



240 S. Route 59, Bartlett, Illinois 60103

Special Meeting of Town Board
March 20th, 2012
7:00 PM

A G E N D A

- I. Call to Order – Roll Call
- II. Pledge of Allegiance
- III. Town Hall (Public Comments)
- IV. Presentations
 - A. Veterans Honor Roll
 1. SP5 Ivan E. Barriga
 - B. Mr. Martin Windelborn
 - C. Girl Scout Troop #993
- V. Hearing Regarding the Hanover Township and the Hanover Township Road District Budget and Appropriation Ordinances
 - A. Explanation of the Hanover Township and the Hanover Township Road District Budget and Appropriation Ordinances
 - B. Comments and Questions from the Board regarding the Ordinances
 - C. Comments and Questions from the Public regarding the Ordinances
 - D. Approve – Hanover Township Budget and Appropriation Ordinance for the Fiscal Year Beginning April 1, 2012 and Ending March 31, 2013
 - E. Approve – Hanover Township Road District Budget and Appropriation Ordinance for the Fiscal Year Beginning April 1, 2012 and Ending March 31, 2013
 - F. Adjournment to Regular Board Meeting
- VI. Reports
 - A. Supervisor’s Report
 - B. Clerk’s Report
 - C. Highway Commissioner’s Report
 - D. Assessor’s Report
 - E. Treasurer’s Report
 - F. Department Reports
- VII. Bill Paying
- VIII. Unfinished Business

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.

- IX. New Business
 - A. Regular Meeting Minutes of March 1, 2012
 - B. Special Meeting Minutes of March 1, 2012
 - C. Reappointment of Brian Gorcowski to the Mental Health Board
 - D. Approval of 2012 Annual Town Meeting Agenda
 - E. Ordinance Amending the Hanover Township Personnel Policy (Vehicle Cell Phone Use Prohibition)
 - F. Resolution Approving a Contract for Services Between Hanover Township and the Hanover Township Mental Health Board (Youth and Family Services Alternative to Suspension Program/Prevention Specialist Position)
 - G. Resolution Approving a Contract for Services Between Hanover Township and the Hanover Township Mental Health Board (Youth and Family Services Psychiatric Back-Up Services)
 - H. Resolution Authorizing Charge Orders for the Senior Center Lower Level Build Out Capital Project

- X. Executive Session

- XI. Other Business

- XII. Adjournment

Mission Statement

Our mission is to continuously improve the quality of life of Hanover Township residents by providing a unique array of quality, cost effective, community-based services acting as a dynamic organization that delivers services in a responsible and respectful manner.

**Hanover Township Budget and Appropriation Ordinance
Ordinance #**

AN ORDINANCE MAKING APPROPRIATIONS TO DEFRAY EXPENDITURES FOR
THE TOWNSHIP OF HANOVER, COOK COUNTY, ILLINOIS,
FOR THE FISCAL YEAR BEGINNING **APRIL 1, 2012** AND ENDING **MARCH 31, 2013**.
BE IT ORDAINED BY THE BOARD OF TRUSTEES, TOWNSHIP OF HANOVER, COOK COUNTY, ILLINOIS AS FOLLOWS:

SECTION 1: THAT THE FOLLOWING BUDGET, CONTAINING AN ESTIMATE OF REVENUES AND
EXPENDITURES, IS HEREBY ADOPTED FOR THE FOLLOWING FUNDS: TOWN FUND, SENIOR
CENTER FUND, GENERAL ASSISTANCE FUND, COMMUNITY MENTAL HEALTH FUND,
RETIREMENT FUND AND VEHICLE REPLACEMENT FUND FOR THE FISCAL YEAR MENTIONED
ABOVE, AND SHALL BE IN FULL FORCE AND EFFECT FROM AND AFTER THIS DATE.

1. GENERAL TOWN FUND

Beginning Balance April 1, 2012		2,335,092
Estimated Revenues		
3000	Property Tax	3,197,420
3100	Replacement Tax	26,500
3250	Interest Income	10,000
3300	Other Income	5,200
3350	Rent	500
3420	MHB/Office Charges	4,500
3425	YFS - Donations & Gifts	500
3430	YFS - Therapy Fees	18,000
3435	YFS - Other Income	500
3440	YFS - Tutoring Fees	5,700
3445	YFS - MHB Grants	40,000
3450	Community Health	4,000
3951	Passport Fees	41,250
3955	Grant	1
Total Estimated Revenues		<u>3,354,071</u>
Total Estimated Funds Available		<u>5,689,163</u>
Budgeted Expenditures		
	Administration	1,715,843
	Community & Veterans Affairs	157,350
	Emergency Services	106,350
	Assessor	147,081
	Facilities & Maintenance	360,258
	Collector	1
	Clerk	96,003
	Community Health	112,934
	Youth and Family Services	848,251
Total Expenditures/Appropriations		<u>3,544,071</u>
Estimated Cash on Hand March 31, 2013		<u>2,145,092</u>

Expenditures/Appropriations			
4301	Compensation of Officials		98,802
	Town Hall Administration Expense		
	4401	Postage	2,750
	4404	Office Supplies	5,500
	4406	Printing	3,250
	4408	Salaries	250,000
	4412	Travel	4,000
	4414	Memberships, Subs, Pubs	8,000
	4420	Pre-Employment Charges	750
	4424	Education & Training	18,000
	4429	Miscellaneous	10,000
	4520	Consulting Fees	10,000
	4530	Financial Administration	59,160
	4531	Community Affairs	5,000
	4532	Committee on Youth	3,300
	4533	Environmental Sustainability	1,500
	4560	Contingency Fund	55,000
	Total Town Hall Administration Expense		436,210
	Town Hall Expense		
	4402	Telephone Town - Town	25,000
	4403	Utilities - Town	21,000
	4405	Internet Access - Town	1,800
	4416	Equipment Rental - Town	2,400
	Total Town Hall Expense		50,200
	Legal/Auditing		
	4501	Auditing	13,000
	4502	Legal Services	65,000
	Total Legal/Auditing		78,000
	Insurance & Employee Benefits		
	4411	Employee Assistance Program	1,600
	4503	General Insurance	70,000
	4504	Dental, Vision & Life	36,900
	4505	Health Insurance	250,954
	4506	Unemployment Comp	26,400
	4507	Flex Plan	800
	4508	Health Insurance Waiver	38,400
	4512	Health Savings Account	6,000
	4513	Employee Wellness	8,000
	Total Ins & Employee Benefits		439,054

Capital Expenditures & Transfers			
4410	Equipment Purchase	20,000	
4430	Computer Equipment, Software & Support	70,000	
4540	Facility Lease	20,000	
4541	Transfer to Vehicle Fund	15,000	
4547	Transfer to Capital Projects Fund	223,750	
4548	Transfer to IMRF Fund	143,000	
4549	Transfer to Social Security Fund	79,000	
Total Capital Expenditures & Transfers			570,750
Community Center Operations			
4460	Salaries	35,327	
4461	Utilities	7,500	
Total Community Center Operations			42,827
Total Administration			1,715,843
Community Relations & Veterans Affairs			
Community Relations			
4608	Salaries	58,000	
4611	Education & Training	1,000	
4614	Printing	1,000	
4615	Postage	1,350	
4617	Equipment & Furniture	2,000	
4619	Office Supplies	1,000	
4620	Satellite Office Programs	1,000	
4621	Satellite Office Utilities	1,750	
4622	Satellite Office Lease	10,000	
4623	Satellite Office Phone & Internet	1,400	
4624	Travel	500	
4625	Communications	54,000	
4626	Community Service Awards	1,500	
4628	Historical Maker Program	2,400	
4629	Dues & Subscriptions	250	
Total Community Relations			137,150
Veterans Affairs			
4700	Salary	20,000	
4703	Travel	100	
4704	Supplies	100	
Total Veterans Affairs			20,200
Total Community Relations & Veterans Affairs			157,350
Emergency Services			
4801	Salaries	40,600	
4802	Equipment	27,750	
4803	Uniforms	6,000	
4804	Printing	1,000	
4805	Postage	100	
4806	Office Supplies	500	
4807	Miscellaneous	1,000	
4808	Education & Training	10,000	
4809	Pre-Volunteer Screening	1,000	
4810	Travel	1,500	
4811	Volunteer Insurance	1,200	
4812	Volunteer Appreciation	2,500	
4813	Vehicle Fuel & Maintenance	4,000	
4814	Communications	9,200	
Total ES			106,350
Assessor's Office			
4405	Office Supplies	4,674	
4407	Printing	772	
4409	Salaries	124,278	
4411	Equipment Purchase	1,838	
4413	Travel	3,018	
4415	Dues, Subs & Publications	2,866	
4419	Training	3,341	
4426	Miscellaneous	1,200	
4431	Equipment Rental	1,082	
4433	Professional Services	1,170	

4524	Equipment Maintenance	1,543	
4525	Newsletter/Pamph/Comm.Video	1,299	
Total Assessor's Office			147,081
Facilities & Maintenance			
4200	Salaries	210,000	
4202	Office Supplies	400	
4204	Janitorial Supplies - Elgin	750	
4205	Janitorial Supplies - Town	4,250	
4206	Janitorial Supplies - Senior	5,500	
4207	Janitorial Supplies - Astor	1,000	
4208	Housekeeping Contract	31,000	
4209	Building Contracts	13,500	
4228	Building Maintenance - Elgin	1,300	
4210	Building Maintenance - Town	11,500	
4211	Building Maintenance - Senior	12,500	
4212	Building Maintenance - Astor	2,183	
4229	Equipment Maintenance - Elgin	500	
4213	Equipment Maintenance - Town	13,775	
4214	Equipment Maintenance - Senior	13,500	
4215	Equipment Maintenance - Astor	1,350	
4216	Equipment Rental	2,600	
4217	Education & Training	900	
4218	Vehicle Maintenance - Town	4,500	
4219	Vehicle Fuel - Town	6,500	
4220	Seasonal Projects Assistance	5,000	
4221	Cell Phone / Communications	2,000	
4222	Trash Removal - Town	3,000	
4223	Trash Removal - Senior	1,850	
4224	Trash Removal - Astor	1,200	
4225	Grounds Maintenance	8,000	
4226	Uniforms	900	
4227	Miscellaneous	800	
Total Facilities & Maintenance			360,258
Collector's Office			
4437	Collector's Office	1	
Total Collector's Office			1

Clerk's Office			
4200	Salaries	75,415	
4201	Postage	993	
4202	Office Supplies	2,136	
4203	Printing	3,151	
4206	Travel Expense & Seminars	1,455	
4204	Dues, Sub & Publications	485	
4205	Legal Notices	1,008	
4210	Community Affairs	2,081	
4213	Equipment Maint & Rental	375	
4214	Furniture & Equipment	1,801	
4216	Miscellaneous	1,981	
4217	Passport Expenditures	2,673	
4218	Passport Postage	2,449	
Total Clerk's Office			96,003
Community Health			
4450	Salaries	90,782	
4451	Postage	500	
4452	Office Supplies	2,000	
4453	Printing & Legal Notices	1,000	
4454	Travel, Expense & Seminars	1,000	
4455	Dues, Subs & Publications	200	
4456	Community Affairs	2,000	
4457	Equipment Maint & Rental	300	
4458	Furniture & Computer Equipment	500	
4459	Professional Services	500	
4461	Miscellaneous	1,000	
4462	License/Professional Insurance	400	
4464	Grant Development	1	
4465	Medical Supplies	5,750	
4466	Communications	4,000	
4467	Crisis Care	3,000	
4468	MHB Prescription Reimbursements	1	
Total Community Health			112,934

Youth and Family Services

Administration & Clinical

4608	Salaries	506,750
4611	Education & Training	5,600
4612	Consulting Fees	3,600
4613	Answering Service	1,300
4614	Printing	1,500
4615	Postage	1,000
4616	Books and Journals	800
4617	Equipment Maintenance	2,000
4618	Psychiatric backup	15,000
4619	Office Supplies	3,000
4620	Community Affairs	1,500
4621	Recruitment & Pre-Employment	2,000
4622	Miscellaneous	300
4623	Travel	2,500
4624	Intern Stipends	5,000
4625	Insurance	2,800
4626	Equipment and Furniture	3,500
4628	Tutoring	24,000
4629	Dues & Subscriptions	800

Total Administration & Clinical

582,950

Outreach & Prevention

4640	Salaries	173,500
4641	Open Gym Program	75,600
4643	Education & Training	1,600
4644	Travel	2,500
4645	Printing	800
4646	Postage	600
4647	Office Supplies	1,100
4648	Community Affairs	1,000
4649	Professional Services	1,200
4650	Program Supplies	2,000
4651	Cell Phones	2,400
4654	Youth Job Incubator Project	1
4655	Transportation	3,000

Total Outreach & Prevention

265,301

Total Youth & Family Services

848,251

Total Town Fund Expenses/Appropriations

3,544,071

2. SENIOR CENTER/SENIORCITIZEN SERVICES FUND

Beginning Balance April 1, 2012		1,153,868
Estimated Revenues		
3000	Property Tax	955,185
3250	Interest Income	1,500
3300	Other Income	250
3325	Aid Transportation Fees	20,400
3330	RTA Grant	15,454
3350	CEDA - LIHEAP	2,500
3425	Title III Grants - Sub Area Agency	24,776
3450	Transfer From Road & Bridge Fund*	328,208
3500	Senior Programs	65,000
3501	Nutrition	6,000
3503	Donations	2,000
3506	Social Services Donations	0
3507	Material Fees	7,000
3509	Lending Closet	2,000
		<hr/>
* To be spent for direct costs of senior citizen transportation programs pursuant to 605 ILCS 5/6-131, 60 ILCS 1/85-13 and ILCS 1/220-10		
Total Estimated Revenue		<u>1,430,273</u>
Total Estimated Funds Available		2,584,141
Total Expenditures/Appropriations		<u>1,529,773</u>
Estimated Cash on Hand March 31, 2013		1,054,368
Expenditures		
Administration		
4517	Salaries	449,600
4522	Contingency	60,000
4523	Recruitment	1,250
4524	Utilities	79,000
4525	Telephone & High Speed Internet	6,500
4527	Equip Purchase / Rental / Repair	9,250
4528	Office Supplies	6,500
4529	Postage	4,000
4530	Printing	2,000
4534	Dues, Sub & Publications	1,000
4535	Travel	1,500
4536	Education & Training	4,500
4537	Consultants	6,000
4538	Community Affairs	3,500
4539	Miscellaneous	1,000
4540	Title Endowment Fund	15,000
4541	Transfer to Capital Fund	118,000
4542	Senior Satellite Services	50,000
Total Administration		<hr/> 818,600
Programs & Services		
4514	Weekend Programming	2,000
4515	Programming	87,000
4516	Social Services	4,000
4519	Senior Assistance	2,000
4520	Volunteer Services	16,000
4526	Club 59	24,500
4530	Nutrition	13,645
4531	Computer Instruction	1,000
4532	Visual Arts	15,000
Total Programs & Services		<hr/> 165,145
Senior Health		
4546	Salaries	73,528
4547	Printing	1,000
4548	Program Supplies	1,000
Total Senior Health		<hr/> 75,528
Transportation		
4513	Alternative Transportation	10,000
4517	Volunteer Express	15,500
4518	Vehicle Maintenance	30,000
4546	Salaries	315,000
4547	Dispatch Software	50,000
4549	Recruitment	1,500
4550	Telephone	4,000
4551	Training	3,000
4552	Fuel	40,000
4553	Uniforms	1,500
Total Transportation		<hr/> 470,500
Total Senior Center Fund / Senior Citizen Services Fund Appropriations		<u>1,529,773</u>

3. WELFARE SERVICES

Beginning Balance April 1, 2012			465,068
Estimated Revenues			
3000	Property Tax	317,433	
3100	Replacement Tax	4,500	
3250	Interest Income	1,000	
3300	Other Income	2,000	
3350	CEDA - LIHEAP	10,000	
3445	Grants	1	
Total Estimated Revenues		<u>334,934</u>	<u>334,934</u>
Total Estimated Funds Available			800,002
Total Expenditures/Appropriations			<u>451,240</u>
Estimated Cash on Hand March 31, 2013			348,762
Expenditures			
Home Relief			
4101	Food	1,000	
4102	Rent	120,000	
4103	Utilities	12,000	
4105	Clothing	15,000	
4106	Travel Expenses	5,750	
4110	Burial	1,500	
4115	Medical	25,000	
4116	Catastrophic Insurance Premium	3,500	
4117	Miscellaneous	1,000	
4119	Emergency Assistance	50,000	
Total Welfare Services Home Relief		<u>234,750</u>	234,750
Administration			
4201	Salaries	186,000	
4202	Office Supplies	2,500	
4204	Equipment Purchase & Rental	6,000	
4205	Travel & Training	2,438	
4206	Postage	612	
4210	Printing	1,540	
4212	Dues, Pubs & Background Check	1,400	
4213	Community Affairs / Misc	1,500	
4506	Capital Improvements	12,500	
4507	Professional Services	2,000	
Total Welfare Services Administration		<u>216,490</u>	216,490
Total WS Budgeted Expenditures/Appropriations			451,240

4. MENTAL HEALTH FUND

Beginning Balance April 1, 2012		748,285
Estimated Revenues		
3000 Property Tax	952,300	
3100 Replacement Tax	15,000	
3250 Interest Income	2,000	
3300 Other Income	1,000	
3350 Rental Income	10,000	
3850 Tide Transportation Fee	8,000	
3855 Telephone Reimbursement	6,600	
3950 Aid Transportation Fees	2,500	
Total Estimated Revenues	<u>997,400</u>	<u>997,400</u>
Total Estimated Funds Available		1,745,685
Budgeted Expenditures		
Service Contracts	1,000,000	
Administration	99,400	
Community Resource Center	86,500	
Total Expenditures/Appropriations	<u>1,185,900</u>	<u>1,185,900</u>
Community Mental Health (708) Fund		<u>559,785</u>
Estimated Cash on Hand March 31, 2013		559,785

Expenditures
Service Contracts

4100	Children's Advocacy Center - CASI	20,000
4102	CAC Family Support	2,000
4103	CAC Safe from the Start	14,000
4104	CCC - Domestic Violence Shelter	28,000
4105	Community Crisis Counseling	23,000
4107	Open Door Clinic	5,000
4108	AID Supportive Employment	38,000
4109	AID Case Management	5,000
4112	Clearbrook Children's Program	5,500
4113	Clearbrook Residential	4,000
4114	Clearbrook Developmental Training	2,500
4123	Easter Seals DuPage	41,000
4127	Renz Prevention	15,500
4128	Renz Outpatient	52,000
4129	Day One Network	7,000
4130	Northwest CASA	8,000
4131	AID Transportation	21,000
4132	Ecker Therapy Services	67,000
4135	Ecker Center/PEP	3,500
4136	Han Twp Youth & Family Services	12,500
4137	HT Alternative to Suspension	25,000
4138	Contract Support Services	139,115
4140	Maryville Academy Casa Salama	25,000
4141	Shelter Inc Healthy Families	12,000
4142	Centro de Informacion	30,000
4146	The Bridge	18,000
4148	Family Service Youth	21,000
4149	Family Service Senior	12,500
4156	Epilepsy Foundation	1,000
4158	Larkin Center	7,000
4160	Summitt Center	9,500
4162	TIDE Project	33,000
4165	Alexian Brothers - Outpatient Psych	18,500
4166	PADS of Elgin	17,000
4167	Alexian Brothers - Senior MH	34,000
4169	Greater Elgin Family Care Ctr - Case Mgmt	8,500
4170	Greater Elgin Family care ctr - Post Partum	5,000
4172	Countryside In-Home Respite	3,000
4174	Special Ed Advocacy Center	5,000
4175	WINGS Transitional Shelter	8,500
4177	Staff Development Fund	10,000
4178	MI-Drug / Medical Tests Fund	3,000
4179	Challenge Grant Fund	40,000
4180	Capital Grant Fund	43,000
4182	Clearbrook Employment	2,000
4183	Community Crisis SA Counseling	9,000
4188	Bartlett Learning Center	7,000
4189	Community Crisis Ctr Crisis Line	10,000
4191	Leyden Family Services	31,000
4193	Boys and Girls Club	5,000
4194	CCC - Strategies for Safety	7,000
4195	Autism Society of IL	1,000
4196	Catholic Charities Caregivers Group	2,000
4198	FIITE Center for Independent Living	2,485
4199	Elgin Family Ctr - Adult Psych	9,400
4200	Kenneth Young Center - SASS	7,000
4201	Journeys from PADS to Hope	4,000

Total Service Contracts

1,000,000

Administration			
4001	Hanover Township Services	4,500	
4002	Legal	4,000	
4005	Conference & Training	750	
4006	Personal Expense Reimbursement	1,000	
4008	Subscriptions & Publications	150	
4009	Salaries	52,000	
4010	Employee Insurance	7,250	
4012	Office Supplies	1,000	
4013	Postage	500	
4014	Equip / Database	3,000	
4506	Unemployment Compensation	1,000	
4508	IMRF Expense	6,250	
4522	FICA Expense	4,000	
4538	Miscellaneous	500	
4537	Community Relations	1,000	
4539	Dues	2,500	
4540	Special Events	500	
4541	Printing	1,500	
4544	Consultants	8,000	
Total Administration			99,400
HT Community Resource Center			
4210	Utilities	9,000	
4211	Insurance	1,000	
4213	Janitorial	6,000	
4214	Rent	500	
4216	Telephone Systems Maintenance	4,000	
4217	Capital Improvements	50,000	
4250	Building Maintenance	9,000	
4286	Agency Support Services	7,000	
Total HT Community Resource Center			86,500
Total Expenditures/Appropriations			
Community Mental Health (708) Fund			1,185,900

5. IMRF FUND

Beginning Balance April 1, 2012			89,709
Estimated Revenues			
3000 Property Tax		161,500	
3250 Interest Income		500	
3255 Transfer from Town Fund		143,000	
Total Estimated Revenues		<u>161,500</u>	<u>305,000</u>
Total Estimated Funds Available			394,709
Budgeted Expenditures/Appropriations			
4508 IMRF		305,000	
Total Expenditures/Appropriations		<u>305,000</u>	<u>305,000</u>
Estimated Cash on Hand March 31, 2013			89,709

6. SOCIAL SECURITY

Beginning Balance April 1, 2012			48,095
Estimated Revenues			
3000 Property Tax		129,750	
3250 Interest Income		250	
3255 Transfer from Town Fund		79,000	
Total Estimated Revenues		<u>129,750</u>	<u>209,000</u>
Total Estimated Funds Available			257,095
Budgeted Expenditures/Appropriations			
4522 Social Security		209,000	
Total Expenditures/Appropriations		<u>209,000</u>	<u>209,000</u>
Estimated Cash on Hand March 31, 2013			48,095

7. VEHICLE REPLACEMENT FUND

Beginning Balance April 1, 2012			704,779
Estimated Revenues			
3250 Interest Income		1,000	
3440 Bus Fares & Donations		8,250	
3450 Transfer from Road & Bridge - Senior Trans.*		70,000	
3460 Transfer from Town Fund		15,000	
Total Estimated Revenues		<u>84,250</u>	<u>94,250</u>
Total Estimated Funds Available			799,029
Budgeted Expenditures			
4408 Vehicle Purchase		76,000	
4540 Senior Bus Purchase		78,250	
Total Expenditures/Appropriations		<u>154,250</u>	<u>154,250</u>
Estimated Cash on Hand March 31, 2013			644,779

* To be spent for direct costs of senior citizen transportation programs pursuant to 605 ILCS 5/6-131, 60 ILCS 1/85-13 and ILCS 1/220-10

8. CAPITAL PROJECTS FUND

Beginning Balance April 1, 2012			520,736
Estimated Revenues			
3445 Grant		50,000	
3455 From Senior Center Fund		118,000	
3450 From Town Fund		223,750	
Total Estimated Revenues		<u>391,750</u>	<u>391,750</u>
Total Estimated Funds Available			912,486
Budgeted Expenditures			
4414 Senior Park		315,000	
4425 Building & Permanent Improvements		76,750	
Total Expenditures/Appropriations		<u>391,750</u>	<u>391,750</u>
Estimated Cash on Hand March 31, 2013			520,736

SECTION 2: THAT THE AMOUNTS APPROPRIATED FOR TOWNSHIP PURPOSES FOR THE FISCAL YEAR ENDING MARCH 31, 2013, BY FUND IS:

GENERAL TOWN FUND	3,544,071
SENIOR CENTER/SENIOR CITIZEN SERVICES FUND	1,529,773
WELFARE SERVICES FUND	451,240
COMMUNITY MENTAL HEALTH FUND	1,185,900
IMRF FUND	305,000
FICA FUND	209,000
VEHICLE REPLACEMENT FUND	154,250
CAPITAL PROJECTS FUND	391,750

TOTAL APPROPRIATIONS 7,770,984

SECTION 3: THAT EACH TOTAL IS DIVIDED AMONG THE SEVERAL OBJECTS AND PURPOSES SPECIFIED AND IN PARTICULAR AMOUNTS STATED FOR EACH FUND RESPECTIVELY IN SECTION 1, CONSTITUTING THE TOTAL APPROPRIATION IN THE AMOUNT OF **Seven Million, Seven Hundred and Seventy Thousand, Nine Hundred and Eighty-Four Dollars (\$7,770,984)** FOR THE FISCAL YEAR ENDING MARCH 31, 2013.

SECTION 4: THAT IF ANY SECTION, SUBDIVISION, OR SENTENCE OF THIS ORDINANCE SHALL FOR ANY REASON BE HELD INVALID, SUCH DECISION SHALL NOT AFFECT THE VALIDITY OF THE REMAINING PORTIONS OF THIS ORDINANCE.

SECTION 5: THAT SECTION 2 SHALL BE AND IS THE ANNUAL APPROPRIATION ORDINANCE OF THIS TOWNSHIP, PASSED BY THE BOARD OF TRUSTEES AS REQUIRED BY LAW, AND SHALL BE IN FULL FORCE AND EFFECT FROM AND AFTER THIS DATE.

SECTION 6: THAT A CERTIFIED COPY OF THIS BUDGET AND APPROPRIATION ORDINANCE MUST BE FILED WITH THE COOK COUNTY CLERK WITHIN 30 DAYS AFTER ITS ADOPTION.

ADOPTED ON _____ AT HANOVER TOWNSHIP, COOK COUNTY, ILLINOIS, BY THE HANOVER TOWNSHIP BOARD OF TRUSTEES BY ROLL CALL VOTE.

Ayes _____

Nays _____

Absent _____

Town Clerk

Supervisor

**Hanover Township Road District
Budget and Appropriation Ordinance
Ordinance #**

AN ORDINANCE MAKING APPROPRIATIONS TO DEFRAY EXPENDITURES FOR THE TOWNSHIP
OF HANOVER ROAD DISTRICT, COOK COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING
APRIL 1, 2012 AND ENDING MARCH 31, 2013

BE IT ORDAINED BY THE BOARD OF TRUSTEES, TOWNSHIP OF HANOVER, COOK COUNTY, ILLINOIS.

AS FOLLOWS:

SECTION 1: THAT THE FOLLOWING BUDGET, CONTAINING AN ESTIMATE OF REVENUES AND
EXPENDITURES IS HEREBY ADOPTED FOR THE GENERAL ROAD FUND FOR THE FISCAL YEAR
MENTIONED ABOVE, AND SHALL BE IN FULL FORCE AND EFFECT FROM AND AFTER THIS DATE.

1. General Road Fund

Beginning Balance on April 1, 2012	1,987,267
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Estimated Revenues

Property Tax	792,375	
Replacement Tax	16,000	
Interest Income	15,000	
Permits and Fines	750	
Traffic Enforcement Fees	1,500	
Other	100	

Total Estimated Revenues	825,725
--------------------------	---------

Total Estimated Funds Available	2,812,992
---------------------------------	-----------

Budgeted Expenditures

Road Maintenance	936,008	
Equipment	80,981	
Bridge Maintenance	10,816	
Buildings	1,046,224	
Administration/Transfers*	553,419	

Total Expenditures/Appropriations	2,627,448
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Estimated Cash on Hand March 31, 2013	185,544
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* To be spent for direct costs of senior citizen transportation programs pursuant to 605 ILCS 5/6-131, 60 ILCS 1/85-13 and ILCS 1/220-10

Expenditures

Road Maintenance

4600	Controlled Substance Test	1,082
4601	Salaries	183,750
4602	Road Materials & Operations	11,811
4603	Gasoline	12,000
4605	Maintenance / Supplies	7,571
4606	Engineering	13,520
4607	Contract Work	520,000
4610	Street Lighting	10,000
4614	Signs& Striping	16,224
4616	Salt	<u>160,050</u>

Total Road Maintenance 936,008

Equipment

4604	Machine Rental	1,839
4608	Equipment Purchase	50,479
4609	Maintenance Vehicles & Equip	24,336
4610	Emergency Equipment	1
4611	Construction Equipment	<u>4,326</u>

Total Equipment 80,981

Bridge Maintenance

4615	Bridge Repair and Maintenance	<u>10,816</u>
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Total Bridge Maintenance 10,816

Buildings

4612	Buildings & Perm Improvement	10,816
4613	Building Maintenance	5,408
4617	Land/Building Acquisition & Improvement	<u>1,030,000</u>

Total Buildings 1,046,224

Administration

4506	Unemployment Compensation	525
4508	IMRF Expense	23,400
4522	FICA Expense	15,600
4700	Postage	2,300
4701	Legal	20,000
4702	Insurance	48,672
4703	Accounting	2,100
4704	Telephone	3,500
4705	Dues, Subscriptions & Publications	1,000
4706	Travel Expense	1,500

4707	Printing	2,704	
4708	Training & Conferences	3,000	
4709	Uniforms and Safety Equipment	1,560	
4710	Community Affaris	5,000	
4711	Utilities	6,490	
4712	Miscellaneous	2,000	
4713	Service Charges	260	
4714	Office Supplies	3,120	
4715	Replacement Tax	12,480	
4716	Transfer to Sr Transportation*	328,208	
4717	Transfer to Vehicle Fund*	70,000	
4718	Transfer to Town - Facility**	0	
Total Administration			553,419
* To be spent for direct costs of senior citizen transportation programs pursuant to 605 ILCS 5/6-131, 60 ILCS 1/85-13 and ILCS 1/220-10			
**To be spent for direct costs of providing disaster relief and support services pursuant to 60 ILCS 1/30-117			
Total General Road Fund Expenditures/Appropriations			2,627,448

SECTION 2: THAT THE AMOUNT APPROPRIATED FOR ROAD DISTRICT PURPOSES FOR THE
FOR THE FISCAL YEAR ENDING MARCH 31, 2013

General Road Fund			
	Road Maintenance	936,008	
	Equipment	80,981	
	Bridge Maintenance	10,816	
	Buildings	1,046,224	
	Administration & Transfers	553,419	
Total General Road Fund			2,627,448
Total Expenditures/Appropriations			2,627,448

SECTION 3: THAT EACH TOTAL IS DIVIDED AMONG THE SEVERAL OBJECTS AND PURPOSES SPECIFIED, AND IN PARTICULAR AMOUNTS STATED, FOR THE FUND NAMED IN SECTION 1, CONSTITUTING TOTAL APPROPRIATIONS IN THE AMOUNT OF:
Two Million Six Hundred and Twenty Seven Thousand Four Hundred and Forty-Eight Dollars
\$2,627,448 FOR THE FISCAL YEAR ENDING MARCH 31, 2013

SECTION 4: THAT IF ANY SECTION, SUBDIVISION OR SENTENCE OF THIS ORDINANCE SHALL FOR ANY REASON BE HELD INVALID OR BE UNCONSTITUTIONAL, SUCH DECISION SHALL NOT AFFECT THE VALIDITY OF THE REMAINING PORTIONS OF THIS ORDINANCE.

SECTION 5: THAT SECTION 2 SHALL BE AND IS THE ANNUAL APPROPRIATION ORDINANCE OF THE ROAD DISTRICT, PASSED BY THE BOARD OF TRUSTEES AS REQUIRED BY LAW, AND SHALL BE IN FULL FORCE AND EFFECT FROM AND AFTER THIS DATE.

SECTION 6: THAT A CERTIFIED COPY OF THIS BUDGET AND APPROPRIATION ORDINANCE MUST BE FILED WITH THE COOK COUNTY CLERK WITHIN 30 DAYS OF ITS ADOPTION.

Adopted on _____ at Hanover Township, Cook County, Illinois, by the Hanover Township Board of Trustees by Roll Call Vote:

Ayes _____

Nays _____

Absent _____

TOWNSHIP CLERK

SUPERVISOR

OFFICE OF THE CLERK



Report for February, 2012

SERVICE PROVIDED	FEBRUARY 2012	FEBRUARY 2011	FYTD 2012	FYTD 2011
<i>Passports</i>	192	154	1,708	1,589
Photo Fees	\$605	\$780	\$5,065	\$7,570
Total Passport Fees & Photo Fees	\$5,225	\$3,285	\$43,305.75	\$39,585
<i>Cook County Vehicle Stickers</i>	4	3	192	222
<i>Fishing/Hunting Licenses</i>	2	2	133	122
Fishing/Hunting Agent Fees	\$3	\$1	\$95.25	\$97.75
<i>Handicap Placards</i>	18	27	281	308
<i>Voter Registration</i>	128	72	278	390
<i>FOIA Request</i>	2	2	26	15
<i>Telephone Inquiries</i>	120	-	2,009	-

Department Highlights

- Planning for Passport Day in the USA is taking a portion of our time in February.
- Records Management:
 - All Board Packets and Agendas are posted on the website, as well as approved minutes.
- Professional Development:
 - Mrs. Duval has completed Passport Agent Acceptance Training and is a certified Acceptance Agent.
 - Mrs. Duval has become a Deputy Registrar.
- Community Outreach:
 - Clerk Dolan Baumer attended the Open House and Business After Hours at the Resource Center.
 - Off-site Voter Registration was done by volunteer Registrars and Clerk Dolan Baumer registering 126 voters.

Office of the Clerk Mission Statement:

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



DEPARTMENT OF ADMINISTRATIVE SERVICES

Report for February, 2012

SERVICE PROVIDED	FEBRUARY 2012	FEBRUARY 2011	FYTD 2012	FYTD 2011
<i>Website Visits</i>	5,881	3,364	58,191	
<i>Facebook Likes</i>	0	N/C	550	506
<i>Media Releases</i>	4	2	52	
<i>Technology work orders</i>	33	42	282	
<i>Resident Contacts</i>	3,439	2,326	22,650	
<i>Percent of Budget Expended (92% of year)</i>	6.8%	7.6%	63.7%	60.1%
<i>Grant application submissions</i>	2	3	8	

Department Highlights

- Work has begun on the Runzel Reserve project. Design schematic plans are scheduled to be completed by the end of March, with construction completion scheduled for September.
- The Community Relations Office in Elgin officially opened to the public on February 6. The open house for the satellite office is scheduled for Thursday, March 22 from 5:30-7:30pm.
- Senior Committee applications were due on February 17. We received nine applications for four open positions.
- Capital improvements update: The Food Pantry renovation project started construction at the end of October, with most of the construction to be completed by the end of February. Landscaping and exterior façade improvements will be completed in the spring. The Senior Center lower level project is complete.
- Environmental Sustainability Workgroup update: Throughout the month of March, the ESW stewards are encouraging residents and employees to use BPA free plastic, which is better for your health and the environment. The Workgroup is actively planning the May Employee Lunch and Learn and will have announcements on activities and speakers soon. The next ESW meeting will be held at 3pm on March 20th in Downey Hall, where the group will discuss the results from the survey that concluded in February.

Hanover Township Mission Statement:

Our mission is to continuously improve the quality of life of Hanover Township residents by providing a unique array of quality, cost effective, community-based services acting as a dynamic organization that delivers services in a responsible and respectful manner.



OFFICE OF THE ASSESSOR

Report for February 2012

SERVICE PROVIDED	FEBRUARY 2012	FEBRUARY 2011	FYTD 2012	FYTD 2011
<i>Administration</i>				
Office visits	1343	1384	4808	5477
Building permits processed	127	-	3568	10678
Sales recording	101	124	1037	860
Change of Name*	137	100	627	1744
Property tax appeals	535	351	1208	883
Certificate of Errors	119	125	882	1054
Property location updates	-	25	357	12
New owner mailings	-	-	795	796
Long time occupants*	4	25	146	300
<i>Exemptions</i>				
Home owner exemptions	39	-	120	196
Senior home owner exemptions	209	-	445	297
Senior freeze exemptions*	351	489	552	903
Miscellaneous exemptions	32	14	203	208
<i>Foreclosures</i>	54		428	46

* Denotes notary requirement

Department Highlights

- Extended Tuesday hours, open until 6:00 p.m., FEBRUARY 2012 had a total of 38 Visitors after 4:30
- Board of Review seminar, went extremely well and had over 140 taxpayers in attendance
- For Friday's at the Community Relations Office, 2/10, 2/17/ & 2/24, we had a total of 34 visitors
- The visitors at the CRO, gave a big **Thank You** for the opening of this location.

Office of the Assessor Mission Statement:

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



DEPARTMENT OF EMERGENCY SERVICES

Report for February, 2012

SERVICE PROVIDED	FEBRUARY 2012	FEBRUARY 2011	FYTD 2012	FYTD 2011
<i>Volunteers</i>				
Total volunteers	27		26	
New volunteers	1		16	
Volunteer hours	127		1,987	
<i>Training</i>				
Total hours	228		1,413	
<i>Details</i>				
Township events	0		22	
Municipal Event Assistance	3		26	
Emergency call outs	6		73	
Miscellaneous	0		15	

Department Highlights

- The month of February yielded two higher profile emergency call out events. Bartlett Police called us out on February 12th to assist with lighting and scene security for their shooting incident. Additionally, we dispatched two search and rescue members to assist in the Peoria area. The Illinois Search and Rescue Council requested our assistance in a planned search for a missing Alzheimer patient.
- Training hours are reported larger for the month of February for two reasons. There were five Wednesdays in the month and the current training we are conducting, which is being held in conjunction with the Suburban Law Enforcement Academy (SLEA), is three hours long as opposed to our usual two hour training night activities.
- Met with John Pluta, DesPlaines Emergency Management to conduct work toward our emergency plan approval through the county. Mr. Pluta is a member of the review committee and he explained certain needs/standards for the plan.
- Met with Commander McGuigan to discuss some alteration in the ongoing training through SLEA which is mentioned above. Since the course is new, we addressed some shifts in training that we wanted implemented.
- I was contacted by Sergeant Pretkelis of the Bartlett Police Department regarding our interest in participating in their Fourth of July event. A follow up meeting is still pending.

Hanover Township Mission Statement:

Our mission is to continuously improve the quality of life of Hanover Township residents by providing a unique array of quality, cost effective, community-based services acting as a dynamic organization that delivers services in a responsible and respectful manner.



DEPARTMENT OF FACILITIES & MAINTENANCE

Report for February, 2012

SERVICE PROVIDED	FEBRUARY 2012	FEBRUARY 2011	FYTD 2012	FYTD 2011
<i>Administration</i>				
Vehicle service calls	10	22	215	
Work orders	89	61	639	
Event set-ups/tear downs	164	101	1,758	
<i>Energy Efficiency – Electricity (Kw)</i>				
Astor Avenue Community Center	6,528	2,763	46,765	
Town Hall	9,000	10,380	142,320	
Senior Center	27,325	28,131	470,723	
<i>Energy Efficiency – Gas (Therms)</i>				
Astor Avenue Community Center	564.13	726.76	5,352.60	
Town Hall	1,291.04	1,439.42	9,322.77	
Senior Center	2,603.26	3,252.68	26,635.86	

Department Highlights:

- The Facilities and Maintenance staff has completed the installation of ceramic tile throughout the multipurpose room, hallways, bathrooms, kitchen and nurses office at the Astor Avenue building.
- We are pleased to enter into the phase of hanging pictures and bulletin boards in the lower level. Also, we are moving furniture back into the lower level of the Senior Center.
- Met with Hitchcock Design Group and the Runzel Reserve team to come up with a wish list for the Senior Park.
- Working on the installation of new ceiling tiles in the YFS department.

Hanover Township Mission Statement:

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

OFFICE OF THE MENTAL HEALTH BOARD

February, 2012

SERVICE PROVIDED	FEBRUARY 2012	FEBRUARY 2011	FYTD 2012	FYTD 2011
<i>Grant Funding</i>				
Ongoing clients	425	506	6533	6124
New clients	76	104	3370	3020
Clients served (Unduplicated)	501	610	9903	9144
<i>TIDE</i>				
Participants	9	10	12	12
Rides	134	185	1416	NC
<i>Resource Center</i>				
Organizations providing services	5	7	7	7
Clients served	26	65	713	943

Department Highlights

- The Mental Health Board met on February 21 for their regularly scheduled board meeting. They awarded Alexian Brothers Center for Mental Health with a \$15,000 emergency grant. Alexian has seen significant state budget cuts as well as no therapy services being covered by state funds and psychiatry services have been restricted to two hours of service per year per client.
- MHB approved a request from Maryville Academy to include new program under the currently funded grant. This would allow the funds to serve more residents without increasing funding needs.
- Working with two agencies on their requests to the Mental Health Board to reconsider FY13 grant allocation such as changes to purchase of service formats.
- The MHB also discussed outside façade improvements for the Resource Center for FY13. The board provided direction for small scale improvements, such as new signage and landscaping, but did not want to undergo any large scale improvements at this time. Director Spejcher and I will be looking at necessary improvements and moving forward with those over the summer.
- The Community Resource Center open house was held on February 9th with the Streamwood Chamber of Commerce. Roughly 50 people attended and all were impressed with the work done by the Facilities and Maintenance Department.
- The MHB welcomed new member Jan Joerin for her first official meeting and new member Terry Gavin will begin at the March meeting.
- The MHB will be awarded again this year with the Brother Bonaventure Thelen Christ the Healer award from Alexian Brothers Foundation on April 3rd
- MHB Planning Committee began discussing 3-year strategic planning process with possible community needs assessment surveys. Began reaching out to Universities to assess cost and format which will be further discussed with the MHB in March.
- Distributed all FY13 contracts to agencies and began looking into the updating FY13 reporting procedures to ensure more accurate and timely reporting for funded programs.

Mental Health Board Mission Statement:

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

OFFICE OF COMMUNITY HEALTH



Report for February, 2012

SERVICE PROVIDED	FEBRUARY 2012	FEBRUARY 2011	FYTD 2012	FYTD 2011
<i>Appointments</i>				
ProTimes	31	12	275	241
TB skin test	6	6	113	240
Cholesterol	7	16	130	111
Pharmaceutical Assistance Programs	4	N/C	143	N/C
Miscellaneous labs	6	N/C	137	N/C
Other	52	57	704	632
Total (unduplicated)	106	87	1449	1241
<i>Clinic Clients</i>				
Victory Centre of Bartlett	11	24	162	145
Glendale Terrace	5	6	108	115
Elgin Recreation Center	15	N/A	49	38
Clare Oaks	8	N/A	54	64
Astor Avenue	N/A	16	126	184
Total (unduplicated)	39	46	418	546
<i>Public Education & Health Promotion</i>				
Media coverage	3	2	52	N/C
Informational seminars	-	17	30	N/C
<i>Primary Care Provider Support</i>	27	N/C	404	N/C
<i>Phone Triage</i>	565	366	7145	N/C
<i>Embracelet Program</i>	3	N/C	156	N/C

Department Highlights:

- Moved into new lower level office, continue to get settled.
- Began a second session of employee yoga after work on Wednesdays at 5:00pm.
- Established a new weekly clinic at the Community Relations Office in Elgin
- Due to the number of clients attending the Elgin Rec Center monthly clinics, we will continue for 3 more months to help promote and transition over to CRO.
- Asked Township employees and residents to participate in “Spread Red at Hanover Township” by wearing red in honor of American Heart month.
- Started collaborations with Senior Services, Streamwood and Bartlett Park Districts to coordinate this year’s Passport to Wellness events at both park district sites.
- Participated in Streamwood’s Family Health and Wellness Fair.
- Met with Bartlett Police Crisis Intervention Team and Senior Services to discuss Township services/resources and to further develop the Township’s relationship with Bartlett Police Department.
- Submitted all documentation to apply for our first grant for Health Promotions Specialist.

Office of Community Health Mission Statement:

The Office of Community Health is focused on the health and wellbeing of the residents of Hanover Township. Services are offered to assist individuals in making decisions to achieve optimal functioning within their environment and to provide choices for our residents to maintain and build a healthier community for all of Hanover Township



HIGHWAY DEPARTMENT

Report for February, 2012

SERVICE PROVIDED	FEBRUARY 2012	FEBRUARY 2011	FYTD 2011	FYTD 2012
<i>Winter Season</i>				
Snow Removal				
Salt (tons)	120	273	977	425
<i>Winter Season</i>				
Completed Sign Inventory				

Department Highlights

- Constructed Battery Recycling Box/started Battery Recycling Program
- Met with Road Engineer to discuss options for Township Resurfacing
- Completed Sign Inventory

Hanover Township Mission Statement:

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



DEPARTMENT OF SENIOR SERVICES

Report for February, 2012

SERVICE PROVIDED	FEBRUARY 2012	FEBRUARY 2011	FYTD 2012	FYTD 2011
<i>Programming Division</i>				
Planned programs	147	76	1282	886
Participants	1816	1043	19316	13626
Wait listed (unduplicated)	39	22	820	812
Art & Computer classes	49	48	537	539
Art & Computer class participants	454	439	4825	4924
New volunteers	5	2	53	132
Total volunteers	118	116	1307	1254
Volunteer hours reported	1999	1599	17516	14194
Meals delivered by volunteers	1023	1015	12164	12916
<i>Social Services Division</i>				
Clients served (unduplicated)	319	454	2370	2441
Energy Assistance	15	26	409	494
Prescription drugs & health insurance assistance	187	231	1966	2830
Public Aid	19	25	221	240
Social Service programs	7	10	103	113
Social Service program participants	94	83	1304	1284
Lending Closet transactions	33	19	578	614
<i>Transportation Division</i>				
One way rides given	1810	1101	16889	14,716
Individuals served (unduplicated)	215	177	2280	2,330
New riders	25	23	201	215
Unmet requests for rides	29	27	175	547

Department Highlights

- The Directors of Senior Services & Office of Community Health worked together to find appropriate office furniture, researched CMS and GSA pricing and various vendors to complete the lower level.
- Insurance documentation was provided to Pace and paperwork completed; drivers physicals done.
- Transportation Workshop on Feb. 23 resulted in a decision to go out for bid for dispatch software.
- Volunteer and certified planner with banking experience is working on planned giving development.
- Evening and Saturday Programs offerings have continued with increased participants: Cooking Classes, Yoga, Zumba, Computer Classes, Bingo and Supper Clubs, Movies, Pet Rescue Event, Wine & Chocolate Pairing; Planned programs increased nearly 100%
- Intergenerational Groups: Teft Middle School and Streamwood High School students worked with the seniors to create props for the fifth annual Variety show to be performed March 24.
- Events: Whole Foods Market, Field Museum, Chicago Auto Show, South Pacific. Computer Classes: Internet & Email, Computer Basics, Movie Maker, Digital Readers & Applications, Email and Facebook class instructed by Collector Frank Liquori. Visual Arts Classes: Ceramics, Watercolor, Landscape Oil Painting, Artist Trading Cards.
- Tax Aide Volunteers held their regional training sessions at the Senior Center computer lab.
- Social Service volunteers completed 52 Circuit Breaker applications.
- Transportation provided 357 rides for the AID Program; ESD (1) and YFS (3) requested vehicles.
- Social Services Manager attended CEDA Weatherization training in Chicago on February 23.

Senior Services Mission Statement:

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

DEPARTMENT OF WELFARE SERVICES

Report for February, 2012

SERVICE PROVIDED	FEBRUARY 2012	FEBRUARY 2011	FYTD 2012	FYTD 2011
<i>General Assistance</i>				
General Assistance clients	18	12	173	
General Assistance appointments	49	39	470	
Emergency Assistance appointments	14	0	155	
Emergency Assistance approved	7	No Funds	75	
Crisis intake clients – Beginning 11/1/11	151		1148	
Access to Care	14		21	
<i>LIHEAP Applications</i>				
Office	104	77	736	
Circuit Breaker	3	2	14	
<i>Social Services</i>				
ComEd Hardships	Closed	8	57	
Weatherization	3	8	41	
<i>Food Pantry</i>				
Served (Households)	748	575	8,974	
New applications	104	60	1,084	
Food Donations	45	40	654	
<i>Community Center Walk-Ins</i>	344	413	4,315	

Department Highlights:

- Renovation of the Community Center continues.
- St. John’s the Evangelist Catholic Church in Streamwood has made the decision to support the Hanover Township Food Pantry and close their food pantry. A breakfast is scheduled at Astor Avenue on March 26th to discuss the details on how we can best serve our residents.
- Supervisor’s Community Service Award Committee met and made their final selection. Letters will be mailed by March 16th. The banquet is scheduled for April 11th at the fire barn in Bartlett.
- Welfare Services staff continues to be busy at the Elgin facility. With the help of auxiliary staff LIHEAP applications are being processed as well as general assistance and emergency assistance appointments with residents by staff. Feedback from our clients has been positive.
- Intake Coordinator Lissete Bonilla and Director Imperato continue to meet with the Hanover Park Park District regarding the 2012 Youth Benefit Ball. Ticket sales are down and they are asking if anyone interested in purchasing tickets to the Ball to please let us know as soon as possible.
- The Job Fair was held on March 12th and was successful with more than 40 vendors and an estimated 300 attendees.
- Redetermination of eligibility for General Assistance recipients as well as Food Pantry clients is underway. General Assistance case eligibility must be determined annually in accordance with the General Assistance guidelines.
- The relationship between the Department of Human Services and Astor Avenue Community Center continues to grow. Two TANF recipients are each keeping 30 scheduled hours weekly at the community center in order to continue eligibility. We have one bilingual Spanish worker who has been an outstanding addition to our auxiliary staff.
- Spring Bags are scheduled to be stuffed on Wednesday, March 21st at the Senior Center.
- Veteran Honor Roll dinners are scheduled for April 18th, Foundation Fundraiser on the Fox River is scheduled for July 20th and Oktoberfest is October 5th, so please mark your calendars.

Welfare Services Mission Statement:

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



DEPARTMENT OF YOUTH AND FAMILY SERVICES

Report for February, 2012

SERVICE PROVIDED	FEBRUARY 2012	FEBRUARY 2011	FYTD 2012	FYTD 2011
<i>Outreach & Prevention</i>				
Open Gym participants	1017	381	8428	6874
Open Gym participants (unduplicated)	15	7	1196	1170
Alternative to Suspension referrals	5	0	243	0
Alternative to Suspension referrals (unduplicated)	44	0	166	0
<i>Clinical</i>				
Therapy clients (total attended)	456	322	3081	3217
Therapy clients (new clients)	53	27	271	289
Total families	74	70	628	668
New families	18	8	80	61
Clinical hours	326	218	2825	2187
Group session participants	455	29	2850	99
<i>Tutoring Participants</i>				
Total	41	72	472	426
Unduplicated	26	49	183	122

Department Highlights

- Youth and Family Services and Cook County Commissioner Timothy O. Schneider will be hosting a job fair for 40 students, 16-19, at Streamwood High School on Wednesday, March, 21, 2012, 3:00PM-6:00PM. A workshop on soft skills for interviewing will precede the interviews. Four local employers will be on site providing interviews for open positions.
- Youth and Family Services conducted a needs assessment at Elgin High School to assess students' interest in learning for a new program, "Teen University" to be offered during study hall periods. The top three topics were: "Healthy Relationships and Teen Dating", "Youth Employment and Job Skills", and "Helping My Parents Understand Me." Workshops will be offered starting in April.
- Development of a weekly Parent Support Group is underway to be offered at the Hanover Township Community Relations Office.
- Youth and Family Services conducted a Parent University Workshop on "Setting Boundaries with your Teenager" at Elgin High School. This workshop was offered in English and Spanish – with 8 English Speaking parents and 32 Spanish Speaking parents in attendance.
- 75 students and 13 parents attended the Hanover Township Committee on Youth's first community education workshop, "How to Be Your Own Boss: Local Leaders Share their Secrets to Entrepreneurship" at Streamwood High School. Participant evaluations were outstanding and key work program teachers were impressed.
- Hanover Township Youth and Family Services has been invited to present at the State of Illinois Annual PBIS Conference in June, 2012.

Youth & Family Services Mission Statement:

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

Hanover Township
Board Audit Report
From 3/2/12 to 3/20/12

	Subtotal	Alexian Invoices	Total
Total Town Fund	52,360.01	757.00	53,117.01
Total Senior Center	15,785.35		15,785.35
Total Welfare Services	13,552.11		13,552.11
Total Road and Bridge	5,286.85		5,286.85
Total Mental Health Board	8,894.12	12,240.00	21,134.12
Total Retirement	0.00		
Total Vehicle	0.00		
Total Capital	115,755.37		115,755.37
Total All Funds	211,633.81	12,997.00	224,630.81

The above "Subtotal" column has been approved for payment this 20th day of March 2012.

The above "Total" column has been approved for payment this 20th day of March 2012.

Supervisor

Town Clerk

Supervisor

Town Clerk

Trustee

Minutes of a Special Meeting of the
Hanover Township Board
Held at 250 S. Route 59, Bartlett, IL 60103
March 1, 2012 ****Draft****

- I. Call to Order/Roll Call
Supervisor McGuire called the meeting to order at 7:00 p.m. Clerk Dolan Baumer called the roll; present were Trustees Benoit, Burke, Krick and Westlund-Deenihan, and Supervisor McGuire.
Elected and appointed officials present: Assessor Thomas Smogolski and Highway Commissioner P. Craig Ochoa.
Staff and others present Administrator James Barr, Senior Services Director Barbara Kurth-Schultz, General Assistance and Welfare Services Director Mary Jo Imperato, Assistant to the Administrator Katie Starkey, Management Analyst Becky Suhajda, Attorney Larry Mraz, and Ms Lynn Ransdell of Poplar Creek Church.
- II. Pledge of Allegiance: Supervisor McGuire asked everyone to stand and join him in the Pledge of Allegiance.
- III. Town Hall: Supervisor McGuire asked if there was anyone in the audience who had comments to make or questions to ask of the Board. There was no response.
- IV. Presentations:
- A. Supervisor McGuire asked that the record reflect the appreciation this Board feels toward the Chang Brothers Taekwondo Academy for their contributions and support of the Hanover Township Food Pantry.
 - B. Supervisor McGuire asked that Board join him in recognizing Ms Lynn Ransdell of Poplar Creek Church for the congregation's contributions and support of the Hanover Township Food Pantry.
 - C. Supervisor McGuire asked that the record reflect the appreciation this Board feels toward Standard Industrial & Automotive Equipment Inc. for their contributions and support of the Hanover Township Food Pantry.
- V. Reports:
- A. *Supervisor's Report:* Supervisor McGuire reported that he called the Supervisors and staffs of Harrisburg and Ridgeway Townships to see if we could offer any assistance in light of recent tornadoes that went through their area; his call was well received. Construction on the lower level of the Senior Center is ready for occupancy, just awaiting final punch. The Astor Avenue work continues on track. During the April Board meeting, the Illinois Policy Institute will come to recognize Hanover Township on our transparency; we now have scores in the high 90's.
 - B. *Clerk's Report:* Clerk Dolan Baumer reported that Passport Day in the USA is on March 10.
 - C. *Highway Commissioner's Report:* Commissioner Ochoa reported that he met with his foreman and engineers to review the Township campus parking lots. The entire parking lot needs to be re-surfaced. The Township Recycle Extravaganza is Saturday, August 6, 2012.
 - D. *Assessor's Report:* No report.
 - E. *Treasurer's Report:* A motion was made by Trustee William Burke and seconded by Trustee Sandra Westlund-Deenihan to approve the Treasurer's Report subject to final audit, and followed by a roll call vote. Ayes: Trustees Benoit, Burke, Krick and Westlund-Deenihan, and Supervisor McGuire. Nays: none. Motion carried.
 - F. *Trustee Liaison Reports:*
 - Senior Citizens Services Committee: Trustee Krick reported that there will be a meeting on March 12, 2012.
 - Public Health & Safety Committee: No report.
 - Mental Health Board: No report.

Environmental Stewards Workgroup: Trustee Westlund-Deenihan reported that during the February 21 meeting the departments were recognized for supporting the Workgroup's initiative and really being environmental stewards. The group realizes that climate control is a long-term goal. The Blackhawk Apartments would like work with our Open Gym participants in an effort to clean Willow Creek on April 21, 2012.

Finance Committee: No report.

Committee on Youth: Trustee Benoit reported that the first annual Entrepreneur's Night at Streamwood High School where local entrepreneurs giving presentations and 35 students and their parents were registered. She commended COY on the leadership role they took with this project.

VI. Bill Paying:

Mr. Barr asked that the Board approve the bills from February 21 through March 1, 2012 as presented. A motion was made by Trustee Benoit to pay the bills a presented for February 21 through March 1, 2012 and Trustee William Burke seconded the motion. Roll call: Ayes: Trustees Benoit, Burke, Krick and Westlund-Deenihan, and Supervisor McGuire. Nays: none. Motion carried.

a. Town Fund	\$ 72,093.97
b. Senior Center Fund	20,024.29
c. Welfare Services Fund	2,443.51
d. Road and Bridge Fund	2,148.20
e. Mental Health Fund	13,722.35
f. Retirement Fund	0.00
g. Vehicle Fund	0.00
h. Capital Fund	<u>6,454.92</u>
Total All Funds:	<u>\$116,887.24</u>

VII. Unfinished Business: None was discussed.

VIII. New Business:

- A. Approval of the Regular Meeting Minutes of February 23, 2012: Clerk Dolan Baumer submitted Regular Meeting Minutes of February 23 for review and approval by the Board. A motion was made by Trustee Burke to approve the Regular Minutes of February 23, 2012 with a second made by Trustee Westlund-Deenihan. Mr. McGuire asked that the minutes from February 23 be corrected to reflect that Mr. Golembiewski was also a past member of our Mental Health Board and that Deputy Director Forkin was at the meeting representing Director Palmer. Roll call: Ayes: Trustees Westlund-Deenihan, Burke, Krick and Supervisor McGuire. Abstain: Trustee Benoit. Nays: none. Motion carried.
- B. Approval of the Special Meeting Minutes of February 23, 2012: Clerk Dolan Baumer submitted Special Meeting Minutes of February 23, 2012 for review and approval by the Board. A motion was made by Trustee Westlund-Deenihan to approve the Regular Minutes of February 23, 2012 with a second made by Trustee Burke. Roll call: Ayes: Trustees Westlund-Deenihan, Burke, Krick and Supervisor McGuire. Abstain: Trustee Benoit. Nays: none. Motion carried.
- C. Ordinance Adopting Rules of Procedure for Hanover Township Board Meetings: A motion was made by Trustee Burke to approve the ordinance Adopting Rules of Procedure for Hanover Township Board Meeting #03112-2, with a second made by Trustee Benoit. Roll call: Ayes: Trustees Benoit, Westlund-Deenihan, Burke and Krick, and Supervisor McGuire. Nays: none. Motion carried.
- D. Resolution Authorizing the Conveyance of Real Estate to Bartlett Park District: A motion was made by Trustee Benoit to approve the Resolution #030112 authorizing the Conveyance of Real Estate to Bartlett Park District with a second made by Trustee Burke. Supervisor McGuire asked who actually owned the land and had it been thoroughly discussed with the Road District; the Board was assured by Attorney Mraz and Mr. Barr that the title company required a quick claim deed and that it was reviewed thoroughly with the Commissioner. Roll call: Ayes: Trustees Benoit, Westlund-Deenihan, Burke and Krick and Supervisor McGuire. Motion carried.

E. Appointments to the Senior Citizen Services Committee: A motion was made by Trustee Krick with a second made by Trustee Westlund-Deenihan to approve appointment of Ms Marilyn Perry, Ms Kay Barriga, Ms Naomi Walters-Lenoci, and Ms Patti Loomis to the Senior Citizen Services Committee. Roll call: Ayes: Trustees Benoit, Westlund-Deenihan, Burke and Krick, and Supervisor McGuire. Nays: none. Motion carried.

IX. Workshop: **Senior Services Transportation**: A motion was made at 8:20 p.m. to recess into the Workshop for the purpose of discussion of the Senior Services Transportation situation at Hanover Township by Trustee Burke and seconded by Trustee Westlund-Deenihan. Roll call: Ayes: Trustee Benoit, Burke, Krick and Westlund-Deenihan and Supervisor McGuire. Nays: None. Motion carried that the Board recess into the Workshop.

The Board reconvened from the Workshop discussing **Senior Services Transportation** at 7:45 p.m. Roll call: Ayes: Trustees Benoit, Westlund-Deenihan, Burke and Krick, and Supervisor McGuire. Nays: none. Motion carried.

X. Executive Session: No motion was made to go into Executive Session.

X. Other Business: The next Board meeting will be held March 20, 2012 and will be held in the lower level of the Senior Center. Age Options for the Senior program will be held on April 7.

XI. Adjournment: There being no further business to come before this Board, Supervisor McGuire asked for a motion to adjourn at 7:46 p.m. A motion to adjourn was made by Trustee Benoit to adjourn, seconded by Trustee Westlund-Deenihan. Roll call: Ayes: Supervisor McGuire, and Trustee Westlund-Deenihan, Burke and Krick. Nays: none. Motion carried.

Respectfully submitted,


Katy Dolan Baumer, Clerk
Hanover Township

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 Comm.	Y&F Services	Streamwood Park District	

Minutes of a Special Meeting of the
Hanover Township Board
Held at 250 S. Route 59, Bartlett, IL 60103
March 1, 2012 at 6:30 p.m.

- I. Call to Order: Supervisor McGuire called the meeting to order at 6:30 p.m.
- II. Roll Call: Clerk Dolan Baumer called the roll; present were Trustees Westlund-Deenihan, Burke and Krick, and Supervisor McGuire. Absent: Trustee Benoit. Staff and others present were Administrator James Barr, Management Analyst Becky Suhajda, and Assistant to the Administrator Katie Starkey. Also present were candidates for the four open positions on the Hanover Township Senior Citizens Services Committee: Mrs. Naomi Walters-Lenoci, Ms Mariana Barriga, Ms Patti Loomis (current member), Ms Bonnie Graham, Ms Sharon Lavalie, Ms Marilyn Perri, and Ms Peggy Reinhardt, current Vice Chair. Ms Kathleen Donaldson is has also expressed an interest to continue on the Committee for another term, but was not present at this special meeting.
- III. Supervisor McGuire briefed the Board on the reason for the meeting this evening, which is to interview candidates for the positions of members of the Senior Citizens Services Committee. Copies of the candidates' resumes and interest were distributed to the Board for their review. Each candidate gave a brief talk on their qualifications and interest. Mr. McGuire thanked everyone for their interest and for presenting before the Board. Everyone will be notified of the decision.
- IV. Executive Session: No motion was made to go into Executive Session.
- V. Other Business: No other business was discussed.
- VI. Adjournment: There being no further business to come before this Board, Supervisor McGuire asked for a motion at 6:45 p.m. A motion to adjourn was made by Trustee Westlund-Deenihan to adjourn, seconded by Trustee Burke. Roll call: Ayes: Supervisor McGuire, and Trustees Burke, Krick and Westlund-Deenihan. Nays: none. Motion carried.

Respectfully submitted,


Katy Dolan Baumer, Clerk
Hanover Township

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 Comm.	Y&F Services	Streamwood Park District	

240 S. Route 59, Bartlett, Illinois 60103
162nd ANNUAL TOWN MEETING OF HANOVER TOWNSHIP
TUESDAY, APRIL 10, 2012
7:30 P.M.
AGENDA

- I. Meeting called to order and Pledge of Allegiance to the Flag
- II. Welcome and introduction of Officials
- III. Election and Oath for Sergeant at Arms
- IV. Election and Oath for Moderator
- V. Approval of Annual Town Meeting Agenda
- VI. Acceptance of Minutes of the 2010 Annual Town Meeting
- VII. Presentation of Annual Financial Statements by Supervisor
 - A. Town Fund
 - B. General Assistance Fund
 - C. Road District Fund
 - D. Mental Health Board Fund
 - E. Retirement Fund
 - F. Senior Center
 - G. Vehicle Replacement Fund
- VIII. Certification of Accounts by Trustees
- IX. Presentation of Department Reports
- X. Resolution Declaring Certain Hanover Township Personal Property to be Surplus
- XI. Motion to Set the Hour of Special Town Meetings for 7:00 p.m.
- XII. Motion to Set the Hour of the Next Annual Town Meeting for 7:30 p.m.
- XIII. Motion to Pay the Moderator
- XIV. Adjournment

Mission Statement

Our mission is to continuously improve the quality of life of Hanover Township residents by providing a unique array of quality, cost effective, community-based services acting as a dynamic organization that delivers services in a responsible and respectful manner.

ORDINANCE NO. 032012

**AN ORDINANCE AMENDING THE
HANOVER TOWNSHIP PERSONNEL POLICY**

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

SECTION ONE: Article XIII, Section C, of the Hanover Township (the "Township") Personnel Policy dated June 10, 2008 (the "Personnel Policy") is hereby amended to read as follows:

C. Driver Safety Rules

- 1.) The use of Township vehicles while under the influence of intoxicants and other drugs is forbidden and is sufficient cause for discipline, up to and including termination.
- 2.) Use of any electronic communication devices, including but not limited to a handheld wireless telephone, handheld personal digital assistant, portable or mobile computer, and/or any other device capable of transmitting or receiving telephonic communications while operating any motorized vehicle or heavy equipment is prohibited. Exceptions to this rule are:
 - a. Hands-free voice activated operational phones being used in that manner while driving a car or light truck and only for official Township business. However, such hands-free voice activated equipment use shall be suspended when heavy traffic or dangerous weather and/or other dangerous conditions are encountered, and shall also be suspended when operating a motor vehicle in a school speed zone established under Section 11-605 of the Illinois Vehicle Code or on a highway in a construction or maintenance speed zone established under Section 11-605.1 of the Illinois Vehicle Code.
 - b. Communications between Emergency Services personnel while they are responding to emergency calls and/or for other emergency purposes.

- c. Calling 9-1-1 to report an emergency situation. Calling 9-1-1 to call for help or to help other in an emergency is allowed in all situations where it is safe to do so.
- d. Use of an electronic communications device when necessary to conduct official township business, provided that the vehicle is safely parked on the shoulder of a roadway or other safe location in compliance with applicable law at all times while using said device. It is important for all Township employees to remember that all other actions are secondary to driving safely.

In the event federal, state and/or local law imposes more stringent or restrictive prohibitions (e.g. ban on both handheld and hands-free devices), the employee must comply with the most stringent/restrictive prohibitions.

- 3.) Operating any motorized vehicle and/or heavy equipment while engaging in a distracting activity is prohibited. A distracting activity includes any activity that impairs the employee's ability to safely operate a motorized vehicle and/or heavy equipment and includes, but is not limited to eating, applying cosmetics, and use of an electronic communications device in violation of paragraph 2 above.
- 4.) No driver shall operate a Township vehicle when his or her ability to do so safely has been impaired by illness, fatigue, injury, or medication.
- 5.) All drivers and passengers operating or riding in a Township vehicle must wear seat belts.
- 6.) No unauthorized personnel are allowed to ride in Township vehicles.
- 7.) Drivers are responsible for the security of the Township vehicle assigned to them.
- 8.) All federal, state, and local laws must be obeyed.

SECTION TWO: Nothing herein shall change the "at will" status of any Township employee.

SECTION THREE: SEVERABILITY. If any section, paragraph or provision of this Ordinance shall be held to be invalid or unenforceable for any reason, the invalidity

or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Ordinance.

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

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

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: March 20, 2012

APPROVED: March 20, 2012

Brian P. McGuire, Township Supervisor

ATTEST:

Katy Dolan Baumer, Township Clerk

CERTIFICATION

I, the undersigned, do hereby certify that I am the Township Clerk of Hanover Township, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Ordinance 032012 adopted on March 20, 2012 and approved on March 20, 2012, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk

RESOLUTION 032012ASP

A RESOLUTION APPROVING A CONTRACT FOR SERVICES BETWEEN HANOVER TOWNSHIP AND THE HANOVER TOWNSHIP MENTAL HEALTH BOARD (ALTERNATE TO SUSPENSION PROGRAM/PREVENTION SPECIALIST POSITION)

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 Contract for Services FY 2012/2013 dated April 1, 2012 between Hanover Township (the "Township") and the Hanover Township Mental Health Board providing funding for an alternative to suspension program/prevention specialist position (the "Agreement"), a copy of which is appended hereto and expressly incorporated herein by this reference, is hereby approved.

SECTION TWO: The Township Supervisor and the Township Clerk of Hanover Township are authorized to sign and attest, respectively, the Agreement on behalf of the Township.

SECTION THREE: 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 FOUR: 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 FIVE: EFFECTIVE DATE. This Resolution shall be in full force and effect upon its passage and approval.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: March 20, 2012

APPROVED: March 20, 2012

Brian P. McGuire, Township Supervisor

ATTEST:

Katy Dolan Baumer, Township Clerk

CERTIFICATION

I, the undersigned, do hereby certify that I am the Township Clerk of Hanover Township, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Resolution 032012ASP, enacted on March 20, 2012, and approved on March 20, 2012, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk

RESOLUTION 032012PSY

**A RESOLUTION APPROVING
A CONTRACT FOR SERVICES BETWEEN HANOVER TOWNSHIP AND THE
HANOVER TOWNSHIP MENTAL HEALTH BOARD
(PSYCHIATRIC BACK-UP SERVICES)**

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 Contract for Services FY 2012/2013 dated April 1, 2012 between Hanover Township (the "Township") and the Hanover Township Mental Health Board providing funding for psychiatric back-up services (the "Agreement"), a copy of which is appended hereto and expressly incorporated herein by this reference, is hereby approved.

SECTION TWO: The Township Supervisor and the Township Clerk of Hanover Township are authorized to sign and attest, respectively, the Agreement on behalf of the Township.

SECTION THREE: 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 FOUR: 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 FIVE: EFFECTIVE DATE. This Resolution shall be in full force and effect upon its passage and approval.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: March 20, 2012

APPROVED: March 20, 2012

Brian P. McGuire, Township Supervisor

ATTEST:

Katy Dolan Baumer, Township Clerk

CERTIFICATION

I, the undersigned, do hereby certify that I am the Township Clerk of Hanover Township, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Resolution 032012PSY, enacted on March 20, 2012, and approved on March 20, 2012, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk

**Contract for Services
FY 2012/2013**

This Contract made this 1st day of April, 2012 by and between Hanover Township ("Hanover Township" or the "Township") and the Hanover Township Mental Health Board, a division of Hanover Township, a township of Cook County and State of Illinois, (the "Mental Health Board"), and is subject to the provisions of the Township Code (60 ILCS 1/1-1, *et seq.*), the Community Mental Health Act (405 ILCS 20/1, *et seq.*), and the Illinois Municipal Budget Law (50 ILCS 330/1, *et seq.*).

RECITALS

- A. The Mental Health Board has by recommendation of appropriation of its Board Members, adopted on January 24, 2012, recommended the allocation of a sum not to exceed \$12,500.00 to be paid to the Hanover Township in consideration of the provision of psychiatric back-up services.
- B. Hanover Township has adopted its 2012/2013 Budget and Appropriation Ordinance appropriating said \$12,500.00 expenditure as provided above.
- C. Hanover Township, in consideration thereof, is willing and able to provide such services, program and facilities.

It is hereby agreed by and between Hanover Township and the Mental Health Board as follows:

- 1. Hanover Township shall provide services to Hanover Township residents.
- 2. The Hanover Township Mental Health Board shall disburse to Hanover Township the allocation subject to the following:
 - A. Allocations shall be made to Hanover Township upon electronic receipt of the Purchase of Services (Attachment A-1). The reimbursement rate will be as set forth on Schedule A, attached hereto and incorporated herein.
 - B. Hanover Township shall report electronically to the Mental Health Board on its services rendered to Hanover Township residents on a form substantially similar to the Purchase of Services Form (Attachment A-1).
- 3. Hanover Township hereby represents to the Mental Health Board the following:
 - A. No client or other person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any Hanover Township program, or activity, whether or not funded in whole or in part by grants through the Mental Health Board, on the ground of race, color, national origin, gender, age, religion or disability unrelated to ability.

- B. Hanover Township is and shall remain in reasonable compliance with the federal requirements for physical facilities for the disabled. None of the Mental Health Board funds provided as a grant to Hanover Township hereunder shall be used, directly, or indirectly, for any partisan political activity, or to further the election or defeat of any candidate for any office, or for lobbying or propaganda purposes designed to support or defeat any legislation, either pending or proposed, before any governmental body.
 - C. Hanover Township shall determine the manner and method of delivering its services to the ultimate recipient, without direct supervision and control by the Mental Health Board.
- 4. Hanover Township shall also agree to provide information to the Mental Health Board Chief Administrative Officer (the "Administrative Officer") or his designee that is reasonably necessary to verify residency of clients served with funds provided by the Mental Health Board and to further verify that said services have in fact been provided to said clients, subject to the limitations set forth in the Mental Health and Developmental Disabilities Confidentiality Act (740 ILCS 110/1, *et seq.*) (the "Confidentiality Act") and other applicable law. Such information will uphold client confidentiality and will be arranged at a mutually agreeable time between the Administrative Officer and the Hanover Township staff.
 - 5. Hanover Township agrees to issue publication of the financial support from the Mental Health Board in all literature and media of Hanover Township to the extent such literature and/or media pertains to services funded hereunder.
 - 6. This Contract is subject to the continuing condition that the Hanover Township Board appropriates sufficient funds necessary to proceed with the service anticipated by this Agreement. If the Mental Health Board at any times finds itself lacking in such funds, or in reasonable anticipation of lack of same, the Mental Health Board may mail notice to Hanover Township to such effect, with an effective date of cancellation pursuant to such notice, rendering this Contract null and void in all respects.
 - 7. If Hanover Township has expended any funds received from the Mental Health Board in violation of the Contract, or in violation of applicable federal, state, or local statute, ordinance, rule, regulation, or law, Hanover Township shall reimburse the Mental Health Board for any such funds. Violations may include but are not limited to the following:
 - A. Payments received by Hanover Township from the Mental Health Board for services rendered to any person who is found not a resident of Hanover Township.

- B. Any payment received by Hanover Township as a result of any material misrepresentation or fraud contained in any statements, written or oral, made by Hanover Township or any of its agents, employees or contractors to the Mental Health Board.
8. Each party to this Agreement shall protect, indemnify and hold and save harmless the other party, its officers, officials, employees and volunteers against and from any and all claims, costs, causes, actions and expenses, including, but not limited to legal fees, incurred by reason of a breach of any obligations under, or default of, any provision of this Agreement, including, but not limited to, unlawful disclosure of any Confidential Information (as defined below).
 9. Any release and/or disclosure of any record, confidential communication and/or other information and/or documentation hereunder in violation of the Confidentiality Act and/or other applicable federal, state and/or local law and/or regulation ("Confidential Information") shall be a material breach of this Agreement.
 10. Hanover Township shall procure and maintain at all times covering the above insurance for comprehensive liability insurance with bodily injury liability limits (including all noted in above paragraph), not less than \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate insuring Hanover Township, the Mental Health Board and their respective officers, officials, and employees. Such certificates shall state, specifically, that 30 days advance notice shall be given to Hanover Township in the event of cancellation of said policies. A certificate or certificates of insurance or copies of the policies shall be furnished to the Mental Health Board within 30 days of signing this Contract.
 11. Any notices required hereunder shall be mailed by certified mail or delivered in person to the following address:

<p>Hanover Township Mental Health Board 250 South Route 59 Bartlett, Illinois 60103 Attention: Chairperson</p>	<p>Hanover Township 250 South Route 59 Bartlett, Illinois 60103 Attention: Supervisor</p>
---	--
 12. Hanover Township shall not assign or transfer any interest or rights in this Contract or subcontract any of the services, programs or facilities to be provided hereunder without prior written consent of the Mental Health Board.
 13. No modification or amendment of the provisions hereof, shall be effective unless in writing and signed by an authorized representative of each party hereto. The parties hereto expressly reserve the right to modify this Contract from time to time if in writing and by mutual agreement.

14. Each party to this Agreement acknowledges and agrees that it will comply with all applicable laws, rules and regulations promulgated by any federal, state, county, municipal, or any other governmental unit or regulatory body or court (Collectively, the "Laws") in performing their respective obligations, duties and/or acts required hereunder.
15.
 - A. Notwithstanding any provisions herein to the contrary, this Agreement is entered into solely for the benefit of the contracting Parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right of any kind whatsoever to any person and entity who is not a party to this Agreement or to acknowledge, establish or impose any legal duty to any third party. Nothing herein shall be construed as an express and/or implied waiver of any common law and/or statutory immunities and/or privileges of the Township and/or Mental Health Board and/or any of their respective officials, officers, employees, volunteers, and/or agents as to any claim, cause, and/or cause of action of any kind or nature whatsoever.
 - B. Notwithstanding any provision herein to the contrary, the insurance company, self-insurance pool provider, self-insured party, or similar entity of the party providing the indemnification shall be allowed to raise, on behalf of the other party, any and all defenses statutory and/or common law to such claim or action which the other party might have raised, including but not limited to defense contained within the Illinois Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/1-101, *et seq.*).
16. **Miscellaneous**
 - A. This Agreement supersedes all prior agreements and understandings, both written and oral, of the parties to the subject matter hereof. This Agreement applies to and binds the successors and assigns of the Parties to this Agreement subject to the provisions of paragraph 12 above.
 - B. This Agreement may be executed in any number of counterparts, each of which when executed shall be deemed an original and all of which together shall constitute one and the same Agreement.
 - C. Changes in the number, gender and grammar of terms and phrases herein when necessary to conform this Agreement to the circumstances of the parties hereto shall in all cases, be assumed as though in each case fully expressed therein.
 - D. This Agreement shall be construed, governed and enforced according to the laws of the State of Illinois, and the exclusive venue for the Circuit Court of Cook County, Illinois.
 - E. In construing this Agreement, section headings shall be disregarded.

F. Time is of the essence of this Agreement and every provision contained herein.

G. If any clause, phrase, provision or portion of this Agreement or the application thereof, to any person or circumstances, shall be invalid or unenforceable under applicable law, such event shall not affect, impair or render invalid or unenforceable the remainder of this Agreement, nor shall it affect the application of any other clause, phrase, provision or portion hereof to other persons or circumstances.

H. Each of the undersigned signing as an officer or agent on behalf of the respective party to this Agreement warrants that he or she holds such capacity as is specified beneath his or her name and further warrants that he or she is authorized to execute and effectuate this Agreement and that he or she does so voluntarily and in his or her official capacity.

I. Survival of Obligations. Except as otherwise provided, any obligations and duties which by their nature extend beyond the expiration or termination of this Agreement, including, without limitation, Sections pertaining to Indemnity shall survive the expiration of this Agreement.

IN WITNESS WHEREOF, the parties hereto have signed this Contract the day and year first above written.

HANOVER TOWNSHIP MENTAL
HEALTH BOARD

By 
Chairperson

Attest:


Secretary

HANOVER TOWNSHIP

By: _____
Township Supervisor

Attest:

Township Clerk

SCHEDULE A

<u>Psychiatric Service</u>	<u>Cost</u>
Initial Evaluation with Independent Contractor's Psychiatrist	\$275.00 per hour
Follow-up visit with Independent Contractor's Psychiatrist	\$100.00 per follow up visit for Referred Patients not attending with a parent and/or guardian
	\$130.00 per follow up visit for a minor or disabled Referred Patient attending with a parent and/or guardian
Prescription Refill Clinic Visit	\$20.00 per Clinic visit

In the event a Referred Patient misses an appointment with Independent Contractor and fails to cancel said appointment at least 24 hours before the scheduled appointment, the Independent Contractor may bill said Referred Patient an amount not to exceed \$55.00. However, in no event shall the Township be liable for paying any fees and/or charges attributable to any missed appointments.

RESOLUTION 032012CO

**A RESOLUTION APPROVING CHANGE ORDER NUMBERS 2, 3, 5 AND 6
BETWEEN HANOVER TOWNSHIP AND F.B.G. CORPORATION**

WHEREAS, Hanover Township (the "Township") and F.B.G. Corporation (the "Contractor") (collectively, the "Parties") entered into a certain contract (the "Contract") for renovations to the basement of the Township Senior Center (the "Project") providing for an original contract sum in the amount of \$335,186.04; and

WHEREAS, certain changes to the Project Work have been requested by the Township and/or are required to comply with applicable laws, including but not limited to the Americans with Disabilities Act, as amended, and the Village of Bartlett Building Codes, as more fully set forth in the attached Change Order Nos. 2, 3, 5 and 6; including but not limited to upgrades in doors and hardware, installing an additional ADA shower seat, hand dryers, new phone and data lines and jacks, additional custom cabinetry, fire alarm system improvements, and electrical and plumbing work relative thereto; and

WHEREAS, pursuant to Section 21 of the Contract and 720 ILCS 5/33E-9 the determinations set forth herein are required relative to Change Order Nos. 2, 3, 5 and 6;

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

SECTION ONE: The Township Board hereby finds and determines that the circumstances necessitating the changes in the performance of the Project Work as set forth on Change Order Nos. 2, 3, 5 and 6 were not reasonably foreseeable at the time the Contract was signed, are germane to the original Contract as signed, and/or are in the best interest of the Township and are authorized by law.

SECTION TWO: Change Order No. 2 in the amount of \$7,925.01, Change Order No. 3 in the amount of \$8,010.02, Change Order No. 5 in the amount of \$2,822.85, and Change Order No. 6 in the amount of \$8,300.29, copies of which are attached hereto and incorporated herein (collectively, the "Change Orders") are hereby approved.

SECTION THREE: The Township Supervisor is hereby authorized to sign the Change Orders on behalf of the Township.

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: March 20, 2012

APPROVED: March 20, 2012

Brian P. McGuire, Supervisor

ATTEST:

Katy Dolan Baumer, Clerk

CERTIFICATION

I, the undersigned, do hereby certify that I am the Clerk of the Hanover Township, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Resolution 032012CO, enacted on March 20, 2012 and approved on March 20, 2012 as the same appears from the official records of the Hanover Township.

Katy Dolan Baumer, Clerk



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Change Order

PROJECT *(Name and address):*
Chris Kalischefski
Corporate Design & Development Group

CHANGE ORDER NUMBER: 002
DATE: 2012-01-03

OWNER:
ARCHITECT:
CONTRACTOR:
FIELD:
OTHER:

TO CONTRACTOR *(Name and address):*
FBG C
1015 S. Route 83
Elmhurst, IL 60126

ARCHITECT'S PROJECT NUMBER: D11005
CONTRACT DATE: 2011-10-15
CONTRACT FOR: General Construction

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

Per Hanover Township requests upgrades in doors and Hardware, adding a ADA seat to showers, adding a larger mop basin sink, adding a drinking fountain and adding two wall mounted hand dryers to restrooms. See attached for itemized break down of Change Order request and costs.

The original Contract Sum was	\$	335,186.00
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	335,186.00
The Contract Sum will be increased by this Change Order in the amount of	\$	7,925.01
The new Contract Sum including this Change Order will be	\$	343,111.01

The Contract Time will be unchanged by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is January 27th 2012

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Corporate Design Development
Group

ARCHITECT *(Firm name)*

2675 Pratum Ave, Hoffman Estates, IL
ADDRESS

BY *(Signature)*

Christian Kalischefski
(Typed name)

DATE

FBG Corporation

CONTRACTOR *(Firm name)*

1015 S. Route 83 Elmhurst, IL
ADDRESS

BY *(Signature)*

Frank Guidice
(Typed name)

DATE

Hanover Township

OWNER *(Firm name)*

250 S. Route 59 Barlett, IL
ADDRESS

BY *(Signature)*

James Barr
(Typed name)

DATE



AIA Document G701™ – 2001

Change Order

PROJECT (Name and address):

Chris Kaliscefski
Corporate Design & Development Group

CHANGE ORDER NUMBER: 003C

DATE: 2012-01-03

OWNER:

ARCHITECT:

CONTRACTOR:

TO CONTRACTOR (Name and address):

FBG Corporation
1015 S. Route 83
Elmhurst, IL 60126

ARCHITECT'S PROJECT NUMBER: D11005

CONTRACT DATE: 2011-10-15

CONTRACT FOR: General Construction

FIELD:

OTHER:

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

Per Hanover Township request adding two new solid core doors and (replacing glass doors to solid). Request for five additional lock sets. Adding new data port locations as per Hanover Township request -2- Phone Jacks and 1-Fax jack in Nurses' station, 1-Phone and 1-Data jack in Social Services Office 11, 1- phone and 1- Data jack in Social Services Office 12, 1-Phone and 1- Data jack in Social Services Office 13 and 1- Fax jack in Receptionist Area. Changing restroom countertop colors as approved by Hanover Township due to selection error-new color to be Midnight Melange 909 1ML (3).

The original Contract Sum was	\$	335,186.00
The net change by previously authorized Change Orders	\$	7,925.00
The Contract Sum prior to this Change Order was	\$	343,111.00
The Contract Sum will be increased by this Change Order in the amount of	\$	8,010.02
The new Contract Sum including this Change Order will be	\$	351,121.02

The Contract Time will be unchanged by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is February 15th 2012

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Corporate Design & Development Group
ARCHITECT (Firm name)

2675 Pratum Ave. Hoffman Estates, IL
ADDRESS

BY (Signature)

Christian Kaliscefski
(Typed name)

DATE

FBG Corporation

CONTRACTOR (Firm name)

1015 S. Route 83 Elmhurst, IL
ADDRESS

BY (Signature)

Frank Guidice
(Typed name)

DATE

Hanover Township

OWNER (Firm name)

250 S. Route 59 Bartlett, IL
ADDRESS

BY (Signature)

Brian P. McGuire
(Typed name)

DATE

