quarter Cell Phone Reimbursement	150.00
Check	10/29/2013	101691	AT&T 077	Acct# 630 540-9071 077 2 Monthly Charges	133.75
Check	10/29/2013	101692	AT&T 533	Acct# 630 837-1413 533 8 Monthly Charges	113.27
Check	10/29/2013	101693	AT&T 803	Acct# 630 Z99-0161 803 2 Monthly Charges	43.40
Total 1014402 · Telephone - Town					440.42
<b>1014403 · Utilities - Town</b>					
Check	10/04/2013	101451	Village of Bartlett	Acct# 51470 Water/Sewer	130.46
Check	10/18/2013	101632	Com Ed 006 (Town)	Acct# 7826009006 Monthly Charges	877.27
Check	10/29/2013	101722	Nicor 34	Acct# 34-51-77-1000 9 Monthly Charges	237.66
Total 1014403 · Utilities - Town					1,245.39
<b>1014405 · Internet Access - Town</b>					
Check	10/29/2013	101711	Comcast (Town)	Acct# 8771 10 083 0128607 Monthly Charges	144.35
Total 1014405 · Internet Access - Town					144.35
<b>1014416 · Equipment Rental - Town</b>					
Check	10/22/2013	101673	Pitney Bowes Global Financial Services	Acct# 9574435 Postage Machine Rental (2 Months)	364.83
Check	10/29/2013	101694	Ace Coffee Bar	Inv# 2940:316751 Quarterly Cooler Rental	89.85
Total 1014416 · Equipment Rental - Town					454.68
Total 101THE · Town Hall Expense					2,284.84
<b>101TOE · Town Office Expense</b>					
<b>1014401 · Postage</b>					
Check	10/22/2013	101666	Easy Permit Postage	Acct# 8000-9090-0585-2392 Permit Activity Fee	15.60
Total 1014401 · Postage					15.60

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Type	Date	Num	Name	Memo	Amount
<b>1014404 · Office Supplies</b>					
Check	10/11/2013	101490	Staples	Inv# 3210065982 Award Plaques (15)	164.85
Check	10/11/2013	101490	Staples	Inv# 3210552285 Copy Paper 5 Cases	258.43
Check	10/18/2013	101634	Cartridge World	Inv# 4258 Ink Cartridges (4)	226.23
Check	10/29/2013	101694	Ace Coffee Bar	Inv# 2940:318319 Coffee Supplies	104.85
Check	10/29/2013	101734	Staples	Inv# 3212077961 Planner/Correction Fluid	23.95
Check	10/29/2013	101734	Staples	Inv# 3212077960 Copy Paper	27.57
Total 1014404 · Office Supplies					805.88
<b>1014408 · Salaries</b>					
Check	10/04/2013	101433	Job Giraffe	Inv# 00201468 Part Time Office Temp Help	152.32
Check	10/08/2013	101466	Job Giraffe	Inv# 00201555 Part Time Office Temp Help	133.28
Check	10/18/2013	101638	Job Giraffe	Inv# 00201642 Part Time Office Temp Help	142.80
Check	10/29/2013	101717	Job Giraffe	Inv# 00202079 Part Time Office Temp Help	209.44
Total 1014408 · Salaries					637.84
<b>1014412 · Travel Expenses</b>					
Check	10/04/2013	101411	Fischer, Joan L	Mileage Reimbursement	17.63
Check	10/08/2013	CC Sept	JP Morgan Chase	IEMA Conference Meals/Lodging (4)	3,296.46
Check	10/18/2013	101619	Dolan Baumer, Kathleen M	Mileage Reimbursement	109.72
Check	10/29/2013	101684	Patti Loomis	Mileage Reimbursement	41.18
Total 1014412 · Travel Expenses					3,464.99
<b>1014414 · Memberships, Subs &amp; Publication</b>					
Check	10/08/2013	CC Sept	JP Morgan Chase	Notary Registration - J. Fischer	98.00
Check	10/08/2013	CC Sept	JP Morgan Chase	Notary Registration - A. Imperato	98.00
Check	10/11/2013	101473	Cook County Clerk	Notary Stamp - A. Imperato	10.00
Check	10/11/2013	101473	Cook County Clerk	Notary Stamp - J. Fischer	10.00
Check	10/11/2013	101488	Bartlett Rotary Club	Inv# 518 Member Dues - J. Barr	143.00
Total 1014414 · Memberships, Subs & Publication					359.00
<b>1014420 · Pre-Employment Charges</b>					
Check	11/01/2013	101868	The Blue Line	Inv# 28319 ES Director Job Ad	250.00
Total 1014420 · Pre-Employment Charges					250.00
<b>1014424 · Education &amp; Training</b>					
Check	10/11/2013	101513	TOCC Officers	TOCC Spring Conference Registration (2)	30.00
Total 1014424 · Education & Training					30.00
<b>1014429 · Miscellaneous</b>					
Check	10/08/2013	CC Sept	JP Morgan Chase	Credit Card Machine Activation Test	2.04
Check	10/08/2013	CC Sept	JP Morgan Chase	Township Email Marketing	58.44
Check	10/08/2013	CC Sept	JP Morgan Chase	Photo Development TOI Contest	4.36
Check	11/01/2013	101891	Sam's Club (Town 0487 6)	Kitchen/Coffee Supples/Filters/Creamer	185.72
Check	11/01/2013	101891	Sam's Club (Town 0487 6)	Tax Exempt Credit	-7.46
Check	11/01/2013	101891	Sam's Club (Town 0487 6)	Account Charges	10.82
Total 1014429 · Miscellaneous					253.92

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Type	Date	Num	Name	Memo	Amount
<b>1014531 · Community Affairs</b>					
Check	10/08/2013	CC Sept	JP Morgan Chase	Street Fest Supplies - Stationary Packs (13)	104.66
Check	10/08/2013	CC Sept	JP Morgan Chase	Streamwood Chamber Event (3)	45.00
Check	10/08/2013	CC Sept	JP Morgan Chase	Hoffman Estates Chamber Event (3)	40.00
Check	10/11/2013	101478	Kuttenberg, Thomas W	Lacy Reserve Community Forum Supplies	48.51
Check	11/01/2013	101866	Bartlett Sports	Inv# 3283 Volunteer Event Shirts (100)	715.00
Total 1014531 · Community Affairs					953.17
<b>1014591 · Health Insurance</b>					
Check	10/22/2013	101676	United Healthcare	Cust# 530960 Policy Coverage	4,492.08
Total 1014591 · Health Insurance					4,492.08
<b>1014592 · Dental, Vision &amp; Life Insurance</b>					
Check	10/22/2013	101667	Euclid Managers	Cust# 5641581 Dental/Life Ins Premium	336.43
Check	10/29/2013	101742	Vision Service Plan	Acct#30 033722 0001 Vision Insurance Monthly Premium	46.53
Total 1014592 · Dental, Vision & Life Insurance					382.96
Total 101TOE · Town Office Expense					11,645.44
<b>104ASR · Assessor's Division</b>					
<b>1044405 · Office Supplies</b>					
Check	10/11/2013	101490	Staples	Inv# 3210552286 Toner (3)	289.94
Check	10/29/2013	101734	Staples	Inv# 3211294514 Toner	157.99
Total 1044405 · Office Supplies					447.93
<b>1044407 · Printing</b>					
Check	10/04/2013	101431	Fed Ex	Inv#2-412-04869 Shipping Charges	121.93
Total 1044407 · Printing					121.93
<b>1044491 · Health Insurance</b>					
Check	10/22/2013	101676	United Healthcare	Cust# 530960 Policy Coverage	1,195.38
Total 1044491 · Health Insurance					1,195.38
<b>1044492 · Dental, Vision &amp; Life Insurance</b>					
Check	10/22/2013	101667	Euclid Managers	Cust# 5641581 Dental/Life Ins Premium	169.05
Check	10/29/2013	101742	Vision Service Plan	Acct#30 033722 0001 Vision Insurance Monthly Premium	28.74
Total 1044492 · Dental, Vision & Life Insurance					197.79
Total 104ASR · Assessor's Division					1,963.03
<b>107CLK · Clerk's Department</b>					
<b>1074206 · Legal Notices</b>					
Check	10/22/2013	101674	Paddock Publications, Inc	Inv#4354470 Public Notice	21.00
Total 1074206 · Legal Notices					21.00
Total 107CLK · Clerk's Department					21.00
<b>109YFS · Youth &amp; Family Services</b>					

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## Hanover Township Board Audit Report October 2 through November 5, 2013

Type	Date	Num	Name	Memo	Amount
<b>109ADM - Administration &amp; Clinical</b>					
<b>1094611 - Education &amp; Training</b>					
Check	10/08/2013	CC Sept	JP Morgan Chase	Tools for Field Instruction Workshop - D. Aister	90.00
Check	10/08/2013	CC Sept	JP Morgan Chase	Annual Retreat Facility Rental (15)	1,425.00
Check	10/08/2013	101469	Sam's Club (YFS 0748 1)	Annual Retreat Snacks	17.24
Check	10/18/2013	101613	Spunt, Sarah B	IASWG Symposium - S. Spunt (Funded by MHB Grant)	1,309.49
Total 1094611 - Education & Training					2,841.73
<b>1094612 - Consulting Fees</b>					
Check	10/22/2013	101668	Michael Kelly LCSW	Consulting Fees	300.00
Total 1094612 - Consulting Fees					300.00
<b>1094614 - Printing</b>					
Check	10/04/2013	101435	Kwik Print	Inv# 50738 Letterhead	82.20
Check	10/22/2013	101669	Kwik Print	Inv# 50921 Business Cards	38.00
Total 1094614 - Printing					120.20
<b>1094618 - Psychiatric Backup</b>					
Check	10/08/2013	101456	Alexian Bros. Behavioral Health Hospital	Psychiatric Follow Up Visits	705.00
Total 1094618 - Psychiatric Backup					705.00
<b>1094619 - Office Supplies</b>					
Check	10/18/2013	101647	Quill Corporation	Inv# 5948402 Scissors/Binders/Copy Paper	93.37
Check	10/18/2013	101647	Quill Corporation	Inv# 5948402 Tax Exempt Credit	-5.50
Check	10/18/2013	101647	Quill Corporation	Inv# 6084106 Name Badges	56.31
Check	10/18/2013	101647	Quill Corporation	Inv# 6084106 Tax Exempt Credit	-3.31
Check	10/18/2013	101647	Quill Corporation	Inv# 6100352 Tent Cards	23.70
Check	10/18/2013	101647	Quill Corporation	Inv# 6100352 Tax Exempt Credit	-1.39
Check	10/18/2013	101647	Quill Corporation	Inv# 6202616 Appointment Books/Calendars	184.34
Check	10/18/2013	101647	Quill Corporation	Inv# 6202616 Tax Exempt Credit	-10.84
Check	10/29/2013	101732	Sam's Club (YFS 0748 1)	Cups/Sanitizer/Kleenex	45.26
Total 1094619 - Office Supplies					381.94
<b>1094620 - Community Affairs</b>					
Check	10/08/2013	CC Sept	JP Morgan Chase	AITCOY Website Fee (Reimbursed)	119.40
Check	10/08/2013	CC Sept	JP Morgan Chase	Snowcone Syrup	12.21
Check	10/08/2013	CC Sept	JP Morgan Chase	Invitation Kits (2)/ Paper	69.63
Check	10/08/2013	101469	Sam's Club (YFS 0748 1)	School Resource Fair Supplies	8.86
Check	10/22/2013	101661	Concepcion, Sara	Bully-Day Tee Shirts	55.00
Total 1094620 - Community Affairs					265.10
<b>1094621 - Recruitment and Pre Employment</b>					
Check	10/04/2013	101419	Alexian Bros Corporate Health Services	Inv# 497609 Pre Employment Physical	87.00
Check	10/04/2013	101419	Alexian Bros Corporate Health Services	Inv# 494605 Pre Employment Physical	87.00
Check	10/04/2013	101419	Alexian Bros Corporate Health Services	Inv# 495018 Pre Employment Physical	48.00
Check	10/18/2013	101656	Verify (XHANOV)	Inv# 817526 Background Check N. Lomeli	16.00
Total 1094621 - Recruitment and Pre Employment					238.00

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Type	Date	Num	Name	Memo	Amount
<b>1094622 - Miscellaneous</b>					
Check	10/08/2013	CC Sept	JP Morgan Chase	Occassion Flowers - Baby Cohen	64.94
Check	10/08/2013	101469	Sam's Club (YFS 0748 1)	Account Charges	1.91
Check	10/29/2013	101732	Sam's Club (YFS 0748 1)	Account Charges	0.71
Total 1094622 - Miscellaneous					67.56
<b>1094623 - Travel</b>					
Check	10/04/2013	101416	Aister, Deanna J	Mileage Reimbursement	55.94
Check	10/04/2013	101416	Aister, Deanna J	Parking Reimbursement	10.00
Check	10/18/2013	101613	Spunt, Sarah B	Mileage Reimbursement	85.32
Check	10/18/2013	101616	Robl, Jared R	Mileage Reimbursement	151.01
Total 1094623 - Travel					302.27
<b>1094626 - Equipment &amp; Furniture</b>					
Check	10/18/2013	101637	Dell Marketing L.P.	Inv# xj7r9md17 Computer - S. Concepcion	294.23
Check	10/22/2013	101662	Parquette, John J	3rd Quarter Cell Phone Reimbursement	120.00
Total 1094626 - Equipment & Furniture					414.23
<b>1094628 - Tutoring</b>					
Check	10/29/2013	101732	Sam's Club (YFS 0748 1)	Tutoring Supplies	83.74
Total 1094628 - Tutoring					83.74
<b>1094629 - Dues &amp; Subscriptions</b>					
Check	10/04/2013	101421	Better Homes and Gardens	Magazine Subscription	20.00
Check	10/04/2013	101429	Family Circle	Magazine Subscription	9.99
Check	10/04/2013	101447	TIME	Magazine Subscription	35.00
Check	10/18/2013	101646	Parents Magazine	Magazine Subscription	10.00
Total 1094629 - Dues & Subscriptions					74.99
<b>1094691 - Health Insurance</b>					
Check	10/22/2013	101676	United Healthcare	Cust# 530960 Policy Coverage	4,986.98
Total 1094691 - Health Insurance					4,986.98
<b>1094692 - Dental, Vision &amp; Life Insurance</b>					
Check	10/22/2013	101667	Euclid Managers	Cust# 5641581 Dental/Life Ins Premium	572.97
Check	10/29/2013	101742	Vision Service Plan	Acct#30 033722 0001 Vision Insurance Monthly Premium	51.99
Total 1094692 - Dental, Vision & Life Insurance					624.96
Total 109ADM - Administration & Clinical					11,406.70
<b>109OUT - Outreach &amp; Prevention</b>					
<b>1094627 - Open Gym Program.</b>					
Check	10/29/2013	101702	Bartlett Sports	Inv# 3267 Open Gym Tee-Shirts (5)	55.00
Total 1094627 - Open Gym Program.					55.00
<b>1094643 - Education &amp; Training</b>					
Check	10/08/2013	CC Sept	JP Morgan Chase	Dynamic Public Speaking Workshop - A. Chacon	249.00
Check	10/08/2013	CC Sept	JP Morgan Chase	Mental Health Diagnoses Workshop - A. Chacon	30.00

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Type	Date	Num	Name	Memo	Amount
Check	10/08/2013	CC Sept	JP Morgan Chase	New Changes to Old Concepts Workshop - A. Chacon	77.00
Check	10/08/2013	CC Sept	JP Morgan Chase	Thinking Inside the Box Workshop - A. Chacon	129.00
Total 1094643 · Education & Training					485.00
<b>1094644 · Travel</b>					
Check	10/18/2013	101614	Teachout, Amanda A	Mileage Reimbursement	106.79
Check	10/29/2013	101686	Chacon, Alejandra E	Mileage Reimbursement August-September	141.82
Total 1094644 · Travel					248.61
<b>1094647 · Office Supplies</b>					
Check	10/08/2013	101469	Sam's Club (YFS 0748 1)	Coffee Cups /Tissue	21.46
Check	10/29/2013	101728	Quill Corporation	Inv# 6458460 Envelopes	32.50
Check	10/29/2013	101728	Quill Corporation	Tax Exempt Credit	-1.91
Total 1094647 · Office Supplies					52.05
<b>1094648 · Community Affairs</b>					
Check	11/01/2013	101891	Sam's Club (Town 0487 6)	Information Table Candy	17.72
Total 1094648 · Community Affairs					17.72
<b>1094650 · Program Supplies</b>					
Check	10/29/2013	101732	Sam's Club (YFS 0748 1)	Red Ribbon Week Supplies	103.63
Total 1094650 · Program Supplies					103.63
<b>1094651 · Cellphones</b>					
Check	10/15/2013	101514	Sprint	Acct# 897162515 Monthly Charges	131.27
Total 1094651 · Cellphones					131.27
<b>1094791 · Health Insurance</b>					
Check	10/22/2013	101676	United Healthcare	Cust# 530960 Policy Coverage	3,782.05
Total 1094791 · Health Insurance					3,782.05
<b>1094792 · Dental, Vision &amp; Life Insurance</b>					
Check	10/22/2013	101667	Euclid Managers	Cust# 5641581 Dental/Life Ins Premium	321.41
Check	10/29/2013	101742	Vision Service Plan	Acct#30 033722 0001 Vision Insurance Monthly Premium	31.47
Total 1094792 · Dental, Vision & Life Insurance					352.88
Total 109OUT · Outreach & Prevention					5,228.21
Total 109YFS · Youth & Family Services					16,634.91
Total 1014 · Town Fund - Expenditures					81,338.57
<b>1104 · Senior Center - Expenditures</b>					
<b>1104ADM · Administration</b>					
<b>1104524 · Utilities</b>					
Check	10/04/2013	101441	Nicor 53	Acct# 53-90-98-7636 8 Monthly Charges September	1,321.71
Check	10/04/2013	101451	Village of Bartlett	Acct# 63818 Water/Sewer	508.80
Check	10/04/2013	101451	Village of Bartlett	Acct#62447 Water/Sewer	166.07

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## Hanover Township Board Audit Report October 2 through November 5, 2013

Type	Date	Num	Name	Memo	Amount
Check	10/18/2013	101630	Com Ed 009 (Snr)	Acct# 7826010009 Monthly Charges	4,018.32
Check	10/29/2013	101723	Nicor 53	Acct# 53-90-98-7636 8 Monthly Charges	1,282.15
Check	11/01/2013	101870	Com Ed 009 (Snr)	Acct# 7826010009 Monthly Charges October	3,729.66
Total 1104524 · Utilities					11,026.71
<b>1104525 · Telephone &amp; High Speed Internet</b>					
Check	10/15/2013	101514	Sprint	Acct# 897162515 Monthly Charges	380.95
Total 1104525 · Telephone & High Speed Internet					380.95
<b>1104527 · Equipment</b>					
Check	10/08/2013	101471	Water Logic	Acct# 775-0020005 Water Cooler Rental	60.00
Check	10/11/2013	101490	Staples	Inv# 3210552284 Office Chair	215.29
Check	10/11/2013	101490	Staples	Inv# 3210552283 Projector	399.99
Check	10/18/2013	101658	Wells Fargo Financial Leasing 001	Acct# 001-0090075-001 Copier Machine Rental	351.00
Check	10/22/2013	101671	Pitney Bowes	Acct# 6871669 Postage Machine Rental	132.82
Total 1104527 · Equipment					1,159.10
<b>1104528 · Office Supplies</b>					
Check	10/11/2013	101490	Staples	Inv# 3210552287 Ink/Toner/Batteries/Copy Paper/Calendars	405.53
Check	10/11/2013	101490	Staples	Credit for Inv# 3210065937	-198.89
Check	10/11/2013	101490	Staples	Inv# 3210065939 Office Supplies (SHIP)	72.43
Check	10/22/2013	101672	Pitney Bowes, Inc	Acct# 2020-9276-86-2 Red Ink Cartridge (2)	50.47
Check	10/29/2013	101734	Staples	Inv# 3212077957 Easel Pad/Copy Paper/Inks	208.41
Check	10/29/2013	101734	Staples	Inv# 3212077958 Monthly Calendars	24.99
Check	10/29/2013	101734	Staples	Inv# 3212077959 Easel Pad	42.99
Check	10/29/2013	101734	Staples	Credit For Inv# 3208234132	-198.89
Check	10/29/2013	101734	Staples	Inv# 3211294515 Copy Paper/Pens/Scissors/Tape	285.01
Check	11/01/2013	101891	Sam's Club (Town 0487 6)	Coffee Supplies/Kitchen Materials /Paper Towels/Napkins/Tea	421.46
Check	11/01/2013	101891	Sam's Club (Town 0487 6)	Tax Exempt Credit	-15.93
Total 1104528 · Office Supplies					1,097.58
<b>1104529 · Postage</b>					
Check	10/11/2013	101486	Pitney Bowes Purchase Power	Acct# 8000-9090-0080-1105 Postage Charges	542.39
Total 1104529 · Postage					542.39
<b>1104533 · Printing</b>					
Check	10/08/2013	101465	Interact Business Products, LLC	Inv# 87814 Copy Charges	276.43
Total 1104533 · Printing					276.43
<b>1104535 · Travel</b>					
Check	10/08/2013	CC Sept	JP Morgan Chase	CEDA Meeting Parking	37.00
Check	10/08/2013	CC Sept	JP Morgan Chase	ITASC Meeting Parking	16.00
Check	10/08/2013	CC Sept	JP Morgan Chase	Green Machine Fuel	32.27
Check	10/08/2013	101453	Varsalona, Kathleen R	Mileage Reimbursement	200.31
Check	10/08/2013	101455	Conway, Megan A	Mileage Reimbursement	54.42
Total 1104535 · Travel					340.00
<b>1104538 · Community Affairs</b>					
Check	10/08/2013	CC Sept	JP Morgan Chase	Oktoberfest Raffle Basket	43.51

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## Hanover Township Board Audit Report October 2 through November 5, 2013

Type	Date	Num	Name	Memo	Amount
Total 1104538 · Community Affairs					43.51
<b>1104591 · Health Insurance</b>					
Check	10/22/2013	101676	United Healthcare	Cust# 530960 Policy Coverage	9,029.80
Check	10/29/2013	101742	Vision Service Plan	Acct#30 033722 0001 Vision Insurance Monthly Premium	74.12
Total 1104591 · Health Insurance					9,103.92
<b>1104592 · Dental, Vision &amp; Life Insurance</b>					
Check	10/22/2013	101667	Euclid Managers	Cust# 5641581 Dental/Life Ins Premium	614.77
Total 1104592 · Dental, Vision & Life Insurance					614.77
Total 1104ADM · Administration					24,585.36
<b>1104SOC · Social Services</b>					
<b>1104514 · Weekend Programming</b>					
Check	10/18/2013	101622	Thomas Pope	Billiard Tournament Prize	24.99
Check	10/18/2013	101653	University of Illinois Extension	Master Gardener Class	75.00
Check	10/29/2013	101738	Tango Argentina Club	French Language Class Instructor	300.00
Total 1104514 · Weekend Programming					399.99
<b>1104515 · Programming</b>					
Check	10/08/2013	CC Sept	JP Morgan Chase	Health Expo/Wellness Shirts (244)	1,650.61
Check	10/08/2013	CC Sept	JP Morgan Chase	Pizza & Movie Refreshments	118.14
Check	10/08/2013	CC Sept	JP Morgan Chase	Silver Screen Program Refreshments	60.58
Check	10/08/2013	CC Sept	JP Morgan Chase	Driver Trip Meals (2)	50.32
Check	10/08/2013	CC Sept	JP Morgan Chase	Music Videos Props/Tape/Costume Pieces	213.18
Check	10/08/2013	CC Sept	JP Morgan Chase	Summer Celebration Parade Float	325.00
Check	10/08/2013	CC Sept	JP Morgan Chase	Music Video Refreshments	55.36
Check	10/08/2013	CC Sept	JP Morgan Chase	Music Video Costume Rental (6)	320.00
Check	10/08/2013	CC Sept	JP Morgan Chase	Health Expo Banners (7) / Return Labels (140)	402.60
Check	10/08/2013	CC Sept	JP Morgan Chase	Monthly Movie Subscription	15.99
Check	10/08/2013	CC Sept	JP Morgan Chase	Holiday Party Centerpieces (12)	141.66
Check	10/08/2013	CC Sept	JP Morgan Chase	Indoor Bocce Ball Set	116.90
Check	10/08/2013	CC Sept	JP Morgan Chase	5 Wishes Brochure (100)	107.90
Check	10/08/2013	CC Sept	JP Morgan Chase	Summer Party Luncheon Rental (250)	2,134.15
Check	10/08/2013	CC Sept	JP Morgan Chase	Holiday Party Centerpieces (18)	212.50
Check	10/08/2013	CC Sept	JP Morgan Chase	Memoir Writing Paper Supplies	14.71
Check	10/08/2013	CC Sept	JP Morgan Chase	Photo Film	32.64
Check	10/08/2013	CC Sept	JP Morgan Chase	Oktoberfest Banners (6)	261.15
Check	10/08/2013	CC Sept	JP Morgan Chase	Music Video Refreshments (75)	327.49
Check	10/08/2013	CC Sept	JP Morgan Chase	Boat Tour Outing Tickets (10)	150.00
Check	10/08/2013	CC Sept	JP Morgan Chase	Senior Lunch and Theatre (32)	917.96
Check	10/08/2013	CC Sept	JP Morgan Chase	Holiday Party Deposit (225)	500.00
Check	10/08/2013	CC Sept	JP Morgan Chase	Phantom of the Opera Deposit	50.00
Check	10/08/2013	CC Sept	JP Morgan Chase	Motown Musical (25)	2,037.50
Check	10/08/2013	CC Sept	JP Morgan Chase	Mens Forum Program Refreshments	92.71
Check	10/08/2013	CC Sept	JP Morgan Chase	Senior Picnic Food (100)	463.99
Check	10/08/2013	CC Sept	JP Morgan Chase	Mens Forum Program Refreshments	14.30
Check	10/08/2013	CC Sept	JP Morgan Chase	Senior Outing Trip (31)	890.04

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**Hanover Township**  
**Board Audit Report**  
 October 2 through November 5, 2013

Type	Date	Num	Name	Memo	Amount
Check	10/08/2013	CC Sept	JP Morgan Chase	Royal Oak Farm Trip	150.00
Check	10/11/2013	101481	Teresa Donoho-Sperenza	November/December Yoga Classes	1,505.00
Check	10/11/2013	101489	Streamwood Park District	Exercise Class Instructor August 2013	425.00
Check	10/18/2013	101624	Bartlett Park District	Valentines Day Party Deposit - Villa Olivia	1,500.00
Check	10/18/2013	101625	Crytal Clear Music Productions	Valentines Day Party Entertainment	35.00
Check	10/22/2013	101659	Bob Kalal	Spring Fling Music Workshop Performance	175.00
Check	10/22/2013	101660	Bob Kalal	Rock and Roll Music Workshop Performance	175.00
Check	10/29/2013	101688	Dick Course	Square Dance Calling Deposit	50.00
Check	10/29/2013	101727	Betsy Peska	Exercise Class September 2013	105.00
Check	10/29/2013	101738	Tango Argentina Club	Dance Class Instruction	300.00
Check	11/01/2013	101874	Continuing Education Inst. of Illinois	Inv# 80891 Passport to Wellness Event	787.67
Check	11/01/2013	101889	Sam's Club (Snr 0052 8)	Program Snacks/Supplies/Plates/Napkins	148.06
Check	11/01/2013	101889	Sam's Club (Snr 0052 8)	Program Snacks/Supplies/ Refreshments/Snacks	145.39
Total 1104515 · Programming					17,178.50
<b>1104516 · Social Services</b>					
Check	10/08/2013	CC Sept	JP Morgan Chase	LIHEAP Postcards (2 Packs)	52.98
Check	10/08/2013	CC Sept	JP Morgan Chase	AIRS Certification - J. Busche	55.00
Check	10/08/2013	CC Sept	JP Morgan Chase	AIRS Certification - A. Seul	55.00
Total 1104516 · Social Services					162.98
<b>1104519 · Senior Assistance</b>					
Check	11/01/2013	101861	Spring Lakes Estates	Rent Assisitance	200.00
Check	11/01/2013	101862	City of Elgin	Utilities Assistance	200.00
Total 1104519 · Senior Assistance					400.00
<b>1104520 · Volunteer Services</b>					
Check	10/04/2013	101414	Charles Coleman	Home Delivered Meals Mileage Reimbursement	16.39
Check	10/04/2013	101415	Beth Cooper	Home Delivered Meals Mileage Reimbursement	24.86
Check	10/18/2013	101620	Clark Krumpos	Home Delivered Meals Mileage Reimbursement	65.84
Check	10/29/2013	101679	Chris Coleman	Home Delivered Meals Mileage Reimbursement	36.73
Check	10/29/2013	101680	Phil Roth	Home Delivered Meals Mileage Reimbursement	41.25
Check	10/29/2013	101681	Jerome Krzywdzinski	Home Delivered Meals Mileage Reimbursement	77.97
Check	10/29/2013	101682	William Riccio	Home Delivered Meals Mileage Reimbursement	50.85
Check	10/29/2013	101748	Lynne Schiller	Home Delivered Meals Mileage Reimbursement	14.69
Check	10/29/2013	101749	Gerardo Amargos	Home Delivered Meals Mileage Reimbursement	42.38
Total 1104520 · Volunteer Services					370.96
<b>1104526 · Club 59</b>					
Check	10/08/2013	101452	Easy Permit Postage	Acct# 8000-9090-0585-2392 Club 59 Postage	1,809.53
Check	10/11/2013	101487	Plum Grove Printers	Inv# 274149 Club 59 Newsletter (3,400)	1,925.14
Total 1104526 · Club 59					3,734.67
<b>1104530 · Nutrition</b>					
Check	10/11/2013	101479	Catholic Charities	Oktoberfest Luncheon (71)	509.00
Total 1104530 · Nutrition					509.00
<b>1104532 · Visual Arts</b>					
Check	10/04/2013	101437	Midwest Ceramic Art Supply	Ceramic Supplies	182.69

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## Hanover Township Board Audit Report October 2 through November 5, 2013

Type	Date	Num	Name	Memo	Amount
Check	10/08/2013	101459	Blick Art Materials	Inv# 2186830 Art Materials	101.91
Check	10/08/2013	101459	Blick Art Materials	Tax Exempt Credit	-7.98
Check	10/11/2013	101477	Jenny Vogt	Inv# 100313 Watercolor & Wine Class	0.00
Check	10/18/2013	101617	Ed Hoy's International	Inv# 1207574 Glass Program Supplies	112.45
Check	10/18/2013	101618	Irene Boutzarelos	Fused Glass Instruction	56.56
Check	10/18/2013	101623	Susan Kazenas	Craft Supplies - Glue/Clay/Aluminum Foil	43.07
Check	10/18/2013	101627	Blick Art Materials	Inv# 2213728 Art Materials	106.72
Check	10/29/2013	101689	Sara Drower	Chocolate History & Tasting Presentation	100.00
Check	10/29/2013	101700	Blick Art Materials	Inv# 2277833 Art Materials	224.30
Check	10/29/2013	101700	Blick Art Materials	Tax Exempt Credit	-17.62
Check	10/29/2013	101713	DigiGraphics	Inv# 40779 Holiday Cards	485.10
Total 1104532 · Visual Arts					1,387.20
Total 1104SOC · Social Services					24,143.30
<b>1104TRN · Transportation</b>					
<b>1104512 · Volunteer Express</b>					
Check	10/04/2013	101412	Sue Mattioli	Volunteer Express Mileage Reimbursement	89.84
Check	10/04/2013	101413	JoAnita Duczak	Volunteer Express Mileage Reimbursement	62.72
Check	10/18/2013	101615	Eileen Manta	Volunteer Express Mileage Reimbursement	94.92
Check	10/18/2013	101654	Verify (XHTSSE)	Inv# 817539 Background Check	21.00
Check	10/29/2013	101747	Sue Mattioli	Volunteer Express Mileage Reimbursement	30.51
Check	11/01/2013	101875	JoAnita Duczak	Volunteer Express Mileage Reimbursement	107.92
Total 1104512 · Volunteer Express					406.91
<b>1104518 · Vehicle Maintenance</b>					
Check	10/04/2013	101425	Chicago International Trucks, LLC.	Inv# 16111080 Ring/Fitting/Cap	35.22
Check	10/04/2013	101438	Midwest Transit Equipment, Inc.	Inv# 446575 Fitting Tee	73.50
Check	10/04/2013	101440	Mitchell 1	Acct# 979637 Online Technical Support	71.11
Check	10/08/2013	CC Sept	JP Morgan Chase	IPASS Replenishment	40.00
Check	10/18/2013	101644	O'Reilly Auto Parts	Gloves/Stabilizer	50.15
Check	10/29/2013	101716	Friendly Ford, Inc	Inv# 178472 Starter Motor	289.52
Check	10/29/2013	101716	Friendly Ford, Inc	Inv# 178498 Credit	-35.00
Check	10/29/2013	101716	Friendly Ford, Inc	Inv# 178364 Drain Plug	5.15
Check	10/29/2013	101716	Friendly Ford, Inc	Inv# 178386 Credit	-18.19
Check	10/29/2013	101718	Interstate Battery System	Inv# 50200762 Battery	40.00
Check	10/29/2013	101720	Midwest Transit Equipment, Inc.	Inv# 447381 Pressure Switch/Hydraulic Fluid	170.30
Check	10/29/2013	101720	Midwest Transit Equipment, Inc.	Inv# 447036 Pressure Switch/Hydraulic Fluid	170.30
Check	10/29/2013	101729	Safety Lane Inspections	Inv# 10725 Safety Inspection	33.48
Check	10/29/2013	101735	Terminal Supply Co.	Inv# 64544 Connectors/Tubing	119.55
Check	11/01/2013	101880	Keller Heartt Co., Inc.	Inv# 191982 55 Gallon Oil Drum	421.50
Check	11/01/2013	101886	Pomp's Tire Service	Inv# 640014376 Tire Repair	105.00
Total 1104518 · Vehicle Maintenance					1,571.59
<b>1104547 · Dispatch Software</b>					
Check	10/04/2013	101427	Ecolane USA Inc.	Inv# 100218 Dispatch Software	23,954.00
Check	10/29/2013	101740	Verizon Wireless	Acct# 742025529 Monthly Charges	2,799.92
Total 1104547 · Dispatch Software					26,753.92

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## Hanover Township Board Audit Report October 2 through November 5, 2013

Type	Date	Num	Name	Memo	Amount
<b>1104549 · Recruitment</b>					
Check	10/04/2013	101419	Alexian Bros Corporate Health Services	Inv# 497479 Pre Employment Physical	61.00
Check	10/18/2013	101656	Verify (XHANOV)	Inv# 817526 Background Check G. Blomquist	37.00
Check	11/01/2013	101863	Township Officials of Illinois	2014 Drug Testing Program (9 Participants)	765.00
Total 1104549 · Recruitment					863.00
<b>1104550 · Telephone</b>					
Check	10/04/2013	101450	Verizon Wireless	Acct# 742025529 Monthly Charges September	1,022.47
Check	10/15/2013	101514	Sprint	Acct# 897162515 Monthly Charges	1.54
Check	10/29/2013	101740	Verizon Wireless	Acct# 742025529 Monthly Charges October	808.47
Total 1104550 · Telephone					1,832.48
<b>1104551 · Training</b>					
Check	10/08/2013	CC Sept	JP Morgan Chase	IPTA Membership Dues	200.00
Check	10/08/2013	CC Sept	JP Morgan Chase	IPTA Conference Lodging	161.55
Total 1104551 · Training					361.55
<b>1104691 · Health Insurance</b>					
Check	10/22/2013	101676	United Healthcare	Cust# 530960 Policy Coverage	4,529.32
Total 1104691 · Health Insurance					4,529.32
<b>1104692 · Dental, Vision &amp; Life Insurance</b>					
Check	10/22/2013	101667	Euclid Managers	Cust# 5641581 Dental/Life Ins Premium	446.26
Check	10/29/2013	101742	Vision Service Plan	Acct#30 033722 0001 Vision Insurance Monthly Premium	58.14
Total 1104692 · Dental, Vision & Life Insurance					504.40
Total 1104TRN · Transportation					36,823.17
Total 1104 · Senior Center - Expenditures					85,551.83
<b>2024 · Welfare Services - Expenditures</b>					
<b>2024ADM · Administration</b>					
<b>2024202 · Office Supplies</b>					
Check	10/11/2013	101490	Staples	Inv# 3209574140 Copy Paper	75.98
Check	10/29/2013	101734	Staples	Inv# 3210065938 Correction Tape/Supplies	22.97
Total 2024202 · Office Supplies					98.95
<b>2024204 · Equipment</b>					
Check	10/04/2013	101423	Comcast (WS)	Acct# 8771 10 085 0097898 Monthly Charges	105.86
Check	10/08/2013	101458	Ace Coffee Bar	Inv# 302171 2nd Quarter Cooler Rental	89.85
Check	10/15/2013	101514	Sprint	Acct# 897162515 Monthly Charges	60.88
Check	10/29/2013	101694	Ace Coffee Bar	Inv# 2940:316747 3rd Quarter Cooler Rental	89.85
Check	10/29/2013	101703	Comcast (WS)	Acct# 8771 10 085 0097898 Monthly Charges	105.86
Check	10/29/2013	101710	Cintas	Inv# 22645605 Auxilliary Staff Uniforms (11)	169.35
Check	10/29/2013	101710	Cintas	Inv# 22633035 Auxilliary Staff Uniforms (4)	70.70
Check	10/29/2013	101744	Wells Fargo Financial Leasing 003	Acct# 001-0090075-003 Copy Machine Rental	150.00
Total 2024204 · Equipment					842.35

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Type	Date	Num	Name	Memo	Amount
<b>2024205 · Travel &amp; Training</b>					
Check	10/08/2013	CC Sept	JP Morgan Chase	Le Cordon Bleu Meeting Travel	56.60
Check	10/08/2013	CC Sept	JP Morgan Chase	TOI Conference Lodging - Imperato	320.00
Check	10/08/2013	CC Sept	JP Morgan Chase	Le Cordon Bleu Employment Service Meeting Lunch	30.81
Check	10/29/2013	101685	Simon, Janet L	Mileage/Meals Reimbursement	161.11
Check	10/29/2013	101690	Orozco, Laura A	Mileage Reimbursement	17.18
Total 2024205 · Travel & Training					585.70
<b>2024212 · Dues &amp; Publications</b>					
Check	10/29/2013	101741	Verify (XHANGA)	Inv# 817525 Background Checks	16.00
Total 2024212 · Dues & Publications					16.00
<b>2024510 · Miscellaneous</b>					
Check	10/08/2013	CC Sept	JP Morgan Chase	Office Decorations	10.00
Check	10/29/2013	101730	Sam's Club (WS 6382 9)	Account Charges	1.48
Total 2024510 · Miscellaneous					11.48
<b>2024591 · Health Insurance</b>					
Check	10/22/2013	101676	United Healthcare	Cust# 530960 Policy Coverage	2,181.73
Total 2024591 · Health Insurance					2,181.73
<b>2024592 · Dental, Vision &amp; Life Insurance</b>					
Check	10/22/2013	101667	Euclid Managers	Cust# 5641581 Dental/Life Ins Premium	183.57
Check	10/29/2013	101742	Vision Service Plan	Acct#30 033722 0001 Vision Insurance Monthly Premium	27.36
Total 2024592 · Dental, Vision & Life Insurance					210.93
Total 2024ADM · Administration					3,947.14
<b>2024EMP · Employment Services</b>					
<b>2024216 · Office Supplies</b>					
Check	10/29/2013	101734	Staples	Inv# 3210065938 Leaflets/Binders	54.76
Total 2024216 · Office Supplies					54.76
<b>2024217 · Equipment</b>					
Check	10/29/2013	101734	Staples	Inv# 3210065936 Computer Workstations	215.29
Total 2024217 · Equipment					215.29
<b>2024218 · Travel &amp; Training</b>					
Check	10/04/2013	101409	Grimes, Sean M	Mileage Reimbursement	77.20
Total 2024218 · Travel & Training					77.20
<b>2024220 · Printing</b>					
Check	10/29/2013	101719	Kwik Print	Inv# 50781 Employment Services Signage	148.00
Check	10/29/2013	101719	Kwik Print	Inv# 50884 Business Cards	71.20
Total 2024220 · Printing					219.20
<b>2024291 · Health Insurance</b>					
Check	10/22/2013	101676	United Healthcare	Cust# 530960 Policy Coverage	2,270.38

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Type	Date	Num	Name	Memo	Amount
Total 2024291 · Health Insurance					2,270.38
<b>2024292 · Dental, Vision &amp; Life Insurance</b>					
Check	10/22/2013	101667	Euclid Managers	Cust# 5641581 Dental/Life Ins Premium	203.49
Check	10/29/2013	101742	Vision Service Plan	Acct#30 033722 0001 Vision Insurance Monthly Premium	13.68
Total 2024292 · Dental, Vision & Life Insurance					217.17
Total 2024EMP · Employment Services					3,054.00
<b>2024HOM · Home Relief</b>					
<b>2024102 · Rent</b>					
Check	10/15/2013	2531	Stephanie Fedorovich	October 2013 Rent	503.23
Check	10/25/2013	2532	William Kallas	October 2013 Rent	440.32
Check	10/25/2013	2540	Spring Lakes Estates	November 2013 Rent	400.00
Check	10/25/2013	2541	Swanson Real Estate	November 2013 Rent	620.00
Check	10/25/2013	2542	Son Hui Anderson	November 2013 Rent	650.00
Check	10/25/2013	2543	E Eight Inc	November 2013 Rent	650.00
Check	10/25/2013	2544	Wayne Grove	November 2013 Rent	600.00
Check	10/25/2013	2545	William Kallas	November 2013 Rent	500.00
Check	10/25/2013	2546	Ralph Kanehl Sr.	November 2013 Rent	400.00
Check	10/25/2013	2547	Dale Panganiban	November 2013 Rent	550.00
Check	10/25/2013	2548	Paul Krella	November 2013 Rent	650.00
Check	10/25/2013	2549	Theodore Urzendowski	November 2013 Rent	500.00
Check	10/25/2013	2550	Adam Zeliz	November 2013 Rent	500.00
Check	10/25/2013	2552	CarolAnn Sansone	November 2013 Rent	450.00
Check	10/25/2013	2556	Forest Ridge Homeowners Association	November 2013 Rent	174.00
Check	10/25/2013	2557	Cook County Treasurer	Property Tax 06353050511045	188.71
Check	10/25/2013	2562	Bartlett Green V Condo Assoc.	November 2013 Rent	150.55
Check	10/25/2013	2563	Stephanie Fedorovich	November 2013 Rent	146.66
Check	10/25/2013	2566	Cook County Treasurer	Property Tax 06171100070000	241.30
Check	10/25/2013	2571	Isabella Toto	November 2013 Rent	265.00
Check	10/25/2013	2574	John Ellenbogan	November 2013 Rent	450.00
Check	10/25/2013	2579	Spring Lakes Estates	November 2013 Rent	600.00
Total 2024102 · Rent					9,629.77
<b>2024103 · Utilities</b>					
Check	10/25/2013	2551	Village of Bartlett	Utilities Assistance 52229	30.30
Check	10/25/2013	2553	Advanced Disposal Services	Utilities Assistance Acct# T0192123	58.06
Check	10/25/2013	2554	Com Ed	Utilities Assistance Acct# 2091015059	121.24
Check	10/25/2013	2555	Village of Streamwood	Utilities Assistance Acct#14402640001	46.70
Check	10/25/2013	2558	Village of Bartlett	Utilities Assistance 51869	29.74
Check	10/25/2013	2559	NICOR	Utilities Assistance Acct#4630771000	7.00
Check	10/25/2013	2561	Com Ed	Utilities Assistance Acct# 7490495001	84.00
Check	10/25/2013	2564	Com Ed	Utilities Assistance Acct# 7923239031	40.00
Check	10/25/2013	2565	City of Elgin	Water Acct 39556528355	31.70
Check	10/25/2013	2567	Village of Streamwood	Utilities Assistance Acct#19900620001	58.31
Check	10/25/2013	2568	Advanced Disposal Services	Utilities Assistance Acct# T0018006	53.76
Check	10/25/2013	2569	NICOR	Utilities Assistance Acct#8252871000	30.00
Check	10/25/2013	2570	Com Ed	Utilities Assistance Acct# 7832153006	140.00

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## Hanover Township Board Audit Report October 2 through November 5, 2013

Type	Date	Num	Name	Memo	Amount
Check	10/25/2013	2572	Com Ed	Utilities Assistance Acct# 7490543057	150.00
Check	10/25/2013	2573	NICOR	Utilities Assistance Acct# 2897107798	50.00
Check	10/25/2013	2575	Village of Streamwood	Utilities Assistance Acct#25400730001	82.79
Check	10/25/2013	2576	NICOR	Utilities Assistance Acct# 2847258896	45.00
Check	10/25/2013	2577	Advanced Disposal Services	Utilities Assistance Acct# T0012121	52.95
Check	10/25/2013	2578	Com Ed	Utilities Assistance Acct# 7667641033	280.06
Check	10/25/2013	2579	Spring Lakes Estates	Water Acct	50.00
Total 2024103 · Utilities					1,441.61
<b>2024105 · Clothing</b>					
Check	10/25/2013	2539	Walmart	Personal Essentials Card (15)	1,840.00
Total 2024105 · Clothing					1,840.00
<b>2024106 · Travel Expenses</b>					
Check	10/25/2013	2538	BP Gas Station	Fuel Assistance Gas Cards (7)	600.00
Check	10/25/2013	2560	Travelers Personal Insurance	Car Insurance #989 635 806 101 1	50.00
Total 2024106 · Travel Expenses					650.00
<b>2024119 · Emergency Assistance</b>					
Check	10/08/2013	2527	Squire Village	Eviction Notice	1,000.00
Check	10/08/2013	2528	Kaleem Rahim	Eviction Notice	1,000.00
Check	10/08/2013	2529	Squire Village	Eviction Notice	750.00
Check	10/25/2013	2533	Firdosi Jahangir	Eviction Notice	1,250.00
Check	10/25/2013	2534	Tina Soristo	Eviction Notice	900.00
Check	10/25/2013	2535	Old Oak Estates	Eviction Notice	1,000.00
Check	10/25/2013	2536	Wojciech Sokol	Eviction Notice	750.00
Check	10/25/2013	2537	Blackhawk Apartments	Eviction Notice	1,000.00
Check	10/29/2013	2580	Sheng Guo	Eviction Notice	500.00
Check	10/29/2013	2581	Jimmy Seyto	Eviction Notice	500.00
Check	10/29/2013	2582	Spring Lakes Estates	Eviction Notice	750.00
Total 2024119 · Emergency Assistance					9,400.00
Total 2024HOM · Home Relief					22,961.38
Total 2024 · Welfare Services - Expenditures					29,962.52
<b>3034 · Road &amp; Bridge - Expenditures</b>					
<b>3034ADM · Administration</b>					
<b>3034701 · Legal</b>					
Check	10/11/2013	101484	Bryan E. Mraz & Associates	Legal Fees	435.00
Total 3034701 · Legal					435.00
<b>3034702 · Insurance</b>					
Check	10/22/2013	101676	United Healthcare	Cust# 530960 Policy Coverage	853.85
Total 3034702 · Insurance					853.85
<b>3034704 · Telephone</b>					
Check	10/04/2013	101446	Sprint (HWY)	Acct# 162978503 Monthly Charges September	279.63

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## Hanover Township Board Audit Report October 2 through November 5, 2013

Type	Date	Num	Name	Memo	Amount
Check	10/29/2013	101733	Sprint (HWY)	Acct# 162978503 Monthly Charges October	280.05
Total 3034704 · Telephone					559.68
<b>3034707 · Printing</b>					
Check	11/01/2013	101879	Kwik Print	Inv# 50964 Letterhead/Envelopes	211.40
Total 3034707 · Printing					211.40
<b>3034709 · Uniforms &amp; Safety Equipment</b>					
Check	10/18/2013	101652	Steve's Printing Service, LLC	Inv# 146A Staff Shirts (20)	232.06
Check	10/18/2013	101652	Steve's Printing Service, LLC	Tax Exempt Credit	-17.69
Total 3034709 · Uniforms & Safety Equipment					214.37
<b>3034710 · Community Affairs</b>					
Check	10/08/2013	CC Sept	JP Morgan Chase	Elgin Chamber Event	25.00
Check	10/08/2013	101457	Alexian Brothers Foundation	Trisha Lynn Simon Foundation Annual Event	300.00
Total 3034710 · Community Affairs					325.00
<b>3034711 · Utilities</b>					
Check	10/18/2013	101631	Com Ed 8009 (R&B)	Acct# 7826008009 Monthly Charges	231.50
Check	10/29/2013	101721	Nicor 44	Acct# 44-51-77-1000 8 Monthly Charges	134.12
Total 3034711 · Utilities					365.62
<b>3034712 · Miscellaneous</b>					
Check	10/29/2013	101687	Santangelo, Samuel A	Food Reimbursement	41.24
Total 3034712 · Miscellaneous					41.24
<b>3034713 · Service Charges</b>					
Check	10/18/2013	101628	Business Card - Bank of America	Account Charges	33.62
Total 3034713 · Service Charges					33.62
<b>3034714 · Office Supplies</b>					
Check	10/29/2013	101719	Kwik Print	Inv# 50917 Letterhead/Envelopes	218.90
Total 3034714 · Office Supplies					218.90
<b>3034792 · Dental, Vision &amp; Life Insurance</b>					
Check	10/22/2013	101667	Euclid Managers	Cust# 5641581 Dental/Life Ins Premium	147.21
Check	10/29/2013	101742	Vision Service Plan	Acct#30 033722 0001 Vision Insurance Monthly Premium	30.78
Total 3034792 · Dental, Vision & Life Insurance					177.99
<b>3034793 · Unemployment</b>					
Check	10/23/2013	101677	Illinois Dept of Employment Security	IL Acct #0807487 - Unemployment Balance Due	57.65
Total 3034793 · Unemployment					57.65
Total 3034ADM · Administration					3,494.32
<b>3034ROD · Road Maintenance</b>					
<b>3034600 · Controlled Substance Testing</b>					
Check	10/29/2013	101683	Township Officials of Illinois	2014 Random Drug Testing Renewal	340.00

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## Hanover Township Board Audit Report October 2 through November 5, 2013

Type	Date	Num	Name	Memo	Amount
Total 3034600 · Controlled Substance Testing					340.00
<b>3034602 · Operating Supplies &amp; Materials</b>					
Check	10/04/2013	101439	Martin Implement Sales, Inc	Inv# A29103 Display	539.96
Check	10/04/2013	101440	Mitchell 1	Acct# 979637 Online Technical Support	71.10
Check	10/18/2013	101629	Beverly Materials, L.L.C.	Inv# 188391 Road Material	60.48
Check	10/18/2013	101640	John Deere Landscapes	Inv# 66200805 Mulch	75.00
Check	10/18/2013	101648	PPG	Inv# 824402001167 Traffic Paint	367.50
Check	10/18/2013	101648	PPG	Inv# 824402001222 Traffic Paint	363.74
Check	10/18/2013	101650	Road Safe Traffic Systems	Inv# 17432 Traffic Sign	47.00
Check	10/22/2013	101675	The Home Depot	Eye Bolts/Bits/Socket Screws	110.47
Check	10/29/2013	101729	Safety Lane Inspections	Inv# 10745 Safety Inspection	33.48
Check	10/29/2013	101737	Terrace Supply Company	Inv# 931225 Cylinder Rental	9.90
Check	11/01/2013	101867	Beverly Materials, L.L.C.	Inv# 189164 Road Material	64.40
Check	11/01/2013	101881	Menard's - Glendale Heights	Inv# 38689 Paint/Paint Supplies	95.39
Check	11/01/2013	101883	Martin Implement Sales, Inc	Inv# A29759 Bearing/Seal/Bolts	222.29
Check	11/01/2013	101888	Road Runner Safety Services Inc	Inv# 4992 22-2017 Street Sign (3)	101.09
Check	11/01/2013	101888	Road Runner Safety Services Inc	Tax Exempt Credit	-6.94
Check	11/01/2013	101890	Telvent DTN	Inv# 4151369 Weather Information Provider	2,496.00
Total 3034602 · Operating Supplies & Materials					4,650.86
<b>3034603 · Gasoline</b>					
Check	10/04/2013	101449	Village of Bartlett - Fuel	Inv# 2902 August Fuel	570.68
Total 3034603 · Gasoline					570.68
<b>3034610 · Street Lighting</b>					
Check	10/08/2013	101462	Com Ed 051	Acct# 5619024051 Monthly Charges	31.26
Check	10/29/2013	101704	Com Ed 000 & 048 (R&B)	Acct# 0657043000 Monthly Charges	61.34
Check	10/29/2013	101705	Com Ed 152	Acct# 0045120152 Monthly Charges	264.98
Check	11/01/2013	101876	Dependable Building Services	Inv# 42691 Street Light Repair	304.25
Check	11/01/2013	101876	Dependable Building Services	Inv# 46294 Street Light Repair	1,055.51
Total 3034610 · Street Lighting					1,717.34
Total 3034ROD · Road Maintenance					7,278.88
<b>303EQM · Equipment</b>					
<b>3034609 · Maintenance Vehicles &amp; Equip</b>					
Check	10/04/2013	101425	Chicago International Trucks, LLC.	Inv# 16111162 Switch	126.54
Check	10/18/2013	101644	O'Reilly Auto Parts	Belt	18.08
Check	10/29/2013	101709	Commercial Tire Services, Inc.	Inv# 2220016231 Tire Repair	412.00
Check	11/01/2013	101882	Monroe Truck Equipment	Inv# 5250249 Shields	238.42
Total 3034609 · Maintenance Vehicles & Equip					795.04
Total 303EQM · Equipment					795.04
Total 3034 · Road & Bridge - Expenditures					11,568.24
<b>5054 · Mental Health - Expenditures</b>					
<b>5054ADM · Administration</b>					

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## Hanover Township Board Audit Report October 2 through November 5, 2013

Type	Date	Num	Name	Memo	Amount
<b>5054005 · Training</b>					
Check	10/08/2013	CC Sept	JP Morgan Chase	MHB Grantmaking Training	250.00
Total 5054005 · Training					250.00
<b>5054006 · Travel</b>					
Check	10/18/2013	101612	Powers, Suzanne E	Mileage Reimbursement	57.52
Total 5054006 · Travel					57.52
<b>5054010 · Employee Insurance</b>					
Check	10/22/2013	101667	Euclid Managers	Cust# 5641581 Dental/Life Ins Premium	42.06
Check	10/22/2013	101676	United Healthcare	Cust# 530960 Policy Coverage	497.16
Check	10/29/2013	101742	Vision Service Plan	Acct#30 033722 0001 Vision Insurance Monthly Premium	6.84
Total 5054010 · Employee Insurance					546.06
<b>5054012 · Office Supplies</b>					
Check	10/11/2013	101490	Staples	Inv# 3210552285 Binders/Divider	18.27
Total 5054012 · Office Supplies					18.27
<b>5054014 · Equip / Database</b>					
Check	10/11/2013	101497	Links Technology Solutions, Inc	Inv# 24159 Website Hosting	125.00
Total 5054014 · Equip / Database					125.00
<b>5054537 · Community Relations</b>					
Check	10/08/2013	CC Sept	JP Morgan Chase	Human Services Coordinating Council Refreshments	35.40
Check	10/18/2013	101612	Powers, Suzanne E	Community Crisis Center Breakfast Registration	25.00
Total 5054537 · Community Relations					60.40
Total 5054ADM · Administration					1,057.25
<b>5054COM · Community Resource Center</b>					
<b>5054210 · Utilities</b>					
Check	10/11/2013	101508	Village of Streamwood Water Billing Dept.	Acct# 105-0062-00-01 Water/Sewer	18.33
Check	10/11/2013	101510	Nicor (MHB)	Acct# 84-67-77-1000 0 Monthly Charges	98.98
Check	11/01/2013	101895	Nicor (MHB)	Acct# 84-67-77-1000 0 Monthly Charges	108.88
Check	11/01/2013	101896	Com Ed 019 (MHB)	Acct# 6992134019 Monthly Charges	128.79
Total 5054210 · Utilities					354.98
<b>5054213 · Janitorial</b>					
Check	10/11/2013	101506	JaniKing	Inv# 10130509 Monthly Contract Billing	414.00
Total 5054213 · Janitorial					414.00
<b>5054250 · Building Maintenance</b>					
Check	10/11/2013	101493	Groot Recycling & Waste Services Inc	Acct# 16790-001 Monthly Charges	39.32
Check	10/11/2013	101505	Orkin Pest Control (MHB)	Inv# 87160971 Pest Control	50.00
Check	10/11/2013	101509	Fox Valley Fire & Safety	Inv# 788004 Fire Extinguisher Service	201.00
Check	11/01/2013	101892	Tyco Integrated Security LLC	Inv# 07878147 Quarterly Billing	273.00
Check	11/01/2013	101894	Orkin Pest Control (MHB)	Inv# 88046979 Pest Control	50.00
Check	11/01/2013	101897	Bade Paper Products, Inc	Inv# 191098 Toilet Tissue / Roll Towels	79.00

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## Hanover Township Board Audit Report October 2 through November 5, 2013

Type	Date	Num	Name	Memo	Amount
Check	11/01/2013	101904	Fox Valley Fire & Safety	Inv# 793881 Monitoring Maintenance	147.50
Total 5054250 · Building Maintenance					839.82
<b>5054286 · Agency Support Services</b>					
Check	10/11/2013	101507	Hinckley Springs (MHB)	Acct# 16681552567400 Monthly Charges	55.30
Check	11/01/2013	101893	Hinckley Springs (MHB)	Acct# 16681552567400 Monthly Charges	55.33
Check	11/01/2013	101898	PAETEC	Acct# 9097797 Monthly Charges	557.50
Check	11/01/2013	101898	PAETEC	Acct# 1173538 Monthly Charges	73.13
Total 5054286 · Agency Support Services					741.26
Total 5054COM · Community Resource Center					2,350.06
<b>5054SVC · Service Contracts</b>					
<b>5054102 · CAC Family Support</b>					
Check	10/11/2013	101495	Childrens Advocacy Ctr of Nwst Co Cou...	Family Support Services	183.50
Total 5054102 · CAC Family Support					183.50
<b>5054104 · CCC Domestic Violence Shelter</b>					
Check	10/11/2013	101499	Community Crisis Center	Shelter	7,500.00
Total 5054104 · CCC Domestic Violence Shelter					7,500.00
<b>5054105 · CCC Domestic Violence Counsel</b>					
Check	10/11/2013	101499	Community Crisis Center	Domestic Violence Counseling	6,250.00
Total 5054105 · CCC Domestic Violence Counsel					6,250.00
<b>5054112 · Clearbrook Children's Program</b>					
Check	10/11/2013	101501	Clearbrook	Childrens Program	1,375.00
Total 5054112 · Clearbrook Children's Program					1,375.00
<b>5054113 · Clearbrook Residential</b>					
Check	10/11/2013	101501	Clearbrook	Residential Services	1,000.00
Total 5054113 · Clearbrook Residential					1,000.00
<b>5054114 · Clearbrook Development Training</b>					
Check	10/11/2013	101501	Clearbrook	Developmental Training	625.00
Total 5054114 · Clearbrook Development Training					625.00
<b>5054128 · RENZ Outpatient</b>					
Check	11/01/2013	101905	Renz Addiction Counseling Center	Outpatient Treatment	7,847.15
Total 5054128 · RENZ Outpatient					7,847.15
<b>5054129 · Day One Network</b>					
Check	11/01/2013	101899	DayOneNetwork	Case Coordination Oct-Dec	1,875.00
Total 5054129 · Day One Network					1,875.00
<b>5054130 · Northwest Casa</b>					
Check	10/11/2013	101498	Northwest CASA	Counseling Services	772.50

**Hanover Township  
Board Audit Report  
October 2 through November 5, 2013**

Type	Date	Num	Name	Memo	Amount
Total 5054130 · Northwest Casa					772.50
<b>5054138 · Contract Support Services</b>					
Check	10/11/2013	101492	Family Svc Assoc of Greater Elgin	Support Services	1,571.75
Check	10/11/2013	101492	Family Svc Assoc of Greater Elgin	Support Services	111.03
Check	10/11/2013	101492	Family Svc Assoc of Greater Elgin	Support Services	49.91
Check	11/01/2013	101907	Alexian Brothers Center for Mental Health	Emergency Grant - Therapy Services	1,725.00
Total 5054138 · Contract Support Services					3,457.69
<b>5054140 · Maryville Academy Casa Salama</b>					
Check	10/11/2013	101500	Maryville Academy	Casa Salama	6,250.00
Total 5054140 · Maryville Academy Casa Salama					6,250.00
<b>5054141 · Shelter Inc Healthy Families</b>					
Check	10/11/2013	101503	Shelter, Inc	Healthy Families	2,500.00
Total 5054141 · Shelter Inc Healthy Families					2,500.00
<b>5054142 · Centro De Informacion</b>					
Check	11/01/2013	101902	Centro de Informacion	MH Services @ Glendale Terrace	8,000.00
Total 5054142 · Centro De Informacion					8,000.00
<b>5054146 · Bridge YFS Crisis Intervention</b>					
Check	11/01/2013	101903	The Bridge Youth & Family Services	Crisis Services	2,250.00
Total 5054146 · Bridge YFS Crisis Intervention					2,250.00
<b>5054148 · FSA Youth</b>					
Check	10/11/2013	101492	Family Svc Assoc of Greater Elgin	Youth Therapy Aug-Sept	6,632.05
Total 5054148 · FSA Youth					6,632.05
<b>5054149 · FSA Adult</b>					
Check	10/11/2013	101492	Family Svc Assoc of Greater Elgin	Adult Therapy Aug-Sept	1,992.15
Total 5054149 · FSA Adult					1,992.15
<b>5054160 · Summit Center</b>					
Check	11/01/2013	101900	Summit Center	Early Learning Center	3,000.00
Total 5054160 · Summit Center					3,000.00
<b>5054162 · Tide Transportation</b>					
Check	10/11/2013	101511	A#1 Cab Dispatch Inc	Tide Invoices 10/7/13	53.75
Check	11/01/2013	101909	A#1 Cab Dispatch Inc	Tide Invoices 10/17/13	53.75
Total 5054162 · Tide Transportation					107.50
<b>5054165 · Alexian Bros - Outpatient Psych</b>					
Check	10/11/2013	101494	Alexian Brothers Center for Mental Health	Outpatient Services	1,725.00
Total 5054165 · Alexian Bros - Outpatient Psych					1,725.00
<b>5054166 · PADS of Elgin</b>					
Check	10/11/2013	101504	PADS of Elgin	Homelessness Service	5,000.00

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## Hanover Township Board Audit Report October 2 through November 5, 2013

Type	Date	Num	Name	Memo	Amount
Total 5054166 · PADS of Elgin					5,000.00
<b>5054169 · Elgin Family Center - Case Mgmt</b>					
Check	11/01/2013	101901	Greater Elgin Family Care Center	Case Management Service	2,125.00
Total 5054169 · Elgin Family Center - Case Mgmt					2,125.00
<b>5054170 · Elgin Family Ctr - Post Partum</b>					
Check	11/01/2013	101901	Greater Elgin Family Care Center	Pos Partum Depression Screening	1,250.00
Total 5054170 · Elgin Family Ctr - Post Partum					1,250.00
<b>5054172 · Countryside In-Home Respite</b>					
Check	11/01/2013	101908	Countryside Association	In Home Respite	211.50
Total 5054172 · Countryside In-Home Respite					211.50
<b>5054180 · Capital Grant Fund</b>					
Check	11/01/2013	101906	Association for Individual Development	Capital Grant - Work Training Program Large Capacity Scales (2)	1,990.00
Total 5054180 · Capital Grant Fund					1,990.00
<b>5054182 · Clearbrook Employment</b>					
Check	10/11/2013	101501	Clearbrook	Employment Program	500.00
Total 5054182 · Clearbrook Employment					500.00
<b>5054193 · Boys and Girls Club</b>					
Check	10/11/2013	101502	Boys & Girls Club of Elgin	Boys & Girls Club April-Sept	2,500.00
Total 5054193 · Boys and Girls Club					2,500.00
<b>5054196 · Catholic Charities Caregivers</b>					
Check	10/11/2013	101496	Catholic Charities	Caregivers Group	625.00
Total 5054196 · Catholic Charities Caregivers					625.00
Total 5054SVC · Service Contracts					77,544.04
Total 5054 · Mental Health - Expenditures					80,951.35
<b>7004 · Vehicle Replcmnt - Expenditures</b>					
<b>7004408 · Vehicle Purchase</b>					
Check	10/04/2013	101436	Mark Your Space, Inc.	Inv# 1841 Logo Installation on Vehicle (2)	1,420.35
Check	10/04/2013	101436	Mark Your Space, Inc.	Tax Exempt Credit	-71.99
Check	10/11/2013	101475	Fouts Brothers	Inv# FBFE11474 Rescue Unit Vehicle	102,000.00
Total 7004408 · Vehicle Purchase					103,348.36
<b>7004540 · Bus Purchase</b>					
Check	10/04/2013	101445	Pace	Acct# 30896 Monthly Lease	200.00
Check	11/01/2013	101887	Pace	Inv# 290585 Van Lease	100.00
Total 7004540 · Bus Purchase					300.00
Total 7004 · Vehicle Replcmnt - Expenditures					103,648.36

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**Hanover Township**  
**Board Audit Report**  
October 2 through November 5, 2013

Type	Date	Num	Name	Memo	Amount
<b>8084 - Capital Projects - Expenditures</b>					
<b>8084415 - Senior Ctr Emergency Generator</b>					
Check	11/01/2013	101877	dbHMS	Inv# 7037 Senior Center Retro Commissioning Services	2,830.00
Total 8084415 - Senior Ctr Emergency Generator					2,830.00
<b>8084425 - Building &amp; Perm Improvements</b>					
Check	10/22/2013	101675	The Home Depot	IWL Project Light Bulbs/Glue/Miter Saw/Shelving/ Lighting	1,293.81
Check	10/29/2013	101736	The Home Depot F&M	IWL Panelling/Vanity/Trim/Housing/Faucet	458.14
Total 8084425 - Building & Perm Improvements					1,751.95
Total 8084 - Capital Projects - Expenditures					4,581.95
<b>TOTAL</b>					<b>407,529.62</b>

- I. Call to Order/Roll Call  
Supervisor McGuire called the meeting to order at 7:00 p.m. Clerk Dolan Baumer called the roll; present were Trustees Benoit, Burke, Caramelli and Krick, and Supervisor McGuire.  
  
Elected and appointed officials present: Assessor Thomas Smogolski and Highway Commissioner P. Craig Ochoa.  
  
Others present included Administrator James Barr, Assistant Administrator Katie Delaney, YFS Director John Parquette, Director of Welfare Services Mary Jo Imperato, Attorney Mike Airdo, Management Analyst Thomas Warfield, Administrative Assistant Alex Imperato, Streamwood High School Civics class students, Mr. Richard Bassuk and his wife.
- 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  
Veterans Honor Roll: Mr. McGuire asked that the Board join him in congratulating and thanking SP4 Richard A. Bassuk on his induction into the Veterans Honor Roll recognizing his service in the U.S. Army.
- V. Reports
  - A. Supervisor: Mr. McGuire reminded everyone of the Friday Oktoberfest at the Fire Barn in Bartlett; this is a Township Foundation fundraiser. A second organizational meeting for the proposed Metropolitan Townships Association was held with a different group of people from 15-20 townships that are interested. Sample bylaws and dues structures were distributed. The new Association would start at the end of the year and run through the end of the fiscal year. One township brought a check! Reminder that the Breakfast with the Board workshop will be held at 10 a.m. at Lacy Park. Mr. McGuire also reported late breaking news from Director Kuttentberg that the Township is the recipient of three awards to be presented during the TOI fall conference; in the Mighty Message category we won for our new smart phone application, our newsletter and a township photograph. Congratulations.
  - B. Clerk: Ms Dolan Baumer reported that we asked for an extension on the most recent FOI from Examiner Publications regarding our emergency services and the Village of Bartlett.
  - C. Highway Commissioner: Mr. Ochoa offered no report.
  - D. Assessor: Mr. Smogolski reported that the Reassessment Appeals Seminar held on Wednesday, September 25 was a success and that next time he will need to look at a larger venue as at over 200, we were almost over capacity. More people are getting educated on Tax Assessment.
  - E. Treasurer: A motion was made by Trustee Benoit and seconded by Trustee Caramelli to approve the Treasurer's Report subject to final audit, and followed by a roll call

vote. Roll call: Ayes: Trustees Benoit, Burke, Caramelli and Krick, and Supervisor McGuire. Nays: None. Motion carried and the Treasurer's report is adopted.

F. Trustee Committee Reports:

Finance: Trustee Benoit noted that the committee would be meeting with the township accountants to review the past six months.

Youth: Trustee Krick noted that the committee is looking for new members and that they are starting to receive the Anti-Bullying videos from schools.

VI. Bill Paying

Administrator Barr offered the bills for approval for September 8 through October 1, 2013 in two sets. For bills payable to Alexian Brothers as follows:

a. Senior Center Fund	<u>\$177.00</u>
Total All Funds:	<u>\$177.00</u>

A motion was made by Trustee Burke to approve the bills as presented for Alexian Brothers from September 18 through October 1, 2013; Trustee Krick seconded the motion. Roll call: Ayes: Trustees Burke, Caramelli and Krick, and Supervisor McGuire. Abstain: Trustee Benoit. Nays: none. Motion carried.

Administrator Barr presented the bills from September 18 through October 1, 2013, as follows for review and approval by the Board.

a. Town Fund	\$59,342.25
b. Senior Center Fund	27,114.91
c. Welfare Services Fund	17,078.19
d. Road and Bridge Fund	2,589.03
e. Mental Health Fund	49,630.47
f. Retirement Fund	0.00
g. Vehicle Fund	0.00
h. Capital Fund	<u>3,747.71</u>
Total All Funds:	<u>\$159,502.56</u>

A motion was made by Trustee Caramelli to approve the bills as presented for September 18 through October 1, 2013; Trustee Burke seconded the motion. Roll call: Ayes: Trustees Benoit, Burke, Caramelli and Krick, and Supervisor McGuire. Nays: none. Motion carried.

Administrator Barr presented late bills, not included in the above list, from September 18 through October 1, 2013, as follows for review and approval by the Board.

a. Town Fund	
Alexian Brothers Foundation	\$500.00 (Trisha L. Simon donation)
Expense Report	<u>276.71</u>
Total All Funds:	<u>\$776.71</u>

A motion was made by Trustee Burke to approve the late addition bills as presented for September 18 through October 1, 2013; Trustee Krick seconded the motion. Roll call: Ayes: Trustees Burke, Caramelli and Krick. Abstain: Trustee Benoit and Supervisor McGuire. Nays: none. Motion carried.

VII. Unfinished Business: No unfinished business was discussed.

VIII. New Business

- A. Regular Meeting Minutes of September 17, 2013: Clerk Dolan Baumer presented the meeting minutes of the Board Meeting of September 17, 2013 for review and approval. A motion was made by Trustee Caramelli to approve the minutes of the Regular Board Meeting of September 17, 2013, with a second by Trustee Benoit Roll call: Ayes: Trustees Benoit, Burke, Caramelli and Krick, and Supervisor McGuire. Motion carried and the minutes were approved.
- B. Executive Session Minutes of September 17, 2013: A motion was made by Trustee Burke to approve the Executive Session Minutes of September 17, 2013 with a second by Trustee Krick. Roll call: Ayes: Trustees Benoit, Burke, Caramelli and Krick, and Supervisor McGuire. Motion carried.
- C. Consideration of Senior Center Retro-Commissioning Services: Trustee Burke moved that the Board approve the staff recommendation of the proposal from dbHMS Design Build Engineering to conduct a retro-commissioning of the Senior Center at a lump sum fee of \$28,300, plus out of pocket expenses; the motion was seconded by Trustee Caramelli. Discussion ensued. Roll call: Ayes: Trustees Benoit, Burke, Caramelli and Krick, and Supervisor McGuire. Motion carried.

- IX. Workshop: **Youth & Family Services Drug Prevention Services**: At 7:16 p.m. a motion was made by Trustee Caramelli to go into the workshop for the purpose of discussing the Youth & Family Drug Prevention Services; the motion was seconded by Trustee Krick. Roll call: Ayes: Trustees Benoit, Burke, Caramelli, and Krick and Supervisor McGuire. Motion carried and the Board adjourned into the workshop. Mr. McGuire invited the students forward for signatures so that they might be dismissed.

During the workshop, Clinical Interventionist Sarah Spunt, led the group through a presentation on the status of the Hanover Township YFS Substance Abuse Prevention Services. This program was originally funded by a challenge grant provided by the Hanover Township Mental Health Board in September 2012 for FY13; in January, it was again granted for FY14. The department is fortunate that this program will again be funded by the MHB in FY2015. Director Spunt led the group through the development and implementation of the program. It targets at risk and all young children elementary through high school-aged. Currently, the program is in six U-46 schools and is implemented in the ASP and Open Gym programs. Director Spunt distributed a handout and her presentation was a PowerPoint presentation, accompanied by her elaboration on the various points, and included questions and answers. The bottom line, she reiterated, is education; and while children may seem too young to start talking about drug abuse, it is not too early to start talking about the implications as their brains develop. She is working with the D.A.R.E. program and with the administrators, nurses, teachers, police officers and fire department personnel on this program.

At the close of the workshop, a motion to adjourn was made by Trustee Benoit and seconded by Trustee Burke. Roll call: Trustees Benoit, Burke, Caramelli, and Krick and Supervisor McGuire. Motion carried and the Board returned to the regular Board meeting.

The Board returned from the workshop at 8:07 p.m. Supervisor McGuire called the meeting to order and roll call was taken; present were Trustees Benoit, Burke, Caramelli, and Krick, and Supervisor McGuire.

- X. Executive Session: No motion to go into Executive Session.
- XI. Other Business: Clerk Dolan Baumer thanked Administrator Barr and Assistant Administrator Delaney for helping collate the FOI requested information. Mr. McGuire noted that the Township is once again doing the “heavy lifting” on the Substance Abuse Prevention Services program; he asked that Mr. Barr instruct Mr. Kuttensburg to prepare press releases to get the word out on this remarkable program. We will need to do education with the fire departments, police departments, churches, etc.
- XII. Adjournment: There being no further business to come before this Board, Supervisor McGuire asked for a motion to adjourn at 8:12 p.m. Motion to adjourn was made by Trustee Benoit and it was seconded by Trustee Caramelli. Roll call: Ayes: Trustees Benoit, Burke, Caramelli and Krick, and Supervisor McGuire. Nays: none. Motion carried.

Respectfully submitted,



Katy Dolan Baumer

Clerk

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



- I. Call to Order/Roll Call  
Supervisor McGuire called the meeting to order at 10 a.m. and introduced those present including Trustees Benoit, Burke, Caramelli, and Krick, and Assessor Thomas Smogolski and Highway Commissioner P. Craig Ochoa.  
  
Others present included Administrator James Barr, staff from the Township and twenty-eight residents.
- II. Town Hall  
Supervisor McGuire thanked the residents for coming to the Workshop today and reiterated the purpose, which is to discuss the land transfer made between the Streamwood Park District and the Township for Lacy Park. He announced that the Township officially takes deed on October 17. Our first order of business, he continued, would be the removal of the dilapidated tennis and basketball courts and to seed that area. In addition, trees invaded by Ash tree borer would be taken down. Looking ahead to spring, he noted that ideas include a study of the playground equipment for safety and renovation. The Township Emergency Services vehicles would patrol the property going forward. Township Facilities & Maintenance would be responsible for mowing the lawn. Ideas also include using the park for children’s programming through Youth & Family Services.
- III. New Business: Discussion on Uses and Improvement to Lacy Park  
Discussion ensued and many questions were raised regarding the Township’s intention and experience with a park/open land. Mr. McGuire likened the property to the newly acquired Izaak Walton property in Elgin, and the improvements the Township has made there and it’s plans for use in the future. He noted that YFS is currently working on plans for youth programming here. Residents generally applauded the Township’s intentions and brought forward other ideas and concerns, including lighting. Mr. McGuire introduced Administrator Barr and let those present know that he would be our liaison going forward with regard to improvements and activities at Lacy Park.
- IV. Executive Session: No motion was made to go into Executive Session.
- V. Other Business: No other business was discussed.
- V. Adjournment: There being no further business to come before this Board, Supervisor McGuire adjourned the formal workshop at 10:42 a.m. He invited the staff and residents to have breakfast, and to continue to discuss ideas for Lacy Park.

Respectfully submitted,

Katy Dolan Baumer

Clerk

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

**RESOLUTION \_\_\_\_\_**

**A RESOLUTION ADOPTING THE ESTIMATE OF THE TAX LEVY FOR HANOVER TOWNSHIP FOR THE FISCAL YEAR APRIL 1, 2013 to MARCH 31, 2014**

**WHEREAS,** Hanover Township is a non-home rule unit of government organized and operating under the authority of the Illinois Constitution and pursuant to the Illinois Township Code.

**WHEREAS,** Hanover Township is required by statute to prepare and enact a Budget and Appropriation Ordinance.

**WHEREAS,** The Hanover Township annual tax levy for the Fiscal Year April 1, 2012, to March 31, 2013, was \$5,911,921.00

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

**SECTION ONE:** RECITALS. The foregoing Recitals are incorporated as substantive portions hereof as though set forth herein.

**SECTION TWO:** That the Estimate of the Hanover Township Tax Levy for Fiscal Year April 1, 2013 to March 31, 2014, is determined as follows:

Corporate/Town Fund	\$4,413,988.00
IMRF Fund	\$170,313.00
Social Security Fund	\$137,650.00
Mental Health Fund	\$1,032,714.00
General Assistance Fund	\$351,123.00
Senior Citizens Fund	\$1,007,880.00
Debt and Public Building Commission	\$0.00

Estimated Total Tax Levy

\$6,113,668.00

**SECTION THREE:** That there is no need for to hold a hearing pursuant to the Truth in Taxation Act, as the Estimate for the Tax Levy for Fiscal Year April 1, 2013 to March 31, 2014, is not more than 105% of the previous fiscal year.

**SECTION FOUR: SEVERABILITY.** If any section, paragraph or provision of this Resolution 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 Resolution.

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

**SECTION SIX: EFFECTIVE DATE.** This Resolution shall be in full force and effect upon its passage and approval.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: November 5, 2013

APPROVED: November 5, 2013

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Brian P. McGuire, Township Supervisor

ATTEST:

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Katy Dolan Baumer, Township Clerk

CERTIFICATION

I, the undersigned, do hereby certify that I am the Township Clerk of Hanover Township, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Resolution \_\_\_\_\_, enacted on November 5, 2013, and approved on November 5, 2013 as the same appears from the official records of Hanover Township.

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Katy Dolan Baumer, Township Clerk

**RESOLUTION \_\_\_\_\_**

**A RESOLUTION ADOPTING THE ESTIMATE OF THE TAX LEVY FOR THE HANOVER TOWNSHIP ROAD DISTRICT FOR THE FISCAL YEAR APRIL 1, 2013 to MARCH 31, 2014**

**WHEREAS,** The Hanover Township Road District is a non-home rule unit of government organized and operating under the authority of the Illinois Constitution and pursuant to the Illinois Township Code.

**WHEREAS,** The Hanover Township Road District is required by statute to prepare and enact a Budget and Appropriation Ordinance.

**WHEREAS,** The Hanover Township Road District annual tax levy for the Fiscal Year April 1, 2012, to March 31, 2013, was \$1,562,921.00

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

**SECTION ONE:** RECITALS. The foregoing Recitals are incorporated as substantive portions hereof as though set forth herein.

**SECTION TWO:** That the Highway Commissioner of the Hanover Township Road District hereby determines that the Estimate of the Hanover Township Road District Tax Levy for Fiscal Year April 1, 2013 to March 31, 2014, is as follows:

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

**SECTION THREE:** That the Highway Commissioner of the Hanover Township Road District has determined that there is no need for to hold a hearing pursuant to the Truth in Taxation Act, as the Estimate for the Tax Levy for Fiscal Year April 1, 2013 to March 31, 2014, is not more than 105% of the previous fiscal year.

**SECTION FOUR: SEVERABILITY.** If any section, paragraph or provision of this Resolution 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 Resolution.

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

**SECTION SIX: EFFECTIVE DATE.** This Resolution shall be in full force and effect upon its passage and approval.

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P. Craig Ochoa, Highway Commissioner

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: November 5, 2013

APPROVED: November 5, 2013

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Brian P. McGuire, Township Supervisor

ATTEST:

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Katy Dolan Baumer, Ex-Officio Clerk of the  
Hanover Township Road District

CERTIFICATION

I, the undersigned, do hereby certify that I am the ex-officio Clerk of the Hanover Township Road District, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Resolution No. \_\_\_\_\_ enacted on November 5, 2013, and approved on November 5, 2013, as the same appears from the official records of the Hanover Township Road District.

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Katy Dolan Baumer, Ex-Officio Clerk of the  
Hanover Township Road District

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

**An Ordinance Authorizing Execution of the  
Illinois Public Works Mutual Aid Network Agreement (IPWMAN)**

**WHEREAS**, the Constitution of the State of Illinois, 1970, Article VII, Section 10, authorizes units of local government to contract or otherwise associate among themselves in any manner not prohibited by law or ordinance; and,

**WHEREAS**, the "*Intergovernmental Cooperation Act*", 5 ILCS 220/1 et seq., provides that any power or powers, privileges or authority exercised or which may be exercised by a unit of local government may be exercised and enjoyed jointly with any other unit of local government; and,

**WHEREAS**, Section 5 of the "*Intergovernmental Cooperation Act*", 5 ILCS 220/5, provides that any one or more public agencies may contract with any one or more public agencies to perform any governmental service, activity or undertaking which any of the public agencies entering into the contract is authorized by law to perform, provided that such contract shall be authorized by the governing body of each party to the contract; and,

**WHEREAS**, the (Mayor, Village President, County Board Chair, etc.) and the (City Council, Board of Trustees, County Board of Commissioners, etc.) of (City, Village, County) have determined that it is in the best interests of the \_\_\_\_\_ and its residents to enter into an intergovernmental agreement to secure to each the benefits of mutual aid in public works and the protection of life and property from an emergency or disaster and to provide for public works assistance, training and other necessary functions to further the response and recovery from said emergency or disaster. The principal objective of the public works mutual aid assistance being the response to and recovery from any emergency or disaster and the return of the community to as near normal as quickly as possible.

**NOW, THEREFORE, BE IT ORDAINED** by the \_\_\_\_\_  
of the \_\_\_\_\_, \_\_\_\_\_ County, Illinois as follows:

**SECTION ONE:** That the \_\_\_\_\_ and the \_\_\_\_\_ be and are hereby authorized to execute an Agreement for participation in the **Illinois Public Works Mutual Aid Network (IPWMAN)**, a copy of said Agreement being attached hereto and being made a part hereof.

**APPROVED** this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by a roll call vote as follows:

**AYES:** \_\_\_\_\_

**NAYS:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

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

**ATTEST:**

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

## **Illinois Public Works Mutual Aid Network Agreement**

This Public Works Agreement (hereinafter “Agreement”) is entered into by which has, by executing this Agreement, manifested its intent to participate in an Intrastate Program for Mutual Aid and Assistance, hereinafter entitled the “Illinois Public Works Mutual Aid Network (IPWMAN)”;

*WHEREAS*, the Constitution of the State of Illinois, 1970, Article VII, Section 10, (hereinafter “Act”) authorizes units of local government to contract or otherwise associate among themselves in any manner not prohibited by law or ordinance; and

*WHEREAS*, any community that is a home rule unit of local government under the 1970 Constitution of the State of Illinois and as such may exercise any power and perform any function pertaining to its government and affairs; and

*WHEREAS*, the Act provides that any one or more public agencies may contract with any one or more other public agencies to set forth fully the purposes, powers, rights, objectives and responsibilities of the contracting Parties; and

*WHEREAS*, the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq., provides that any power or powers, privileges or authority exercised or which may be exercised by a unit of local government may be exercised and enjoyed jointly with any other unit of local government including a unit of local government from another state; and

*WHEREAS*, the Parties to this Agreement may voluntarily agree to participate in mutual aid and assistance activities conducted under the State of Illinois Intrastate Mutual Aid and Assistance Program and the Interstate Emergency Management Assistance Compact (EMAC). Parties may voluntarily agree to participate in an interstate Mutual Aid and Assistance Program for public works related agencies including, but not limited to; local municipal public works departments, township road districts, unit road districts, county highway departments, public water agencies and public wastewater agencies or any other governmental entity that performs a public works function through this Agreement if such a program were established.

*WHEREAS*, the Parties hereto are units of local government as defined by the Constitution of the State of Illinois and the Intergovernmental Cooperation Act; and

*WHEREAS*, the Parties recognize that they are vulnerable to a variety of potential, natural and man-made disasters; and

*WHEREAS*, the Parties to this Agreement wish to provide mutual aid and assistance to one another during times of disaster or public works emergencies.

*NOW, THEREFORE*, the Parties agree as follows:

## **SECTION I: PURPOSE**

The Illinois Public Works Mutual Aid Network (IPWMAN) program is hereby established to provide a method whereby public works related agencies, including, but not limited to, local municipal public works departments, township road districts, unit road districts, county highway departments, public water agencies and public wastewater agencies or any other governmental entity that performs a public works function in need mutual aid assistance may request aid and assistance in the form of personnel, equipment, materials and/or other associated services as necessary from other public works related agencies. The purpose of this Agreement is to formally document such a program.

## **SECTION II: DEFINITIONS**

The following definitions will apply to the terms appearing in this Agreement.

A. “*AGENCY*” means any municipal public works agency, township road district, unit road district, county highway departments, publicly-owned water organization and publicly-owned wastewater organization or any other governmental entity that performs a public works function that abides by the provisions as found in this Agreement.

B. “*AID AND ASSISTANCE*” includes, but is not limited to, personnel, equipment, facilities, services, materials and supplies and any other resources needed to provide mutual aid response.

C. “*AUTHORIZED REPRESENTATIVE*” means a Party's employee who, by reason of his or her position, has been authorized, in writing by that Party, to request, offer, or provide aid and assistance pursuant to this Agreement. Each Party's initial authorized representative, and the representative's title, is listed on the contact list. If the title of the authorized representative as listed by name on the contact list has changed, such change shall have no effect on the authority of the authorized representative and the named person shall continue to be the authorized representative until a different person is named as the authorized representative in writing by the Party. In the event that the person who is listed as authorized representative is no longer employed by the Party, the successor in the office formerly held by the authorized representative shall automatically become the authorized representative unless the Party indicates otherwise in writing. Each Party's authorized representative shall be responsible to designate someone to supervise that Party's employees who are engaged in the receipt or furnishing of aid and assistance, including, but not limited to, opening of public ways; removal of debris; building of protective barriers; management of physical damage to structures and terrain; transportation of persons, supplies, and equipment; and repair and operation of municipal utilities.

D. “*BOARD OF DIRECTORS*” is a group of representatives from the Parties to the IPWMAN Agreement elected to organize and maintain the program. The Board of Directors shall consist of members of the IPWMAN. Qualifications and terms for the Board members shall be defined in the By-Laws of the Illinois Public Works Mutual Aid Network, Inc.

E. “*BOARD MEMBER*” is a representative of the Association (IPWMAN) serving on the Board of Directors.

F. “*DISASTER*” means a calamitous incident threatening loss of life or significant loss or damage to property, including, but not limited to flood, winter storm, hurricane, tornado, dam break, or other naturally-occurring catastrophe or man-made, accidental, military, or paramilitary incident, or biological or health disasters or a natural or manmade incident that is, or is likely to be, beyond the control of the services, personnel, equipment and facilities of a Party that requires assistance under this Mutual Aid and

Assistance Agreement, but must be coordinated through the appropriate local accredited/certified Emergency Management Agency coordinator.

G. “*IPWMAN*” is the acronym for the Illinois Public Works Mutual Aid Network.

H. “*LOCAL EMERGENCY*” is defined as an urgent need requiring immediate action or attention beyond normal capabilities, procedures and scope for aid and assistance by an agency.

I. “*MUTUAL AID RESOURCE LIST*” means the list of the equipment, personnel and other resources that each Party has available for the provision of aid and assistance to other Parties. This list shall be periodically updated in accordance with the Operational Plan.

J. “*NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)*” a Presidential directive that provides a consistent nationwide approach that allows federal, state, local and tribal governments as well as private-sector and nongovernmental organizations to work together to manage incidents and disasters of all kinds.

K. “*PARTY*” means an agency which has adopted and executed this Agreement.

L. “*PERIOD OF ASSISTANCE*” means a specified period of time when a Responding Agency assists a Requesting Agency. The period commences when personnel, equipment, or supplies depart from a Responding Agency’s facility and ends when the resources return to their facility (portal to portal). All protections identified in the Agreement apply during this period. The specified Period of Assistance may occur during response to or recovery from an emergency, as previously defined.

M. “*RESPONDING AGENCY*” means the Party or Agency which has received a request to furnish aid and assistance from another Party and has agreed to provide the same.

N. “*REQUESTING AGENCY*” means the Party or Agency requesting and receiving aid and assistance from a Responding Agency.

### **SECTION III: RESPONSIBILITY OF PARTIES**

A. *PROVISION OF AID.* Each Party recognizes that it may be requested to provide aid and assistance at a time when it is necessary to provide similar aid and assistance to the Party’s own constituents. This Agreement shall not be construed to impose any unconditional obligation on any Party to provide aid and assistance. A Party may choose not to render aid and assistance at any time, for any reason.

B. *RECRUITMENT.* The Parties hereby encourage each other to enlist other agencies to adopt and execute this Agreement.

C. *AGREEMENT FOR BENEFIT OF PARTIES.* All functions and activities performed under this Agreement are for the benefit of the Parties to this Agreement. Accordingly, this Agreement shall not be construed to be for the benefit of any third parties and no third parties shall have any right or cause of action against the Parties to this Agreement.

D. *IMMUNITIES.* All immunities provided by law to the Parties shall be fully applicable to the Parties providing or receiving aid and assistance pursuant to this Agreement, including, but not limited to, the Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101, et seq.

E. *MEMBERSHIP.* To be a member in good standing, a Party shall be responsible for dues and other obligations as specified in the IPWMAN By-Laws and Operational Plan.

#### **SECTION IV: ANNUAL REVIEW**

At a minimum, the Board of Directors shall meet annually at a meeting place designated by the Board of Directors to review and discuss this Agreement and, if applicable, to recommend amendments to this Agreement. The Board of Directors shall have the power and signing authority to carry out the purposes of this Agreement, including but not limited to the power to: adopt by-laws; execute agreements and documents approved by the Board of Directors; develop specific operating plans, procedures and protocol for requesting assistance; organize meetings; operate a website; disseminate information; create informational brochures; create subcommittees; maintain lists of the Parties; maintain equipment and supply inventory lists; and deal with Party issues.

#### **SECTION V: PROCEDURES FOR REQUESTING ASSISTANCE**

The Board of Directors will promulgate and regularly update procedures for requesting assistance through the Illinois Public Works Mutual Aid Network (IPWMAN) Operational Plan.

#### **SECTION VI: RESPONDING AGENCY'S ASSESSMENT OF AVAILABILITY OF RESOURCES**

The Board of Directors will promulgate and regularly update procedures for responding agency's assessment of availability of resources through IPWMAN Operational Plan.

#### **SECTION VII: SUPERVISION AND CONTROL**

A. *DESIGNATION OF RESPONDING AGENCY'S SUPERVISORY PERSONNEL.* Responding Agency shall designate a representative who shall serve as the person in charge of coordinating the initial work assigned to the Responding Agency's employees by the Requesting Agency. The Requesting Agency shall direct and coordinate the work being assigned to the Responding Agency(s) and the Requesting Agency's employees. All actions shall be consistent with and in accordance with the National Incident Management System (NIMS) and the IPWMAN Operational Plan.

B. *RESPONSIBILITIES OF RESPONDING AGENCY'S SUPERVISORY PERSONNEL.* The Board of Directors will promulgate and regularly update procedures for Responding Agency's supervisory personnel through the IPWMAN Operational Plan.

#### **SECTION VIII: LENGTH OF TIME FOR AID AND ASSISTANCE; RENEWABILITY; RECALL**

The Board of Directors will promulgate and regularly update procedures for length of time for aid and assistance; renewability; recall through the Illinois Public Works Mutual Aid Network (IPWMAN) Operational Plan.

It is presumed that a Responding Agency's aid and assistance shall be given for an initial minimum period of twelve (12) hours. Thereafter, assistance shall be extended as the Responding Agency and Requesting Agency shall agree. The twelve (12) hour period shall start when the aid and assistance departs from Responding Agency's location with the intent of going to Requesting Agency's location. The aid and assistance shall end when it returns to Responding Agency's location with the understanding between the Responding Agency and Requesting Agency that provision of aid and assistance is complete.

Responding Agency may recall its aid and assistance at any time at its sole discretion. Responding Agency shall make a good faith effort to give the Requesting Agency as much advance notice of the recall as is practical under the circumstances.

#### **SECTION IX: DOCUMENTATION OF COST & REIMBURSEMENT OF COST**

A. *PERSONNEL* – Responding Agency shall continue to pay its employees according to its then prevailing ordinances, rules, regulations, and collective bargaining agreements. At the conclusion of the period of aid and assistance, the Responding Agency shall document all direct and indirect payroll costs plus any taxes and employee benefits which are measured as a function of payroll (i.e.; FICA, unemployment, retirements, etc.).

B. *RESPONDING AGENCY'S TRAVELING EMPLOYEE NEEDS* – Responding Agency shall document the basic needs of Responding Agency's traveling employees, such as reasonable lodging and meal expenses of Responding Agency's personnel, including without limitation transportation expenses for travel to and from the stricken area during the period of aid and assistance.

C. *EQUIPMENT* – Responding Agency shall document the use of its equipment during the period of aid and assistance including without limitation all repairs to its equipment as determined necessary by its on-site supervisor(s) to maintain such equipment in safe and operational condition, fuels, miscellaneous supplies, and damages directly caused by provision of the aid and assistance.

D. *MATERIALS AND SUPPLIES* – Responding Agency shall document all materials and supplies furnished by it and used or damaged during the period of aid and assistance.

E. *REIMBURSEMENT OF COSTS* – Equipment, personnel, materials, supplies and/or services provided pursuant to this Agreement shall be at no charge to the Requesting Agency, unless the aid and assistance is requested for more than five (5) calendar days. If aid and assistance is requested from the State of Illinois to be activated as a State asset, the Responding Agency will be reimbursed for personnel, materials, supplies and equipment from the first day of the response to the event by the State of Illinois. Materials and supplies will be reimbursed at the cost of replacement of the commodity. Personnel will be reimbursed at Responding Agency rates and equipment will be reimbursed at an appropriate equipment rate based upon either pre-existing locally established rates, the Federal Emergency Management Agency Equipment Rate Schedule or that published by the Illinois Department of Transportation. In the event that there is no such appropriate equipment rate as described above, reimbursement shall be at the actual cost incurred by the Responding Agency.

#### **SECTION X: RIGHTS AND PRIVILEGES OF RESPONDING AGENCY'S EMPLOYEES**

Whenever Responding Agency's employees are rendering aid and assistance pursuant to this Agreement, such employees shall retain the same powers, duties, immunities, and privileges they would ordinarily possess if performing their duties within the geographical limits of Responding Agency.

## **SECTION XI: WORKERS' COMPENSATION**

The Parties agree that Requesting Agency shall be responsible for payment of workers' compensation benefits owed to Requesting Agency's employees and that Responding Agency shall be responsible for payment of workers' compensation benefits owed to Responding Agency's employees.

## **SECTION XII: INSURANCE**

Each Party shall bear the risk of liability for its agency and its agency's employees' acts and omissions and shall determine for itself what amount of insurance it should carry, if any. Each Party understands and agrees that any insurance coverage obtained shall in no way limit that Party's responsibility under Section XIII of this Agreement to indemnify and hold the other Parties to this Agreement harmless from such liability.

## **SECTION XIII: INDEMNIFICATION**

Each Party hereto agrees to waive all claims against all other Parties hereto for any loss, damage, personal injury or death occurring in consequence of the performance of this Mutual Aid Agreement; provided, however, that such claim is not a result of gross negligence or willful misconduct by a Party hereto or its personnel.

Each Party requesting aid pursuant to this Agreement hereby expressly agrees to hold harmless, indemnify and defend the Party rendering aid and its personnel from any and all claims, demands, liability, losses, suits in law or in equity which are made by a third party provided, however, that all employee benefits, wage and disability payments, pensions, worker's compensation claims, damage to or destruction of equipment and clothing, and medical expenses of the Party rendering aid or its employees shall be the sole and exclusive responsibility of the Party rendering aid; and further provided that such claims made by a third party are not the result of gross negligence or willful misconduct on the part of the Party rendering aid. This indemnity shall include attorney fees and costs that may arise from providing aid pursuant to this Agreement.

## **SECTION XIV: NON-LIABILITY FOR FAILURE TO RENDER AID**

The rendering of assistance under the terms of this Agreement shall not be mandatory if local conditions of the Responding Agency prohibit response. It is the responsibility of the Responding Agency to immediately notify the Requesting Agency of the Responding Agency's inability to respond; however, failure to immediately notify the Requesting Agency of such inability to respond shall not constitute evidence of noncompliance with the terms of this section and no liability may be assigned.

No liability of any kind or nature shall be attributed to or be assumed, whether expressly or implied, by a party hereto, its duly authorized agents and personnel, for failure or refusal to render aid. Nor shall there be any liability of a party for withdrawal of aid once provided pursuant to the terms of this Agreement.

## **SECTION XV: NOTICE OF CLAIM OR SUIT**

Each Party who becomes aware of a claim or suit that in any way, directly or indirectly, contingently or otherwise, affects or might affect other Parties of this Agreement shall provide prompt and timely notice to the Parties who may be affected by the suit or claim. Each Party reserves the right to participate in the defense of such claims or suits as necessary to protect its own interests.

## **SECTION XVI: AMENDMENTS**

Proposed amendments to this Agreement shall be submitted to the Board of Directors. Amendments shall be approved by majority vote of the Board of Directors.

## **SECTION XVII: ADDITIONAL PARTIES**

Additional agencies may become Parties to this Agreement, provided that such agencies:

- (1) Approve and execute this Agreement.
- (2) Provide a fully executed copy of this Agreement to the Board of Directors.
- (3) Provide the name and title of an authorized representative to the Board of Directors.
- (4) Annually provide a list of mutual aid resources to its local accredited/certified Emergency Management Agency. If requested, the agency may need to assist its local accredited/certified Emergency Management Coordinator with data entry of its mutual aid resources into a web-based format (NIMS Source).

Upon submission of the items enumerated above to the Board of Directors and receipt of acknowledgement from the Board of Directors, the submitting agency shall be regarded as a Party to the Agreement.

## **SECTION XVIII: NOTICES**

Notices and requests as provided herein shall be deemed given as of the date the notices are deposited, by First Class Mail, addressed to the Board of Directors who will notify each of the Parties' representatives.

## **SECTION XIX: INITIAL TERM OF AGREEMENT; RENEWAL; TERMINATION**

The initial term of this Agreement shall be one (1) year from its effective date. Thereafter, this Agreement shall automatically renew for additional one-year terms commencing on the anniversary of the effective date of this Agreement. Any Party may withdraw from this Agreement at any time by giving written notification to the Board of Directors. The notice shall not be effective until ninety (90) days after the notice has been served upon the Board of Directors by First Class mail. A Party's withdrawal from this Agreement shall not affect that Party's liability or obligation incurred under this Agreement prior to the date of withdrawal. This Agreement shall continue in force and effect as to all other Parties until such time as a Party withdraws. Failure to adopt any amended agreement within ninety (90) days of said amended agreement will signify a Party's withdrawal from the Agreement.

## **SECTION XX: HEADINGS**

The headings of various sections and subsections of this Agreement have been inserted for convenient reference only and shall not be construed as modifying, amending, or affecting in any way the express terms and provisions of this Agreement or their interpretation.

## **SECTION XXI: SEVERABILITY**

Should any clause, sentence, provision, paragraph, or other part of this Agreement be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair, or invalidate the remainder of this Agreement. Each of the Parties declares that it would have entered into this Agreement irrespective of the fact that any one or more of this Agreement's clauses, sentences, provisions, paragraphs, or other parts have been declared invalid. Accordingly, it is the intention of the Parties that the remaining portions of this Agreement shall remain in full force and effect without regard to the clause(s), sentence(s), provision(s), paragraph(s), or other part(s) invalidated.

## **SECTION XXII: EFFECTIVE DATE**

This Agreement shall be effective on the date of the acknowledgement letter sent by the Board of Directors.

## **SECTION XXIII: WAIVER**

Failure to enforce strictly the terms of this Agreement on one or more occasions shall not be deemed a waiver of the right to enforce strictly the terms of this Agreement on any other occasion.

## **SECTION XXIV: EXECUTION OF COUNTERPARTS**

This Agreement may be signed in any number of counterparts with the same effect as if the signatures thereto and hereto were upon the same instrument.

## **SECTION XXV: PRIOR IPWMAN AGREEMENTS**

To the extent that provisions of prior IPWMAN Agreements between signatories to this Agreement are inconsistent with this Agreement, all prior agreements for mutual aid and assistance between the Parties hereto are suspended.

## **SECTION XXVI: PROHIBITION ON THIRD PARTIES AND ASSIGNMENT OF RIGHTS/DUTIES**

This Agreement is for the sole benefit of the Parties and no person or entity shall have any rights under this Agreement as a third-Party beneficiary. Assignments of benefits and delegations of duties created by this Agreement are prohibited and must be without effect.

NOW, *THEREFORE*, each of the Parties have caused this IPWMAN Mutual Aid Agreement to be executed by its duly authorized representative who has signed this Agreement as of the date set forth below.



Approved and executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**For the Agency**

By: \_\_\_\_\_

Attest: \_\_\_\_\_

**APPROVED (as to form):**

By: \_\_\_\_\_

*On behalf of the Illinois Public Works Mutual Aid Network*

Approved and executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

By: \_\_\_\_\_

President of IPWMAN Board of Directors

Attest: \_\_\_\_\_

IPWMAN Secretary/Treasurer

*Approved by the IPWMAN Interim Board of Directors on September 17, 2008. Amended by the IPWMAN Interim Board of Directors on August 19, 2009. Amended by the IPWMAN Board of Directors on June 16, 2010*

## Publishing Service Agreement

This agreement is made the \_\_\_\_\_ day of \_\_\_\_\_, 2013 by and between Liturgical Publications, Inc. (LPi) and Hanover Township ~~Senior Services~~. In consideration for LPi providing a complete and continuous publication service, the Customer hereby assigns to LPi all of its rights, subject to the provisions of the attached Exhibit One, to any advertising revenue from the publication and agrees to distribute the publication to its members. LPi reserves the rights to use alternative printing procedures or; production methods or modify the contract if 30 spaces of advertising sponsorship is not maintained at all times during the duration of this Agreement. The Customer agrees to supply LPi with a supporter/vendor list each year of this Agreement and make available a telephone and work spaces for the LPi representative during the annual advertising sell week(s).

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(See Attached Exhibit One)

The contents of this Agreement, including Exhibit One and any other revisions or exhibits attached hereto, if any, (collectively the "Agreement") constitutes the entire Agreement regarding the subject matter contained herein between LPi and the Customer. The parties understand and agree to be bound by its terms and conditions. It is not intended to supersede or modify other agreements relating to other subject matter. This Agreement shall bind the parties, their successors and assigns. LPi and the Customer agree that any date prior to the termination date of this Agreement, this Agreement may be extended on terms then mutually agreeable to both parties. Any extension of this agreement must be in writing, and signed by both parties. This Agreement shall be governed by the laws of the State of Illinois and all litigation arising from the Agreement shall be in the Circuit Court of Cook County, Illinois.

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### Customer:

Hanover Township ~~Senior Services~~  
240 S. Route 59  
Bartlett, IL 60103  
630-483-5600

### Liturgical Publications Inc.

2875 S. James Dr.  
New Berlin, WI 53151  
(262) 785 - 1188  
1-800-876-4574

By: \_\_\_\_\_ Date \_\_\_\_\_

By: \_\_\_\_\_ Date \_\_\_\_\_  
Marketing Representative

Brian P. McGuire Printed Name of Customer Representative

Attest: \_\_\_\_\_ Date \_\_\_\_\_  
Township Clerk

## **HANOVER TOWNSHIP ADVERTISING GUIDELINES**

The Hanover Township (hereinafter “the Township”) will accept limited advertising in its newsletters and on its signs, banners, and posters, subject to the following guidelines:

- A. Purpose of Hanover Township Newsletters : Hanover Township’s mission is to continuously improve the quality of life of Hanover Township residents by providing a unique array of quality, cost-effective, community-based services acting as a dynamic organization that delivers services in a responsible and respectful manner. Hanover Township Newsletters provide a conduit for the flow of information between the Township and Township residents about Township programs and services.
- B. Purpose of Newsletter Advertising : The sole purpose of the Township in allowing advertising in its newsletters is to generate revenue to offset the cost of such newsletters to the Township. These guidelines for advertising are intended to establish uniform, viewpoint-neutral standards for newsletter advertising.
- C. Other Advertising : Hanover Township will allow limited advertising on Hanover Township signs, banners, and posters that promote Township events and programs. Township signs, banners, and posters allow the Township to notify Township residents of upcoming Township events and programs. The sole purpose of the Township in allowing advertising on its signs, banners, and posters, is to generate revenue to support Township events and programs. These guidelines for advertising are intended to establish uniform, viewpoint-neutral standards for advertising on Township signs, banners, and posters.
- D. Non-Public Forum : It is the policy of the Township that its newsletters, signs, banners, and posters are not public forums for political discourse or expressive activity. The newsletters, signs, banners, and posters are not intended to provide a forum for all types of advertisements, but only the limited advertisements accepted under these guidelines.
- E. Purpose of the Hanover Township Advertising Guidelines : The purpose of these guidelines is to maintain a professional advertising environment that advances the goal of generating revenue to the Township to offset the cost of Township Newsletters, and to generate revenue to support Township events and programs, and is consistent with the purpose of providing information about Township programs and services to Township residents. These guidelines advance this objective by prohibiting advertisements that create controversy, interfere with and divert resources from Township operations, would be harmful to the public generally, or would be viewed as offensive by Township residents. Such advertisements can detract from the goal of generating revenue, and are not consistent with the purpose of providing information about Township programs and services to Township residents. The Township further seeks to maintain a position of neutrality on political, social, religious, or other public issues that are the subject of public debate and concern.
- F. Excluded Advertising : Advertisements that fall into one of the following categories may not be placed in the Township’s newsletters or on Township signs, banners, or posters:

1. False, deceptive, or misleading. Commercial advertising offering premiums or gifts must not misstate their value.
2. Commercial advertising that proposes transactions which would constitute unlawful discrimination or would be illegal for a reason not permitted.
3. Advertising for firearms, ammunition, handguns, or tasers, or any article of which the possession of is prohibited by 720 ILCS 24-1(a), and as such law may be amended, modified, or supplemented.
4. Advertising that depicts weapons or devices in a manner that appears to be aimed or pointed at the viewer or observed in a menacing manner.
5. Advertising that contains obscene or offensive content. The term "obscene" shall have the same meaning herein as in 720 ILCS 5/11-20(b), and as such law may be amended, modified, or supplemented.
6. Advertising that depicts or promotes the sale of alcohol, tobacco, or any illegal product or service.
7. Advertising that supports or opposes the election or nomination of any candidate or group of candidates for any public office, including any federal, state, judicial, or local government offices.
8. Advertising that is political in nature or contains political messages, including advertising involving political or judicial figures and/or advertisements involving an issue that is political in nature, or that opposes or supports the passage of any law, ordinance, levy, or bond issue.
8. Advertising that contains Township graphics or representations without the express written consent of the Township.
9. Advertising depicting nudity, sexual conduct, or sexual excitement. The terms "nudity," "sexual conduct," and "sexual excitement" shall have the same meanings herein as in 720 ILCS 5/11-21(a) and as such law may be amended, modified, or supplemented.
10. Advertising that portrays graphic violence, such as through the depiction of human or animal bodies, body parts, or fetuses in states of mutilation, dismemberment, disfigurement, or decomposition.

11. Advertising that tends to disparage, demean, degrade, or ridicule any person or group of persons on the basis of a person's race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, or parental status, military discharge status, source of income, and any other protected class under Illinois or Federal law.
12. Advertising, or any material contained in it, which is libelous or an infringement of copyright or trademark, or is otherwise unlawful or illegal, or likely to subject the Township to litigation.
13. Advertising that constitutes an unauthorized endorsement, defined as advertising that implies or declares that the Township endorses a product, service, viewpoint, event, or program. This definition does not include advertising for a service, event, or program for which the Township is an official sponsor, co-sponsor, or participant.
14. Advertising that promotes infidelity, escort services, or adult-oriented products or businesses.

G. Permitted Advertising : Advertisements that fall into one of the below categories may be placed in the Township's newsletters or on Township signs, banners, and posters.

1. Commercial advertising that has as a sole purpose of promoting a business or to sell products, goods, or services. However, commercial advertising that both promotes a business or offer to sell products, goods, or services and also conveys a political message or can be construed as an issue of advocacy or which expresses an opinion or position, is not permitted under this paragraph.
2. Governmental Advertising from governmental entities specifically created by government action and that advances specific government purposes.

H. Administration and Enforcement of the Guidelines : The Township shall have the right to reject any advertising that it deems to not be in full compliance with these guidelines.

1. The advertiser or publishers shall provide the Township Administrator, or his or her designee, with a draft newsletter, containing all proposed advertisements, two (2) weeks prior to the publication of a newsletter or posting of the sign, banner, or poster.
2. The Township shall advise the advertiser or publisher of whether all proposed advertisements comply with these guidelines one (1) week prior to the publication of a newsletter or posting of the sign, banner, or poster. The Township may consult with legal counsel at any time during the review process.

3. An advertiser or publisher shall incorporate a copy of these guidelines into any contract or agreement made with a potential advertiser for a Township newsletter or sign, banner, or poster.

I. Adoption of Advertising Guidelines : The Hanover Township Advertising Guidelines have been adopted by the Supervisor and Township Board of Trustees on August 6, 2013. Any modification to the policy must be approved by the Supervisor and Township Board of Trustees.

J. Severability: If any section, paragraph or provision of these Guidelines 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 these Guidelines.

## Exhibit One

Exhibit One to the Publishing Agreement dated \_\_\_\_ day of \_\_\_\_\_, 2013 ~~between for the~~ Hanover Township ~~Senior Services~~ (Customer) and Liturgical Publications Inc. (LPi).

This agreement shall commence and shall continue in effect for 5 consecutive Publication Years, with the first publication year to begin on the 1<sup>st</sup> day January, 2014. LPi shall begin to provide services hereunder:

LPi will provide, at no cost, ~~for~~ 6 issues each publication year, with each issue consisting of a 20 page 11 x17 newsletter, collated and stapled. Customer can use a perforation on one page.

LPi shall provide a printThe quantity ~~is of~~ 3000 newsletters per issue, which can be adjusted upon mutual written agreement of the parties:

LPi will provide Offset full color covers for all 6 issues from LPi's full color selection plus full color throughout the inside.

LPi will provide access to LPi Express, LPi's transmission software and service, on-site or remote training to produce and transmit the Customer's newsletter and toll-free access to LPi's Customer Service and Tech Support Teams.

LPi will pay the Customer an annual rebate in the amount of 30% of the paid ad revenue in excess of \$16,500 per publication year, beginning March, 2015. The base amount of \$16,500 will increase by 2% each subsequent publication year. LPi will pay the Customer not later than 45 days after the commencement of the immediately succeeding Publication year.

LPi will provide the Customer access to LPi's websites at no additional costs including but not limited to Art & Media Portal, a source for over 35,000 pieces of clipart and Seek and Find, an electronic copy of the Customer's publication.

LPi will provide a subscription to Bright Ideas. This is a quarterly magazine features over 300 pieces of new clip art each year, writing and grammar advice and more.

Customer agrees to transmit to LPi by noon on Thursdays and LPi agrees to prepare a portion of the newsletters for mailing and will deliver the newsletters to the Customers post office by the close of business the following Thursday. The Customer is responsible for the cost of the postage. LPi will deliver the remaining newsletters to the Customer's offices by 4:30 the following Thursday. The Customer is responsible for the distribution and the distribution costs associated with the newsletters delivered to the Customer's office.

The Customer/ LPi have the option of canceling this Agreement by giving Customer/LPi notice of cancellation 90 days prior to the start of the subsequent year of the agreement, or by October 1, a one year notice. ~~This notice would need to be given to Customer/LPi no later than the anniversary of the start of the agreement - January 1<sup>st</sup>.~~

Customer has final approval of the ads and LPi will sell the ads in accordance with the Hanover Township Advertising Guidelines, as may be amended from time to time. ~~to the Guidelines as set by the Township.~~ LPi agrees to provide the Township Administrator with a draft of all proposed advertisements, no later than three (3) weeks prior to the date of publication. The Township shall advise LPi of whether all proposed advertisements comply with the Township's Advertising Guidelines no later than two (2) weeks prior to the date of publication.

LPi agrees that the Hanover Township Advertising Guidelines, a copy of which is attached hereto, and as may be amended from time to time, will be incorporated into any contract or agreement made by LPi with an advertiser for advertisements that are placed in the Township's Newsletter.

LPi will provide a hardcover bound book for each Customer's annual publications. Volume identification embossed in gold lettering. Each Customer must set aside one copy each issue to be submitted at the end of each year for binding.

The Customer has the option of changing the level of service upon mutual written agreement with LPi.

Prior to replacing the service provided by LPi with the service of another publisher, the Customer agrees to give LPi the

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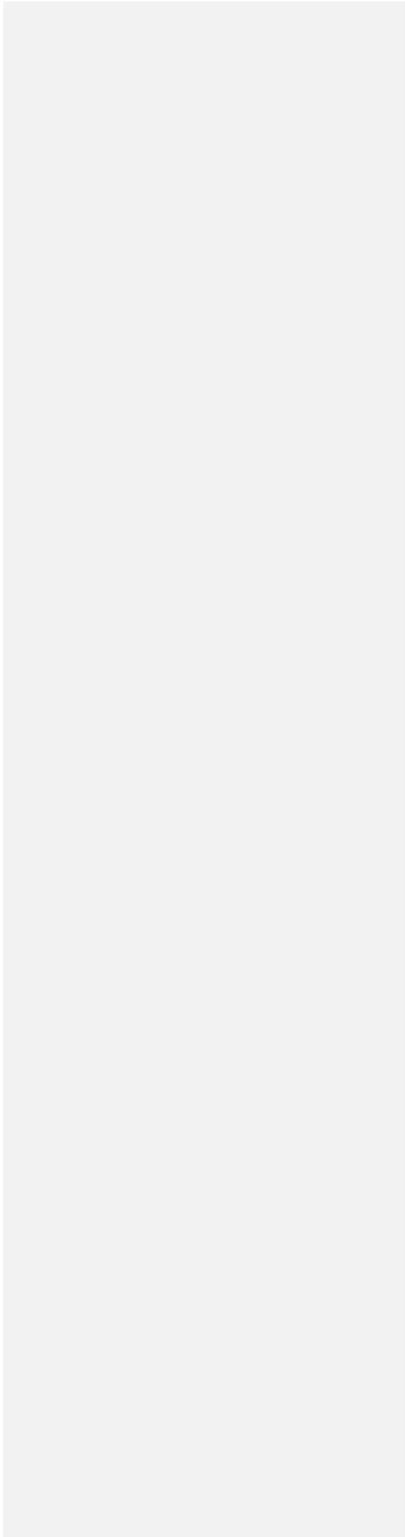
opportunity to match or exceed any other newsletter publisher's offer before entering into an agreement with them. Customer shall not be bound to accept LPi's offer, even if such offer meets or exceeds any other publisher's offer.

BY: \_\_\_\_\_ Date \_\_\_\_\_ BY: \_\_\_\_\_ Date \_\_\_\_\_  
Customer Signature LPi Representative

Brian P. McGuire Printed Name of Customer

Attest: \_\_\_\_\_ Date \_\_\_\_\_

Township Clerk



**RESOLUTION \_\_\_\_\_**

**A RESOLUTION AMENDING THE HANOVER TOWNSHIP INVESTMENT POLICY**

**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 investment of public funds by Hanover Township is governed by the Hanover Township Investment Policy, and the Public Funds Investment Act, 30 ILCS 235.

**SECTION TWO:** That Section 9 of the Hanover Township Investment Policy be amended to clarify when Township funds on deposit are required to be secured by collateral.

**SECTION THREE:** That Section 9 of the Hanover Township Investment Policy is hereby amended to require that any Township funds on deposit that are not insured by the FDIC to be secured by some form of collateral.

**SECTION FOUR:** That the amended Hanover Township Investment Policy, a copy of which is attached hereto, is hereby approved and adopted.

**SECTION FIVE:** **SEVERABILITY.** If any section, paragraph or provision of this Resolution 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 Resolution.

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

**SECTION SEVEN: EFFECTIVE DATE.** This Resolution shall be in full force and effect upon its passage and approval.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: November 5, 2013

APPROVED: November 5, 2013

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

ATTEST:

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

**C E R T I F I C A T I O N**

I, the undersigned, do hereby certify that I am the Township Clerk of Hanover Township, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Resolution \_\_\_\_\_, enacted on November 5, 2013, and approved on November 5, 2013 as the same appears from the official records of Hanover Township.

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

# **HANOVER TOWNSHIP INVESTMENT POLICY**

## **1. POLICY:**

It is the policy of the Township of Hanover to invest public funds in a manner which will provide the biggest investment return with the maximum security while meeting the daily cash flow demands of the entity and conforming to all state statutes governing the investment of public funds.

## **2. SCOPE:**

This investment policy applies to all funds belonging to or in the custody of Hanover Township, including but not limited to current operating funds, special funds, and interest and sinking funds.

## **3. PRUDENCE:**

Investments shall be made with judgment and care -under circumstances then prevailing- which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived.

The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an Individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

## **4. OBJECTIVE:**

The primary objective) in priority order of the Township of Hanover investment activities, shall be:

### **1. Safety**

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

#### **a. Credit Risk**

The Township will minimize credit risk, the risk of loss due to the failure of the security issuer or backer) by:

- Limiting investments to the safest types of securities
- Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisers with which the Township will do business
- Diversifying the investment portfolio so that potential losses on individual securities will be minimized.

b. Interest Rate Risk

The Township will minimize the risk that the market value of securities in the portfolio will fall due to changes in general interest rates, by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity
- Investing operating funds primarily in shorter-term securities; money market mutual funds, or similar investment pools subject to the restrictions herein.

2. Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). A portion of the portfolio also may be placed in money market mutual funds or local government investment pools which offer same-day liquidity for short-term funds subject to the restrictions herein.

3. Yield

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall not be sold prior to maturity with the following exceptions:

1. A declining credit security may be sold early to minimize loss of principal.
2. A security swap would improve the quality, yield, or target duration in the portfolio.
3. Liquidity needs of the portfolio require that the security be sold.

**5. DELEGATION OF AUTHORITY:**

Authority to manage the Township of Hanover investment program is derived from the following:

The establishment of investment policies is the responsibility of the Hanover Township Board of Trustees. Management and administrative responsibility for the investment program is hereby delegated to the Hanover Township Supervisor (the "Supervisor") who shall establish written administrative procedures for the operation of the investment program consistent with this investment policy.

The Supervisor shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. The Supervisor may from time to time, amend the written procedures in a manner consistent with this policy or with State Statutes.

**6. ETHICS AND CONFLICTS OF INTEREST:**

Officials) officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose: to the Township Administrator any financial interests in financial institutions that conduct business within this jurisdiction and they shall further disclose any personal financial investment positions that could be related to the performance of the Township of Hanover's portfolio. Employees, officials and officers shall subordinate their personal investment transactions to those of the Township, particularly with regard to the time of purchase and sales.

**7. AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS:**

The Supervisor will maintain a list of financial institutions authorized to provide investment services. In addition, a list will also be maintained of approved security brokers/dealers selected by credit worthiness (e.g., a minimum capital requirement of \$10,000.00 and at least five (5) years of operation). These may include "primary" dealers or regional dealers that qualify under Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule). No public deposit shall be made except in qualified public depository as established by state statutes.

All financial institutions and brokers/dealers who desire to become qualified bidders for investment transactions must supply the Supervisor with the following:

- audited financial statements
- proof of National Association of Security Dealers certification trading resolution
- proof of state registration

- completed broker/dealer questionnaire
- certification of having read the Township's investment policy
- depository contracts

An annual review of the financial condition and registration of qualified bidders will be conducted by the Supervisor.

A current audited financial statement is required to be on file for each financial institution and broker/dealer in which the Township invests.

**8. AUTHORIZED AND SUITABLE INVESTMENTS:**

The Township may invest in any type of security allowed for in Illinois statutes regarding the investment of public funds. Approved investments include:

a. Bonds, notes, certificates of indebtedness, treasury bills, treasury strips or other securities, including obligations of the Governmental National Mortgage Association, which are guaranteed by the full faith and credit of the government of the United States of America as to principal and interest or in bonds, notes, debentures, or other similar obligations of the United States of America or its agencies.

b. Interest bearing savings accounts, interest bearing certificates of deposit or interest bearing time deposits or any other investments constituting direct obligations of any institution as defined by the Illinois Banking Act and that is insured by the Federal Deposit Insurance Corporation,

c. Illinois Public Treasurer's Investment Pool.

d. Short-term obligations of corporations (commercial paper) organized in the United States with assets exceeding \$500 million and rated at the time of purchase at the highest classification established by at least two standard rating services. Investments must mature within 180 days from the date of purchase. Such purchase may not exceed 10% of the corporation's outstanding obligations, and no more than 10% of the Township's funds may be invested in commercial paper.

e. Short-term discount obligations of the Federal National Mortgage Association or in shares or other forms of securities issued by savings and loan associations incorporated under the laws of this state or any other state or under the laws of the United States. Investments may be made only in those savings and loan associations the shares, or investment certificates of which are insured by the Federal Deposit Insurance Corporation and Federal Savings and Loan Insurance Corporation.

f. In money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market fund is limited to obligations described in paragraph (a) of this subsection and to agreements to repurchase such obligations.

g. In interest bearing bonds of any county, township, city, village, incorporated town, municipal corporation, or school district. The bonds shall be registered in the name of the Township or held under a custodial agreement at a bank. The bonds shall be rated at the time of purchase within the highest general classifications established by a rating service of nationally recognized expertise in rating bonds of states and their political subdivisions.

**9. COLLATERALIZATION:**

It is the policy of the Township of Hanover to require that funds on deposit that are not insured by the FDIC be secured by some form of collateral. The Township will accept any of the following assets as collateral:

- ~ U.S. Government Securities
- ~ Obligations of Federal Agencies
- ~ Obligations of Federal Instrumentalities
- ~ Obligations of the State of Illinois

The Township reserves the right to accept/reject any form of the above named securities.

The amount of collateral provided will not be less than 110% of the fair market value of the net amount of public funds secured. The ratio of fair market value of collateral to the amount of funds secured will be reviewed quarterly, and additional collateral will be requested when the ratio declines below the level required and collateral will be released if the market value exceeds the required level. Pledged collateral will be held in safekeeping, by an independent third party depository designated by the Township of Hanover and evidenced by a safekeeping agreement. Collateral agreements will preclude the release of the pledged assets without an authorized signature from the Township of Hanover. The Township of Hanover realizes that there is a cost factor involved with collateralization and the Township will pay any reasonable and customary fees related to collateralization.

**10. SAFEKEEPING AND CUSTODY:**

All trades where applicable will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds. Securities will be held by a third party custodian as evidenced by safekeeping receipts.

**11. DIVERSIFICATION:**

In order to reduce the risk of default, the investment portfolio of the Township of Hanover shall not exceed the following diversification limits unless specifically authorized by the Board of Trustees:

1. No financial institution shall hold more than 33% of the Township's investment portfolio, exclusive of U.S. Treasury securities in safekeeping.

2. Monies deposited at a financial institution shall not exceed 50% of the capital stock and surplus of that institution.

3. Commercial paper shall not exceed 10% of the Township's investment portfolio.

4. Deposits in the Illinois Public Treasurer's Investment Pool shall not exceed 50% of the investment portfolio.

**12. MAXIMUM MATURITIES:**

To the extent possible, the Township of Hanover will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, or controlled by specific ordinance, the Township will not directly invest in securities maturing more than two years from the date of purchase.

Reserve funds may be invested in securities exceeding two years if the maturity of such investments are made to coincide as nearly as practicable with the expected use of the funds.

**13. PERFORMANCE STANDARDS:**

a. The investment portfolio will be designed to exceed the market average rate of return on six month U.S. Treasury Bills, by 10 basis points during budgetary cycle, taking into account the Township's investment risk constraints and cash flow needs.

b. The Township's investment strategy is active. Given this strategy, the basis used by the Supervisor to determine whether market yields are being achieved shall be the six month U.S. Treasury Bill. The Township's return on the investment portfolio should also exceed the annualized consumer price index percentage increase by 10 basis points.

**14 REPORTING:**

The Supervisor is charged with the responsibility of submitting a quarterly report, within 35 days of the end of the calendar quarter, to the Board of Trustees that provides the following information:

- ~ Principal and type of investment by fund
- ~ Earnings for the current quarter and year-to-date (average over period on weekly basis)
- ~ Annualized yield
- ~ Ratio of cash to investments
- ~ Investments by institution and maturity date
- ~ Compliance section (on what institutions are in compliance of policy)
- ~ Percentage of the total portfolio that each type of investment represents
- ~ Fair market value and book value of, and income earned on, each security held within the Township's portfolio

**15. INTERNAL CONTROLS:**

The Supervisor is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the Township are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits requires estimates and judgments by the Township Board.

Accordingly, the Supervisor shall establish a process for an annual independent review by an external auditor to assure compliance with policies and procedures, The internal controls shall address the following points:

- ~ Control of collusion
- ~ Separation of transaction authority from accounting and record keeping
- ~ Custodial safekeeping
- ~ Avoidance of physical-delivery securities
- ~ Clear delegation of authority to subordinate staff members
- ~ Written confirmation of telephone transactions for investments and wire transfers
- ~ Development of a wire transfer agreement with the lead bank or third party custodian

**16. INVESTMENT POLICY ADOPTION:**

The Township of Hanover's investment policy shall be adopted by resolution of the Township Board of Trustees. This policy shall be reviewed on an annual basis by the Supervisor and any modifications made thereto must be approved by the Township Board of Trustees,

**17. CONFLICTING PROVISIONS:**

In the event of any conflict between any state or federal regulation, statute, or code and any term or condition of this Policy, the statute, regulation or code shall control but only to the extent of such conflict or inconsistency and only to the extent said regulation, statute or code is more restrictive than said terms and conditions of this Policy.

## GLOSSARY

**AGENCIES:** Federal agency securities.

**ASKED:** The price at which securities are offered.

**BANKERS' ACCEPTANCE:** A draft or bill of exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

**BID:** The price offered for securities.

**BROKER:** A Broker brings buyers and sellers together for a commission paid by the initiator of the transaction or by both sides; he or she does not position. In the money market, brokers are active in markets in which banks buy and sell money and in interdealer markets.

**COLLATERAL:** Securities, evidence of deposit or other property which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

**COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR):** The official annual report for the Township of Hanover. It includes five combined statements and basic financial statements for each individual fund and account group prepared in conformity with GAAP. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed Statistical Section.

**CERTIFICATE OF DEPOSIT (CD):** A time deposit with a specific maturity evidenced by a certificate. Large-denomination CD's are typically negotiable.

**COUPON:** (a) The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. (b) A certificate attached to a bond evidencing interest due on a payment date.

**DEALER:** A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

**DELIVERY VERSUS PAYMENT:** There are two methods of delivery of securities; a delivery versus payment and delivery versus receipt (also called free). Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

**DEBENTURE:** A bond secured only by the general credit of the issuer.

**DISCOUNT:** The difference between the cost price of a security and its value at maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.

**DISCOUNT SECURITIES:** Non-interest bearing money market instruments that are issued at a discount and redeemed at maturity for full face value, e.g., U.S. Treasury Bills.

**DIVERSIFICATION:** Dividing investment funds among a variety of securities offering independent returns,

**FEDERAL CREDIT AGENCIES:** Agencies of the Federal government set up to supply credit to various classes of institutions and individuals. e.g., S & Ls, small business firms, students, farmers; farm cooperatives and exporters.

**FEDERAL FUNDS RATE:** The rate of interest at which Fed funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

**FEDERAL OPEN MARKET COMMITTEE (FOMC):** Consists of seven members of the Federal Reserve Board and five of the twelve Federal Reserve Bank Presidents. The President of the New York Federal Reserve Bank is a permanent member while the other Presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of Government Securities in the open market as a means of influencing the volume of bank credit and money.

**FEDERAL RESERVE SYSTEM:** The central bank of the United States created by Congress and consisting of a seven-member Board of Governors in Washington, D.C., 12 Regional Banks and about 5,700 commercial banks that are members of the system.

**FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC):** A federal agency that insures bank deposits, currently up to \$100,000 per deposit.

**FEDERAL HOME LOAN BANKS (FHLB):** The institutions that regulate and lend to savings and loan associations. The Federal Home Loan Banks play a role analogous to that played by the Federal Reserve Banks vis-a-vis member commercial banks.

**FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA):** FNMA, like GNMA was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing & Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. "Fannie Mae," as the corporation is called, is a private stockholder-owned corporation. The Corporation's purchases include a variety of adjustable mortgages and second loans, in addition to fixed-rate mortgages. FNMA's are also highly liquid and are widely accepted; FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

**FEDERAL SAVINGS AND LOAN ASSOCIATION (FSLIC):** A federal agency that insures bank deposits up to \$100,000 per deposit.

**GOVERNMENT NATIONAL MORTGAGE ASSOCIATION (GNMA or GINNIE MAE):** Securities guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations and other institutions. Security holder is protected by full faith and credit of the U.S. Government. Ginnie Mae securities are backed by FHA, VA or FMHM mortgages. The term pass-throughs is often used to describe Ginnie Maes.

**LIQUIDITY:** A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

**LOCAL GOVERNMENT INVESTMENT POOL (LGIP):** The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.

**MARKET VALUE:** The price at which a security is trading and could presumably be purchased or sold.

**MASTER REPURCHASE AGREEMENT:** A written contract covering all future transactions between the parties to repurchase-reverse repurchase agreements that establishes each party's rights in the transactions. A master agreement will often specify, among other things, the right of

the buyer-lender to liquidate the underlying securities in the event of default of the seller - borrower.

**MATURITY:** The date upon which the principal or stated value of an investment becomes due and payable.

**MONEY MARKET:** The market in which short-term debt instruments (bills, commercial paper, bankers' acceptance, etc.) are issued and traded.

**OPEN MARKET OPERATIONS:** Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the FOME in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve's most important and most flexible monetary policy tool.

**PORTFOLIO:** Collection of securities held by an investor.

**PRUDENT PERSON RULE:** An investment standard. In some states, the law requires that a fiduciary, such as a Trustee, may invest money only in a list of securities selected by the State—the so-called legal list. In other states, the trustee may invest in a security if it is one which would be bought by a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital.

**PRIMARY DEALER:** A group of government securities dealers that submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC) registered securities broker-dealers, banks, and a few unregulated firms.

**RATE OF RETURN:** The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond or the current income return.

**QUALIFIED PUBLIC DEPOSITORIES:** A financial institution which does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of this state, which has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits.

**REPURCHASE AGREEMENT (RP OR REPO):** A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security "buyer" in effect lends the "seller" money for the period of the agreement, and the terms of the agreement are structured to compensate for this. Dealers use RP extensively to finance their positions. Exception: When the Fed is said to be doing RP, it is lending money that is, increasing bank reserves.

**SAFEKEEPING:** A service to customers rendered by banks for a fee whereby securities and valuables of all types and description are held in the bank's vaults for protection.

**SECONDARY MARKET:** A market made for the purchase and sale of outstanding issues following the initial distribution.

**SEC RULE 15C3-1:** See *uniform net capital rule*.

**SECURITIES & EXCHANGE COMMISSION:** Agency created by Congress to protect investors in securities transactions by administering securities legislation.

**TREASURY BILLS:** A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.

**TREASURY BOND:** Long-term U.S. Treasury securities having initial maturities of more than ten years.

**TREASURY NOTES:** Intermediate term coupon bearing U.S. Treasury securities having initial maturities of from one to ten years.

**YIELD:** The rate of annual income return on an investment, expressed as a percentage.

(a) **INCOME YIELD** is obtained by dividing the current dollar income by the current market price for the security. (b) **NET YIELD** or **YIELD TO MATURITY** is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

**UNIFORM NET CAPITAL RULE:** Securities and Exchange Commission requirement that member firms as well as non-member broker dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also called net capital rule and net capital ratio. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

**RESOLUTION \_\_\_\_\_**

**A RESOLUTION AUTHORIZING PARTICIPATION IN THE  
STATE OF ILLINOIS FEDERAL SURPLUS PROPERTY PROGRAM**

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

**WHEREAS**, the Township has limited fiscal resources available for the procurement of heavy-duty construction equipment, vehicles, commodities, and other property;

**WHEREAS**, the State of Illinois’ Federal Surplus Property Program offers a variety of surplus property at approximately 5-25 percent of the acquisition value, effectively reducing program costs by acquiring items that have been used to their life expectancy or property that must be replaced for safety or economic reasons;

**WHEREAS**, the Township agrees to the following terms and conditions: to use the surplus property only in the official program which it represents; and upon receipt, agrees to place the surplus property into use within one year; and it agrees that the property shall be used for a period of one year (certain items, eighteen months); that it agrees it will not sell, loan, trade or tear down the property without written consent from the State of Illinois;

**WHEREAS**, the Township understands that surplus property must be used in an authorized program and that personal use or non-use of surplus property is not allowed;

**THEREFORE, WE THE ELECTED OFFICIALS** of the Township do hereby consent and decree that the Township is authorized to participate in the State of Illinois Federal Surplus Property Program.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: November 5, 2013

APPROVED: November 5, 2013

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Brian P. McGuire, Township Supervisor

ATTEST:

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Katy Dolan Baumer, Township Clerk

#### CERTIFICATION

I, the undersigned, do hereby certify that I am the Township Clerk of Hanover Township, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Resolution \_\_\_\_\_, enacted on November 5, 2013, and approved on November 5, 2013 as the same appears from the official records of Hanover Township.



250 S. State Route 59  
Bartlett, IL 60103-1648  
(630) 837-0301  
Hanover-township.org

## **2014 Board of Trustees Meeting Dates**

Pursuant to 5 ILCS 120/2.0 and 2.03, the Hanover Township Board of Trustees will on the first and third Tuesday of each month at 7:00 p.m. The Board Meetings will generally be held at the Hanover Township Senior Center Veterans Hall, 240 S. Route 59, Bartlett, Illinois 60103.

(Board Approved \_\_\_\_\_)

January 7

January 21

February 4

February 18

March 4

March 18

April 1

April 15 (Also, Annual Town Meeting)

May 6

May 20

June 3

June 17

July 1

July 15

August 5

August 19

September 2

September 16

October 7

October 21

November 4

November 18

December 2

December 16



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## **2014 Board of Trustees Workshop Dates**

Pursuant to 5 ILCS 120/2.0 and 2.03, the Hanover Township Board of Trustees will meet for a Saturday morning Workshop to discuss topics of interest to residents on the first Saturday of each month at 8:30 a.m. The Workshops will generally be held at the Hanover Township Senior Center Veterans Hall, 240 S. Route 59, Bartlett, Illinois 60103.

(Board Approved \_\_\_\_\_)

February 1

March 1

April 5

May 3

June 7

October 4

November 1

December 6



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## **2014 Hanover Township Holiday Closing Dates**

(Board Approved \_\_\_\_\_)

Wednesday, January 1, 2014 – New Year’s Day

Monday, January 20 – Martin Luther King Day

Monday, February 17 – President’s Day

Monday, May 26 – Memorial Day

Friday, July 4 – Independence Day

Monday, September 1 – Labor Day

Wednesday, November 11 – Veterans Day

Thursday, November 27 – Thanksgiving Day

Friday, November 28 – Day after Thanksgiving Day

Wednesday, December 24 – Christmas Eve

Thursday, December 25 – Christmas Day