



240 S. Illinois Route 59, Bartlett, Illinois 60103

Regular Meeting of Town Board
December 15th, 2015
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 Saul L. Davis
 - B. Recognition of Tempo V - John DeBello
- 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 November 17, 2015
 - B. Executive Session Minutes of November 17, 2015
 - C. Workshop Meeting Minutes of December 5, 2015
 - D. Hanover Township Tax Levy Ordinance for the fiscal year beginning April 1, 2015 and ending March 31, 2016
 - E. Hanover Township Road District Tax Levy Ordinance for the fiscal year beginning April 1, 2015 and ending March 31, 2016
 - F. Resolution Approving the 2016 PACE TRIP Transit and Service Agreement
 - G. Resolution Authorizing Revised Hanover Township Personnel Policy
 - H. Appointment of Trustee Caramelli to the Environmental Sustainability Workgroup
 - I. Consideration of January Township Board Meetings Dates

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. Executive Session
- X. Workshop: Community and Veterans Affairs
- 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.



VETERANS HONOR ROLL

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

NAME: SAUL L DAVIS

ADDRESS: 7240 JONQUIL TERR.

CITY/ZIP CODE: HANOVER PARK IL 60133

PHONE #: 630 289-4857

DATE OF BIRTH: 10-26-30

BRANCH OF SERVICE: ARMY

HIGHEST RANK ATTAINED: CPH

YEARS OF SERVICE: FROM MAR 52 TO FEB 54

MEDALS AWARDED OR OTHER CITATIONS:

INJURIES: HEARING

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

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

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

Thank you,

Brian P. McGuire

Supervisor

DEPARTMENT OF ADMINISTRATIVE SERVICES

Report for November 2015

SERVICE PROVIDED	NOVEMBER 2015	NOVEMBER 2014	FYTD 2016	FYTD 2015
<i>Passports</i>	223	183	2,257	1,647
Photo fees	\$800	\$655	\$8,045	\$6,005
Fee deposits	\$5,200	\$4,015	\$48,785	\$33,395
<i>Fishing/Hunting licenses</i>	4	1	64	84
<i>Handicap Placards</i>	17	10	137	151
<i>Cook County vehicle stickers</i>	6	6	238	407
<i>Human Resources Requests</i>	112	205	1,176	1,129
<i>New Employee Orientations</i>	2	1	16	25
<i>Technology work orders</i>	23	28	277	207
<i>Resident Contacts</i>	1,418	1,310	12,492	11,937
<i>Percent of Budget Expended (67% of year)</i>	6.4%	14.7%	56.8%	62.6%
<i>Grant application submissions</i>	0	0	2	3

Department Highlights

- The annual employee appreciation lunch is scheduled for Tuesday, January 12 at noon at Moretti's in Bartlett. All officials are invited to attend.
- Administrative Services hosted a lunch and learn on November 10th with a presentation from the Illinois Municipal Retirement Fund (IMRF).
- Administrative Services staff initiated liability insurance renewal with the Illinois Counties Risk Management Trust (ICRMT) with a December 1 renewal date.
- Management Analyst Hughes coordinated with the scope working group to train Township staff on data collection methods for the strategic plan. He also worked with departments on demographic data collection for the strategic plan evolution workgroup.
- Administrative Services staff attended the Township Officials of Illinois Conference in Springfield November 8th – 11th.
- Departments submitted their fiscal year 2017 goals for review.
- Management Analyst Hughes attended a meeting with Mount Prospect and NJS to review initial wire frames of the proposed case management software for Senior Services and the Office of Community Health. Administrative Services is currently waiting on a proposed agreement and pricing structure from NJS.
- Assistant Administrator Powers attended the Mental Health Housing Task Force meeting on November 3.

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 November 2015

SERVICE PROVIDED	NOVEMBER 2015	NOVEMBER 2014	FYTD 2016	FYTD 2015
<i>Administration</i>				
Office visits	109	184	1,938	1,989
Building permits processed	486	461	4,060	3,653
Sales recording	65	89	488	807
Change of Name*	5	8	99	81
Property tax appeals	0	104	464	558
Certificate of Errors	26	28	528	316
Property location updates	0	1	12	4
New owner mailings	0	127	440	604
Long time occupants*	0	0	0	0
<i>Exemptions</i>				
Homeowner exemptions	4	0	142	11
Senior home owner exemptions	9	0	275	89
Senior freeze exemptions*	2	1	115	81
Miscellaneous exemptions	12	3	92	48
<i>Foreclosures</i>	16	25	129	231

* Denotes notary requirement

Department Highlights

- Extended Tuesday hours, open until 6:00 p.m. November had a total of 1 visitor after 4:30pm.
- We have a total of 1,673 e-mails on our contact list. We added 17 e-mails in November.
- Foreclosures November 2015 - 25%. Foreclosures November 2014 - 28%.
- On November 4, Chief Deputy Assessor Glascott and Deputy Assessor Deyne attended the “Dine and Dash” sponsored by the Employee Wellness workgroup
- On November 11, department staff attended the Illinois Municipal Retirement Fund lunch and learn.
- On November 17, remodeling was started in the Assessor’s office.
- On November 20, Chief Deputy Assessor Glascott attended the Employee Wellness workgroup meeting.

Office of the Assessor Mission Statement:

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

OFFICE OF COMMUNITY HEALTH

Report for November 2015

SERVICES PROVIDED	NOVEMBER 2015	NOVEMBER 2014	FYTD 2016	FYTD 2015
<i>Appointments</i>				
ProTimes	22	17	171	166
TB skin test	5	6	62	63
Cholesterol	3	5	94	96
Pharmaceutical Assistance Programs	0	0	13	13
Miscellaneous labs	5	9	60	64
Wellness Screening (BP, diabetes, anemia)	15	14	147	146
Other	36	29	325	318
<i>Clinic Clients</i>				
Senior Center/home visits	84	80	729	725
Astor Avenue	14	10	101	97
Elgin, Izaak Walton Center	5	4	46	45
Offsite clinics	19	30	88	99
Total Clients Unduplicated	68	42	424	454
<i>Public Education and Health Promotion</i>				
Media Coverage	4	4	40	40
Informational seminars/Program	12	10	94	92
Program Participants	139	111	1,685	1,657
<i>Primary Care Provider Support</i>	17	21	77	81
<i>Phone Triage</i>	398	502	3,632	3,878

Department Highlights

- Provided 9 home visits for residents in the month of October.
- In the month of November, Community Health Nurse and Director had 17 appointments, equally 29 client contact hours, assisting residents with insurance enrollment for the Affordable Care Act (ACA).
- In honor of November being National Alzheimer's Disease Awareness Month, Community Health Nurse and Director administered memory screenings for 15 residents and also hosted a documentary showing of the Alzheimer Project video series throughout the month of November.
- November 2, the Office of Community Health hosted MedPro Imaging, to provide varicose vein screenings for 17 residents.
- November 3, the Office of Community Health hosted a blood drive with Lifesource and had 11 participants donate blood.
- November 5, Community Health Nurse and Director provided puberty education for 58 students at Oak Hills Elementary School.
- November 6, Community Health Nurse and Director attended the Annual Women's Health Conference in Chicago.
- November 18, Community Health Nurse and Director held a First Aid class for residents.

Office of Community Health Mission Statement:

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

OFFICE OF COMMUNITY AND VETERANS AFFAIRS

Report for November 2015

SERVICE PROVIDED	NOVEMBER 2015	NOVEMBER 2014	FYTD 2016	FYTD 2015
<i>Website Visits</i>	7,500	7,380	54,638	65,534
<i>Facebook Likes</i>	11	2	1,078	720
<i>Media Releases</i>	7	6	53	56
<i>Veteran Contacts</i>	52	21	242	119
<i>Total Veterans served</i>	33	32	174	71
<i>Total Resident Contacts (Elgin office)</i>	238	145	2,087	1,762

Department Highlights

- CVA staff participated in the Governor’s Local Government and Unfunded Mandates Task Force meeting conference call on November 3.
- CVA staff attended Government Benefits 101: Understanding VA and Medicaid on November 3 in Skokie.
- IWC hosted bi-monthly Veterans Lunch and Movie with the Stars and Stripes Café on November 4.
- CVA staff joined Township officials and other staff at the Veterans Honor Roll dinner on November 5 at the Township Senior Center.
- CVA staff attended Military Sexual Trauma Training held in Schaumburg on November 5.
- CVA staff attended and volunteered at the Village of Streamwood Community Relations Commission event, “Cultures of our Community” on November 7 at the Poplar Creek Library.
- CVA staff attended Veterans Aide and Attendance training on November 8, in Carol Stream.
- CVA staff attended the TOI Annual Education Conference on November 8-11, in Springfield, Illinois.
- CVA staff coordinated and attended the food pantry collection on November 14, at the Mariano’s of Hoffman Estates.
- CVA staff attended the New Leaders in Education reception on November 17 at the Township Senior Center.
- CVA staff coordinated and attended Haverford Place HOA meet and greet breakfast event on November 21 with the Village of Hoffman Estates.
- CVA and OCH staff met with City of Elgin and Elgin PD on November 23 to confirm the event date and logistics for the 2016 Sprint to Spring 5k.
- CVA staff attended the 2015 Thanksgiving Meal Box Distribution on November 24 at the William Tiknis Campus.
- CVA staff coordinated and attended the senior art reception at the Hoffman Estates Village Hall on November 24.

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 EMERGENCY SERVICES



Report for November 2015

SERVICE PROVIDED	NOVEMBER 2015	NOVEMBER 2014	FYTD 2016	FYTD 2015
<i>Volunteers</i>				
Total volunteers	32	31	32	33
New volunteers	0	1	4	14
<i>Hours</i>				
Volunteer Detail Hours	198	307	2,363.25	3,002.5
Volunteer Work Hours	283.75	63.5	1,417.75	1,254.5
Volunteer Training Hours	239	192	1,246	2,351
<i>Total Volunteer Hours</i>	720.75	592.5	5,057	6,608
<i>Details</i>				
Emergency Call Outs	7	8	72	44
Safety Patrols	4	3	59	27
Township Sponsored Events	1	2	48	20
Other Community Events	0	1	78	47
Miscellaneous	0	3	15	12
<i>Total Details</i>	12	17	276	150

Department Highlights:

- HTES assisted with search for lost person in Oswego.
- HTES conducted weather spotting due weather event on November 11th.
- HTES conducted Township damage assessment following a weather event on November 12th.
- HTES conducted Township damage assessment following a weather event on November 21st.
- HTES assisted Streamwood PD with major auto accident at Route 59 and Tall Grass Road on November 22nd.
- HTES conducted weather patrol due to significant snow event on November 24th.
- HTES assisted the Fox River Countryside FPD with a wire down on November 24th.
- HTES assisted Welfare Services with Thanksgiving Turkey distribution on November 24th.
- HTES completed safety patrols on November 7th, 13th, 20th, and 27th.

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 November 2015

SERVICE PROVIDED	NOVEMBER 2015	NOVEMBER 2014	FYTD 2016	FYTD 2015
<i>Administration</i>				
Vehicle service calls	11	11	128	98
Work orders	51	55	455	482
Event set-ups/tear downs	189	148	1,485	1,380
<i>Energy Efficiency – Electricity (Kw)</i>				
Astor Avenue Community Center	3,521	3,489	33,722	29,106
Town Hall	7,200	6,960	68,100	68,040
Senior Center	36,935	37,840	326,032	288,295
<i>Energy Efficiency – Gas (Therms)</i>				
Astor Avenue Community Center	37.22	46.07	364.44	471.35
Town Hall	404.29	887.80	1,338.31	1,393.63
Senior Center	1,893.36	2,418.49	9,732.57	8,229.19

Department Highlights

- Continue to work on the construction of the Education Center at Isaak Walton.
- Started renovations to Assessor's office including patching and painting of walls, installing tile to the entry way, installing new carpeting, and new window blinds.
- Working with Spaceco Engineering on application process with the Village of Bartlett for the additional parking spaces for the William Tiknis campus.
- Met with Director Burke regarding possibility of installing fob key system to Station 1.
- Installing holiday trees, decorations and lights at all Township facilities.
- Removed all snow and ice from parking lots and sidewalks at all Township buildings during first measurable snowfall of the season.
- Installed electrical outlets for the Senior Services transportation to plug in the vehicles for the winter season.
- Replaced 5 electrical ballasts in the light fixtures at Welfare Services.
- Completed emergency exit light inspection and replaced batteries.
- Completed preventive maintenance to all 5 RTUs at Town Hall.
- Calibrated all heaters for balanced temperatures at the Izaak Walton Center.

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.

HIGHWAY DEPARTMENT

Report for November 2015

SERVICE PROVIDED	NOVEMBER 2015	NOVEMBER 2014	FYTD 2016	FYTD 2015
<i>Fall Season</i>				
Continue Trimming				
Last Brush Pickup of season	3	4	39	43
First snow of the year (Elgin 12")				
<i>Fall Season</i>				
Gromer road restoration complete				
Culvert work complete				

Department Highlights

- First snow of the year. Elgin received 12 inches of snow.
- Completed tree removal.
- Completed culvert work.
- Gromer road restoration work was completed.
- Winter preventative maintenance was completed on Highway Department vehicles.

Hanover Township Mission Statement:

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

OFFICE OF THE MENTAL HEALTH BOARD

Report for November 2015

SERVICE PROVIDED	OCTOBER 2015	OCTOBER 2014	FYTD 2016	FYTD 2015
<i>Grant Funding</i>				
New clients	197	174	2,221	3,124
Ongoing Clients	823	692	NC	NC
Closed Cases	87	67	482	1,189
Prevention Programming Presentations	46	65	207	213
Number in audience	1,508	2,603	8,492	6,400
<i>TIDE</i>				
Participants	10	8	10	8
Rides	117	77	737	434
<i>Resource Center</i>				
Organizations providing services	6	5	6	5
Clients served	105	95	645	583

Department Highlights

- The Mental Health Board met on December 8, 2015 and awarded the following grants:
 - Ecker Center for Mental Health received a \$14,090 capital grant for the completion of a parking lot project that incurred unforeseen costs and caused the project to be halted temporarily.
 - PADS of Elgin received \$25,000 in emergency funding due to the lack of payments from the State of Illinois, in addition to the cut to their rental assistance funds in 2016 from the City of Elgin.
 - Leyden Family Services received \$25,000 in emergency funding to sustain detox and rehabilitation services in the community. Leyden has not received any funding from the State of Illinois, in addition to still awaiting payments from 2015.
- Completed a site visit to Ecker Center for Mental Health with board members Kim Lemke and Meghan Nelson on 11/19/15.
- Enrolled 1 new TIDE rider.
- Met with Autism Society of Illinois's new Executive Director, Matt Ackerman, on 12/1/15. They did not submit an application for annual funding this year, however they are interested in looking to better their services in the Hanover Township community and apply for a challenge grant in the near future.
- Developed and distributed survey to TIDE riders to determine the need to expand the program.
- Met with the MHB Finance Committee on 12/1/15 to discuss and make recommendations for the FY17 MHB budget.
- Met with the MHB Planning Committee on 12/1/15 to begin developing the next three year strategic plan which will submit goals for FY 17- FY 19. The plan will be ready for final approval of the MHB by February.
- Talked to the City of Elgin's Senior Management Analyst regarding the MHB's response to the State of Illinois budget crisis. Explained at length the MHB emergency grant and guidelines.
- Investigating the cost and ability to provide internet service to all agencies at the Community Resource Center while also allowing agencies to have secure access to their networks and servers. Agencies would be required to pay for services, as they currently do with the phone system.

Mental Health Board Mission Statement:

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

DEPARTMENT OF SENIOR SERVICES

Report for November 2015

SERVICE PROVIDED	NOVEMBER 2015	NOVEMBER 2014	FYTD 2016	FYTD 2015
<i>Programming Division</i>				
Planned programs	179	143	1,668	1,598
Participants	2,067	2,237	16,776	19,494
Participants (unduplicated)	774	616	1,986	1,428
Wait listed (unduplicated)	31	15	329	413
Art & Computer classes	62	41	495	444
Art & Computer class participants	399	311	3,411	3,216
New volunteers	4	10	42	74
Total volunteers (unduplicated)	122	136	368	273
Volunteer hours reported	1,638	1,668	14,381	15,106
Meals Served	731	806	7,524	7,552
Meals delivered by volunteers	914	911	7,682	7,218
<i>Social Services Division</i>				
Clients served (unduplicated)	348	318	1,052	1,001
Clients served (duplicated)	416	441	2,957	3,031
Energy Assistance	30	56	388	487
Prescription drugs & health insurance assistance	368	235	705	626
Social Service programs	16	11	95	74
Social Service program participants	170	120	864	606
Lending Closet transactions	75	83	790	659
<i>Transportation Division</i>				
One way rides given	1,469	1,491	12,524	14,806
Individuals served (unduplicated)	306	216	722	617
New riders	54	25	468	195
Unmet requests for rides	45	22	348	208

Department Highlights:

- **Programming:** The Annual Arts and Crafts Show with the addition of Breakfast with Santa increased attendance this year, hosting over twenty families for the meal and forty crafters. Booth fees and breakfast raised a total of \$1490 for the senior services foundation line item.
- **Transportation:** Effective in November, the transportation division contracted with ACS, for the task of monthly bus washing. Weather conditions may require more frequent washing for the vehicles. A fill-in driver was hired for the division in order to assist with vacations and special events as needed.
- **Social Services:** Social Services staff presented information on Medicare Part D Annual Enrollment Period. Sessions were offered in English and Spanish. Social Services Manager, Megan Conway, presented “Senior Social Services: A Continuum of Possibility” at the annual Townships of Illinois Conference. National Caregiver Month was celebrated by distributing goodie bags to over 20 caregivers as well as offering a special Caregiver program on November 18.

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.

OFFICE OF THE WELCOMING CENTER

Report for November 2015

SERVICE PROVIDED	NOVEMBER 2015	NOVEMBER 2014	FYTD 2016	FYTD 2015
<i>Client Intakes</i>				
New Clients	25	40	188	84
Ongoing Clients	40	13	161	22
Closed Cases	28	28	195	58
Walk-ins	28	38	268	96
<i>Community Outreach</i>				
Workshop Offered	1	1	4	7
Workshop participants	11	10	95	66

Department Highlights

- In addition to the above numbers, there were 45 additional appointments not reflected in the monthly statistics. Of those additional appointments, 20 requested LIHEAP assistance.
- The Welcoming Center Coordinator provided a workshop at Children's Home and Aid with 11 parents in attendance. Some of the parents in attendance called to schedule an appointment with the Welcoming Center.
- The Welcoming Center continues to provide services at the Izaak Walton Center, one day per week and continued outreach to the Elgin community about available services at the IWC.

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 WELFARE SERVICES

Report for November 2015

SERVICE PROVIDED	NOVEMBER 2015	NOVEMBER 2014	FYTD 2016	FYTD 2015
<i>General Assistance</i>				
General Assistance clients	21	24	208	194
General Assistance appointments	34	50	435	387
Emergency Assistance appointments	25	21	165	230
Emergency Assistance approved	5	3	21	49
Crisis intake clients	159	143	1,175	1,567
Access to Care	0	1	0	23
<i>LIHEAP Applications/PIPP Re-certifications</i>				
Office	75	105	134	638
Circuit Breaker	0	0	6	10
<i>Social Services</i>				
ComEd Hardships	Closed	1	31	36
Weatherization	0	0	1	13
<i>Food Pantry</i>				
Served (Households)	1,203	1,261	6,155	7,379
New applications	47	76	331	521
Food Donations	100	95	450	481
<i>Community Center Walk-Ins</i>	340	381	1,319	2,168

Department Highlights:

- In November, 500 snacks were distributed to children in the after school snack program. 337 were male and 163 female.
- Welfare Services scheduled 137 LIHEAP appointments in November. 75 applications were processed. All staff and two auxiliary staff are trained to process LIHEAP applications.
- The Veteran Honor Roll Dinner was hosted with 186 in attendance.
- 609 Thanksgiving meal boxes were distributed to residents at the William Tiknis Campus on November 24.
- Planning continues for the installation of the walk-in freezer and refrigeration systems at the food pantry. Director Spejcher of Facilities and Maintenance is working on completing the electrical requirements and moving toward final installation of the new units.
- Currently there are 568 families registered for Welfare Services holiday programs. 674 children are part of the Sponsor a Family program and another 832 children will receive gifts through the toy drive. Registration for the programs continues through Friday December 18th.
- Senior Wrap is December 16th beginning at 9:30am at the Senior Center.
- December 17th Astor Avenue will host its holiday party for the community beginning at 3:30pm. Santa will arrive by 4:00pm.
- December 18th Sponsor A Family pick up will take place beginning at 6:00pm at the Senior Center.
- December 19th Toy Drive will begin at 9:00am at the Senior Center.
- December 21st Meal Box distribution begins at 8:00am at the William Tiknis Campus.
- Welfare Services will be open 8:30am-12:00pm noon Thursday, December 24th to serve last minute residents.
- January 5, 2016 is the Auxiliary Staff Appreciation Dinner to be held in the Activity Room at the Senior Center beginning at 5:30pm.

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 November 2015

SERVICE PROVIDED	NOVEMBER 2015	NOVEMBER 2014	FYTD 2016	FYTD 2015
<i>Outreach & Prevention</i>				
Open Gym participants	1,197	1,115	8,856	8,281
Open Gym participants (unduplicated)	479	427	953	1,014
Alternative to Suspension referrals	12	4	79	80
Alternative to Suspension participants	246	227	1,346	1,403
Alternative to Suspension participants (unduplicated)	103	92	139	142
<i>Clinical</i>				
Therapy clients	302	230	2,724	2,251
Therapy clients (unduplicated)	128	121	1,051	1,009
New clients (unduplicated)	9	14	109	117
Clinical hours	232	209	1,864	2,063
Group session participants	463	169	1,493	4,614
<i>Tutoring Participants</i>				
Total	266	213	1,194	1,020
Unduplicated	120	107	240	194

Department Highlights:

- John Parquette, LCSW, attended the Hanover Township Mental Health Housing Task Force meeting on November 3, 2015.
- John Parquette, LCSW, and Tina Houdek, LCPC attended the Township Officials of Illinois Annual Education Conference on November 8-10, 2015.
- Hanover Township Youth and Family Services was awarded the 2015 Youth Organization Award from the Association of Illinois Township Committees on Youth on November 10, 2015.
- John Parquette, LCSW, hosted and co-led a School District U-46 Community Alliance Parent Engagement Workgroup meeting on November 13, 2015.
- John Parquette, LCSW, attended a planning meeting at Roosevelt University, Schaumburg, to explore opportunities to recruit bilingual/bicultural interns for the Hanover Township Mental Health Board funded agencies on November 16, 2015.
- Youth and Family Services hosted its annual New Leaders in Education on November 17, 2015. New Leaders included Dr. A. Correa, Streamwood High School, Dr. K. VonSchnase, Hilltop Elementary School, L. Baker, Gifford Street High School, and L. Keltner, Bartlett Elementary School.
- John Parquette, LCSW, attended the Hanover Park Safe Communities Council meeting on November 20, 2015
- John Parquette, LCSW, met with Principal Arroyo at Parkwood Elementary School on November 23, 2015, to brainstorm and plan a Title One funded after school program for FY 17.

Youth & Family Services Mission Statement:

Our mission 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 11/18/15 - 12/15/15

	<u>Subtotal</u>	<u>Alexian Invoices</u>	<u>Total</u>
Total Town Fund	59,110.57	835.00	59,945.57
Total Senior Center	43,221.41	1,082.72	44,304.13
Total Welfare Services	16,032.32		16,032.32
Total Road and Bridge	15,424.59		15,424.59
Total Mental Health Board	56,856.67		56,856.67
Total Retirement	-		-
Total Vehicle	200.00		200.00
Total Capital	5,913.03		5,913.03
Total All Funds	<u>196,758.59</u>	<u>1,917.72</u>	<u>198,676.31</u>

The above "Subtotal" column has been approved for payment this 15th day of December 2015.

The above "Total" column has been approved for payment this 15th day of December 2015.

 Supervisor

 Town Clerk

 Supervisor

 Town Clerk

 Trustee

Hanover Township
Board Audit Report
November 18 through December 15, 2015

Type	Date	Num	Name	Memo	Amount
1103 - Senior Center - Revenue					
1103500 - Senior Programs					
Check	12/08/2015	113311	Nancy McKeon	Long Grove Refund	26.00
Check	12/08/2015	113318	Dorothy Pontoriero	Holiday Whobilation Refund	30.00
Total 1103500 - Senior Programs					56.00
Total 1103 - Senior Center - Revenue					56.00
1014 - Town Fund - Expenditures					
101CAP - Capital Expenditures					
1014410 - Equipment Purchases					
Check	11/18/2015	CC Spet...	JP Morgan Chase	Portable Credit Card Readers	21.63
Check	12/04/2015	113273	A1 Trophies & Awards, Inc	Inv# 18171 Supervisor Community Awards Display Mount	592.50
Check	12/04/2015	113302	Kwik Print	Inv# 56329 Town Hall Office Door Signage	29.00
Check	12/04/2015	113302	Kwik Print	Inv# 56342 Passport Office Signage	17.30
Check	12/08/2015	113306	Leaf (618-004)	Inv# 6119097 Copier Lease	328.00
Check	12/08/2015	113314	Office Revolution	Inv# 86151 IWC Lower Level Folding Tables (6)	1,663.73
Total 1014410 - Equipment Purchases					2,652.16
1014430 - Computer Equipment & Software					
Check	11/18/2015	CC Spet...	JP Morgan Chase	Monthly E Newsletter Subscription	64.35
Check	11/18/2015	CC Spet...	JP Morgan Chase	Monthly HR Subscription	199.00
Check	11/18/2015	CC Spet...	JP Morgan Chase	My HT Annual Website Renewal	12.42
Check	12/04/2015	113289	Current Technologies Corporation	Inv# 714551 Network Labor	1,211.25
Check	12/04/2015	113289	Current Technologies Corporation	Inv# 714624 Network Labor	1,235.00
Total 1014430 - Computer Equipment & Software					2,722.02
Total 101CAP - Capital Expenditures					5,374.18
101CHN - Community Health					
1014453 - Printing					
Check	11/20/2015	113107	Leaf (478-001)	Acct# 100-3025478-001 Lower Level Copier Lease	115.50
Check	12/04/2015	113300	Interact Business Products, LLC	Inv# 114932 Copy Charges	28.92
Total 1014453 - Printing					144.42
1014454 - Travel & Training					
Check	11/18/2015	CC Spet...	JP Morgan Chase	Credit	-4.68
Check	11/18/2015	CC Spet...	JP Morgan Chase	Understanding Diabetes Workshop - Smith	162.00
Check	11/18/2015	CC Spet...	JP Morgan Chase	Township Management Academy Registration - Smith	316.00
Total 1014454 - Travel & Training					473.32
1014456 - Community Affairs					
Check	11/18/2015	CC Spet...	JP Morgan Chase	Expo Banner (4)	188.13
Check	11/18/2015	CC Spet...	JP Morgan Chase	Expo Banners (2)	106.14

Hanover Township
Board Audit Report
November 18 through December 15, 2015

Type	Date	Num	Name	Memo	Amount
Total 1014456 · Community Affairs					294.27
1014465 · Medical Supplies					
Check	11/20/2015	113108	McKesson Medical Surgical	Inv# 66329373 Ibuprofen/Tylenol/Epinephrine	114.23
Check	11/20/2015	113108	McKesson Medical Surgical	Inv# 66155253 Burn Gel	9.67
Check	11/20/2015	113108	McKesson Medical Surgical	Inv# 66083562 Towels/Antibiotic Ointment/Ice Packs/Cotton Applicators	202.58
Check	11/20/2015	113108	McKesson Medical Surgical	Inv# 67049038 Antacid Tablets	7.86
Check	11/20/2015	113108	McKesson Medical Surgical	Inv# 66733192 Aspirin	33.36
Check	12/08/2015	113312	McKesson Medical Surgical	Inv# 65575688 Vaccinations	270.71
Total 1014465 · Medical Supplies					638.41
1014492 · Dental, Vision & Life Insurance					
Check	12/08/2015	113337	Dearborn National	Monthly Life Insurance Premium	15.80
Check	12/08/2015	113338	Euclid Managers	Cust# 5641581 Dental & Vision Premium	132.54
Total 1014492 · Dental, Vision & Life Insurance					148.34
Total 101CHN · Community Health					1,698.76
101CVA · Community & Veteran Affairs					
101CMA · Community Relations					
1014611 · Education & Training					
Check	11/18/2015	CC Spet...	JP Morgan Chase	TOI Award Submission Photo Printing	4.32
Total 1014611 · Education & Training					4.32
1014617 · Equipment & Furniture					
Check	11/18/2015	CC Spet...	JP Morgan Chase	Lower Level Phone Wall Mount	29.00
Check	12/08/2015	113305	Leaf (618-005)	Inv# 6119098 Copier Lease	103.00
Total 1014617 · Equipment & Furniture					132.00
1014620 · Satellite Office Programs					
Check	11/18/2015	CC Spet...	JP Morgan Chase	Back to School Event Supplies	14.67
Check	12/11/2015	113475	Ace Coffee Bar	Inv# 2940-435801 Coffee Supplies	141.00
Total 1014620 · Satellite Office Programs					155.67
1014621 · Satellite Office Utilities					
Check	11/20/2015	113110	Nicor 78	Acct# 78-11-12-9467 Monthly Charges	195.82
Check	12/04/2015	113285	City of Elgin	Acct# 413720-6423 Monthly Charges	33.62
Check	12/04/2015	113286	Comcast (503 Cable)	Acct# 8771 20 032 0798503 Monthly Charges	8.44
Check	12/11/2015	113479	Comcast (IWC Internet)	Acct# 8771 20 032 0786276 Monthly Charges	177.35
Total 1014621 · Satellite Office Utilities					415.23
1014623 · Satellite Office Phone & Intrnt					
Check	12/04/2015	113271	AT&T 697	Acct# 847 742-8953 697 4 Monthly Charges	121.00
Total 1014623 · Satellite Office Phone & Intrnt					121.00

Hanover Township
Board Audit Report
November 18 through December 15, 2015

Type	Date	Num	Name	Memo	Amount
1014624 · Travel					
Check	12/04/2015	113265	Monegato, Holly N	Mileage Reimbursement	33.18
Total 1014624 · Travel					33.18
1014692 · Dental, Vision & Life Insurance					
Check	12/08/2015	113337	Dearborn National	Monthly Life Insurance Premium	7.90
Check	12/08/2015	113338	Euclid Managers	Cust# 5641581 Dental & Vision Premium	133.48
Total 1014692 · Dental, Vision & Life Insurance					141.38
Total 101CMA · Community Relations					1,002.78
101VET · Veteran Affairs					
1014701 · Veterans Honor Roll					
Check	12/04/2015	113273	A1 Trophies & Awards, Inc	Inv# 18170 Veterans Plates (3)	12.00
Total 1014701 · Veterans Honor Roll					12.00
Total 101VET · Veteran Affairs					12.00
Total 101CVA · Community & Veteran Affairs					1,014.78
101ES - ES - Expenditures					
1014802 · Equipment					
Check	11/18/2015	CC Spet...	JP Morgan Chase	First Aid Supplies	44.73
Check	11/18/2015	CC Spet...	JP Morgan Chase	Screws/Hose- Nozzle & Reel/Shelving	80.44
Check	11/18/2015	CC Spet...	JP Morgan Chase	Bolts/Washers/Pipe/Drill Bit	32.95
Check	11/18/2015	CC Spet...	JP Morgan Chase	HTES Station Garage Door Repair	360.00
Check	11/18/2015	CC Spet...	JP Morgan Chase	License Plate Frame/Tools/Rags/Tape	107.07
Check	11/20/2015	113100	Chief Supply Corp.	Inv# 400324 Adapter/Spanner	103.05
Check	11/20/2015	113103	Ralph Helm, Inc	Inv# 259142 Chain Saw (2)	1,161.92
Check	11/24/2015	113249	Air One Equipment, Inc.	Inv# 108269 Gear Repair	272.50
Check	12/04/2015	113270	American Trade Mark Co.	Inv# 00021147 Equipment Marker Decals (24)	667.03
Check	12/04/2015	113287	Chief Supply Corp.	Inv# 380794 Flood Firebox Rechargeable LED Lantern (2)	488.27
Total 1014802 · Equipment					3,317.96
1014803 · Uniforms					
Check	11/20/2015	113113	Today's Uniforms Inc	Inv# 52714 Lt Bar/SGT Chevron/CPL Insignia	45.95
Check	11/20/2015	113113	Today's Uniforms Inc	Inv# 52799 Shirts (6)	206.64
Total 1014803 · Uniforms					252.59
1014806 · Office Supplies					
Check	11/18/2015	CC Spet...	JP Morgan Chase	Key Duplicate (2)	8.70
Check	11/18/2015	CC Spet...	JP Morgan Chase	Pens/Calendar	8.29
Total 1014806 · Office Supplies					16.99
1014808 · Education & Training					

Hanover Township
Board Audit Report
November 18 through December 15, 2015

Type	Date	Num	Name	Memo	Amount
Check	11/18/2015	CC Spet...	JP Morgan Chase	Emergency Services Community Meeting Refreshments	91.78
Check	11/18/2015	CC Spet...	JP Morgan Chase	First Aid Training Manuals	96.18
Check	11/18/2015	CC Spet...	JP Morgan Chase	Community Event Supplies	9.22
Check	11/18/2015	CC Spet...	JP Morgan Chase	IEMA Conference Meals (24)	735.72
Check	11/18/2015	CC Spet...	JP Morgan Chase	IEMA Conference Lodging (4)	968.90
Check	11/18/2015	CC Spet...	JP Morgan Chase	Emergency Services Community Event Linens	420.94
Total 1014808 · Education & Training					2,322.74
1014813 · Vehicle Fuel & Maintenance					
Check	11/18/2015	CC Spet...	JP Morgan Chase	Vehicle Registration Fee	105.42
Check	11/18/2015	CC Spet...	JP Morgan Chase	Fuel	101.55
Check	11/18/2015	CC Spet...	JP Morgan Chase	Car Wash	10.00
Check	11/20/2015	113103	Ralph Helm, Inc	Inv# 259146 Ethanol Free Gas	140.35
Check	11/20/2015	113111	Oil Masters	Inv# 172005 Oil Change	41.37
Check	11/20/2015	113111	Oil Masters	Inv# 172001 Oil Change	41.42
Check	11/20/2015	113114	Village of Hanover Park (Fuel)	Inv# 2015-21 October Fuel	410.28
Check	11/20/2015	113114	Village of Hanover Park (Fuel)	Inv# 2015-19 September Fuel	335.27
Check	12/08/2015	113341	Ron Hopkins Ford	Inv# 6001075 Throttle Body / Oil Pressure Switch Assembly / Inspection	1,223.23
Total 1014813 · Vehicle Fuel & Maintenance					2,408.89
1014814 · Communications					
Check	12/04/2015	113282	Comcast (ES)	Acct# 8771 10 083 0226773 Internet Monthly Charges	136.42
Total 1014814 · Communications					136.42
1014892 · Dental, Vision & Life Insurance					
Check	12/08/2015	113337	Dearborn National	Monthly Life Insurance Premium	3.95
Check	12/08/2015	113338	Euclid Managers	Cust# 5641581 Dental & Vision Premium	44.18
Total 1014892 · Dental, Vision & Life Insurance					48.13
Total 101ES · ES - Expenditures					8,503.72
101ISE · Insurance & Employee Benefits					
1014503 · General Insurance					
Check	12/11/2015	113481	Illinois Counties Risk Management Trust	Inv# 2016462 Property/Casualty & Workers Comp Balance Due	653.50
Check	12/11/2015	113488	RLI Surety	Bond# LSM0277404 Liquor License & Permit Bond	50.00
Total 1014503 · General Insurance					703.50
1014507 · Flex Plan & 457 Plan					
Check	12/08/2015	113325	TASC	Inv# 675431 Admin Fees/Renewal	185.93
Total 1014507 · Flex Plan & 457 Plan					185.93
1014513 · Employee Wellness					
Check	11/18/2015	CC Spet...	JP Morgan Chase	Wellness Supplies	95.26
Check	11/18/2015	CC Spet...	JP Morgan Chase	Lunch and Learn Refreshments	134.47

Hanover Township
Board Audit Report
November 18 through December 15, 2015

Type	Date	Num	Name	Memo	Amount
Total 1014513 · Employee Wellness					229.73
1014514 · Employee Recognition					
Check	11/18/2015	CC Spet...	JP Morgan Chase	Staff Appreciation Breakfast	23.27
Check	11/18/2015	CC Spet...	JP Morgan Chase	Employee Appreciation Event Deposit	100.00
Total 1014514 · Employee Recognition					123.27
Total 101ISE · Insurance & Employee Benefits					1,242.43
101LEA · Legal & Auditing					
1014502 · Legal Services					
Check	12/11/2015	113497	Kopon Airdo, LLC	Inv# 190-0001-17507 Legal Fees	8,309.16
Total 1014502 · Legal Services					8,309.16
Total 101LEA · Legal & Auditing					8,309.16
101MAIN · Facilities Maintenance					
1014202 · Office Supplies					
Check	12/11/2015	113491	Staples	Inv# 3284874729 Toner	156.99
Total 1014202 · Office Supplies					156.99
1014205 · Janitorial Supplies - Town					
Check	12/04/2015	113280	Bade Paper Products, Inc	Inv# 199737 Gloves/Towels/Toilet Tissue/Cleaner	337.90
Check	12/08/2015	113332	Bade Paper Products, Inc	Inv# 199737 Toilet Tissue	88.00
Total 1014205 · Janitorial Supplies - Town					425.90
1014206 · Janitorial Supplies - Senior					
Check	11/20/2015	113098	Bade Paper Products, Inc	Inv# 199600 Air Freshner (1 Case)	49.50
Total 1014206 · Janitorial Supplies - Senior					49.50
1014208 · Housekeeping Contract					
Check	12/08/2015	113320	Perfect Cleaning Service, Inc.	Inv# 41332 Monthly Janitorial Service - Senior	1,210.00
Check	12/08/2015	113334	Custodius Chicago	Inv#12 Janitorial Service - IWC	865.00
Total 1014208 · Housekeeping Contract					2,075.00
1014209 · Building Contracts					
Check	11/20/2015	113102	Fox Valley Fire & Safety	Inv# 947797 Fire Pump Test	816.00
Check	11/20/2015	113116	Tyco Integrated Security LLC	Inv# 25365869 Quarterly Security Monitoring Billing - Senior Center	81.00
Check	12/08/2015	113343	Orkin Pest Control (IWC)	Inv# 106180813 Pest Control	62.15
Check	12/08/2015	113344	Orkin Pest Control (Astor)	Inv# 106180654 Pest Control	53.79
Check	12/08/2015	113345	Orkin Pest Control (Senior)	Inv# 106180653 Pest Control	73.03
Check	12/08/2015	113346	Orkin Pest Control (Town)	Inv# 106180652 Pest Control	65.50
Total 1014209 · Building Contracts					1,151.47
1014210 · Building Maintenance - Town					

Hanover Township
Board Audit Report
November 18 through December 15, 2015

Type	Date	Num	Name	Memo	Amount
Check	11/18/2015	CC Spet...	JP Morgan Chase	Camera Power Adapter	2.83
Check	11/18/2015	CC Spet...	JP Morgan Chase	Auto Garage Door Remote Openers (2)	19.60
Check	11/18/2015	CC Spet...	JP Morgan Chase	File Cabinet Keys	14.00
Check	11/24/2015	113258	The Home Depot	Safety Valve/Connectors/Couplers/PVC Caps/Velcro	86.26
Check	12/08/2015	113327	The Home Depot F&M	Copy Room Lighting/LED's/Signage Posts/Thermostat/Batteries	469.97
Check	12/08/2015	113327	The Home Depot F&M	Antifreeze/Star Shower/Paint/Cleaning Supplies	99.61
Total 1014210 · Building Maintenance - Town					692.27
1014212 · Building Maintenance - Astor					
Check	12/08/2015	113327	The Home Depot F&M	Banner Mounting Supplies/Cone Bolt/Gate Latch	94.01
Total 1014212 · Building Maintenance - Astor					94.01
1014213 · Equipment Maintenance - Town					
Check	12/04/2015	113303	Air Supply Air Conditioning & Heating	Inv# 3289 Heat Exchanger Replacement RTU #4	2,600.00
Check	12/04/2015	113303	Air Supply Air Conditioning & Heating	Inv# 3290 Heat Exchanger Replacement RTU #5	2,600.00
Check	12/04/2015	113303	Air Supply Air Conditioning & Heating	Inv# 3288 RTU Maintenance on 1 & 3	600.00
Total 1014213 · Equipment Maintenance - Town					5,800.00
1014214 · Equipment Maintenance - Senior					
Check	11/18/2015	CC Spet...	JP Morgan Chase	Senior Center Lobby Coffee Filters (2)	68.94
Check	11/18/2015	CC Spet...	JP Morgan Chase	Veterans Hall Wall Up Light Sconce Bulbs (5)	42.51
Check	12/08/2015	113331	American Backflow Prevention, Inc.	Inv# 46989 State Required Backflow Test	280.00
Total 1014214 · Equipment Maintenance - Senior					391.45
1014218 · Vehicle Maintenance - Town					
Check	12/04/2015	113278	Auto Truck Group	Inv# 1347126 Box/Saddle/Jumbo/Weatherguard	750.00
Check	12/11/2015	113484	O'Reilly Auto Parts	Inv# 58780 Heat Resister	22.72
Total 1014218 · Vehicle Maintenance - Town					772.72
1014219 · Vehicle Fuel - Town					
Check	11/20/2015	113114	Village of Hanover Park (Fuel)	Inv# 2015-21 October Fuel	518.12
Check	11/20/2015	113114	Village of Hanover Park (Fuel)	Inv# 2015-19 September Fuel	655.54
Total 1014219 · Vehicle Fuel - Town					1,173.66
1014222 · Trash Removal - Town					
Check	12/08/2015	113349	Republic Services #933	Acct# 3-0551-6013270 Monthly Charges	230.89
Total 1014222 · Trash Removal - Town					230.89
1014223 · Trash Removal - Senior					
Check	12/08/2015	113349	Republic Services #933	Acct# 3-0551-6000579 Monthly Charges	236.88
Total 1014223 · Trash Removal - Senior					236.88
1014224 · Trash Removal - Astor					

Hanover Township
Board Audit Report
November 18 through December 15, 2015

Type	Date	Num	Name	Memo	Amount
Check	12/08/2015	113349	Republic Services #933	Acct# 3-0551-6013274 Monthly Charges	177.51
Total 1014224 · Trash Removal - Astor					177.51
1014228 · Building Maintenance - Izaak					
Check	11/24/2015	113258	The Home Depot	Misc Supplies	10.92
Check	12/08/2015	113327	The Home Depot F&M	Masonry Bit	12.45
Check	12/08/2015	113327	The Home Depot F&M	Mop Parts/Bucket Wringer/Light Fixture	127.68
Total 1014228 · Building Maintenance - Izaak					151.05
1014230 · Trash Removal - Izaak					
Check	12/08/2015	113349	Republic Services #933	Acct# 3-0551-0097167 Monthly Charges	117.71
Total 1014230 · Trash Removal - Izaak					117.71
1014292 · Dental, Vision & Life Insurance					
Check	12/08/2015	113337	Dearborn National	Monthly Life Insurance Premium	19.75
Check	12/08/2015	113338	Euclid Managers	Cust# 5641581 Dental & Vision Premium	349.97
Total 1014292 · Dental, Vision & Life Insurance					369.72
Total 101MAIN · Facilities Maintenance					14,066.73
101PAN · Pantry					
1014161 · Utilities					
Check	12/11/2015	113485	Nicor 65	Acct# 65-08-57-1000 5 Monthly Charges	50.94
Check	12/11/2015	113486	Nicor 75	Acct# 75-08-57-1000 4 Monthly Charges	67.82
Total 1014161 · Utilities					118.76
1014192 · Dental, Vision & Life Insurance					
Check	12/08/2015	113337	Dearborn National	Monthly Life Insurance Premium	3.95
Check	12/08/2015	113338	Euclid Managers	Cust# 5641581 Dental & Vision Premium	185.71
Total 1014192 · Dental, Vision & Life Insurance					189.66
Total 101PAN · Pantry					308.42
101THE · Town Hall Expense					
1014402 · Telephone - Town					
Check	12/04/2015	113275	AT&T 077	Acct# 630 540-9071 077 2 Monthly Charges	408.88
Check	12/04/2015	113276	AT&T 533	Acct# 630 837-1413 533 8 Monthly Charges	332.10
Check	12/04/2015	113277	AT&T 803	Acct# 630 Z99-0161 803 2 Monthly Charges	116.94
Total 1014402 · Telephone - Town					857.92
1014403 · Utilities - Town					
Check	11/24/2015	113254	Nicor 34	Acct# 34-51-77-1000 9 Monthly Charges	240.74
Check	12/11/2015	113492	Village of Bartlett	Acct# 51470 Water/Sewer	94.77

Hanover Township
Board Audit Report
November 18 through December 15, 2015

Type	Date	Num	Name	Memo	Amount
Total 1014403 · Utilities - Town					335.51
1014405 · Internet Access - Town					
Check	12/04/2015	113288	Comcast (Town 207)	Acct# 8771 10 083 0234207 Monthly Charges	16.84
Check	12/04/2015	113291	Comcast (607)	Acct# 8771 10 083 0128607 Monthly Charges	257.35
Total 1014405 · Internet Access - Town					274.19
Total 101THE · Town Hall Expense					1,467.62
101TOE · Town Office Expense					
1014401 · Postage					
Check	11/18/2015	CC Spet...	JP Morgan Chase	TOI Award Submission Mailing	2.54
Check	12/08/2015	113319	Easy Permit Postage	Acct# 8000-9090-0585-2392 Postage Meter Refil	2,315.16
Total 1014401 · Postage					2,317.70
1014404 · Office Supplies					
Check	12/04/2015	113274	Ace Coffee Bar	Inv# 2940-436027 Coffee Supplies	190.00
Check	12/08/2015	113324	Staples	Inv# 3284265769 Cork Board/Interoffice Envelopes	39.97
Check	12/08/2015	113324	Staples	Inv# 3284265770 Interoffice Envelopes	21.99
Check	12/11/2015	113491	Staples	Inv# 3284874729 Binders/USB Drive/Writing Utensils	31.59
Total 1014404 · Office Supplies					283.55
1014406 · Printing					
Check	12/04/2015	113302	Kwik Print	Inv# 56325 Business Cards	39.70
Total 1014406 · Printing					39.70
1014412 · Travel Expenses					
Check	11/20/2015	113091	Essick, Craig A	TOI Mileage Reimbursement	241.82
Check	12/11/2015	113088	McGuire, Brian P	TOI Mileage Reimbursement	233.91
Check	12/11/2015	113467	McVey, Suzanne E	TOI Mileage Reimbursement	207.00
Total 1014412 · Travel Expenses					682.73
1014414 · Memberships, Subs & Publication					
Check	11/18/2015	CC Spet...	JP Morgan Chase	Facebook Posting	21.57
Check	12/04/2015	113299	Hoffman Estates Chamber of Commerce	Inv# 3721 2016 Chamber Membership	117.50
Check	12/11/2015	113477	Bartlett Chamber of Commerce	Inv# 2336 Chamber Membership	205.00
Check	12/11/2015	113489	Streamwood Chamber of Commerce	Inv# 2014-214 Chamber Membership	210.00
Total 1014414 · Memberships, Subs & Publication					554.07
1014420 · Pre-Employment Charges					
Check	11/18/2015	CC Spet...	JP Morgan Chase	Veterans Specialist Position Posting	14.20
Check	11/18/2015	CC Spet...	JP Morgan Chase	Management Analyst Position Posting	45.18
Total 1014420 · Pre-Employment Charges					59.38
1014424 · Education & Training					

Hanover Township
Board Audit Report
November 18 through December 15, 2015

Type	Date	Num	Name	Memo	Amount
Check	11/18/2015	CC Spet...	JP Morgan Chase	Township Management Academy Registration - Barr	316.00
Check	11/18/2015	CC Spet...	JP Morgan Chase	Executive Staff Off Site Retreat Supplies	58.28
Check	11/18/2015	CC Spet...	JP Morgan Chase	Senior Therapist Training	166.00
Check	11/18/2015	CC Spet...	JP Morgan Chase	Township Management Academy Registration -Vana/Powers	632.00
Check	11/18/2015	CC Spet...	JP Morgan Chase	Professional in Human Resources Certification Exam Fee	400.00
Check	11/18/2015	CC Spet...	JP Morgan Chase	Executive Staff Offsite Lunch	117.82
Total 1014424 · Education & Training					1,690.10
1014429 · Miscellaneous					
Check	11/18/2015	CC Spet...	JP Morgan Chase	Daily Herald	10.00
Check	11/18/2015	CC Spet...	JP Morgan Chase	Board Refreshments	17.40
Check	11/18/2015	CC Spet...	JP Morgan Chase	Board Refreshments	21.08
Check	11/18/2015	CC Spet...	JP Morgan Chase	Credit	-123.68
Check	12/11/2015	113478	Bartlett Sports	Inv# 4053 Township Apparel	42.00
Total 1014429 · Miscellaneous					-33.20
1014530 · Financial Administration					
Check	12/04/2015	113298	Governmental Accounting, Inc	Inv# 58162 Monthly Contract Billing	5,028.60
Total 1014530 · Financial Administration					5,028.60
1014531 · Community Affairs					
Check	11/18/2015	CC Spet...	JP Morgan Chase	Bartlett Heritage Days Food Pantry Donation Supplies	17.42
Total 1014531 · Community Affairs					17.42
1014592 · Dental, Vision & Life Insurance					
Check	12/08/2015	113337	Dearborn National	Monthly Life Insurance Premium	23.70
Check	12/08/2015	113338	Euclid Managers	Cust# 5641581 Dental & Vision Premium	318.72
Total 1014592 · Dental, Vision & Life Insurance					342.42
Total 101TOE · Town Office Expense					10,982.47
104ASR · Assessor's Division					
1044405 · Office Supplies					
Check	12/04/2015	113266	Glascott, Patricia A	Command Hooks	33.48
Total 1044405 · Office Supplies					33.48
1044413 · Travel Expense					
Check	12/04/2015	113266	Glascott, Patricia A	Mileage Reimbursement	5.65
Total 1044413 · Travel Expense					5.65
1044419 · Training					
Check	11/18/2015	CC Spet...	JP Morgan Chase	Township Management Academy Workshops - Glascott	178.00
Total 1044419 · Training					178.00

Hanover Township Board Audit Report November 18 through December 15, 2015

Type	Date	Num	Name	Memo	Amount
1044426 - Miscellaneous					
Check	12/08/2015	113329	Cook County Township Assessors' Assoc	Holiday Luncheon (2)	70.00
Total 1044426 - Miscellaneous					70.00
1044492 - Dental, Vision & Life Insurance					
Check	12/08/2015	113337	Dearborn National	Monthly Life Insurance Premium	10.47
Check	12/08/2015	113338	Euclid Managers	Cust# 5641581 Dental & Vision Premium	253.96
Total 1044492 - Dental, Vision & Life Insurance					264.43
Total 104ASR - Assessor's Division					551.56
109YFS - Youth & Family Services					
109ADM - Administration & Clinical					
1094608 - Salaries					
Check	11/20/2015	113106	Erika Ledezma	Tri Lingual Interpreter Services - Oct	300.00
Check	12/11/2015	113482	Erika Ledezma	Tri Lingual Interpreter Services - Nov	300.00
Total 1094608 - Salaries					600.00
1094611 - Education & Training					
Check	11/18/2015	CC Spet...	JP Morgan Chase	National Association of Anorexia Conference Registration	100.00
Check	11/18/2015	CC Spet...	JP Morgan Chase	Attachment Theory in Clinical Practice Workshop (2)	300.00
Check	11/18/2015	CC Spet...	JP Morgan Chase	Drug Addiction Workshop	130.00
Check	11/20/2015	113089	Evans {1}, Tor	Supervision Workshop	25.00
Check	12/04/2015	113261	Parquette, John J	Continuing Education - Ethics Course	35.00
Total 1094611 - Education & Training					590.00
1094612 - Consulting Fees					
Check	12/04/2015	113301	Michael Kelly	Consultation Services	300.00
Total 1094612 - Consulting Fees					300.00
1094614 - Printing					
Check	12/08/2015	113317	Quill Corporation	Credit 208520	-20.00
Total 1094614 - Printing					-20.00
1094618 - Psychiatric Backup					
Check	12/04/2015	113272	Alexian Bros. Behavioral Health Hospital	Psychiatric Follow Up Visits	835.00
Total 1094618 - Psychiatric Backup					835.00
1094619 - Office Supplies					
Check	11/24/2015	113219	Campuzano-Leon, Maria	2016 Calendar	25.95
Check	12/08/2015	113317	Quill Corporation	Inv# 9348465 2016 Calendars (11)	270.29
Check	12/08/2015	113317	Quill Corporation	Inv# 9779756 Folders/Copy Paper	84.78
Check	12/11/2015	113487	Quill Corporation	Inv# 9822060 Coffee Supplies	94.79
Check	12/11/2015	113490	Sam's Club (YFS 0748 1)	Clorox Wipes/Cups/Kleenex	102.37

Hanover Township
Board Audit Report
November 18 through December 15, 2015

Type	Date	Num	Name	Memo	Amount
Total 1094619 · Office Supplies					578.18
1094620 · Community Affairs					
Check	11/20/2015	113096	A1 Trophies & Awards, Inc	Inv# 18124 AITCOY Awards (To be Reimbursed)	173.70
Check	12/04/2015	113284	Concepcion, Sara	New Leaders in Education Corsages	46.96
Check	12/08/2015	113316	Party Central	Contract# 49479-2 New Leaders in Education Reception Linens	240.65
Check	12/11/2015	113490	Sam's Club (YFS 0748 1)	New Leaders in Education Reception Supplies	122.44
Total 1094620 · Community Affairs					583.75
1094621 · Recruitment and Pre Employment					
Check	11/20/2015	113115	Verify (XHANYF)	Inv# 1013665 Background Check	16.00
Total 1094621 · Recruitment and Pre Employment					16.00
1094622 · Miscellaneous					
Check	11/18/2015	CC Spet...	JP Morgan Chase	Outdoor Solar Lighting	9.81
Total 1094622 · Miscellaneous					9.81
1094623 · Travel					
Check	11/20/2015	113089	Evans {1}, Tor	Mileage Reimbursement	20.91
Check	11/24/2015	113216	Belmonte, Natalie A	Misc Mileage Reimbursement	44.28
Check	11/24/2015	113217	Parquette, John J	TOI Mileage Reimbursement	257.60
Check	11/24/2015	113217	Parquette, John J	Misc Mileage Reimbursement	81.08
Check	11/24/2015	113219	Campuzano-Leon, Maria	Mileage Reimbursement	6.33
Check	12/04/2015	113262	Beahan, Mary J	Mileage Reimbursement	11.50
Check	12/11/2015	113472	Belmonte, Natalie A	Mileage Reimbursement November	82.23
Check	12/11/2015	113473	Houdek, Tina M	Mileage Reimbursement April-Oct	187.45
Check	12/11/2015	113474	Low, Karen	Mileage Reimbursement	12.65
Total 1094623 · Travel					704.03
1094624 · Intern Stipends					
Check	12/04/2015	113260	Becky Tomazin	Intern Stipend November	240.00
Total 1094624 · Intern Stipends					240.00
1094691 · Health Insurance					
Check	12/08/2015	113315	NCPERS	Billing# 57850715 Monthly Premium	32.00
Total 1094691 · Health Insurance					32.00
1094692 · Dental, Vision & Life Insurance					
Check	12/08/2015	113337	Dearborn National	Monthly Life Insurance Premium	31.60
Check	12/08/2015	113338	Euclid Managers	Cust# 5641581 Dental & Vision Premium	483.91
Total 1094692 · Dental, Vision & Life Insurance					515.51
Total 109ADM · Administration & Clinical					4,984.28
109OUT · Outreach & Prevention					

Hanover Township Board Audit Report November 18 through December 15, 2015

Type	Date	Num	Name	Memo	Amount
1094627 · Open Gym Program.					
Check	11/18/2015	CC Spet...	JP Morgan Chase	Containers (8)	29.70
Check	11/18/2015	CC Spet...	JP Morgan Chase	Gardening Tool Set	31.89
Check	12/11/2015	113490	Sam's Club (YFS 0748 1)	Open Gym Snacks	57.78
Total 1094627 · Open Gym Program.					119.37
1094644 · Travel					
Check	11/20/2015	113094	McSheffrey, Ryan K	Mileage Reimbursement	148.93
Check	11/20/2015	113095	Cohen, Michael J	Mileage Reimbursement	47.73
Check	11/24/2015	113218	Baig, Sumara	Mileage Reimbursement	85.68
Check	12/11/2015	113471	Cohen, Michael J	Mileage Reimbursement	93.15
Total 1094644 · Travel					375.49
1094645 · Printing					
Check	12/04/2015	113302	Kwik Print	Inv# 56284 Letterhead	88.10
Check	12/08/2015	113317	Quill Corporation	Inv# 9648081 Toner/Ink	301.65
Check	12/08/2015	113317	Quill Corporation	Inv# 9688265 Ink	176.64
Total 1094645 · Printing					566.39
1094648 · Community Affairs					
Check	11/18/2015	CC Spet...	JP Morgan Chase	Supplies	5.35
Total 1094648 · Community Affairs					5.35
1094792 · Dental, Vision & Life Insurance					
Check	12/08/2015	113337	Dearborn National	Monthly Life Insurance Premium	23.70
Check	12/08/2015	113338	Euclid Managers	Cust# 5641581 Dental & Vision Premium	351.16
Total 1094792 · Dental, Vision & Life Insurance					374.86
Total 109OUT · Outreach & Prevention					1,441.46
Total 109YFS · Youth & Family Services					6,425.74
Total 1014 · Town Fund - Expenditures					59,945.57
1104 · Senior Center - Expenditures					
1104ADM · Administration					
1104523 · Recruitment					
Check	11/20/2015	113097	Alexian Bros Corporate Health Services	Inv# 580572 Employee Physical	131.00
Check	11/20/2015	113117	Verify (XHTSSE)	Inv# 1013677 Background Checks (2)	32.00
Total 1104523 · Recruitment					163.00
1104524 · Utilities					
Check	11/24/2015	113252	Nicor 53	Acct# 53-90-98-7636 8 Monthly Charges	817.28
Total 1104524 · Utilities					817.28

Hanover Township
Board Audit Report
November 18 through December 15, 2015

Type	Date	Num	Name	Memo	Amount
1104527 - Equipment					
Check	11/18/2015	CC Spet...	JP Morgan Chase	Computer Stand Table	55.02
Check	11/20/2015	113107	Leaf (478-001)	Acct# 100-3025478-001 Lower Level Copier Lease	115.50
Check	12/08/2015	113307	Leaf (618-002)	Inv# 6119096 Library Copier Lease	35.32
Check	12/08/2015	113308	Leaf (568-001)	Inv# 6105151 Reception Copier Lease	38.00
Check	12/08/2015	113342	Leaf (618-003)	Inv# 6131672 Postage Machine Lease	87.00
Check	12/11/2015	113494	Leaf (618-001)	Inv# 6148706 Senior Main Copy Machine Lease	386.10
Total 1104527 - Equipment					716.94
1104528 - Office Supplies					
Check	11/20/2015	113096	A1 Trophies & Awards, Inc	Inv# 18147 Name Badge	7.95
Check	11/20/2015	113105	Kwik Print	Inv# 56208 Business Cards (2)	145.80
Check	12/08/2015	113317	Quill Corporation	Inv# 9687284 Ink/Appointment Book	145.31
Check	12/08/2015	113324	Staples	Inv# 3283108817 2016 Calendar	30.49
Check	12/08/2015	113324	Staples	Inv# 3283718620 Copy Paper/Memo Pads/Binders	234.29
Check	12/08/2015	113324	Staples	Inv# 3284265771 Folder Fasteners/Steno Book	105.45
Check	12/08/2015	113324	Staples	Credit Inv# 3283718620	-6.87
Total 1104528 - Office Supplies					662.42
1104533 - Printing					
Check	11/20/2015	113105	Kwik Print	Inv# 56263 Envelopes (2,500)	202.90
Check	12/04/2015	113300	Interact Business Products, LLC	Inv# 114932 Copy Charges	462.78
Total 1104533 - Printing					665.68
1104535 - Travel					
Check	11/24/2015	113242	Baptist, Susan L	Mileage Reimbursement	30.85
Check	12/11/2015	113470	Conway, Megan A	TOI Mileage Reimbursement	232.72
Total 1104535 - Travel					263.57
1104536 - Education & Training					
Check	11/18/2015	CC Spet...	JP Morgan Chase	Bassett Training - Murillo	14.75
Check	11/18/2015	CC Spet...	JP Morgan Chase	Manager Transition Workshop - Cable	139.00
Check	11/18/2015	CC Spet...	JP Morgan Chase	Bassett Training - Steining	9.95
Check	11/18/2015	CC Spet...	JP Morgan Chase	Manager Transition Workshop - Steining	139.00
Check	11/18/2015	CC Spet...	JP Morgan Chase	Public Transportation Association Conference (2)	533.20
Check	11/18/2015	CC Spet...	JP Morgan Chase	Township Management Academy Registration - Colagrossi	316.00
Total 1104536 - Education & Training					1,151.90
1104539 - Miscellaneous					
Check	12/08/2015	113322	Sam's Club (Snr 0052 8)	Acct Charges	0.06
Total 1104539 - Miscellaneous					0.06
1104592 - Dental, Vision & Life Insurance					
Check	12/08/2015	113337	Dearborn National	Monthly Life Insurance Premium	39.50

Hanover Township
Board Audit Report
 November 18 through December 15, 2015

Type	Date	Num	Name	Memo	Amount
Check	12/08/2015	113338	Euclid Managers	Cust# 5641581 Dental & Vision Premium	487.57
Total 1104592 · Dental, Vision & Life Insurance					527.07
Total 1104ADM · Administration					4,967.92
1104NUT · Nutrition					
1105550 · Salaries					
Check	12/04/2015	113295	Esquire Hospitality Staffing	Inv# 6005 Part Time Temp Staffing	500.00
Check	12/04/2015	113295	Esquire Hospitality Staffing	Inv# 5935 Part Time Temp Staffing	405.00
Check	12/04/2015	113295	Esquire Hospitality Staffing	Inv# 5905 Part Time Temp Staffing	500.60
Total 1105550 · Salaries					1,405.60
1105551 · Food					
Check	11/18/2015	CC Spet...	JP Morgan Chase	Cafe Food	94.76
Check	11/18/2015	CC Spet...	JP Morgan Chase	Cafe Food	99.59
Check	11/18/2015	CC Spet...	JP Morgan Chase	Cafe Food	32.90
Check	11/18/2015	CC Spet...	JP Morgan Chase	Cafe Baked Goods	50.56
Check	11/18/2015	CC Spet...	JP Morgan Chase	Cafe Baked Goods	47.97
Check	11/18/2015	CC Spet...	JP Morgan Chase	Cafe Baked Goods	34.42
Check	11/18/2015	CC Spet...	JP Morgan Chase	Cafe Baked Goods	57.49
Check	12/08/2015	113322	Sam's Club (Snr 0052 8)	Nutrition Program Food	77.40
Check	12/08/2015	113339	Get Fresh Produce, Inc	Inv# 2057882 Nutrition Program Food	217.51
Check	12/08/2015	113339	Get Fresh Produce, Inc	Inv# 2058845 Nutrition Program Food	25.50
Check	12/08/2015	113339	Get Fresh Produce, Inc	Inv# 2041134 Nutrition Program Food	3.75
Check	12/08/2015	113339	Get Fresh Produce, Inc	Inv# 2043012 Nutrition Pogram Food	40.71
Check	12/08/2015	113339	Get Fresh Produce, Inc	Inv# 2046297 Nutrition Program Food	15.25
Check	12/08/2015	113339	Get Fresh Produce, Inc	Inv# 2045222 Nutrition Program Food	154.79
Check	12/08/2015	113339	Get Fresh Produce, Inc	Inv# 2041984 Nutrion Program Food	91.30
Check	12/08/2015	113339	Get Fresh Produce, Inc	Inv# 2042053 Nutrion Program Food	176.95
Check	12/08/2015	113339	Get Fresh Produce, Inc	Inv# 2042142 Nutrition Program Food	23.68
Check	12/08/2015	113339	Get Fresh Produce, Inc	Inv# 2047128 Nutrion Program Food	123.70
Check	12/08/2015	113339	Get Fresh Produce, Inc	Inv# 2048179 Nutrion Program Food	121.56
Check	12/08/2015	113339	Get Fresh Produce, Inc	Inv# 2050724 Nutrition Program Food	5.85
Check	12/08/2015	113339	Get Fresh Produce, Inc	Inv# 2048871 Nutrition Program Food	26.87
Check	12/08/2015	113339	Get Fresh Produce, Inc	Inv# 2048537 Nutrition Program Food	14.07
Check	12/08/2015	113339	Get Fresh Produce, Inc	Inv# 2051200 Nutrion Program Food	73.03
Check	12/08/2015	113339	Get Fresh Produce, Inc	Inv# 2057206 Nutrion Program Food	28.14
Check	12/08/2015	113339	Get Fresh Produce, Inc	Inv# 2053366 Nutrition Program Food	214.29
Check	12/08/2015	113340	Gordon Food Service	Inv# 166560715 Nutrition Program Food	258.51
Check	12/08/2015	113340	Gordon Food Service	Inv# 166152503 Nutrition Program Food	226.22
Check	12/08/2015	113340	Gordon Food Service	Inv# 166827713 Nutrion Program Food	463.70
Check	12/08/2015	113340	Gordon Food Service	Inv# 166708681 Nutrition Program Food	346.80
Check	12/08/2015	113340	Gordon Food Service	Credit # 7006601	-14.54
Total 1105551 · Food					3,132.73
1105552 · Equipment					
Check	11/18/2015	CC Spet...	JP Morgan Chase	Meal Containers/Lunch Box Sets	55.93

Hanover Township
Board Audit Report
November 18 through December 15, 2015

Type	Date	Num	Name	Memo	Amount
Check	11/18/2015	CC Spet...	JP Morgan Chase	Serving Platters (2) / Cake Stand / Place Set	83.56
Check	11/18/2015	CC Spet...	JP Morgan Chase	3 Tier Serving Tower (4)	206.81
Check	11/18/2015	CC Spet...	JP Morgan Chase	Food Containers	26.98
Total 1105552 · Equipment					373.28
1105553 · Supplies					
Check	11/18/2015	CC Spet...	JP Morgan Chase	3 Tier Serving Platter/Food Makers/Place Cards	100.95
Check	11/18/2015	CC Spet...	JP Morgan Chase	Doilies	6.50
Check	12/08/2015	113313	Mickey's Linen	Inv# 98024 Towels/Aprons/Chef Coat Rental	32.47
Check	12/08/2015	113313	Mickey's Linen	Inv# 97398 Towels/Aprons/Chef Coat Rental	55.94
Check	12/08/2015	113340	Gordon Food Service	Inv# 166560715 Nutrition Program Supplies	311.12
Check	12/08/2015	113340	Gordon Food Service	Inv# 166708681 Nutrition Program Supplies	103.71
Total 1105553 · Supplies					610.69
1105554 · Training					
Check	11/18/2015	CC Spet...	JP Morgan Chase	Manager Transition Workshop - Slowik	139.00
Total 1105554 · Training					139.00
1105555 · Recruitment					
Check	11/18/2015	CC Spet...	JP Morgan Chase	Background Check	7.00
Check	11/18/2015	CC Spet...	JP Morgan Chase	Assistant Position Posting	34.80
Total 1105555 · Recruitment					41.80
1105558 · Home Delivered Meals Food					
Check	12/08/2015	113339	Get Fresh Produce, Inc	Inv# 2057882 Home Delivered Meals	217.51
Check	12/08/2015	113339	Get Fresh Produce, Inc	Inv# 2058845 Home Delivered Meals	25.50
Check	12/08/2015	113339	Get Fresh Produce, Inc	Inv# 2041134 Home Delivered Meals	3.75
Check	12/08/2015	113339	Get Fresh Produce, Inc	Inv# 2043012 Home Delivered Meals	40.71
Check	12/08/2015	113339	Get Fresh Produce, Inc	Inv# 2046297 Home Delivered Meals	15.25
Check	12/08/2015	113339	Get Fresh Produce, Inc	Inv# 2045222 Home Delivered Meals	154.78
Check	12/08/2015	113339	Get Fresh Produce, Inc	Inv# 2041984 Home Delivered Meals	91.30
Check	12/08/2015	113339	Get Fresh Produce, Inc	Inv# 2042053 Home Delivered Meals	176.95
Check	12/08/2015	113339	Get Fresh Produce, Inc	Inv# 2042142 Home Delivered Meals	23.68
Check	12/08/2015	113339	Get Fresh Produce, Inc	Inv# 2047128 Home Delivered Meals	123.70
Check	12/08/2015	113339	Get Fresh Produce, Inc	Inv# 2048179 Home Delivered Meals	121.57
Check	12/08/2015	113339	Get Fresh Produce, Inc	Inv# 2050724 Home Delivered Meals	5.84
Check	12/08/2015	113339	Get Fresh Produce, Inc	Inv# 2048871 Home Delivered Meals	26.88
Check	12/08/2015	113339	Get Fresh Produce, Inc	Inv# 2048537 Home Delivered Meals	14.06
Check	12/08/2015	113339	Get Fresh Produce, Inc	Inv# 2051200 Home Delivered Meals	73.03
Check	12/08/2015	113339	Get Fresh Produce, Inc	Inv# 2057206 Home Delivered Meals	28.15
Check	12/08/2015	113339	Get Fresh Produce, Inc	Inv# 2053366 Home Delivered Meals	214.29
Check	12/08/2015	113340	Gordon Food Service	Inv# 166560715 Home Delivered Meals	258.51
Check	12/08/2015	113340	Gordon Food Service	Inv# 166152503 Home Delivered Meals	226.21
Check	12/08/2015	113340	Gordon Food Service	Inv# 166827713 Home Delivered Meals	463.70
Check	12/08/2015	113340	Gordon Food Service	Inv# 1667086681 Home Delivered Meals	346.81

Hanover Township
Board Audit Report
November 18 through December 15, 2015

Type	Date	Num	Name	Memo	Amount
Check	12/08/2015	113340	Gordon Food Service	Credit # 7006601	-14.54
Total 1105558 · Home Delivered Meals Food					2,637.64
1105559 · Home Delivered Meals Equipment					
Check	11/18/2015	CC Spet...	JP Morgan Chase	Cutting Board / Lunch Box Sets	91.33
Check	11/18/2015	CC Spet...	JP Morgan Chase	Cutting Board / Lunch Box Sets	97.83
Check	11/18/2015	CC Spet...	JP Morgan Chase	Lunch Box Sets	84.95
Check	11/18/2015	CC Spet...	JP Morgan Chase	Food Containers / Lunch Box Sets	59.96
Check	12/08/2015	113317	Quill Corporation	Inv# 9687284 Ink	34.27
Total 1105559 · Home Delivered Meals Equipment					368.34
1105560 · Home Delivered Meals Supplies					
Check	11/18/2015	CC Spet...	JP Morgan Chase	HDM Hot Food Delivery Bags (5)	950.75
Check	11/18/2015	CC Spet...	JP Morgan Chase	HDM Cold Delivery Bags (4)	131.64
Check	11/18/2015	CC Spet...	JP Morgan Chase	HDM Cold Delivery Meal Bag	32.91
Check	12/08/2015	113313	Mickey's Linen	Inv# 98024 Towels/Aprons/Chef Coat Rental	32.47
Check	12/08/2015	113317	Quill Corporation	Inv# 9778043 Cork Board/Tape Dispenser	40.77
Check	12/08/2015	113324	Staples	Inv# 3283718620 Labels	102.45
Total 1105560 · Home Delivered Meals Supplies					1,290.99
1105792 · Dental, Vision & Life Insurance					
Check	12/08/2015	113337	Dearborn National	Monthly Life Insurance Premium	3.95
Check	12/08/2015	113338	Euclid Managers	Cust# 5641581 Dental & Vision Premium	48.45
Total 1105792 · Dental, Vision & Life Insurance					52.40
Total 1104NUT · Nutrition					10,052.47
1104SOC · Programs & Services					
1104510 · Satellite Programming					
Check	11/18/2015	CC Spet...	JP Morgan Chase	Elgin Art Class Supplies	43.58
Check	11/18/2015	CC Spet...	JP Morgan Chase	IWC Yoga Mats (10)	113.32
Check	12/08/2015	113326	Tranquility Yoga Studio	Yoga Class Instruction Jan/Feb- IWC	560.00
Total 1104510 · Satellite Programming					716.90
1104514 · Weekend Programming					
Check	11/18/2015	CC Spet...	JP Morgan Chase	Saturday Book Club Subscription	14.95
Check	11/18/2015	CC Spet...	JP Morgan Chase	Saturday Movie Program Supplies	15.95
Check	11/24/2015	113222	Tish Robinson	Inv# 112315 "French Riviera" Presentation	250.00
Check	11/24/2015	113241	Bob Levi	Inv# 112215 "Ragtime Blues" Presentation	250.00
Total 1104514 · Weekend Programming					530.90
1104515 · Programming					
Check	11/18/2015	CC Spet...	JP Morgan Chase	Program Refreshments	10.30
Check	11/18/2015	CC Spet...	JP Morgan Chase	Program Refreshments	32.67
Check	11/18/2015	CC Spet...	JP Morgan Chase	Bulk Bingo Daubers	129.95

Hanover Township
Board Audit Report
November 18 through December 15, 2015

Type	Date	Num	Name	Memo	Amount
Check	11/18/2015	CC Spet...	JP Morgan Chase	"Beautiful" Theatre Outing (32)	1,216.00
Check	11/18/2015	CC Spet...	JP Morgan Chase	Baker House Lunch and Tour Deposit (32)	200.00
Check	11/18/2015	CC Spet...	JP Morgan Chase	Illinois Railway Museum Tour and Lunch (15)	401.73
Check	11/18/2015	CC Spet...	JP Morgan Chase	Cake Decorating Glasses/Serving Utensils	175.56
Check	11/18/2015	CC Spet...	JP Morgan Chase	Cafe Table Floral Decor	153.32
Check	11/18/2015	CC Spet...	JP Morgan Chase	Amazon Prime Membership	99.00
Check	11/18/2015	CC Spet...	JP Morgan Chase	Crafts Class Ribbons (13)	199.03
Check	11/18/2015	CC Spet...	JP Morgan Chase	Raffle Tickets (500)	24.74
Check	11/18/2015	CC Spet...	JP Morgan Chase	Party Refreshments	11.93
Check	11/18/2015	CC Spet...	JP Morgan Chase	Program Refreshments	64.09
Check	11/18/2015	CC Spet...	JP Morgan Chase	Pinnochle Playing Cards (12)	20.75
Check	11/18/2015	CC Spet...	JP Morgan Chase	Light Bulbs (450)	372.87
Check	11/18/2015	CC Spet...	JP Morgan Chase	Event Flower Centerpieces (To Be Reimbursed)	849.95
Check	11/18/2015	CC Spet...	JP Morgan Chase	Event Supplies Utensils/Plates/Bowls/Napkins	402.17
Check	11/18/2015	CC Spet...	JP Morgan Chase	Event Stage (To be Reimbursed)	400.00
Check	11/18/2015	CC Spet...	JP Morgan Chase	Craft Show Banners (4)	308.62
Check	11/18/2015	CC Spet...	JP Morgan Chase	Volunteer Luncheon Gondolier Hats	107.49
Check	11/18/2015	CC Spet...	JP Morgan Chase	Vertical Banners (2)	103.05
Check	11/18/2015	CC Spet...	JP Morgan Chase	Raffle Tickets (800)	116.12
Check	11/18/2015	CC Spet...	JP Morgan Chase	Party Column Backdrop	90.05
Check	11/18/2015	CC Spet...	JP Morgan Chase	Plastic Ring Toss/Party Supplies (10)	25.91
Check	11/18/2015	CC Spet...	JP Morgan Chase	Event Floral Decor	71.19
Check	11/18/2015	CC Spet...	JP Morgan Chase	Accent Lights (10) / Bulbs (10)	199.40
Check	11/18/2015	CC Spet...	JP Morgan Chase	Portable Boombox CD Player	37.95
Check	11/18/2015	CC Spet...	JP Morgan Chase	Credit	-8.74
Check	11/18/2015	CC Spet...	JP Morgan Chase	Movie Rental Subscription	15.99
Check	11/18/2015	CC Spet...	JP Morgan Chase	GALA Event Linens (To be Reimbursed)	1,218.85
Check	11/18/2015	CC Spet...	JP Morgan Chase	Yoga Blocks (2)	7.99
Check	11/18/2015	CC Spet...	JP Morgan Chase	Credit	-371.34
Check	11/18/2015	CC Spet...	JP Morgan Chase	Event Banner (To be Reimbursed)	192.30
Check	11/18/2015	CC Spet...	JP Morgan Chase	Yoga Blocks (8)	31.96
Check	11/18/2015	CC Spet...	JP Morgan Chase	ITASC TOI Tee-Shirts (To be Reimbursed)	331.79
Check	11/18/2015	CC Spet...	JP Morgan Chase	Outside Tent Walls	770.08
Check	11/18/2015	CC Spet...	JP Morgan Chase	Refreshments/Utensils/Paper Goods	270.21
Check	11/18/2015	CC Spet...	JP Morgan Chase	Bar Supplies	248.34
Check	11/18/2015	CC Spet...	JP Morgan Chase	Pizza & Movie Programming	216.17
Check	11/18/2015	CC Spet...	JP Morgan Chase	Arlington Int'l Racecourse Outing (30)	820.00
Check	11/20/2015	113112	Streamwood Park District	Senior Exercise/Water Class Instruction October	550.00
Check	11/24/2015	113220	Susan Benjamin	Inv# 112015 "Judy Garland" Presentation	250.00
Check	11/24/2015	113221	Bill Helmuth	Inv# 112115 "Captivating Copenhagen" Presentation	200.00
Check	12/04/2015	113264	Dance Alternatives, Inc.	Inv# HP11122015 Line Class Dance Nov/Dec	350.00
Check	12/08/2015	113323	Sam's Club (Town 0487 6)	Coffee/Tea Supplies	482.53
Check	12/08/2015	113326	Tranquility Yoga Studio	Yoga Class Instruction Jan/Feb	1,960.00
Total 1104515 · Programming					13,359.97
1104516 · Social Services					
Check	11/18/2015	CC Spet...	JP Morgan Chase	Medicare Presentation Refreshments	18.79
Check	11/18/2015	CC Spet...	JP Morgan Chase	National Caregiver Month Banner	58.37

Hanover Township
Board Audit Report
November 18 through December 15, 2015

Type	Date	Num	Name	Memo	Amount
Check	11/18/2015	CC Spet...	JP Morgan Chase	Open House Event Supplies	23.68
Check	11/20/2015	113092	Seul, Amy L	National Caregiver Month Supplies	60.67
Check	11/24/2015	113247	Seul, Amy L	National Caregiver Month Supplies	35.95
Check	12/11/2015	113470	Conway, Megan A	TOI Presentation Materials	72.64
Total 1104516 · Social Services					270.10
1104519 · Senior Assistance					
Check	11/18/2015	CC Spet...	JP Morgan Chase	Senior Utility Assistance	132.24
Total 1104519 · Senior Assistance					132.24
1104520 · Volunteer Services					
Check	11/24/2015	113243	William Riccio	Home Delivered Meals Mileage Reimbursement	52.56
Check	11/24/2015	113244	Charles Coleman	Home Delivered Meals Mileage Reimbursement	58.65
Check	11/24/2015	113246	Beth Cooper	Home Delivered Meals Mileage Reimbursement	33.93
Check	12/04/2015	113268	Joanne Watson	Home Delivered Meals Mileage Reimbursement	60.95
Check	12/04/2015	113269	Phil Roth	Home Delivered Meals Mileage Reimbursement	64.40
Check	12/04/2015	113273	A1 Trophies & Awards, Inc	Inv# 18190 Name Badge	15.90
Check	12/04/2015	113297	Carla Fruhauf	Home Delivered Meals Mileage Reimbursement	35.08
Check	12/08/2015	113330	Anita Kopinski	Home Delivered Meals Mileage Reimbursement	159.28
Check	12/11/2015	113491	Staples	Inv# 3284874728 Purchase Order Book	56.99
Total 1104520 · Volunteer Services					537.74
1104531 · Computer Instruction					
Check	11/18/2015	CC Spet...	JP Morgan Chase	Computer Class Flash Drives (20)	107.78
Total 1104531 · Computer Instruction					107.78
1104532 · Visual Arts					
Check	11/18/2015	CC Spet...	JP Morgan Chase	Art Supplies	90.92
Check	11/18/2015	CC Spet...	JP Morgan Chase	Senior Art Trip Docent Fee	56.00
Check	11/18/2015	CC Spet...	JP Morgan Chase	Art Project Drill Bits/Set	73.98
Check	11/18/2015	CC Spet...	JP Morgan Chase	Senior Art Display Plaque	66.45
Check	11/18/2015	CC Spet...	JP Morgan Chase	Craft Supplies	33.49
Check	11/18/2015	CC Spet...	JP Morgan Chase	Art Project Half Mask (100)	289.71
Check	11/18/2015	CC Spet...	JP Morgan Chase	Art Project Glaze	71.75
Check	11/18/2015	CC Spet...	JP Morgan Chase	Art Class Supplies	12.34
Check	11/20/2015	113093	Carol Clark	Plastic Canvas Club Supplies	11.60
Check	11/20/2015	113099	Blick Art Materials	Inv# 5220211 Art Program Materials	108.70
Check	11/20/2015	113109	Midwest Ceramic Art Supply	Inv# 23559 Ceramic Art Supplies	32.96
Check	12/04/2015	113279	Blick Art Materials	Inv# 5255512 Art Suppllies	21.78
Check	12/04/2015	113279	Blick Art Materials	Credit Inv# 4924568	-16.09
Check	12/08/2015	113322	Sam's Club (Snr 0052 8)	Table	44.98
Check	12/08/2015	113324	Staples	Inv# 3283108817 Heavy Duty Staples	7.48
Check	12/08/2015	113324	Staples	Inv# 3283718619 Storage Boxes	39.79
Check	12/08/2015	113333	Blick Art Materials	Inv# 5296673 Art Supplies	103.56
Total 1104532 · Visual Arts					1,049.40

Hanover Township Board Audit Report November 18 through December 15, 2015

Type	Date	Num	Name	Memo	Amount
1104560 · Psychiatric Services					
Check	12/11/2015	113469	Alexian Brothers Center for Mental Health	Inv# 19 C-Hope Psychiatry Services	951.72
Total 1104560 · Psychiatric Services					951.72
Total 1104SOC · Programs & Services					17,656.75
1104TRN · Transportation					
1104512 · Volunteer Express					
Check	11/20/2015	113090	Vic Glowacki	Volunteer Express Mileage Reimbursement	71.88
Check	12/04/2015	113263	Sue Mattioli	Volunteer Express Mileage Reimbursement	79.93
Check	12/08/2015	113324	Staples	Inv# 3284265767 Purhcase Order Book	56.99
Total 1104512 · Volunteer Express					208.80
1104518 · Vehicle Maintenance					
Check	12/04/2015	113292	Complete Fleet Services Inc.	Inv# 12183 Oil Change/Fluids/Ball Joints/Safety Inspection	599.82
Check	12/08/2015	113336	Complete Fleet Services Inc.	Inv# 12231 Transmission/Flush Cooler/Fluid	2,861.26
Check	12/11/2015	113484	O'Reilly Auto Parts	Inv# 58780 Motor Oil	47.88
Total 1104518 · Vehicle Maintenance					3,508.96
1104549 · Recruitment					
Check	11/20/2015	113117	Verify (XHTSSE)	Inv# 1013677 Background Checks (16)	222.00
Check	11/24/2015	113245	Township Officials of Illinois	Midwest TruckersTesting Program Renewal	720.00
Total 1104549 · Recruitment					942.00
1104550 · Telephone					
Check	12/08/2015	113351	Verizon Wireless	Acct# 742025529-0001 Monthly Charges	602.68
Total 1104550 · Telephone					602.68
1104552 · Fuel					
Check	11/20/2015	113114	Village of Hanover Park (Fuel)	Inv# 2015-21 October Fuel	3,094.37
Check	11/20/2015	113114	Village of Hanover Park (Fuel)	Inv# 2015-19 September Fuel	2,695.49
Total 1104552 · Fuel					5,789.86
1104692 · Dental, Vision & Life Insurance					
Check	12/08/2015	113337	Dearborn National	Monthly Life Insurance Premium	30.22
Check	12/08/2015	113338	Euclid Managers	Cust# 5641581 Dental & Vision Premium	488.47
Total 1104692 · Dental, Vision & Life Insurance					518.69
Total 1104TRN · Transportation					11,570.99
Total 1104 · Senior Center - Expenditures					44,248.13
2024 · Welfare Services - Expenditures					
2024ADM · Administration					
2024202 · Office Supplies					

Hanover Township
Board Audit Report
November 18 through December 15, 2015

Type	Date	Num	Name	Memo	Amount
Check	12/08/2015	113324	Staples	Inv# 3283108814 Ink/Toner	228.77
Check	12/08/2015	113324	Staples	Inv# 3283718621 Copy Paper/Labels/Tabs	135.55
Total 2024202 · Office Supplies					364.32
2024204 · Equipment					
Check	11/20/2015	113104	Interact Business Products, LLC (WS)	Inv# 114031 Copy Charges	52.45
Check	12/04/2015	113283	Comcast (WS)	Acct 8771 10 085 0097898 Monthly Charges Sept	125.43
Check	12/08/2015	113304	Leaf (618-006)	Inv# 6119099 Copier Lease	138.13
Total 2024204 · Equipment					316.01
2024205 · Travel & Training					
Check	11/18/2015	CC Spet...	JP Morgan Chase	Township Management Academy Registration - Imperato	316.00
Check	11/18/2015	CC Spet...	JP Morgan Chase	TOI Conference Registration - Imperato	185.00
Check	11/18/2015	CC Spet...	JP Morgan Chase	TOI Conference Registration - Saul	185.00
Check	12/04/2015	113259	Saul, Margaret M	Mileage Reimbursement	36.31
Check	12/11/2015	113495	Imperato, Mary Jo	Mileage Reimbursement	65.41
Total 2024205 · Travel & Training					787.72
2024206 · Postage					
Check	11/18/2015	CC Spet...	JP Morgan Chase	CEDA Contract Mailing	8.11
Total 2024206 · Postage					8.11
2024213 · Community Affairs / Misc					
Check	11/18/2015	CC Spet...	JP Morgan Chase	Community Center Artist Event Refreshments	6.00
Check	11/18/2015	CC Spet...	JP Morgan Chase	Community Center Artist Event Refreshments	110.50
Total 2024213 · Community Affairs / Misc					116.50
2024509 · Volunteer Appreciation					
Check	12/04/2015	113281	Bartlett Sports	Inv# 4041 Township Shirt	24.00
Total 2024509 · Volunteer Appreciation					24.00
2024592 · Dental, Vision & Life Insurance					
Check	12/08/2015	113337	Dearborn National	Monthly Life Insurance Premium	7.90
Check	12/08/2015	113338	Euclid Managers	Cust# 5641581 Dental & Vision Premium	112.90
Total 2024592 · Dental, Vision & Life Insurance					120.80
Total 2024ADM · Administration					1,737.46
2024HOM · Home Relief					
2024102 · Rent					
Check	12/01/2015	3733	Deomatie Ramasami	December 2015 Rent	650.00
Check	12/01/2015	3734	Spring Lakes Estates	December 2015 Rent	400.00
Check	12/01/2015	3735	Son Hui Anderson	December 2015 Rent	500.00
Check	12/01/2015	3736	Jason Ludwig	December 2015 Rent	650.00

Hanover Township Board Audit Report November 18 through December 15, 2015

Type	Date	Num	Name	Memo	Amount
Check	12/01/2015	3737	William Kallas	December 2015 Rent	500.00
Check	12/01/2015	3738	Brittany Wilk	December 2015 Rent	650.00
Check	12/01/2015	3739	Mike Schnell	December 2015 Rent - Client 1	650.00
Check	12/01/2015	3740	Mike Schnell	December 2015 Rent - Client 2	650.00
Check	12/01/2015	3741	Orchard Hill Apartments	December 2015 Rent	650.00
Check	12/01/2015	3742	Spring Lakes Estates	December 2015 Rent	495.54
Check	12/01/2015	3743	Ellen Laechel	December 2015 Rent	400.00
Check	12/01/2015	3745	Angie Hoeltzer	December 2015 Rent	400.00
Check	12/01/2015	3746	Dale Panganiban	December 2015 Rent	550.00
Check	12/01/2015	3747	John Banbury	December 2015 Rent	50.00
Check	12/01/2015	3748	James Susman	December 2015 Rent	650.00
Check	12/01/2015	3749	Country Mutual Insurance Company	Home Insurance Assistance Acct 3893787	36.42
Check	12/01/2015	3751	Southwicke on Sutton Condo Assn.	December 2015 Rent	148.08
Check	12/01/2015	3753	CarolAnn Sansone	December 2015 Rent	450.00
Check	12/01/2015	3757	Bartlett Green V Condo Assoc.	December 2015 Rent	138.29
Check	12/01/2015	3758	Wells Fargo	December 2015 Rent	398.63
Total 2024102 · Rent					9,016.96
2024103 · Utilities					
Check	12/01/2015	3750	Village of Streamwood	Utility Assistance	24.92
Check	12/01/2015	3752	Village of Bartlett	Utilities Assistance	27.54
Check	12/01/2015	3754	NICOR	Utility Assistance Acct 77-74-55-2451	24.76
Check	12/01/2015	3755	Com Ed	Utilities Assistance Acct 7667510015	63.11
Check	12/01/2015	3756	Com Ed	Utilities Assistance Acct 7574002008	42.10
Check	12/01/2015	3759	Village of Bartlett	Utilities Assistance Acct 51831	29.74
Check	12/01/2015	3760	NICOR	Utility Assistance Acct 25-30-77-1000 1	30.00
Check	12/04/2015	3771	City of Elgin	Utilities Assistance Acct# 347235-2920	77.24
Total 2024103 · Utilities					319.41
2024105 · Personal Essentials					
Check	12/01/2015	3762	Walmart	Personal Essential Items (11)	1,236.24
Check	12/04/2015	3767	Walmart	Personal Essential Items	150.00
Total 2024105 · Personal Essentials					1,386.24
2024106 · Travel Expenses					
Check	12/01/2015	3744	Allstate Fire & Casualty Insurance	Auto Insurance Policy# 912298128	100.00
Check	12/01/2015	3749	Country Mutual Insurance Company	Auto Insurance Assistance Acct 3641234	46.62
Check	12/01/2015	3761	BP Gas Station	Fuel Card (4)	375.00
Check	12/04/2015	3768	BP Gas Station	Fuel Card	100.00
Total 2024106 · Travel Expenses					621.62
2024119 · Emergency Assistance					
Check	11/20/2015	3732	Lethap, Inc.	Emergency Assistance	500.00
Check	12/04/2015	3763	Sanjay Patel	Emergency Assistance	500.00
Check	12/04/2015	3764	Com Ed	Emergency Assistance Acct 8332709081	418.03
Check	12/04/2015	3765	NICOR	Emergency Assistance Acct 92-49-84-2519 5	296.90

Hanover Township
Board Audit Report
November 18 through December 15, 2015

Type	Date	Num	Name	Memo	Amount
Check	12/04/2015	3766	Kenneth Numerowski	Emergency Assistance	750.00
Check	12/04/2015	3769	Com Ed	Utilities Assistance Acct 7338667018	112.83
Check	12/04/2015	3770	NICOR	Utility Assistance Acct 40-52-82-1896 5	45.87
Check	12/11/2015	3772	Ves Apostolov	Eviction Notice	327.00
Total 2024119 · Emergency Assistance					2,950.63
Total 2024HOM · Home Relief					14,294.86
Total 2024 · Welfare Services - Expenditures					16,032.32
3034 · Road & Bridge - Expenditures					
3034ADM · Administration					
3034704 · Telephone					
Check	12/08/2015	113350	Sprint (HWY)	Acct#162978503 Monthly Charges	265.79
Total 3034704 · Telephone					265.79
3034705 · Dues, Subs & Publications					
Check	12/04/2015	113299	Hoffman Estates Chamber of Commerce	Inv# 3721 2016 Chamber Membership	117.50
Check	12/11/2015	113477	Bartlett Chamber of Commerce	Inv# 2336 Chamber Membership	205.00
Check	12/11/2015	113489	Streamwood Chamber of Commerce	Inv# 2014-214 Chamber Membership	210.00
Total 3034705 · Dues, Subs & Publications					532.50
3034706 · Travel Expense					
Check	12/11/2015	113468	Ochoa, P. Craig	Mileage Reimbursement	94.30
Total 3034706 · Travel Expense					94.30
3034707 · Printing					
Check	11/24/2015	113251	Business Card - Bank of America	Printing - Bridlewood Landscape	4.67
Total 3034707 · Printing					4.67
3034710 · Community Affairs					
Check	11/24/2015	113250	Battery Solutions	Inv# A050894 Battery Recycling	350.43
Check	11/24/2015	113251	Business Card - Bank of America	Recycling Event Cart Rental	376.32
Check	11/24/2015	113251	Business Card - Bank of America	Recycling Event Credit	-50.40
Check	12/04/2015	113293	Cook County Collector	Vehicle Stickers	80.00
Check	12/04/2015	113296	Ever Lights	Inv# S700451769 Battery Recycling	790.60
Check	12/11/2015	113477	Bartlett Chamber of Commerce	Inv# 2455 Holiday Lunch - Ochoa	25.00
Total 3034710 · Community Affairs					1,571.95
3034711 · Utilities					
Check	11/24/2015	113253	Nicor 44	Acct# 44-51-77-1000 8 Monthly Charges	89.93
Total 3034711 · Utilities					89.93
3034713 · Service Charges					
Check	11/24/2015	113251	Business Card - Bank of America	Staff Meeting Supplies	39.71

Hanover Township
Board Audit Report
November 18 through December 15, 2015

Type	Date	Num	Name	Memo	Amount
Check	11/24/2015	113251	Business Card - Bank of America	Account Charges	1.00
Total 3034713 · Service Charges					40.71
3034792 · Dental, Vision & Life Insurance					
Check	12/08/2015	113337	Dearborn National	Monthly Life Insurance Premium	11.85
Check	12/08/2015	113338	Euclid Managers	Cust# 5641581 Dental & Vision Premium	88.36
Total 3034792 · Dental, Vision & Life Insurance					100.21
Total 3034ADM · Administration					2,700.06
3034ROD · Road Maintenance					
3034600 · Controlled Substance Testing					
Check	12/11/2015	113496	Township Officials of Illinois	Highway Dept Annual Drivers Screening	360.00
Total 3034600 · Controlled Substance Testing					360.00
3034602 · Operating Supplies & Materials					
Check	11/24/2015	113255	PPG Architectural Finishes	Inv# 7280439612 Street Paint	320.28
Check	11/24/2015	113255	PPG Architectural Finishes	Inv# 7280439613 Street Paint	270.51
Check	11/24/2015	113258	The Home Depot	Top Soil / Spray Paint	62.81
Check	12/08/2015	113309	Menard's- Hanover Park	Inv# 9397 Handsets (2)	54.98
Check	12/08/2015	113309	Menard's- Hanover Park	Inv# 8792 Paint	7.52
Check	12/08/2015	113310	Menard's	Inv# 84654 Paint	37.60
Total 3034602 · Operating Supplies & Materials					753.70
3034603 · Gasoline					
Check	11/20/2015	113114	Village of Hanover Park (Fuel)	Inv# 2015-21 October Fuel	757.29
Check	11/20/2015	113114	Village of Hanover Park (Fuel)	Inv# 2015-19 September Fuel	446.28
Total 3034603 · Gasoline					1,203.57
3034607 · Contract Work					
Check	11/24/2015	113257	Spaceco, Inc	Inv# 66407 Gromer Road Construction Administration	5,022.37
Total 3034607 · Contract Work					5,022.37
3034610 · Street Lighting					
Check	11/20/2015	113101	Com Ed 000 & 048 (R&B)	Acct# 0657043000 Monthly Charges	21.12
Check	12/08/2015	113335	Com Ed 051	Acct# 5619024051 Monthly Charges	30.56
Check	12/11/2015	113493	Wood Dale Electrical Const., Inc.	Inv# 15532 Street Light Repair	463.42
Total 3034610 · Street Lighting					515.10
3034616 · Salt					
Check	12/11/2015	113480	Industrial Systems Ltd.	Inv# 19921 275 Gallons Potassium Acetate	1,850.00
Total 3034616 · Salt					1,850.00

Hanover Township
Board Audit Report
November 18 through December 15, 2015

Type	Date	Num	Name	Memo	Amount
Total 3034ROD · Road Maintenance					9,704.74
303EQM · Equipment					
3034609 · Maintenance Vehicles & Equip					
Check	11/24/2015	113248	AAM's Small Engine Repair	Inv# 1176 Snow Lower Repair	51.46
Check	11/24/2015	113256	Preventative Maintenance Systems, Inc	Inv# 12607 Power Brake Booster / Hood Latch Repair	578.31
Check	12/08/2015	113347	Preventative Maintenance Systems, Inc	Inv# 12622 Plow Joy Stick Controls Repair	1,515.73
Check	12/11/2015	113476	Bonnell Industries, Inc	Inv# 165685 Mounting Bolts/Flange	174.21
Check	12/11/2015	113476	Bonnell Industries, Inc	Inv# 165703 Electric Pump	618.13
Check	12/11/2015	113483	Martin Implement Sales, Inc	Inv# 46260 Bar Plate/Tensioner Slide	34.57
Check	12/11/2015	113484	O'Reilly Auto Parts	Inv# 58614 Battery Cable / Brake Cleaner	26.97
Check	12/11/2015	113484	O'Reilly Auto Parts	Inv# 58761 Battery Cable	37.40
Check	12/11/2015	113484	O'Reilly Auto Parts	Credit On Account	-16.99
Total 3034609 · Maintenance Vehicles & Equip					3,019.79
Total 303EQM · Equipment					3,019.79
Total 3034 · Road & Bridge - Expenditures					15,424.59
5054 · Mental Health - Expenditures					
5054ADM · Administration					
5054012 · Office Supplies					
Check	12/11/2015	113491	Staples	Inv# 3284874729 USB Drive	8.99
Total 5054012 · Office Supplies					8.99
5054537 · Community Relations					
Check	11/18/2015	CC Spet...	JP Morgan Chase	MHB Power Clips	361.34
Total 5054537 · Community Relations					361.34
5054541 · Printing					
Check	12/11/2015	113459	Kwik Print	Inv# 56340 Envelopes	92.20
Total 5054541 · Printing					92.20
5054592 · Dental, Vision & Life Insurance					
Check	12/08/2015	113337	Dearborn National	Monthly Life Insurance Premium	3.95
Check	12/08/2015	113338	Euclid Managers	Cust# 5641581 Dental & Vision Premium	44.18
Total 5054592 · Dental, Vision & Life Insurance					48.13
Total 5054ADM · Administration					510.66
5054COM · Community Resource Center					
5054210 · Utilities					
Check	12/11/2015	113452	Groot Recycling & Waste Services Inc	Acct# 16790-001 Monthly Charges November	56.60
Check	12/11/2015	113454	Village of Streamwood Water Billing Dept.	Acct# 105-0062-00-01 Monthly Charges	20.56
Check	12/11/2015	113457	Nicor (MHB)	Acct# 84-67-77-1000 Monthly Charges	244.13

Hanover Township
Board Audit Report
November 18 through December 15, 2015

Type	Date	Num	Name	Memo	Amount
Total 5054210 · Utilities					321.29
5054213 · Janitorial					
Check	12/11/2015	113458	JaniKing	Inv# 12150526 Monthly Cleaning	414.00
Total 5054213 · Janitorial					414.00
5054250 · Building Maintenance					
Check	12/11/2015	113452	Groot Recycling & Waste Services Inc	Acct# 16790-001 Monthly Charges October	56.85
Check	12/11/2015	113453	Fox Valley Fire & Safety	Inv# 950930 Annual Security System Inspection	193.00
Check	12/11/2015	113455	Orkin Pest Control (MHB)	Inv# 106180655 Pest Control	53.79
Check	12/11/2015	113461	Comcast (MHB)	Acct 8771 10 084 0485823 Monthly Charges	282.04
Total 5054250 · Building Maintenance					585.68
5054286 · Agency Support Services					
Check	12/11/2015	113456	Hinckley Springs (MHB)	Acct 16681552567400 Monthly Charges	54.37
Check	12/11/2015	113460	PAETEC	Acct# 639097797001 Monthly Charges	707.22
Total 5054286 · Agency Support Services					761.59
Total 5054COM · Community Resource Center					2,082.56
5054SVC · Service Contracts					
5054138 · Contract Support Services					
Check	12/11/2015	113450	Leyden Family Service	Emergency Funding	25,000.00
Check	12/11/2015	113451	PADS of Elgin	Emergency Funding	25,000.00
Total 5054138 · Contract Support Services					50,000.00
5054162 · Tide Transportation					
Check	12/11/2015	113462	A#1 Cab Dispatch Inc	12/1/15 Transportation Invoices	1,252.75
Check	12/11/2015	113462	A#1 Cab Dispatch Inc	11/12/15 Transportation Invoices	1,187.50
Total 5054162 · Tide Transportation					2,440.25
5054172 · Countryside In-Home Respite					
Check	12/11/2015	113463	Countryside Association	In Home Respite	200.00
Total 5054172 · Countryside In-Home Respite					200.00
5054179 · Challenge Grant Fund					
Check	12/11/2015	113466	Easter Seals DuPage & Fox Valley Regi...	Family Support Services October	390.30
Check	12/11/2015	113466	Easter Seals DuPage & Fox Valley Regi...	Family Support Services November	520.40
Total 5054179 · Challenge Grant Fund					910.70
5054200 · Kenneth Young Center - SASS					
Check	12/11/2015	113465	Kenneth Young Center	SASS	498.00
Total 5054200 · Kenneth Young Center - SASS					498.00

Hanover Township Board Audit Report November 18 through December 15, 2015

Type	Date	Num	Name	Memo	Amount
5054201 · Journeys Hope Center					
Check	12/11/2015	113464	Journey from PADS to HOPE	Counseling	214.50
Total 5054201 · Journeys Hope Center					214.50
Total 5054SVC · Service Contracts					54,263.45
Total 5054 · Mental Health - Expenditures					56,856.67
7004 · Vehicle Replcmnt - Expenditures					
7004540 · Bus Purchase					
Check	12/08/2015	113348	Pace	Bus Lease (2)	200.00
Total 7004540 · Bus Purchase					200.00
Total 7004 · Vehicle Replcmnt - Expenditures					200.00
8084 · Capital Projects - Expenditures					
8084415 · Senior Center Improvements					
Check	12/04/2015	113290	Climatetemp Service Group, LLC	Inv# S05059 Senior Center Energy Audit	463.51
Check	12/08/2015	113321	Shield Electric	Senior Center Storage Room Refrigerator Outlets	575.00
Total 8084415 · Senior Center Improvements					1,038.51
8084420 · Izaak Walton Ctr Improvements					
Check	11/24/2015	113258	The Home Depot	IWC Education Center Supplies	261.60
Check	11/24/2015	113258	The Home Depot	IWC Education Center Credit	-66.56
Check	12/04/2015	113294	Dupage Topsoil, Inc.	Inv# 41881 IWC Ed Center Sidewalk Construction Material	120.00
Check	12/08/2015	113310	Menard's	Inv# 83566 IWC Ed Center Building Supplies	99.96
Check	12/08/2015	113310	Menard's	Inv# 83554 IWC Ed Center Building Supplies	214.69
Check	12/08/2015	113310	Menard's	Inv# 84069 IWC Ed Center Building Supplies	204.28
Check	12/08/2015	113310	Menard's	Inv# 84069 IWC Ed Center Building Supplies	248.09
Check	12/08/2015	113310	Menard's	Credit Inv 84851	-261.25
Check	12/08/2015	113310	Menard's	Credit Inv 83569	-256.96
Check	12/08/2015	113310	Menard's	Credit Inv 83568	-71.60
Check	12/08/2015	113327	The Home Depot F&M	IWC Ed Center Building Supplies	844.27
Total 8084420 · Izaak Walton Ctr Improvements					1,336.52
8084425 · Building & Perm Improvements					
Check	12/04/2015	113267	Gold Seal Cabinets & Countertops	Inv# 34992-72 Town Hall Cabinets/Countertop/Mailbox Construction/Installation	3,538.00
Total 8084425 · Building & Perm Improvements					3,538.00
Total 8084 · Capital Projects - Expenditures					5,913.03
TOTAL					198,676.31

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, Essick, Krick, and Caramelli, and Supervisor McGuire. Trustee Krick left the meeting at 8:01 p.m.

Other Elected Official present were Assessor Smogolski and Highway Commissioner Ochoa.

Others present included Administrator James Barr, Facilities & Maintenance Director Steve Spejcher, Community Health Director Kristen Smith, Welfare Services Director Mary Jo Imperato, Mental Health Board Manager Kristen Vana, Senior Services Director Tracey Colagrossi, Assistant Administrator Suzanne Powers, Communications Assistant Holly Monegato, Management Analyst Sam Hughes, Attorney Mike Airdo, Ms Rosamaria Martinez her friends and family, and Streamwood High School Civics class students.

II. Supervisor McGuire invited everyone to stand and join 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: The Supervisor invited the Board forward to honor SGT Rosamaria Martinez of Elgin for her service in the U.S. Army where she served with distinction. Also posthumously honored were CPL Arthur Jefferson Merritt for his service in the U.S. Army and his son, Arthur Leroy Merritt, for his service in the U.S. Navy. Honor Roll members' names will be posted to the plaque in Veterans Hall and added to the list in the Clerk's office. In addition, Ms Martinez will be invited to the VHR Dinners.

V. Reports

A. Supervisor McGuire was pleased to report that the following awards were presented to the Township and Board during the Township Officials of Illinois conference in Springfield last week:

- Trustee Caramelli was presented with the ITASCSC Elected Official of the Year award.
- Hanover Township was presented with the ITASCSC Township of the Year for innovative senior programming.
- Hanover Township Youth & Family Services was presented with the Organization of the Year by the ATCOY.
- Clerk Dolan Baumer was presented with the William T. Ahrends Clerk of the Year from the Clerks Division of TOI.

In addition, Director Imperato was elected as Social Workers Division President, Director Parquette was elected as Association of Township Committees of Youth (ATCOY) President, and Clerk Dolan Baumer was elected as President of the Clerks Division of TOI.

With a nod to the Youth & Family Services department and the Committee on Youth, Mr. McGuire recognized the fine job they did this evening on the New Leaders in Education reception, where four new principals were recognized.

He reminded the Board that now starts the busy season for Welfare Services, with the

upcoming Holiday Toy Drive, the Adopt-A-Family program, and the meal box distribution, which is underwritten by St. John this year and would be held next Tuesday, November 24.

- B. Clerk Dolan Baumer announced that the Township Officials of Cook County would start offering educational sessions as part of its 2016-17 strategic plan. She announced that she was elected as President of the Clerks Division of Township Officials of Illinois, and offered a funny story about a resident who wanted to know if that meant she could marry people, now.

Clerk Dolan Baumer then reported that if a young person is 18 by the time of the General Election, he or she may register to vote and vote in the March 15 Presidential Primary.

She further reported that she has been selected as the Township representative on the Poplar Creek Library Board strategic planning committee and that the Board would be contacted with a survey, shortly.

Finally, she offered that the Township Officials of Cook County would hold their Fall Conference on Wednesday and that the Clerks Association would hold its December meeting in Thornton Township on December 3 and invited the Board to join her.

- C. Highway Commissioner Ochoa reported that the Gromer Road project is completed and the road is now under the auspices of the Highway Department.
- D. Assessor Smogolski offered no report.
- 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, Essick, Krick, and Caramelli, and Supervisor McGuire. Nays: None. Motion carried and the Treasurer's report was adopted subject to final audit.
- F. Trustee Liaison Committee Reports: Trustee Krick reported that a meeting was held by the Finance Committee and that a review was made of the 6 months YTD FY15 budget, and that planning for FY16 includes precautionary measures given the uncertainty of State funding. Trustee Benoit reported that the Mental Health Board has started grant funding allocation hearings. The Senior Citizens Services Committee met and amongst the topics was increasing use of the Izaak Walton Center, reported Trustee Caramelli. Also, they discussed finances and held a discussion on the critique of the Seniors' Services Survey.
- G. Department Reports: Reports were submitted for the Board's review.

- VI. Bill Paying: Administrator Barr offered the bills in two sets, the first due Alexian Brothers, from October 21 2015 through November 17, 2015, for \$1,015.15 from the Town fund.

A motion was made by Trustee Essick to approve the bills for Alexian Brothers from October 21, 2015 through November 17, 2015; Trustee Krick seconded the motion. Trustees Essick, Krick, and Caramelli, and Supervisor McGuire. Nays: None. Abstain: Trustee Benoit. Motion carried.

The second set of bills, from October 21, 2015 through November 17, 2015, was presented as follows for review and approval by the Board:

a.	Town	\$172,482.48
b.	Senior Center	54,311.24
c.	Welfare Services	20,397.90
d.	Road and Bridge	314,769.30
e.	Mental Health Board	191,453.82
f.	Retirement	0.00
g.	Vehicle	200.00
h.	Capital	<u>24,485.07</u>
	Total All Funds	<u>\$778,099.81</u>

A motion was made by Trustee Benoit to approve the bills from October 21, 2015 through November 17, 2015; Trustee Caramelli seconded the motion. Trustees Benoit, Essick, Krick, and Caramelli, and Supervisor McGuire. Nays: None. Motion carried.

VII. Unfinished Business: No unfinished business was discussed.

VIII. New Business

- A. Executive Session Minutes of October 6, 2015: Clerk Dolan Baumer presented the executive session minutes of October 6, 2015 for review and approval. A motion was made by Trustee Caramelli to approve the executive session minutes of October 6, 2015 as presented, with a second by Trustee Benoit. Roll call: Ayes: Trustees Benoit, Essick, Krick, and Caramelli, and Supervisor McGuire. Nays: None. Motion carried.
- B. Meeting Minutes of October 20, 2015: Clerk Dolan Baumer presented the meeting minutes of October 20, 2015 for review and approval. A motion was made by Trustee Krick to approve the minutes of October 20, 2015 as presented, with a second by Trustee Essick. Roll call: Ayes: Trustees Benoit, Essick, Krick, and Caramelli, and Supervisor McGuire. Nays: None. Motion carried.
- C. Set Estimate of Levy for Hanover Township for the Fiscal Year beginning April 1, 2015 and ending March 31, 2016: A motion was made by Trustee Benoit that the Board determines the estimate of taxes to be levied for Hanover Township for the fiscal year beginning April 1, 2015 and ending March 31, 2016 as follows:

Corporate/Town Fund	\$3,553,140
IMRF Fund	177,568
Social Security Fund	142,054
Mental Health Fund	1,083,166
General Assistance Fund	372,893
Senior Citizens Fund	1,045,876
Debt and Public Building Comm.	<u>0</u>
Estimate total taxes to be levied:	<u>\$6,374,697</u>

The motion was seconded by Trustee Krick. Roll call: Ayes: Trustee Benoit, Essick, Krick, and Caramelli, and Supervisor McGuire. Nays: None. Motion carried.

- D. Set Estimate of Levy for Hanover Township Road District for the Fiscal Year beginning April 1, 2015 and ending March 31, 2016: A motion was made by Trustee Benoit that the Board determines the estimate of taxes to be levied for Hanover

Township Road District for the fiscal year beginning April 1, 2015 and ending March 31, 2016 as follows:

Corporate and Special Purposes	\$1,686,897
Debt and Public Building Commission	<u>0</u>
Estimated total taxes to be levied:	<u>\$1,686,897</u>

The motion was seconded by Trustee Krick. Roll call: Ayes: Trustee Benoit, Essick, Krick, and Caramelli, and Supervisor McGuire. Nays: None. Motion carried.

- E. Resolution Approving Revisions to the Township Personnel Policy: A motion was made by Trustee Caramelli to approve the resolution #111715 that sets revisions to the Township Personnel Policy; the motion was seconded by Trustee Benoit. Discussion ensued wherein Trustee Essick would like a prefacing statement to the Military policy that emphasizes the Township's support of military personnel, and further would like the policy to include more than what is legislatively mandated. A roll call vote followed. Ayes: Trustees Benoit, Caramelli, Essick, and Krick, and Supervisor McGuire. Nays: None. Motion carried and the resolution #111715 approving revisions to the Township personnel policy were approved as presented.

Upon agreement of the Board, the Supervisor made a motion that directed the Attorney to add language in the preface of the section that supports military, that this verbiage change would be included in the resolution's language that the final policy would be reviewed for accuracy, etc. by the Attorney and that changes can be made that do not affect the policy, but language only; the motion was seconded by Trustee Krick. A roll call vote followed. Ayes: Trustees Benoit, Caramelli, Essick, and Krick, and Supervisor McGuire. Nays: None. Motion carried.

Supervisor McGuire asked that Trustees Essick and Krick work on what changes to the policy would look like from a financial point of view and asked that their recommendation be brought back to the Board.

- F. Appointment to Committee on Youth: Supervisor McGuire offered the name of Dr. Ariel Correa, Principal of Streamwood High School in U-46, to serve on the Committee on Youth; Trustee Caramelli moved to confirm Mr. McGuire's appointment of Dr. Correa as a Committee on Youth member; Trustee Benoit seconded the motion. Ayes: Trustees Benoit, Caramelli, Essick, and Krick, and Supervisor McGuire. Nays: None. Motion carried. Motion carried and Clerk Dolan Baumer would arrange to administer the oath of office during their next meeting.
- G. Consideration of the 2016 Township Board Meeting and Workshop Dates: Clerk Dolan Baumer presented the tentative schedule of 2016 Township Board Meeting and Workshop Dates for review and approval, noting that while every month has at least one meeting scheduled, four months have only one meeting due to Holidays on or nearby the traditionally scheduled Tuesdays; in addition, March 15 is Primary Tuesday and therefore, the date was pushed forward a week to March 22; a motion was made by Trustee Benoit and seconded by Trustee Essick to approve the dates as presented. Roll call: Ayes: Trustees Benoit, Caramelli, Essick, and Krick, and Supervisor McGuire. Nays: None. Motion carried. Clerk Dolan Baumer would post the dates as required.
- H. Consideration of the 2016 Township Holiday Schedule: Clerk Dolan Baumer

presented the tentative schedule of 2016 Township Holidays for review and approval; Mr. McGuire noted that while Christmas falls on a Sunday in 2016, he would like the Board to consider allowing the 23rd and 26th as the Holiday observation for Christmas 2016. A motion was made by Trustee Krick and seconded by Trustee Caramelli to approve the dates as revised. Roll call: Ayes: Trustees Benoit, Caramelli, Essick, and Krick, and Supervisor McGuire. Nays: None. Motion carried. Clerk Dolan Baumer would change and post the dates as approved and required.

- IX. Executive Session: Motion to go into Executive Session was made by Trustee Benoit pursuant to §2c5 (The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.) pursuant to the Illinois Open Meetings Act. The motion was seconded by Trustee Krick and a roll call vote was held: Ayes: Trustees Benoit, Caramelli, Essick, and Krick, and Supervisor McGuire. Nays: None. Motion carried. The Supervisor reminded the students that they could come forward to get signatures on their report papers. The Board recessed into Executive Session at 7:40 p.m.

The Board returned from Executive Session at 8:02 p.m. and Supervisor McGuire called the regular meeting back to order and asked for a roll call. Present were Trustees Benoit, Caramelli, and Essick, and Supervisor McGuire. Trustee Krick was absent.

- X. Workshop: Community & Veterans Affairs: This workshop was scheduled, but Director Kuttnerberg was called away on a family emergency and this workshop would be rescheduled.
- XI. Other Business: Trustees Essick and Caramelli reported that they supported the joint efforts of Mariano's, Hoffman Estates, Boy Scouts Troop #399, the VFW, and the Mustang Soccer Club, as they held a food drive supporting the Hanover Township Food Pantry. A reminder that the St. John annual fundraising dinner would be held this week was made by Supervisor McGuire. Mr. Barr noted that the Seniors Art Reception would be held at the Village of Hoffman Estates next Tuesday at 5:30 p.m. Mr. McGuire reported that there would be a reception honoring our TOI award winners to be held December 17 before the regular meeting. Finally, Breakfast with the Board is scheduled for 8:30 a.m. on December 5.
- XI. Adjournment: There being no further business to come before this Board, a motion to adjourn at 8:07 p.m. was made by Trustee Essick and it was seconded by Trustee Benoit. Roll call: Ayes: Trustees Benoit, Essick, and Caramelli, and Supervisor McGuire. Motion carried and the meeting was adjourned.

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	Y&F Services	Village of Streamwood
	Bartlett Library	Highway Commissioner		Streamwood Park District



- I. Call to Order/Roll Call
Supervisor McGuire called the meeting to order at 8:38 a.m. and introduced those present including Trustees Caramelli and Essick, Clerk Dolan Baumer, and Commissioner Ochoa. Others present included eighteen residents and staff.
- II. Town Hall
A resident asked about a decision not to have clothing sold at the Gift Shop; can it reversed? Supervisor McGuire asked that Trustee Caramelli follow-up with the Senior Citizens Services Committee and come with an answer to the next Breakfast with the Board in March. The Board wished everyone a happy holiday and safe New Year.
- III. New Business: None.
- 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 adjourned the workshop at 8:55 a.m. He invited the residents to have breakfast.

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

**Hanover Township
Tax Levy Ordinance**

Ordinance _____

An Ordinance levying taxes for all corporate purposes for **HANOVER TOWNSHIP , COOK COUNTY, ILLINOIS**, for the fiscal year beginning **April 1, 2015** and ending **March 31, 2016**.

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

SECTION 1: That the sum of **SIX MILLION THREE HUNDRED AND SEVENTY FOUR THOUSAND SIX HUNDRED NINETY-SEVEN DOLLARS (\$6,374,697)** is hereby levied upon all property subject to taxation within the Township as that property is assessed and equalized for the current year, in order to meet and defray all the necessary expenses and liabilities of the Township as required by statute or voted by the people in accordance with the law, for such purposes as:

ADMINISTRATION
FACILITIES & MAINTENANCE
COMMUNITY & VETERANS AFFAIRS
YOUTH AND FAMILY SERVICES
GENERAL ASSISTANCE
IMRF
COMMUNITY MENTAL HEALTH

ASSESSOR
COMMUNITY HEALTH NURSE
EMERGENCY SERVICES & DISASTER
FOOD PANTRY
SENIOR CITIZENS SERVICES
SOCIAL SECURITY

SECTION 2: That the amounts to be levied of each object and purpose shall be as follows:

GENERAL TOWN/CORPORATE FUND:

1.1 ADMINISTRATION

Personnel	<u>517,866</u>	
Contractual Services	<u>390,381</u>	
Commodities	<u>161,650</u>	
Capital Outlay	<u>58,991</u>	
TOTAL ADMINISTRATION		<u>1,128,888</u>

1.2 ASSESSOR

Personnel	<u>141,682</u>	
Contractual Services	<u>12,515</u>	
Commodities	<u>9,065</u>	
Capital Outlay	<u>0</u>	
TOTAL ASSESSOR		<u>163,262</u>

1.3 FACILITIES & MAINTENANCE

Personnel	<u>338,495</u>	
Contractual Services	<u>138,250</u>	
Commodities	<u>19,600</u>	
Capital Outlay	<u>0</u>	
TOTAL FACILITIES & MAINTENANCE		<u>496,345</u>

1.4 COMMUNITY HEALTH NURSE

Personnel	<u>207,122</u>	
Contractual Services	<u>19,700</u>	
Commodities	<u>5,900</u>	
Capital Outlay	<u>0</u>	
TOTAL COMMUNITY HEALTH NURSE		<u>232,722</u>

1.5 EMERGENCY SERVICES & DISASTER AGENCY

Personnel	<u>60,412</u>	
Contractual Services	<u>69,550</u>	
Commodities	<u>2,850</u>	
Capital Outlay	<u>0</u>	
TOTAL EMERGENCY SERVICES & DISASTER AGENCY		<u>132,812</u>

1.6 COMMUNITY & VETERANS AFFAIRS

Personnel	<u>151,636</u>	
Contractual Services	<u>100,100</u>	
Commodities	<u>6,180</u>	
TOTAL COMMUNITY & VETERANS AFFAIRS		<u>257,916</u>

1.7 FOOD PANTRY

Personnel	<u>68,248</u>	
Contractual Services	<u>7,500</u>	
TOTAL FOOD PANTRY		<u>75,748</u>

1.8 YOUTH AND FAMILY SERVICES

Personnel	<u>1,009,347</u>	
Contractual Services	<u>42,700</u>	
Commodities	<u>9,900</u>	
Capital Outlay	<u>3,500</u>	
TOTAL YOUTH AND FAMILY SERVICES		<u>1,065,447</u>
(REF: 60 ILCS 1/235 &1/215-5)		

TOTAL GENERAL TOWN/CORPORATE FUND

(REF: GENERAL CORPORATE TAX 60 ILCS 1/235-5)		<u>3,553,140</u>
--	--	------------------

2. SENIOR CITIZENS SERVICES FUND**2.1 ADMINISTRATION**

Personnel	<u>434,326</u>	
Contractual Services	<u>13,500</u>	
Commodities	<u>65,000</u>	

TOTAL ADMINISTRATION		<u>512,826</u>
-----------------------------	--	----------------

2.2 SOCIAL SERVICES

Contractual Services	<u>74,000</u>	
----------------------	---------------	--

TOTAL SOCIAL SERVICES		<u>74,000</u>
------------------------------	--	---------------

2.3 NUTRITION

Personnel	<u>52,750</u>	
Contractual Services	<u>12,900</u>	
Commodities	<u>3,400</u>	

TOTAL TRANSPORTATION		<u>69,050</u>
-----------------------------	--	---------------

2.4 TRANSPORTATION

Personnel	<u>300,000</u>	
Commodities	<u>45,000</u>	
Bus Maintenance	<u>45,000</u>	

TOTAL TRANSPORTATION		<u>390,000</u>
-----------------------------	--	----------------

TOTAL SENIOR CITIZENS SERVICES

		<u>1,045,876</u>
--	--	------------------

(REF: SENIOR CITIZENS SERVICES TAX 60 ILCS 1/35-55)

3. GENERAL ASSISTANCE**3.1 HOME RELIEF**

Contractual Services	184,000	
Other Expenditures	<u>8,654</u>	

TOTAL HOME RELIEF192,654**3.3 ADMINISTRATION**

Personnel	<u>163,139</u>	
Commodities	<u>17,100</u>	

TOTAL ADMINISTRATION180,239**TOTAL GENERAL ASSISTANCE**372,893

(REF: GENERAL ASSISTANCE TAX (60 ILCS 1/235-20))

4. SOCIAL SECURITY

Personnel	<u>142,054</u>	
-----------	----------------	--

TOTAL SOCIAL SECURITY142,054

(REF: SOCIAL SECURITY TAX (40 ILCS 5/21-110 & 110.1))

5. IMRF

Personnel	<u>177,568</u>	
-----------	----------------	--

TOTAL IMRF177,568

(REF: IMRF TAX (40 ILCS 5/7-171))

TOTAL RETIREMENT**6. COMMUNITY MENTAL HEALTH FUND**

Personnel	<u>56,500</u>	
Contractual Services	<u>982,500</u>	
Commodities	<u>44,166</u>	
Capital Outlay	<u>0</u>	

TOTAL COMMUNITY MENTAL HEALTH FUND1,083,166

(REF: COMMUNITY MENTAL HEALTH TAX 405 ILCS 20/4)

TAX LEVY SUMMARY

General Corporate Tax	<u>3,553,140</u>	
Senior Citizens Services Tax	<u>1,045,876</u>	
General Assistance (Public Assistance) Tax	<u>372,893</u>	
Social Security Tax	<u>142,054</u>	
Retirement (IMRF) Tax	<u>177,568</u>	
Community Mental Health Tax	<u>1,083,166</u>	

6,374,697**TOTAL TAXES LEVIED**

SECTION 3: That the Town Clerk shall make and file with the Clerk of said County of Cook, before the time required by law, a duly certified copy of this Ordinance, and it is hereby directed that the aforesaid sum of **\$6,374,697.00** be raised by taxation in the manner provided by law.

SECTION 4: That if any section, subdivision or sentence of this Ordinance shall for any reason be held invalid or found to be unconstitutional, such finding shall not affect the remaining portion of this Ordinance.

SECTION 5: That this Ordinance shall be in full force and effect upon its adoption as provided by law.

SECTION 6: That all prior ordinances and resolutions in conflict or inconsistent herewith are expressly repealed only to the extent of such conflict or inconsistency.

ADOPTED on this 15th day of December, 2015, by the Board of Trustees of Hanover Township.

ROLL CALL:

AYES

NAYS

ABSENT

TOWN CLERK

SUPERVISOR

Hanover Township
Single Township Road District Tax Levy Ordinance

Ordinance _____

An Ordinance levying taxes for all corporate purposes for the **HANOVER TOWNSHIP ROAD DISTRICT, COOK COUNTY, ILLINOIS**, for the fiscal year beginning **April 1, 2015** and ending **March 31, 2016**.

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

SECTION 1: That the Highway Commissioner of the Hanover Township Road District does hereby determine and declare that the sum of **ONE MILLION, SIX HUNDRED AND EIGHTY-SIX THOUSAND, EIGHT HUNDRED AND NINETY-SEVEN DOLLARS (\$1,686,897)** is hereby levied upon all property subject to taxation within the Road District as that property is assessed and equalized for the current year, in order to meet and defray all the necessary expenses and liabilities of the Road District as required by statute or voted by the people in accordance with the law, for such purposes as:
GENERAL ROAD FUND for the fiscal year beginning **April 1, 2015** and ending **March 31, 2016**.

SECTION 2: That the amounts to be levied for each object and purpose shall be as follows:

1.1 ADMINISTRATION		
Personnel	49,580	
Commodities	<u>190,067</u>	
Other Expenditures	<u>200</u>	
Capital Outlay	<u>0</u>	
TOTAL ADMINISTRATION		<u>239,847</u>
1.2 MAINTENANCE		
Personnel	175,000	
Contractual Services	<u>797,000</u>	
Commodities	<u>55,500</u>	
Capital Outlay	<u>152,501</u>	
TOTAL MAINTENANCE		<u>1,180,001</u>
1.3 BUILDINGS		
Building/Building Improvements	<u>267,049</u>	
TOTAL BUILDINGS		<u>267,049</u>
TOTAL GENERAL ROAD FUND		<u>1,686,897</u>
(REF: GENERAL ROAD & BRIDGE TAX. (605 ILCS 5/6-501 &6-504)		
TAX LEVY SUMMARY		
Road and Bridge Tax	<u>1,686,897</u>	
TOTAL TAXES LEVIED		<u><u>1,686,897</u></u>

THE AMOUNTS TO BE LEVIED were determined and certified by the **Highway Commissioner of the Hanover Township Road District**.

P. Craig Ochoa
Highway Commissioner

SECTION 3: The Hanover Township Board of Trustees certifies to the Cook County Board and Clerk that the amounts levied herein are the amounts necessary to be levied for Hanover Township Road District purposes. It is hereby directed that the aforesaid sum of **\$1,686,897.00** be raised by taxation in the manner provided by law.

SECTION 4: That the ex-officio Road District Clerk shall make and file with the County Clerk of said County of Cook, on or before the time required by law, a duly certified copy of this Ordinance.

SECTION 5: That if any subdivision or sentence of this Ordinance shall for any reason be held invalid or be unconstitutional, such finding shall not affect the validity of the remaining portion of this Ordinance.

SECTION 6: That this Ordinance shall be in full force and effect upon its adaption, as provided by law.

SECTION 7: That all prior ordinances and resolutions in conflict or inconsistent herewith are expressly repealed only to the extent of such conflict or inconsistency.

ADOPTED AND CERTIFIED this 15th day of December, 2015, by the Board of Trustees of Hanover Township.

ROLL CALL:

AYES	_____	NAYS	_____	ABSENT	_____
	_____		_____		_____
	_____		_____		_____
	_____		_____		_____
	_____		_____		_____

Road District Clerk

Supervisor

RESOLUTION _____

**A RESOLUTION APPROVING THE 2016 PACE TRIP TRANSIT
AND SERVICE AGREEMENT**

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

SECTION ONE: That the 2016 TRIP Transit Grant and Service Agreement (“Agreement”) between the Suburban Bus Division of the Regional Transportation Authority, operating under the name “Pace” (“Pace”) and Hanover Township (“Township”), provides for transportation services to the senior citizens of the Township.

SECTION TWO: That the Agreement between Pace and the Township, a copy of which is appended hereto and expressly incorporated herein by reference, is hereby approved.

SECTION THREE: The Township Supervisor and Township Clerk of Hanover Township are authorized to sign and attest, respectively, the Agreement 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 or 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: December 15, 2015

APPROVED: December 15, 2015

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 _____, enacted on December 15, 2015, and approved on December 15, 2015 as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk

**2016 TRIP TRANSIT GRANT and
SERVICE AGREEMENT**

THIS AGREEMENT, made and entered into by and between the **SUBURBAN BUS DIVISION OF THE REGIONAL TRANSPORTATION AUTHORITY**, operating under the name and hereinafter referred to as "Pace" and Elk Grove, Hanover, Palatine, Schaumburg and Wheeling Townships (hereinafter referred to as Townships).

WITNESSETH:

WHEREAS, Pace was created as the Suburban Bus Division of the Regional Transportation Authority to be responsible for providing public transportation by bus, (70 ILCS 3615/3A.01); and

WHEREAS, Pace may enter into grant agreements with governmental and private sector entities to obtain public bus service and to provide for payment of operating and other expenses upon such terms and conditions as Pace shall provide in any such agreements; and

WHEREAS, Pace agrees to provide the transportation services as hereinafter described in Exhibit A attached hereto upon the terms and conditions set forth therein;

WHEREAS Pace shall fund its provision of transportation services as described in Exhibit A up to \$250,000 (hereinafter referred to as "Pace Grant").

NOW, THEREFORE, in consideration of the promises and agreements herein set forth, Pace and the Townships **AGREE** as follows:

1. The parties agree that the recitals hereinabove set forth are incorporated as terms and conditions of this Agreement as though fully set forth herein and binding on the parties.
2. Pace shall provide the services as fully described in Exhibit A attached hereto and the parties agree to comply with the service standards, procedures and parameters provided in Exhibit A attached hereto and made a part hereof.
3. Pace shall provide the funding up to \$250,000 (Pace Grant) for Pace to provide the transportation services as described in Exhibit A.
4. Calculation of monthly Invoice – Pace shall provide a monthly report to the Townships to give an accounting of expended funds. The monthly report shall be based on service costs calculated using actual costs to provide the services less revenue received. The Townships will be responsible for any deficit after the Pace Grant of \$250,000 is expended.
5. Term - This Agreement is effective January 1, 2016, through December 31, 2016 or either party exercises their right to terminate this Agreement under Paragraph 7.

6. Service Provision - Pace shall not be responsible for any failure to provide the Service due to circumstances beyond the control of Pace. However, Pace shall make every reasonable effort to restore Service as soon as practical under the circumstances. Pace shall have the right to make minor revisions to the Service during the term of this Agreement upon written notification to and concurrence by the Townships.

7. Termination of Service - Either party may terminate this Agreement with sixty (60) days advance written notification to the other party.

8. Independent Relationship - Pace is an independent contractor and not an employee, agent, joint venturer, or partner of the Townships, and nothing in this Agreement shall be construed as creating any other relationship between the Townships and Pace, or between any employee or agent of Pace and the Townships. Pace employees shall at all times remain employees of Pace, which shall be solely responsible for all aspects of their employment, including, without limitation, compensation, benefits, payment or withholding of taxes, Social Security, Medicare, unemployment or other insurance, and workers' compensation.

9. Severability - The provisions of this Agreement shall be severable. The unenforceability or invalidity of any one or more provisions, clauses or sentences hereof shall not render any other provision, clause or sentence herein contained unenforceable or invalid. The portion of the Agreement which is not invalid or unenforceable shall be considered enforceable and binding on the parties and the invalid or unenforceable provision(s), clause(s) or sentence(s) shall be deemed excised, modified or restricted to the extent necessary to render the same valid and enforceable, and this Agreement shall be construed as if such invalid or unenforceable provision(s), clause(s) or sentence(s) were omitted. The provisions of this paragraph shall survive the termination of this Agreement for any reason.

10. Binding Agreement - This Agreement supersedes any and all prior agreements between the parties, whether written or oral, and shall be binding upon the parties.

11. Authority - Pace and the Townships represent and warrant that their representatives whose signatures appear below have the power and authority to enter into this Agreement and to obligate Pace and the Townships to the terms of this Agreement.

12. Complete Agreement - This Agreement constitutes the entire Agreement between the parties hereto. Any proposed change in this Agreement shall be submitted to Pace for its prior approval. No modification, addition, or deletion to this Agreement shall be effective unless and until such changes are reduced to writing and executed by the authorized officers of each party. Any changes in service description, payment rates or pass allocations shall be reflected in a revised Exhibit attached hereto reduced to writing and signed by both parties.

13. Notices - All notices due to the other party shall be delivered to the address indicated below:

Pace
550 W. Algonquin Road
Arlington Heights, IL 60005
Attn: Executive Director

Townships:
Wheeling Township
1616 N. Arlington Heights Rd.
Arlington Heights, IL 60004

Hanover Township
250 S. Rte 59
Bartlett, IL 60103

Schaumburg Township
1 Illinois Blvd.
Hoffman Estates, IL 60129

Elk Grove Township
2400 S. Arlington Heights Rd.
Arlington Heights, IL 60005

Palatine Township
7215 S. Quentin Road, Ste. 101
Palatine, IL 60067

15) Governing Law - This Agreement shall be construed in accordance with the laws of the State of Illinois.

16) This Agreement may be executed by the parties in several counterparts, each of which so executed shall be deemed an original, and such counterparts together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be made effective as of the date set forth above and executed by their duly authorized officials.

Pace

By: _____

Title: _____

Dated: _____

Wheeling Township

By: _____

Title: _____

Dated: _____

Schaumburg Township

By: _____

Title: _____

Dated: _____

Hanover Township

By: _____

Title: _____

Dated: _____

Elk Grove Township

By: _____

Title: _____

Dated: _____

Palatine Township

By: _____

Title: _____

Dated: _____

Exhibit A

TRIP

Service Description

TYPE OF SERVICE	Curb to Curb Dial-A-Ride Bus Service
SERVICE OPERATED BY	Pace will contract with a transportation provider (the “Contractor”) to provide the service, which is the subject of this Agreement.
RESERVATION DAYS & HOURS	Monday through Friday – 9:00 AM to 2:00 PM
RESERVATION METHOD	Reservations shall be accepted at the Pace call center by way of email (cookcounty@pacebus.com) a maximum of seven (7) days in advance and a minimum of two (2) days in advance of the day of service. Note: Friday reservations are for Tuesday service.
REGISTRATION METHOD	All riders register through the Township. Registration information is sent by the Township to the designated Pace email address (cookcounty@pacebus.com). Eligible riders are registered with the transportation provider within five (5) business days.
SERVICE AREA	<p>TRIP provides transportation to eligible riders to medical facilities within Palatine, Wheeling, Hanover, Schaumburg and Elk Grove Townships. In addition, transportation is provided to the following designated locations outside of the five (5) Townships:</p> <ol style="list-style-type: none">1. University of Illinois Medical Center;2. Jesse Brown VA Medical Center;3. Edward Hines VA Hospital;4. Lovell Federal Healthcare Center;5. John Stroger Cook County Hospital;6. Rush Medical Center;7. Northwestern Hospital;8. ARA South Barrington Dialysis Center; and9. Good Shepherd Hospital in Barrington.10. Loyola Hospital11. Schaumburg Township Social Security Office12. Wheeling township Social Security Office
SERVICE DAY & HOURS	<p>Monday through Friday – 5:00 AM to 9:00 PM Saturday – 5:00 AM to 4:00 PM</p> <p>Note: Whenever possible, pick-up times are negotiated in order to optimize the service efficiency.</p>
HOLIDAYS	<p>Service will <i>not</i> operate on following holidays:</p> <ul style="list-style-type: none">• New Year’s Day• Memorial Day• Independence Day• Labor Day• Thanksgiving Day• Christmas Day
ONE-WAY FARE	<p>Trips within the Township \$5.00 Trips across Townships \$10.00 Note: The maximum fare per trip per rider is \$10.00</p>
SUBSCRIPTIONS	Subscriptions are allowed per the approval of the Township. Subscriptions are submitted by way of email (cookcounty@pacebus.com) a minimum of five (5) days in advance of service.
COMPANIONS	One (1) free companion is allowed per eligible passenger.
RIDER ELIGIBILITY	Rider eligibility is determined by the sponsor. Registered riders are seniors who are 60 years and older or persons with disabilities who are 18 years or older.

MEMORANDUM

To: Administrator James Barr and Assistant Administrator Suzanne Powers

From: Michael A. Airdo and Lance J. Sherry

Date: December 11, 2015

Re: Revisions to Hanover Township Personnel Policy

Hanover Township Personnel Policy Disclaimer

The Hanover Township Personnel Policy applies only to Hanover Township employees. The Hanover Township Personnel Policy shall apply to Hanover Township Appointing Authority employees upon their office's letter of direction. As such, the following disclaimer should be added to Page 2 of the Hanover Township Handbook:

[This Hanover Township Personnel Policy shall apply to all employees of Hanover Township. The Hanover Township Personnel Policy shall apply to employees of Hanover Township Appointing Authorities upon, and pursuant to, each Appointing Authority's letter of adoption. Upon adoption, all policies shall apply to the Appointing Authority's employees, unless specifically excluded by the terms of the Hanover Township Personnel Policy.](#)

Hanover Township Employee Military Leave

The Hanover Township Personnel Policy contains provisions for military leave for Township employees on Page 28 of the Hanover Township Personnel Policy under Article VIII, Section G. The following changes should be made to the Military Leave section:

G. Military Leave

1.) [Hanover Township recognizes that military service rendered by any township employee in the defense of this country or in maintaining preparedness for conflict, foreign or domestic, is a service benefiting all citizens. Military service is recognized as a protected class under the Illinois Human Rights Act.](#)

2.) Many state and federal laws provide job protection as well as salary and insurance protection to military members. The following is a summary of laws which offer protection to military members who are employed by public entities in Illinois:

- a. USERRA – protects the right of an employee service member to re-employment if he or she gives advance notice to the employer prior to service, services 5 years or less, returns to work in a timely manner upon discharge and is not discharged for dishonorable reasons.

- b. The Local Government Employees Benefits Continuation Act (50 ILCS 140/1) – provides an employee of a unit of local government who is a member of any reserve component of the U.S. Armed Services or Illinois National Guard who is mobilized to active duty shall for each pay period continue to receive his or her regular compensation that he received from the local government plus health insurance minus the amount of base pay for military services for the duration of active military service.
- c. The Military Leave of Absence Act (5 ILCS 325/0.01) – provides members of the U.S. Armed Forces or any reserve component of the Illinois State Militia shall be granted leave from his or her public employment for basic training, special or advanced training, annual training and any other training required by the U.S. Armed Forces. During annual training, employees are to receive their regular compensation. During basic training, special, or advanced training (for up to 60 days), and for any other training or duty, if the employee’s daily rate of compensation for the military is less than his [or her](#) daily rate of compensation as a public employee, he [or she](#) shall receive the difference from the [employerTownship](#).
- d. The Public Employee Armed Services Rights Act (5 ILCS 330/1) provides protection of active duty armed services members to insurance coverage and its immediate continuation upon return to public employment, the right to any promotional, employment, contractual or salary benefit, pension rights, or any other rights conferred on similarly situated public employees during the period of the employee’s active duty.
- e. The Service Member’s Employment Tenure Act (330 ILCS 60/1) provides for position restoration and seniority preservation of those who leave employment to enter military service.
- f. The Family Military Leave Act (820 ILCS 151/1) provides up to 30 days of family military leave, job restoration benefits after leave and benefit continuation during leave at employee expense.
- g. Municipal Employee Military Active Duty Act (50 ILCS 120/0.01) provides for leave position restoration without loss of seniority and pension payments during leave [and authorizes the Township to make pension payments on behalf of the Township employee during periods of active duty in lieu of normal pension deductions from the township employee’s salary](#).

[3\). Under the Illinois Municipal Retirement Fund \(IMRF\), Township employees, which were drafted, enlisted for regular military service, or performed active duty in a reserve or national guard unit of the United States Armed Forces, can receive IMRF military leave service credit if the employee returns to an IMRF participation position within ninety \(90\) days of military discharge, the employee submits the appropriate documents to IMRF, and the Township](#)

submits a resolution to IMRF authorizing IMRF to grant the employee service credit for military leave.

Under IMRF, Township employees are permitted to receive prior service credit to IMRF if the employee served in the armed forces of the United States for all periods of such service prior to his or her participation in IMRF or whose participation was interrupted by military leave but the employee did not return to IMRF participation within ninety (90) days of discharge. Hanover Township permits such employees to receive prior service credit for those employees who served in the armed forces of the United States for up to four years of service prior to his or her participation in IMRF.

Please contact Human Resources for further details about your uniformed or military leave rights.

Jury Service – Witness Judicial Proceeding

The Hanover Township Personnel Policy contains provisions for jury services and witness services for Township employees on Page 29 of the Hanover Township Personnel Policy under Article VIII, Section H. The following changes should be made to the Jury Service – Witness Judicial Proceeding section:

- 1.) Any employee whose service on a jury is summoned or appearance as a subpoenaed witness is subpoenaed causes the employee to be absent from work will be compensated at his or her normal rate for up to ten (10) consecutive workdays. In addition, any fees received as a summoned juror or subpoenaed witness may be kept by the employee. If an employee is required to serve for over ten (10) consecutive workdays as a summoned juror or subpoenaed witness ~~or subpoenaed juror~~, the Appointing Authority or Township Board (at a regularly scheduled Township meeting) will decide whether the employee will receive any further compensation for additional absences due to continued service as a juror or subpoenaed witness. This policy will be applied consistent with the provisions of the FLSA.

Consequences for Taking FMLA Leave

The Hanover Township Personnel Policy contains provisions for consequence of taking FMLA leave for Township employees on Page 35 of the Hanover Township Personnel Policy under Article IX, Section I. Per the recommendation from previous counsel, the following changes should be made to the Consequences for Taking FMLA Leave section:

- 2.) On return from FMLA leave, the employee will be returned~~is to be restored~~ to the same position ~~the employee he or she would have held if he or she had not taken leave~~when leave commenced, or to a position that is an equivalent equivalent and offers the same benefits, pay, terms, and conditions of the position that he or she would have held if he or she had not taken leave.