



240 S. Illinois Route 59, Bartlett, Illinois 60103

Regular Meeting of the Town Board

March 21, 2017

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
- V. Hearing Regarding the Hanover Township and the Hanover Township Road District Budget and Appropriation Ordinances
 - A. Explanation of the Hanover Township and the Hanover Township Road District Budget and Appropriation Ordinances
 - B. Comments and Questions from the Board regarding the Ordinances
 - C. Comments and Questions from the Public regarding the Ordinances
 - D. Approve – Hanover Township Budget and Appropriation Ordinance for the Fiscal Year Beginning April 1, 2017 and Ending March 31, 2018
 - E. Approve – Hanover Township Road District Budget and Appropriation Ordinance for the Fiscal Year Beginning April 1, 2017 and Ending March 31, 2018
 - F. Adjournment to Regular Board Meeting
- VI. Reports
 - A. Supervisor’s Report
 - B. Clerk’s Report
 - C. Highway Commissioner’s Report
 - D. Assessor’s Report
 - E. Treasurer’s Report
 - F. Department Reports
- VII. Bill Paying
- VIII. Unfinished Business
- IX. New Business
 - A. Workshop Meeting Minutes of March 4, 2017
 - B. Regular Meeting Minutes of March 7, 2017

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.

C. Resolution Approving an Agreement with Alexian Brothers Behavioral Health Hospital for Senior Citizen Psychiatric Services

X. Executive Session

XI. Other Business

XII. Adjournment

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Memorandum

Date: March 17, 2017

To: Hanover Township Board

From: James C. Barr, Township Administrator

Re: Finance Committee FY18 Budget Recommendations

Attached for the Township Board's consideration are the Finance Committee recommended budget ordinances for Fiscal Year 2018. Utilizing the established three-year strategic plan and FY18 department goals, each department submitted to the Administrator a budget following instructions provided by the Finance Committee and Administrator stipulating a target based budgeting process of 0% for non-personnel expenditures and a 2.0% salary pool for FY18. Departments were notified that additional special requests would be minimal this year due to anticipated budget constraints. Please note that no new staff positions have been provided for in this budget and three positions were reduced or eliminated. For the fifth year, costs of employee benefits, including health insurance and retirement, have been distributed to individual departments from the general Town Fund to accurately reflect these expenses as direct service costs. Below are highlights of the budget as recommend to the Township Board. It is anticipated that the budget will be acted upon at the March 21, 2017 Board meeting. Please feel free to contact Finance Committee Chair, Trustee Essick, or I should you have any questions, comments, or inquires regarding the proposed Fiscal Year 2018 budget. Total combined expenditures are recommended to decrease by 17.7%.

Budget Highlights

Department of Senior Services – The Road District has offered to fund senior transportation again, in the combined amount of \$150,000 as authorized by state statute. \$25,000 is budgeted for senior bus purchases in the vehicle fund and the remaining \$125,000 is allocated to operational costs of the senior transportation program (salaries, fuel, vehicle repair, etc.). This is

a reduction from prior years as the reserves in the Road District fund have diminished. The federal grant from Age Options supporting the senior congregate meal program increased to \$44,800 and meal donations are expected to decrease slightly. Senior program and material fees are expected to increase due to the high volume of participants. Entering the second full fiscal year of the home delivered meals program has HDM grants increasing 4%, however half of the HDM grants are provided by the state. To date these funds have been received, however this could change if the state budget impasse continues. The Volunteer Express Grant through the Regional Transit Authority has ceased due to difficult insurance requirements for volunteer drivers with the advent of ride sharing services. On the expenditure side, a series of large and small reductions have been made to account for the reduction in assistance from the Road District with the intention of minimizing impact on service delivery. Notable reductions include elimination of a part time Social Service Specialist, a 40% reduction in the contingency line item, moving Utility costs to the Town Fund as had occurred prior to three years ago, and transfers to the Capital Fund are down 20%. Other reductions were made in nutrition food expenses, outsourced psychiatric services with more hours anticipated for in-house therapy and transportation line items. Overall, Senior Services Fund expenditures are budgeted to decline 6.2%.

Department of Youth and Family Services – Youth and Family Services is anticipating stable revenue from the prior year. The Administration and Clinical Salary Line Item includes the reduction of a full time therapist to a part time therapist while also accounting for two therapists to receive raises related to gaining advanced licensure. Most expense changes are small with benefit cost reductions related to the reduction of the full time therapist to part time. Funds have been allotted to provide for substance abuse prevention programming in part by minimizing transportation costs as more staff are trained on driving the small buses for outings. Overall department expenditures are expected to decrease 1.11%.

Department of Welfare Services – Welfare Services is expecting a slight revenue increase in the new fiscal year with a small increase in property tax revenue and all other revenue flat. On the expense side, equipment and postage were reduced, travel and training were increased and General Assistance personal essentials were reduced. These dollars will still allow for an increase in the monthly General Assistance grant to \$700 per month due to lower program participation. A significant budget increase will be for contracted Employment Support Services. With local unemployment higher than the national average along with the persistence of underemployment and individuals working multiple part time jobs the Township is looking to re-engage employment services on a limited contractual basis two half days per week in the new fiscal year at the Astor Avenue Community Center. This pilot program has been successful at Schaumburg and Elk Grove Townships and will be examined for effectiveness at three months and at the end of the fiscal year. Overall, the Welfare Services fund expenditures will increase 3.6% and the Food Pantry budget will increase 0.9%.

Department of Facilities & Maintenance – The Facilities and Maintenance budget is being increased modestly to reflect planned increases in salaries and most notably seasonal project assistance to aid in summer grounds and reserves upkeep. Janitorial supplies have been combined into a single line item for more flexible reporting while slightly reducing costs. The lease cost for the Town Hall copier has been moved to the Town Fund equipment line item allowing equipment maintenance – town to be significantly reduced. Most other changes are small and represent the experience of the past year. Overall, department expenditures are requested to increase 0.8%.

Mental Health Board – The Mental Health Board is decreasing the consultant line item and reducing the Mental Health Board Manager position from full time 40 hours per week to a four day 32 hours per week position. Printing and postage are increasing to allow for the bi-annual publication of the Mental Health Community Resource Guide. Capital Improvements at the Mental Health Community Resource Center are increasing to allow for a roof top HVAC RTU replacement and rotational interior painting. Emergency Grant funding is being moderately decreased to reflect the prior year reduction in the MHB fund balance while retaining funding for potential future mental health housing initiatives. Total fund expenditures are budgeted to decrease 2.1%.

Highway Department - The Highway Commissioner has planned continued financial support to the senior transportation program in the amount of \$150,000, and approximately \$365,000 for improvements to the Highway Department facility if it is determined necessary and beneficial. Funds continue to be allocated for significant road resurfacing projects as well in the amount of \$650,000. Overall fund expenditures are expected to decrease 6.0%.

Office of the Assessor – The Assessor’s Office budget is increasing significantly with staff enrolling in the Township sponsored health plan who previously opted out. Other changes include a raise for an employee that achieved certification and decreases in travel and training. Overall, Assessor Office expenditures are budgeted to increase 9.5%.

Office of Community Health – The Office of Community Health is anticipating increased revenue and a modest increase in expenditures related to the planned salary increment. Other changes are relatively modest. Overall department expenditures are budgeted to increase 1.5%.

Department of Emergency Services – The Emergency Services Department budget is projected to increase by 0.2%. This increase is due to the salary pool. Other changes are offset by decreases in expenses.

Office of Community and Veterans Affairs – The Office of Community and Veterans Affairs is budgeted to decrease expenditures 3.1%. The decrease is primarily due to the Finance Committee recommending reducing the resident newsletter ‘Hanover Happenings’ from four issues per year to three issues per year. The department is also creating a community affairs line item that is offset by a decrease in the same Town Fund line item in a similar amount. Utilities are also expected to increase due to the installation of a full air conditioning system for the first time at the Izaak Walton Center. The department is planning on revenue for the first time as well from ads in the resident newsletter and facility rental of the Izaak Walton Center. Other changes are relatively minor with increases offset by decreases in line items.

Town Fund – The overall Town Fund/Administrative Services budget will decrease by approximately 39%. This large decrease is due to a planned transfer to the Capital Fund from the Town Fund reserve in the prior year not being renewed. The only significant change in revenue is the continued growth in passports with associated fees increasing 67%. On the expense side, the transfer to the Vehicle Fund is increasing to ensure the fund’s long-term sustainability. Information Technology related costs are budgeted to increase for the first time in ten years. Also increasing are legal, auditing, printing, and passport related costs due to large increases in demand. The Town Fund is also re-absorbing the cost of Senior Center utilities due to decreased support from the Road District.

Vehicle Fund – The Town Fund is increasing its transfer to the Vehicle Fund to ensure long term sustainability. In the new fiscal year, the Food Pantry van and one mid-sized Senior Services bus are scheduled for replacement.

Capital Fund – The Finance Committee is recommending several capital projects for Fiscal Year 2018 including completing the replacement of the Astor Avenue Community Center roof and the resurfacing and expansion of the Izaak Walton Center parking lot. Additional projects include improvements to Senior Center such as carpet replacement, Downey Hall renovations, and a phone system replacement and upgrade for the Town Hall, Senior Center, and Astor Avenue Community Center.

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

AN ORDINANCE MAKING APPROPRIATIONS TO DEFRAY EXPENDITURES FOR
THE TOWNSHIP OF HANOVER, COOK COUNTY, ILLINOIS,
FOR THE FISCAL YEAR BEGINNING **APRIL 1, 2017** AND ENDING **MARCH 31, 2018**.
BE IT ORDAINED BY THE BOARD OF TRUSTEES, TOWNSHIP OF HANOVER, COOK COUNTY, ILLINOIS AS FOLLOWS:

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

1. GENERAL TOWN FUND

Beginning Balance April 1, 2017			1,968,488
Estimated Revenues			
3000	Property Tax	3,601,756	
3100	Replacement Tax	30,000	
3250	Interest Income	10,000	
3300	Other Income	6,000	
3350	Rent	10,000	
3420	MHB/Office Charges	4,500	
3430	YFS - Therapy Fees	25,000	
3440	YFS - Tutoring Fees	7,000	
3445	YFS - MHB Grants	84,000	
3450	Community Health Fees	13,000	
3451	Community Affairs Revenue	3,500	
3952	Passport Fees	100,000	
Total Estimated Revenues			3,894,756
Total Estimated Funds Available			5,863,244
Budgeted Expenditures			
	Administration	1,448,927	
	Food Pantry	69,950	
	Community & Veterans Affairs	260,623	
	Emergency Services	134,420	
	Assessor's Office	180,308	
	Facilities & Maintenance	511,600	
	Community Health	241,325	
	Youth and Family Services	1,077,367	
Total Expenditures/Appropriations			3,924,520
Estimated Cash on Hand March 31, 2018			1,938,723

Expenditures/Appropriations			
4301	Compensation of Officials		98,802
	Town Hall Administration Expense		
	4401	Postage	3,000
	4404	Office Supplies	6,000
	4406	Printing	5,000
	4408	Salaries	347,000
	4412	Travel	5,000
	4414	Memberships, Subs, Pubs	12,000
	4420	Pre-Employment Charges	600
	4424	Education & Training	18,000
	4429	Miscellaneous	10,000
	4520	Consulting Fees	10,000
	4530	Financial Administration	65,000
	4531	Community Affairs	5,000
	4532	Committee on Youth	3,000
	4534	Passport Services	8,000
	4535	Legal Notices	1,000
	4560	Contingency	50,000
	4591	Health Insurance	40,000
	4592	Dental, Vision & Life Insurance	3,125
	4593	Unemployment	3,000
	4594	IMRF Expense	18,000
	4595	FICA Expense	11,000
	Total Town Hall Administration Expense		623,725
	Town Hall Expense		
	4402	Telephone - Town & Senior Ctr	32,500
	4403	Utilities - Town & Senior Ctr	77,000
	4404	Internet Access - Town	3,400
	4405	Equipment Rental - Town	2,600
	Total Town Hall Expense		115,500
	Legal/Auditing		
	4501	Auditing	11,300
	4502	Legal Services	135,000
	Total Legal/Auditing		146,300
	Insurance & Employee Benefits		
	4411	Employee Assistance Program	1,600
	4503	General Insurance	150,000
	4507	Flex Plan & 457 Plan	4,000
	4514	Employee Recognition	5,000
	4513	Employee Wellness	8,000
	Total Ins & Employee Benefits		168,600

Capital Expenditures & Transfers			
4410	Equipment Purchase	20,000	
4430	Computer Equipment, Software & Support	75,000	
4540	Facility Lease	21,000	
4541	Transfer to Vehicle Fund	30,000	
4547	Transfer to Capital Fund	150,000	
Total Capital Expenditures & Transfers			<u>296,000</u>
Total Administration			1,448,927
Pantry			
4460	Salaries	41,000	
4461	Utilities	8,000	
4391	Health Insurance	16,700	
4392	Dental, Vision & Life Insurance	600	
4393	Unemployment	400	
4394	IMRF Expense	2,000	
4395	FICA Expense	1,250	
Total Pantry			<u>69,950</u>
Community & Veterans Affairs			
Community Relations			
4608	Salaries	106,744	
4611	Education & Training	2,200	
4614	Printing	700	
4615	Postage	550	
4617	Equipment & Furniture	2,300	
4619	Office Supplies	900	
4620	Satellite Office Programs	1,500	
4621	Satellite Office Utilities	8,500	
4623	Satellite Office Phone & Internet	4,300	
4624	Travel	1,100	
4625	Communications	48,000	
4626	Community Service Awards	2,000	
4627	Community Affairs	5,000	
4628	Historical Maker Program	2,400	
4629	Dues & Subscriptions	700	
4631	Community Festivals	11,000	
4691	Health Insurance	23,240	
4692	Dental, Vision & Life Insurance	1,177	
4693	Unemployment	738	
4694	IMRF Expense	5,182	
4695	FICA Expense	3,226	
Total Community Relations			<u>231,456</u>
Veterans Affairs			
4700	Salary	20,775	
4701	Veterans Honor Roll	4,000	
4703	Travel	250	
4704	Supplies	300	
4705	Training	1,000	
4706	Printing	400	
4707	Postage	430	
4793	Unemployment	369	
4794	IMRF Expense	1,009	
4795	FICA Expense	635	
Total Veterans Affairs			<u>29,167</u>
Total Community & Veterans Affairs			<u>260,623</u>

Emergency Services			
4801	Salaries	41,700	
4802	Equipment	22,000	
4803	Uniforms	8,000	
4804	Printing	1,000	
4805	Postage	200	
4806	Office Supplies	1,000	
4807	Miscellaneous	1,000	
4808	Education & Training	10,000	
4809	Pre-Volunteer Screening	500	
4810	Travel	2,500	
4812	Volunteer Appreciation	3,500	
4813	Vehicle Fuel & Maintenance	8,000	
4814	Communications	10,000	
4815	Emergency Ops Center	4,000	
4891	Health Insurance	16,700	
4892	Dental, Vision & Life Insurance	600	
4893	Unemployment	370	
4894	IMRF Expense	2,050	
4895	FICA Expense	1,300	
Total Emergency Services			134,420
Assessor's Office			
4405	Office Supplies	4,410	
4407	Printing	1,225	
4409	Salaries	123,000	
4411	Equipment	3,430	
4413	Travel	2,034	
4415	Dues, Subs & Publications	2,695	
4419	Training	2,230	
4426	Miscellaneous	1,176	
4433	Professional Services	980	
4491	Health Insurance	25,640	
4492	Dental, Vision & Life Insurance	1,756	
4493	Unemployment	1,106	
4494	IMRF Expense	5,906	
4495	FICA Expense	3,720	
4525	Communications	1,000	
Total Assessor's Office			180,308

Facilities & Maintenance

4200	Salaries	278,000
4202	Office Supplies	400
4205	Janitorial Supplies	10,000
4208	Housekeeping Contract	47,500
4209	Building Contracts	13,000
4210	Building Maintenance - Town	7,000
4211	Building Maintenance - Senior	8,000
4212	Building Maintenance - Astor	2,000
4213	Equipment Maintenance - Town	6,000
4214	Equipment Maintenance - Senior	14,000
4215	Equipment Maintenance - Astor	1,200
4216	Equipment Rental	1,500
4217	Education & Training	1,000
4218	Vehicle Maintenance - Town	5,500
4219	Vehicle Fuel - Town	6,000
4220	Seasonal Projects Assistance	9,000
4221	Cell Phone / Communications	1,500
4222	Trash Removal - Town	2,600
4223	Trash Removal - Senior	2,600
4224	Trash Removal - Astor	2,500
4225	Grounds/Reserve Maintenance	10,000
4226	Uniforms	1,500
4227	Miscellaneous	1,000
4228	Building Maintenance - Izaak	3,000
4229	Equipment Maintenance - Izaak	3,000
4230	Trash Removal - Izaak	1,800
4291	Health Insurance	45,000
4292	Dental, Vision & Life Insurance	2,950
4293	Unemployment	1,950
4294	IMRF Expense	13,500
4295	FICA Expense	8,600

Total Facilities & Maintenance

511,600

Community Health

4450	Salaries	178,000
4451	Postage	600
4452	Office Supplies	2,000
4453	Printing	2,000
4454	Travel	1,200
4455	Dues, Subs & Publications	275
4456	Community Affairs	3,325
4457	Furniture & Computer Equip	2,500
4459	Professional Services	1,000
4461	Miscellaneous	1,000
4462	License/Professional Insurance	300
4465	Medical Supplies	8,000
4466	Communications	1,400
4467	Crisis Care	2,000
4491	Health Insurance	20,300
4492	Dental, Vision & Life Insurance	1,800
4493	Unemployment	1,475
4494	IMRF Expense	8,700
4495	FICA Expense	5,450

Total Community Health

241,325

Youth and Family Services

Administration & Clinical

4608	Salaries	497,000
4611	Education & Training	6,000
4612	Consulting Fees	3,600
4613	Answering Service	1,200
4614	Printing	2,000
4615	Postage	400
4616	Books and Journals	400
4617	Equipment Maintenance	2,500
4618	Psychiatric backup	9,000
4619	Office Supplies	3,000
4620	Community Affairs	2,100
4621	Recruitment & Pre-Employment	1,500
4622	Miscellaneous	500
4623	Travel	3,500
4624	CIS Maintenance	3,600
4626	Equipment and Furniture	3,500
4628	Tutoring	24,000
4629	Dues & Subscriptions	500
4691	Health Insurance	63,073
4692	Dental, Vision & Life Insurance	4,707
4693	Unemployment	4,000
4694	IMRF Expense	23,963
4695	FICA Expense	16,200

Total Administration & Clinical

676,243

Outreach & Prevention

4627	Open Gym Program	6,200
4628	Open Gym Salaries	118,100
4640	Salaries	188,400
4643	Education & Training	2,000
4644	Travel	3,000
4645	Printing	1,100
4646	Postage	200
4647	Office Supplies	1,000
4648	Community Affairs	1,000
4649	Professional Services	1,200
4650	Program Supplies	2,000
4651	Cell Phones	1,500
4652	Substance Abuse Prevention Program	2,200
4655	Transportation	1,000
4791	Health Insurance	40,137
4792	Dental, Vision & Life Insurance	2,593
4793	Unemployment	3,977
4794	IMRF Expense	13,795
4795	FICA Expense	11,722

Total Outreach & Prevention

401,124

Total Youth & Family Services

1,077,367

Total Town Fund Expenses/Appropriations

3,924,520

2. SENIOR CENTER/SENIORCITIZEN SERVICES FUND

Beginning Balance April 1, 2017 **1,213,488**

Estimated Revenues		
3000	Property Tax	1,060,186
3250	Interest Income	2,000
3300	Other Income	2,500
3325	Aid Transportation Fees	29,000
3330	MHB Grant	40,000
3350	LIHEAP Fees	6,000
3425	Senior Center & Transportation Grants	27,121
3426	Congregate Nutrition Grant	44,812
3450	Transfer From Road & Bridge Fund*	125,000
3500	Senior Programs	96,000
3501	Congregate Meal Donations	32,500
3504	Home Delivered Meals Grant	47,856
3505	Home Delivered Meals Donations	17,000
3507	Material Fees	22,000
3508	Nutrition Event Catering	4,000
3509	Lending Closet	10,000

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

Total Estimated Revenue **1,565,975**

Total Estimated Funds Available **2,779,463**

Total Expenditures/Appropriations **1,599,600**

Estimated Cash on Hand March 31, 2018 **1,179,863**

Expenditures		
Administration		
4517	Salaries	482,000
4522	Contingency	15,000
4523	Recruitment	1,000
4525	Telephone & Internet	2,750
4527	Equipment	10,000
4528	Office Supplies	9,000
4529	Postage	4,000
4530	Printing	4,000
4534	Dues, Sub & Publications	2,800
4535	Travel	2,000
4536	Education & Training	3,500
4538	Community Affairs	1,000
4539	Miscellaneous	1,000
4541	Transfer to Capital Fund	40,000
4591	Health Insurance	92,500
4592	Dental, Vision & Life Insurance	4,900
4593	Unemployment	4,900
4594	IMRF Expense	23,000
4595	FICA Expense	12,500

Total Administration **715,850**

Programs & Services			
4514	Satellite Programming	1,500	
4510	Weekend Programming	1,500	
4515	Programming	96,000	
4516	Social Services	1,500	
4519	Senior Assistance	3,000	
4520	Volunteer Services	14,000	
4526	Club 59 Newsletter	12,000	
4531	Computer Instruction	2,000	
4532	Visual Arts	16,000	
4560	Pyschiatric Services	10,000	
Total Programs & Services			157,500
Nutrition			
5550	Congregate Salaries	57,500	
5551	Congregate Food	45,000	
5552	Congregate Equipment	2,000	
5553	Congregate Supplies	5,000	
5554	Training	500	
5555	Recruitment	500	
5556	Home Delivered Meals Salaries	34,500	
5558	Home Delivered Meals Food	45,000	
5559	Home Delivered Meals Equipment	500	
5560	Home Delivered Meals Supplies	5,000	
5561	Event Catering	2,500	
5791	Health Insurance	10,200	
5792	Dental, Vision & Life Insurance	600	
5793	Unemployment	1,500	
5794	IMRF Expense	4,400	
5795	FICA Expense	2,750	
Total Nutrition			217,450
Transportation			
4513	Alternative Transportation	2,000	
4518	Vehicle Maintenance	45,000	
4546	Salaries	309,000	
4547	Dispatch Software	18,550	
4549	Recruitment	1,000	
4550	Telephone	6,400	
4551	Training	2,000	
4552	Fuel	40,000	
4553	Uniforms	1,800	
4691	Health Insurance	51,400	
4692	Dental, Vision & Life Insurance	4,750	
4693	Unemployment	3,150	
4694	IMRF Expense	14,500	
4695	FICA Expense	9,250	
Total Transportation			508,800
Total Senior Center Fund / Senior Citizen Services Fund Appropriations			1,599,600

3. WELFARE SERVICES

Beginning Balance April 1, 2017		474,067
Estimated Revenues		
3000 Property Tax	378,244	
3100 Replacement Tax	4,000	
3250 Interest Income	1,000	
3300 Other Income	15,000	
3350 CEDA - LIHEAP	5,000	
Total Estimated Revenues		<u>403,244</u>
Total Estimated Funds Available		877,311
Total Expenditures/Appropriations		<u>458,650</u>
Estimated Cash on Hand March 31, 2018		418,661
Expenditures		
Home Relief		
4102 Rent	134,000	
4103 Utilities	22,000	
4105 Personal Essentials	20,000	
4106 Travel Expenses	10,000	
4110 Burial	1,500	
4107 Medical	25,000	
4116 Catastrophic Insurance Premium	3,500	
4117 Miscellaneous	100	
4119 Emergency Assistance	50,000	
Total Welfare Services Home Relief		266,100
Employment Services		
4221 Professional Services	18,000	
Total Welfare Services Employment Services		18,000
Administration		
4201 Salaries	132,000	
4202 Office Supplies	3,250	
4204 Equipment	3,500	
4205 Travel & Training	3,000	
4206 Postage	200	
4210 Printing	1,500	
4212 Dues & Publications	500	
4213 Community Affairs	1,000	
4507 Professional Services	1,500	
4509 Volunteer Appreciation	1,750	
4510 Miscellaneous	500	
4591 Health Insurance	13,200	
4592 Dental, Vision & Life Insurance	1,200	
4593 Unemployment	750	
4594 IMRF Expense	6,500	
4595 FICA Expense	4,200	
Total Welfare Services Administration		174,550
Total WS Budgeted Expenditures/Appropriations		458,650

4. MENTAL HEALTH FUND

Beginning Balance April 1, 2017		912,129
Estimated Revenues		
3000 Property Tax	1,100,345	
3100 Replacement Tax	12,000	
3250 Interest Income	2,000	
3300 Other Income	1,000	
3350 Rental Income	12,000	
3850 Tide Transportation Fee	4,500	
3855 Telephone Reimbursement	6,000	
3950 AID Transportation Fees	1,500	
Total Estimated Revenues		<u>1,139,345</u>
Total Estimated Funds Available		2,051,474
Budgeted Expenditures		
Service Contracts	1,234,000	
Administration	103,095	
Community Resource Center	61,000	
Total Expenditures/Appropriations		<u>1,398,095</u>
Community Mental Health (708) Fund		<u>1,398,095</u>
Estimated Cash on Hand March 31, 2018		653,379
Expenditures		
Service Contracts		
4100 Service Contracts	1,234,000	
Total Service Contracts		1,234,000
Administration		
4001 Hanover Township Services	4,500	
4002 Legal	4,000	
4005 Training	750	
4006 Travel	1,000	
4008 Subscriptions & Publications	150	
4009 Salaries	50,000	
4012 Office Supplies	1,000	
4013 Postage	9,000	
4014 Equip / Database	2,000	
4537 Community Relations	1,000	
4538 Miscellaneous	500	
4539 Dues	2,000	
4540 Special Events	1,000	
4541 Printing	10,000	
4544 Consultants	4,000	
4591 Health Insurance	2,400	
4592 Dental, Vision and Life Insurance	600	
4593 Unemployment	370	
4594 IMRF Expense	5,000	
4595 FICA Expense	3,825	
Total Administration		103,095
Community Resource Center		
4210 Utilities	8,000	
4213 Janitorial	5,500	
4214 Rent	10,000	
4216 Telephone Systems Maintenance	1,500	
4217 Capital Improvements	20,000	
4250 Building Maintenance	6,000	
4286 Agency Support Services	10,000	
Total Community Resource Center		61,000
Total Expenditures/Appropriations		1,398,095
Community Mental Health (708) Fund		1,398,095

5. IMRF FUND

Beginning Balance April 1, 2017		124,859
Estimated Revenues		
3000 Property Tax	179,998	
3250 Interest Income	100	
Total Estimated Revenues		<u>180,098</u>
Total Estimated Funds Available		304,957
Budgeted Expenditures/Appropriations		
4508 IMRF	180,098	
Total Expenditures/Appropriations		<u>180,098</u>
Estimated Cash on Hand March 31, 2018		124,859

6. SOCIAL SECURITY

Beginning Balance April 1, 2017		80,380
Estimated Revenues		
3000 Property Tax	143,998	
3250 Interest Income	100	
Total Estimated Revenues		<u>144,098</u>
Total Estimated Funds Available		224,478
Budgeted Expenditures/Appropriations		
4522 Social Security	144,098	
Total Expenditures/Appropriations		<u>144,098</u>
Estimated Cash on Hand March 31, 2018		80,380

7. VEHICLE REPLACEMENT FUND

Beginning Balance April 1, 2017		265,501
Estimated Revenues		
3250 Interest Income	500	
3440 Bus Fares & Donations	8,500	
3450 Transfer from Road & Bridge - Senior Trans.*	25,000	
3460 Transfer from Town Fund	30,000	
Total Estimated Revenues		<u>64,000</u>
Total Estimated Funds Available		329,501
Budgeted Expenditures		
4408 Vehicle Purchase	40,000	
4540 Senior Bus Purchase	70,000	
Total Expenditures/Appropriations		<u>110,000</u>
Estimated Cash on Hand March 31, 2018		219,501

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

8. CAPITAL PROJECTS FUND

Beginning Balance April 1, 2017		1,040,998
Estimated Revenues		
3445 Grant	1,000	
3455 From Town Fund	150,000	
3450 From Senior Fund	40,000	
Total Estimated Revenues		<u>191,000</u>
Total Estimated Funds Available		1,231,998
Budgeted Expenditures		
4414 Astor Ave Roof Replacement	120,000	
4415 Senior Center Improvements	40,000	
4420 Izaak Walton Ctr Parking Lot	275,000	
4425 Building & Permanent Improvements	80,000	
Total Expenditures/Appropriations		<u>515,000</u>
Estimated Cash on Hand March 31, 2018		716,998

SECTION 2: THAT THE AMOUNTS APPROPRIATED FOR TOWNSHIP PURPOSES FOR THE FISCAL YEAR ENDING MARCH 31, 2018, BY FUND IS:

GENERAL TOWN FUND	3,924,520
SENIOR CENTER/SENIOR CITIZEN SERVICES FUND	1,599,600
WELFARE SERVICES FUND	458,650
COMMUNITY MENTAL HEALTH FUND	1,398,095
IMRF FUND	180,098
FICA FUND	144,098
VEHICLE REPLACEMENT FUND	110,000
CAPITAL PROJECTS FUND	515,000
TOTAL APPROPRIATIONS	<u>8,330,061</u>

SECTION 3: THAT EACH TOTAL IS DIVIDED AMONG THE SEVERAL OBJECTS AND PURPOSES SPECIFIED AND IN PARTICULAR AMOUNTS STATED FOR EACH FUND RESPECTIVELY IN SECTION 1, CONSTITUTING THE TOTAL APPROPRIATION IN THE AMOUNT OF **Eight Million Three Hundred and Thirty Five Thousand Two Hundred and Seventy-Six (\$8,335,276)** FOR THE FISCAL YEAR ENDING MARCH 31, 2018.

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

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

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

ADOPTED ON MARCH 21ST, 2017 AT HANOVER TOWNSHIP, COOK COUNTY, ILLINOIS, BY THE HANOVER TOWNSHIP BOARD OF TRUSTEES BY ROLL CALL VOTE.

Ayes _____
 Nays _____
 Absent _____

 Supervisor

 Township Clerk

CERTIFICATION

I, Kathleen Dolan Baumer , do hereby certify that I am Clerk of the Hanover Township, Cook County, Illinois and that the foregoing is a true, correct and exact copy of Ordinance No. 2017-_____ adopted and approved by the Board of Trustees of said Township at the regular meeting, duly and legally called, and held March 21st, 2017, as the same appears in the records in my possession and custody as such clerk.

Dated this March 21st, 2017.

 Township Clerk

CERTIFICATION BY CHIEF FISCAL OFFICER

I hereby certify that I am the Chief Fiscal Officer of the Hanover Township, and that the following is an estimate of revenues, by source, expected to be received by the Hanover Township, Cook County, Illinois for the fiscal year April 1, 2017 through March 31, 2018.

Property Taxes	\$6,464,527
Replacement Taxes	46,000
Interest	15,700
Rent	22,000
Intra Fund Charges	4,500
Fees	392,000
Grants & Donations	267,789
Transfers From Other Funds	370,000
	<hr/>
TOTAL REVENUE	<u>\$7,582,516</u>

The above is certified this 21st day of March, 2017.

Brian P. McGuire
Hanover Township Supervisor

Attest: Kathleen Dolan Baumer
Hanover Township Clerk

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

AN ORDINANCE MAKING APPROPRIATIONS TO DEFRAY EXPENDITURES FOR THE TOWNSHIP OF HANOVER ROAD DISTRICT, COOK COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING APRIL 1, 2017 AND ENDING MARCH 31, 2018
BE IT ORDAINED BY THE BOARD OF TRUSTEES, TOWNSHIP OF HANOVER, COOK COUNTY, ILLINOIS.
AS FOLLOWS:

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

1. General Road Fund

Beginning Balance on April 1, 2017	882,973
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Estimated Revenues

Property Tax	905,966
Replacement Tax	26,000
Interest Income	5,000
Permits and Fines	1,500
Traffic Enforcement Fees	1,500
Other	1,000

Total Estimated Revenues	940,966
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Total Estimated Funds Available	1,823,939
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Budgeted Expenditures

Road Maintenance	983,000
Equipment	101,500
Bridge Maintenance	1,000
Buildings	370,000
Administration/Transfers*	286,050

Total Expenditures/Appropriations	1,741,550
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Estimated Cash on Hand March 31, 2018	82,389
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* To be spent for direct costs of senior citizen transportation programs pursuant to 605 ILCS 5/6-131, 60 ILCS 1/85-13 and ILCS 1/220-10

Expenditures

Road Maintenance

4600	Controlled Substance Test	500
4601	Salaries	165,000
4602	Operating Supplies & Materials	35,000
4603	Gasoline	20,000
4605	Maintenance / Supplies	2,500
4606	Engineering	25,000
4607	Contract Work	650,000
4610	Street Lighting	20,000
4614	Signs, Stripping & Tree Removal	15,000
4616	Salt	<u>50,000</u>

Total Road Maintenance 983,000

Equipment

4604	Machine Rental	1,500
4608	Equipment Purchase	50,000
4609	Maintenance Vehicles & Equip	<u>50,000</u>

Total Equipment 101,500

Bridge Maintenance

4615	Bridge Repair and Maintenance	<u>1,000</u>
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Total Bridge Maintenance 1,000

Buildings

4612	Buildings & Perm Improvement	365,000
4613	Building Maintenance	<u>5,000</u>

Total Buildings 370,000

Administration

4700	Postage	1,500
4701	Legal	20,000
4702	Insurance	32,000
4703	Accounting	2,500
4704	Telephone	3,500
4705	Dues, Subscriptions & Publications	1,000
4706	Travel Expense	1,500

4707	Printing	1,000	
4708	Training & Conferences	1,000	
4709	Uniforms and Safety Equipment	1,500	
4710	Community Affaris	10,000	
4711	Utilities	6,500	
4712	Miscellaneous	2,000	
4713	Service Charges	200	
4714	Office Supplies	2,500	
4716	Transfer to Sr Transportation*	125,000	
4717	Transfer to Vehicle Fund*	25,000	
4791	Health Insurance	15,500	
4792	Dental, Vision & Life Insurance	1,250	
4793	Unemployment	600	
4794	IMRF Expense	18,000	
4795	FICA Expense	14,000	
Total Administration			286,050

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

Total General Road Fund Expenditures/Appropriations 1,741,550

SECTION 2: THAT THE AMOUNT APPROPRIATED FOR ROAD DISTRICT PURPOSES FOR THE
FOR THE FISCAL YEAR ENDING MARCH 31, 2018

General Road Fund			
	Road Maintenance	983,000	
	Equipment	101,500	
	Bridge Maintenance	1,000	
	Buildings	370,000	
	Administration & Transfers	286,050	
Total General Road Fund			1,741,550
Total Expenditures/Appropriations			1,741,550

SECTION 3: THAT EACH TOTAL IS DIVIDED AMONG THE SEVERAL OBJECTS AND PURPOSES
SPECIFIED, AND IN PARTICULAR AMOUNTS STATED, FOR THE FUND NAMED IN SECTION 1,
CONSTITUTING TOTAL APPROPRIATIONS IN THE AMOUNT OF:

One Million Seven Hundred Forty One Thousand Five Hundred and Fifty Dollars
\$1,741,550 FOR THE FISCAL YEAR ENDING MARCH 31, 2018

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

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

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

Adopted on March 21st at Hanover Township, Cook County, Illinois, by the Hanover Township Board of Trustees by Roll Call Vote:

Ayes _____

Nays _____

Absent _____

SUPERVISOR

TOWNSHIP CLERK

CERTIFICATION

I, Kathleen Dolan Baumer , do hereby certify that I am Clerk of the Hanover Township, Cook County, Illinois and that the foregoing is a true, correct and exact copy of Ordinance No. 2017-_____ adopted and approved by the Board of Trustees of said Township at the regular meeting, duly and legally called, and held March 21st, 2017, as the same appears in the records in my possession and custody as such clerk.

Dated this March 21st, 2017.

Township Clerk

CERTIFICATION BY CHIEF FISCAL OFFICER

I hereby certify that I am the Ex-Officio Treasurer of the Hanover Township Road District, and that the following is an estimate of revenues, by source, expected to be received by the Hanover Township Road District, Cook County, Illinois for the fiscal year April 1, 2017 through March 31, 2018.

Property Taxes	905,966
Replacement Taxes	26,000
Interest	5,000
Fees	4,000
	<hr/>
TOTAL REVENUE	<u><u>\$940,966</u></u>

The above is certified this 21st day of March, 2017.

Brian P. McGuire
Ex-Officio Treasurer of the Hanover Township Road District

Attest: Kathleen Dolan Baumer
Ex-Officio Clerk of the Hanover Township Road District

DEPARTMENT OF ADMINISTRATIVE SERVICES

Report for February 2017

SERVICE PROVIDED	FEBRUARY 2017	FEBRUARY 2016	FYTD 2017	FYTD 2016
<i>Passports</i>	730	452	5,041	3,504
Photo fees	\$2,725	\$1,690	\$18,355	\$12,895
Fee deposits	\$14,295	\$8,400	\$99,750	\$72,270
<i>Fishing/Hunting licenses</i>	1	0	79	64
<i>Handicap Placards</i>	16	13	198	189
<i>Cook County vehicle stickers</i>	2	0	250	240
<i>Human Resources Requests</i>	98	113	1,459	1,471
<i>New Employee Orientations</i>	1	0	12	17
<i>Technology work orders</i>	38	36	495	397
<i>Resident Contacts</i>	2,701	2,545	25,873	20,153
<i>Percent of Budget Expended (92% of year)</i>	10.2%	6.5%	71.2%	75.6%
<i>Grant application submissions</i>	0	0	0	2

Department Highlights

- Resident Services continues to see an increase in the number of passports processed each month. A record 730 passports were accepted in February, with over 120 passports accepted on March 3rd alone. Through February, Resident Services has surpassed \$118,000 in revenue from passport acceptance and photo fees.
- Administrative Services has been working with the Communications Specialist and the Director of Community Relations to develop a passport services marketing brochure in addition to targeting marketing such as increased Facebook advertisements.
- Assistant Administrator Powers attended a Illinois Chamber of Commerce workshop on “Hiring/Firing Best Practices for Illinois Employers” on February 23rd.
- Management Analyst Hughes began updating the GFOA budget document in preparation for submission for the budget award.
- Administrative Services staff and the Mental health Board Manager attended a meeting with UP Development on February 3rd to discuss how the Mental Health Housing Task Force could support UP Development in a supportive housing project in the Township.
- Management Analyst Hughes attended the Illinois Government Finance Officers Association workshop on “Basic Governmental Accounting.”

Hanover Township Mission Statement:

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

OFFICE OF THE ASSESSOR

Report for February 2017

SERVICE PROVIDED	FEBRUARY 2017	FEBRUARY 2016	FYTD 2017	FYTD 2016
<i>Administration</i>				
Office visits	715	729	5,781	4,258
Building permits processed	191	258	5,151	5,170
Sales recording	5	66	533	607
Change of Name*	20	17	161	168
Property tax appeals	0	0	2,001	983
Certificate of Errors	60	83	898	788
Property location updates	0	3	7	17
New owner mailings	0	87	466	583
<i>Exemptions</i>				
Homeowner exemptions	62	42	300	248
Senior homeowner exemptions	189	144	819	692
Senior Freeze exemptions	184	159	756	842
Disabled person & Veteran exemptions	203	186	380	296
Miscellaneous exemptions	6	9	60	65
<i>Foreclosures</i>	3	18	91	169

* Denotes notary requirement

Department Highlights

- Extended Tuesday hours, open until 6:00 p.m. February had a total of 18 visitors after 4:30pm.
- We have 2,199 e-mails on our contact list. We added 16 e-mails in February.
- Cook County 1st installment tax bills were mailed January 27 with a March 1st due date
- Chief Deputy Assessor Glascott attended the “After Hours” Chamber event February 21st.
- Assessor’s Office staff attended the Wellness Workgroup Soup/Chili cook off February 22nd.
- Chief Deputy Assessor Glascott and Deputy Assessor Deyne attended the Cook County Township Assessor’s Association meeting on February 24th. The Cook County Recorder of Deeds was the speaker for the meeting. They informed the Association that the vast majority of Property Transfer Declarations are being filed electronically with the Illinois Department of Revenue. This is the reason Township Assessor offices have been receiving very few transfer declarations. At this time, they do not know of a way to get the information to the townships.

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 February 2017

SERVICE PROVIDED	FEBRUARY 2017	FEBRUARY 2016	FYTD 2017	FYTD 2016
<i>Appointments</i>				
ProTimes	18	23	267	244
TB skin test	4	8	78	75
Cholesterol	12	7	82	84
Pharmaceutical Assistance Programs	3	1	16	7
Miscellaneous labs	8	9	97	85
Wellness Screening (BP, diabetes, anemia)	45	12	287	374
Other	32	38	431	380
<i>Clinic Clients</i>				
Senior Center/ home visits	88	85	959	1,066
Astor Avenue	3	14	104	144
Elgin, Izaak Walton Center	6	2	73	39
Offsite clinics	20	18	132	151
Total clients (unduplicated)	29	37	507	449
<i>Public Education & Health Promotion</i>				
Media coverage	4	4	45	50
Informational seminars/Program	3	5	67	69
Program Participants	83	124	1,928	1,569
<i>Primary Care Provider Support</i>	5	3	131	94

Department Highlights

- Provided 6 home visits for residents in the month of February.
- Director Smith provided bloodborne pathogen training for the Emergency Services Volunteers on February 1st.
- February 1st, Director and Community Health Nurse attended the Northwest Municipal Nurse’s Meeting.
- Hanover Township staff wore red to raise awareness for Heart Health Awareness Month on February 3rd.
- On February 14th, the Office of Community Health hosted Life Line Screening, a company that provides cardiovascular screenings for the community. 57 people participated in these screenings.
- Director Smith and Community Health Nurse Arriola met with the Transition Resource Department social workers and discharge planners at St. Alexius Hospital on February 23rd to discuss collaborative efforts on transitioning residents from the hospital back into the community.
- February 22nd, the department hosted a healthy soup/chili cookoff for employees, encouraging staff to create meals meeting the American Heart Association’s healthy guidelines for low sodium, fat and calories.

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 February 2017

SERVICE PROVIDED	FEBRUARY 2017	FEBRUARY 2016	FYTD 2017	FYTD 2016
<i>Website Visits*(total)</i>	4,391	5,124	42,195	79,024
<i>Website Visits (unique)</i>	3,195	N/A	30,382	N/A
<i>Facebook Likes</i>	32	137	1,781	1,419
<i>New Twitter Followers</i>	21	N/A	866	N/A
<i>New YouTube Views</i>	171	N/A	2,682	N/A
<i>Email address contacts</i>	N/A**	N/A	5,075	N/A
<i>Media Releases</i>	3	4	42	64
<i>Veteran Contacts</i>	16	69	323	394
<i>Total Veterans served</i>	5	43	184	257
<i>Total Resident Contacts (Elgin office)</i>	140	133	4,577	2,524

*The new website uses Google Analytics for metrics which does not match the trends of website visits from former website provider.

**CVA changed email marketing vendors and the email list was cleaned up resulting in a lapse in collection figures.

Department Highlights:

- Director Kuttentberg with the new Elgin Police Officer that patrols the Izaak Walton Center Neighborhood on February 16th to discuss Township programs, services and community needs.
- Department staff participated in the Government Social Media Organization Webinar on February 17th covering social media policy best practices for government.
- Veterans Specialist Shawna Davis started with the Township on February 17th.
- Department staff coordinated and participated in the Multi-Chamber Business After Hours event on February 21st at the Senior Center.
- Director Kuttentberg joined Supervisor McGuire and Commissioner Ochoa in attending Hoffman Estates Mayor McLeod's State of the Village Breakfast at the Sears Centre on February 22nd.
- Director Kuttentberg met with the Administrator and Facilities & Maintenance Director on February 24th to discuss status and logistics of archery program at the Izaak Walton Reserve.
- Director Kuttentberg joined Youth & Family Services staff in attending Level 1 archery instructor certification on February 25th at the Izaak Walton Center.
- Director Kuttentberg met with Elgin Councilwoman Rose Martinez on February 25th to discuss community and intergovernmental issues.

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DEPARTMENT OF EMERGENCY SERVICES

Report for February 2017

SERVICE PROVIDED	FEBRUARY 2017	FEBRUARY 2016	FYTD 2017	FYTD 2016
<i>Volunteers</i>				
Total volunteers	28	29	28	29
New volunteers	2	0	8	12
<i>Hours</i>				
Volunteer Detail Hours	423.5	256	4,008.4	4,318
Volunteer Work Hours	177.5	318	2,238.75	2,769.85
Volunteer Training Hours	297	299	2,355	2,737
<i>Total Volunteer Hours</i>	898	873	8,602.15	9,409.35
<i>Details</i>				
Emergency Call Outs	5	4	40	41
Safety Patrols	4	5	44	45
Township Sponsored Events	1	0	34	23
Other Community Events	0	1	46	40
Miscellaneous	0	0	0	4
<i>Total Details</i>	10	10	156	153

Department Highlights:

- HTES conducted a functional exercise on February 25th in preparation for a full scale exercise to be conducted on April 15th.
- Emergency Call Outs
 - On February 9th HTES responded to an ISAR search and rescue in South Elgin at the John Duerr Forest Preserve.
 - On February 14th HTES responded to assist the Streamwood Police Department with traffic control for a pedestrian struck by a vehicle on Route 20. HTES provided traffic control at Route 20 and Park Blvd., Route 20 and North Avenue and Route 20 and Walnut Drive. Emergency Services members were on the scene for 6 hours.
 - On February 19th HTES responded to assist the Streamwood Police Department with traffic control for a significant motor vehicle accident on Route 59. HTES provided traffic control at Route 59 and Irving Park Road, Route 59 and Magnolia Drive and Route 59 and Schaumburg Road.
 - On February 20th HTES responded to assist the Streamwood Police Department with traffic control for a pedestrian struck by an automobile at Route 19. HTES provided traffic control at Route 19 and Lincoln Avenue, Route 19 and McKool Avenue and Route 19 and East Avenue.
 - On February 28th HTES conducted weather spotting and damage assessment following a significant storm.
- Emergency Services conducted Safety Patrols on February 3rd, 10th, 17th, and 24th.

Hanover Township Mission Statement:

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DEPARTMENT OF FACILITIES & MAINTENANCE

Report for February 2017

SERVICE PROVIDED	FEBRUARY 2017	FEBRUARY 2016	FYTD 2017	FYTD 2016
<i>Administration</i>				
Vehicle service calls	9	10	105	160
Work orders	64	52	735	586
Event set-ups/tear downs	162	167	1,906	2192
<i>Energy Efficiency – Electricity (Kw)</i>				
Astor Avenue Community Center	4,420	5,986	61,893	54,640
Town Hall	7,380	7,920	101,460	101,400
Senior Center	27,111	22,494	373,816	437,653
<i>Energy Efficiency – Gas (Therms)</i>				
Astor Avenue Community Center	459.98	465.75	1,791.35	1,845.97
Town Hall	1,355.08	1,017.40	4,357.30	6,538.61
Senior Center	2,216.55	2,801.60	7,452.20	18,687.31

Department Highlights

- Renovations continue in the Youth and Family Services side of Town Hall. New flooring and cabinets were installed in the kitchen. Counter tops and hardware will be installed next.
- Installation of new blinds on the windows in Senior Center Veterans Hall was completed.
- Maintenance has started painting in the Senior Center. Staff has completed painting all walls in the office hallway, library and the hallway leading to the activity room.
- Director Spejcher has received the permit to begin the installation of the new a/c system at the Izaak Walton Center.
- Repaired PVC pipe and replaced damaged ceiling tiles in the Mental Health building in Streamwood. Pipe broke over a weekend causing damage to the ceiling tiles.
- Maintenance received notification that the lights were not functioning in the rear offices at the Astor Avenue Community Center. Staff inspected and found the ballast not working. Purchased and installed a new ballast.
- New ceiling tiles were installed in the Stars and Stripes Café kitchen.
- Damage to the gutter on the east end of the Izaak Walton Center occurred when the power lines and poles were knocked down during a windstorm. Maintenance staff replaced the gutter.
- During a routine building inspection, Director Spejcher found sidewalk cracked and lifted in the rear of the Senior Center building. Maintenance staff was instructed to saw-cut lifted area, break out the sidewalk and pour new concrete to level the area.
- Continuing to work with the architect on the design of the roof for Astor Ave. scheduled for late spring or early summer.

Hanover Township Mission Statement:

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HIGHWAY DEPARTMENT

Report for February 2017

SERVICE PROVIDED	FEBRUARY 2017	FEBRUARY 2016	FYTD 2017	FYTD 2016
<i>Winter Season</i>				
Bathroom/office remodel is coming along				
Brush pickup scheduled for the week of 4/2				
Rolling Knolls resurfacing moving along with Cook County				
<i>Winter Season</i>				
Snow removal/ salt tons	0	158	439	581

Department Highlights

- February salt total 0 tons
- Bathroom/office remodel is coming along
- Rolling Knolls resurfacing moving along with Cook County
- Brush pickup scheduled for the week of April
- Highway Associate Derek Danylevksy last day is March 17th.

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 MENTAL HEALTH BOARD

Report for February 2017

SERVICE PROVIDED	JANUARY 2017	JANUARY 2016	FYTD 2017	FYTD 2016
<i>Grant Funding</i>				
New clients	131	159	2,466	2,674
Ongoing Clients	826	900	NC	NC
Closed Cases	53	70	798	706
Prevention Programming Presentations	52	65	322	318
Number in audience	897	1,700	9,672	14,224
<i>TIDE</i>				
Participants	16	12	16	12
Rides	121	88	926	1,050
<i>Resource Center</i>				
Organizations providing services	6	6	6	6
Clients served	82	102	946	934

Department Highlights

- The Mental Health Board met on February 28, 2017 and addressed the following:
 - Approved a contract with Launch Digital Marketing to move forward with the development of a new reporting website. The reporting website has not been updated since it was created in 2008.
 - Awarded a \$500 sponsorship to the Hanover Township Spring to Spring 5k.
 - Approved the FY 2018 site visit schedule. The board continues to complete monthly site visits to funded agencies. By the end of 2017, the MHB will have visited all of their funded agencies and will begin a second cycle of visits.
- The Human Services Coordinating Council (HSCC) met on February 22, 2017. Seventeen attendees were present, including Lorna London, Associate Professor at Roosevelt University. Dr. London addressed the Council to share information regarding the university's internship program and opportunities for community organizations to potentially host an intern. The next HSCC meeting will take place at the Izaak Walton Center on May 24, 2017 at 10:00 AM.
- Reminded all funded agencies that have been awarded mid-year grants in FY 17 that invoices/receipts must be submitted no later than March 31, 2017 in order to receive funds.
- Distributed all correspondence and funding contracts to agencies receiving funding in FY 17.
- Completed a site visit to the Association for Individual Development with the Mental Health Board Chair, Kathy Biesiadecki and the Vice-Chair, Meghan Nelson. A tour of the vocational and classroom programs was given and programming/services were discussed. No additional follow up was necessary.
- The Planning Committee met on February 28th and discussed the next steps in their three year Hispanic Needs Assessment. A workshop with School District U-46 bilingual liaisons is scheduled for March 22nd to discuss gaps in services and the needs of the Spanish speaking population. The committee also continues to discuss the potential for a bilingual internship program.

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 February 2017

SERVICE PROVIDED	FEBRUARY 2017	FEBRUARY 2016	FYTD 2017	FYTD 2016
<i>Programming Division</i>				
Planned programs	190	204	2,143	2,260
Participants	2,461	2,370	28,238	23,454
Participants (unduplicated)	685	777	2,278	2,264
Wait listed (unduplicated)	55	49	808	503
Art & Computer classes	45	73	608	698
Art & Computer class participants	291	372	4,179	4,543
New volunteers	7	6	57	54
Total volunteers (unduplicated)	122	124	254	270
Volunteer hours reported	1,836	1,815	25,278	19,489
Meals Served	835	749	9,491	9,765
Meals delivered by volunteers	938	1,023	11,026	10,718
<i>Social Services Division</i>				
Clients served (unduplicated)	167	165	1,172	1,315
Clients served (duplicated)	123	333	2,546	4,088
Energy Assistance	6	18	435	470
Prescription drugs & health insurance assistance	96	75	1,154	1,020
Social Service programs	8	9	110	122
Social Service program participants	50	33	999	1,026
Lending Closet transactions	77	117	1,116	1,088
<i>Transportation Division</i>				
One way rides given	1,382	1,515	16,694	17,317
Individuals served (unduplicated)	213	233	679	780
New riders	19	32	679	547
Unmet requests for rides	38	1	569	349

Department Highlights:

- Director Colagrossi held a successful *Dish with Director* where she lunched with several clients and discussed their ideas, comments and suggestions. Program Manager Petteys conducted four *Java with Jamie* programs to gather input from participants.
- Popular out-trips included: Adler Planetarium, Rosewood Theatre in Delavan, WI, *Carmen* at Lyric Opera.
- The first meeting for the 30th Annual Paint A Thon program was held February 15th. The event is scheduled to take place September 16th.
- Social Services Specialist, Diana Mondragon, attended an outreach meeting to the Transition Team at St. Alexius to share information and inform staff of Township resources.
- The Transportation division conducted a focus group with frequent users of the service who go shopping. Clients provided helpful suggestions which will be implemented in May.
- Manager Stieninger and Administrator Barr attended the quarterly TRIP meeting to address service quality that our clients were having. Manager Steininger provided possible solutions as well as potential of linking our transportation software with other townships.

Senior Services Mission Statement:

Enriching Lives, Fostering Friendships, Promoting Independence

DEPARTMENT OF WELFARE SERVICES

Report for February 2017

SERVICE PROVIDED	FEBRUARY 2017	FEBRUARY 2016	FYTD 2017	FYTD 2016
<i>General Assistance</i>				
General Assistance clients	12	18	137	263
General Assistance appointments	22	46	286	551
Emergency Assistance appointments	14	9	183	201
Emergency Assistance approved	2	3	19	48
Crisis intake clients	101	98	1,331	1,729
Access to Care	0	0	0	2
<i>LIHEAP Applications/PIPP Re-certifications</i>				
Office	64	37	459	376
Circuit Breaker	0	0	8	6
<i>Social Services</i>				
ComEd Hardships	No Funds	3	29	34
Weatherization	1	1	7	4
<i>Food Pantry</i>				
Served (Households)	559	600	7,714	8,647
New applications	23	32	335	437
Food Donations	44	68	575	687
<i>Community Center Walk-Ins</i>	197	199	2,575	2,157

Department Highlights:

- Salvation Army Extension Site at Astor Avenue Community Center has been seeing and scheduling residents who qualify for these emergency assistance resources.
- General Assistance caseload continues to be lower than previous years. 75% of general assistance recipients are pending Social Security Disability. The remaining 25% are job searching. Recipients on general assistance pending disability are required to attend weekly support groups, continue with medical treatment, present current information from their attorney as well as attend community resource groups at Astor Avenue.
- LIHEAP applications remain consistent in February. Letters have been mailed to past applicants who have not yet applied to remind them to apply for the program.
- Maid Brigade held a hiring event at Astor Avenue and had 3 favorable applicants they were following up with.
- First Student held hiring event at Astor Avenue and had 3 favorable applicants they were following up with.
- Senator Cristina Castro's office began keeping office hours at Astor Avenue. They are here every Tuesday from 1:30-6:00pm.
- Community Resource Group on "Positivity" was held on February 28th with 6 residents in attendance.
- Director Imperato met with Bloomington Township to discuss General Assistance Community Work Programs as well help them develop a local networking group with nearby townships.
- CEDA will continue office hours at Astor Avenue Wednesdays from 8:30-4:30 to assist residents with emergency assistance programs including vision care, auto repair, case management and housing/family support.
- Hanover Township's 6th Annual Job Fair will be held on March 29th at the Senior Center. Currently 75 employers are registered.
- Veteran's Honor Roll Dinner will be held March 21st beginning at 6:00PM at the Senior Center.

Welfare Services Mission Statement:

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

DEPARTMENT OF YOUTH AND FAMILY SERVICES

Report for February 2017

SERVICE PROVIDED	FEBRUARY 2017	FEBRUARY 2016	FYTD 2017	FYTD 2016
<i>Outreach & Prevention</i>				
Open Gym participants	1,479	1,450	12,471	12,728
Open Gym participants (unduplicated)	482	454	1,212	974
Alternative to Suspension referrals	6	3	120	89
Alternative to Suspension participants	348	371	2,412	2,253
Alternative to Suspension participants (unduplicated)	123	112	181	152
<i>Clinical</i>				
Therapy clients	315	374	3,640	3,577
Therapy clients (unduplicated)	151	150	1,742	1,433
New clients (unduplicated)	13	27	156	161
Clinical hours	298	270.5	2,944	2,550
Group session participants	163	153	2,300	1,795
<i>Tutoring Participants</i>				
Total	158	214	1,332	1,736
Unduplicated	75	88	232	270

Department Highlights:

- Tutoring Services Program numbers are lower due to a continued search for a bilingual certified teacher for our Glendale Terrace program. Conducted an interview with a potential candidate on Thursday, February 2, 2016.
- John Parquette, LCSW, participated at the Hanover Township Childhood Food Insecurities workgroups consultation meeting with community leaders of the Izaak Walton Center and Reserve neighborhood on Wednesday, February 1, 2017.
- John Parquette, LCSW met with Jamie Patteys, Senior Services Program Manager, on Wednesday, February 8, 2017 to discuss interdepartmental and intergenerational programming.
- John Parquette, LCSW and Tina Houdek, LCPC has started the first round interviews for a part-time therapist.
- John Parquette, LCSW and Michael Cohen conducted circles at Bartlett High School's Civics classes on Friday, February 10, 2017. Youth and Family Services were invited to conduct circles to assist students with determining their state required service learning requirement.
- John Parquette, LCSW met with Dr. Gene Crume, President of Judson University, on Wednesday, February 13, 2017, to discuss possible student involvement with the Township's Childhood Food Insecurity initiative.
- John Parquette, LCSW attended the School District U-46's School Safety Task Force quarterly meeting on Monday, February 13, 2017.
- John Parquette, LCSW and Tina Houdek, LCPC attended the Multi-Chamber After-Hours Reception on Tuesday, February 21, 2017.
- John Parquette, LCSW attended the Hanover Township Human Services Coordinating Council meeting on Wednesday, February 22, 2017.
- John Parquette, LCSW interviewed two potential adult Committee on Youth candidates.
- Michael Cohen, Sumara Baig, and James Mix attended and completed archery certification on Saturday, February 25, 2017. This training will allow the department to include archery in its outdoor education activities.

Youth and Family Services Mission Statement:

Our mission is the prevention of juvenile delinquency and the promotion of positive development in young people. We strengthen families, provide outreach to youth at risk of school failure and contribute to the building of a healthier Township community.

Hanover Township

Board Audit Report

From 3/8/17 - 3/21/17

	Subtotal	Alexian Invoices	Total
Total Town Fund	55,753.67	470.00	56,223.67
Total Senior Center	12,068.99		12,068.99
Total Welfare Services	5,776.73		5,776.73
Total Road and Bridge	2,307.48		2,307.48
Total Mental Health Board	3,255.26		3,255.26
Total Retirement	-		
Total Vehicle	-		
Total Capital	11,347.09		11,347.09
Total All Funds	90,509.22	470.00	90,979.22

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

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

Supervisor

Town Clerk

Supervisor

Town Clerk

Trustee

Hanover Township Board Audit Report

March 8 - 21, 2017

Type	Date	Num	Name	Memo	Amount
1014 · Town Fund - Expenditures					
101CAP · Capital Expenditures					
1014430 · Computer Equipment & Software					
Check	03/14/2017	119978	ProxlT Technology Solutions	Inv# 1747 Ubiquiti NanoBeam Point to Point Radios (2)	198.00
Check	03/17/2017	120107	ProxlT Technology Solutions	Inv# 1757 Computer Replacements/Licensing (9)	6,838.97
Total 1014430 · Computer Equipment & Software					7,036.97
Total 101CAP · Capital Expenditures					7,036.97
101CHN · Community Health					
1014453 · Printing					
Check	03/14/2017	119957	Interact Business Products, LLC (SS)	Inv# 400632 Copy Charges	12.25
Total 1014453 · Printing					12.25
1014457 · Furniture and Computer Equip					
Check	03/14/2017	119963	Leaf (478-001)	Inv# 7219999 Lower Level Copier Lease	115.50
Check	03/17/2017	120107	ProxlT Technology Solutions	Inv# 1757 Computer Replacements/Licensing	386.83
Total 1014457 · Furniture and Computer Equip					502.33
1014465 · Medical Supplies					
Check	03/14/2017	119967	McKesson Medical Surgical	Reagent Kit/Wall Container/Aplisol	197.91
Check	03/14/2017	119967	McKesson Medical Surgical	Patient Education Pamphlets	26.30
Check	03/14/2017	119967	McKesson Medical Surgical	Hemoglobin Microcuvettes/Glucose/Lipid Test Kits	507.25
Total 1014465 · Medical Supplies					731.46
1014466 · Communications					
Check	03/17/2017	120109	Sprint	Acct# 897162515 Monthly Charges	57.38
Total 1014466 · Communications					57.38
Total 101CHN · Community Health					1,303.42
101CVA · Community & Veteran Affairs					
101CMA · Community Relations					
1014614 · Printing					
Check	03/14/2017	119961	Leaf (618-005)	Inv# 70195092 Copier Lease - IWC	113.30
Total 1014614 · Printing					113.30
1014617 · Equipment & Furniture					
Check	03/17/2017	120109	Sprint	Acct# 897162515 Monthly Charges	35.00
Total 1014617 · Equipment & Furniture					35.00
1014621 · Satellite Office Utilities					
Check	03/14/2017	119945	City of Elgin	Acct# 413720-6423 Water Monthly Charges	14.10
Check	03/17/2017	120120	Nicor 78	Acct# 78-11-12-9467 Monthly Charges (2)	170.42

Hanover Township Board Audit Report

March 8 - 21, 2017

Type	Date	Num	Name	Memo	Amount
			Total 1014621 · Satellite Office Utilities		184.52
Check	03/14/2017	119929	1014623 · Satellite Office Phone & Intrnt AT&T 697	Acct# 847 742-8953 697 4 Monthly Charges	202.73
			Total 1014623 · Satellite Office Phone & Intrnt		202.73
			Total 101CMA · Community Relations		535.55
			101VET · Veteran Affairs		
			1014704 · Supplies		
Check	03/14/2017	119927	A1 Trophies & Awards, Inc	Inv# 10578 Name Badge/Plate/Holder Shawna Davis	48.85
			Total 1014704 · Supplies		48.85
			Total 101VET · Veteran Affairs		48.85
			Total 101CVA · Community & Veteran Affairs		584.40
			101ES · ES - Expenditures		
			1014802 · Equipment		
Check	03/14/2017	119941	Chief Supply Corp.	Inv# 450139 Utility Seat	75.18
			Total 1014802 · Equipment		75.18
			1014808 · Education & Training		
Check	03/14/2017	119942	College of DuPage	Inv# 004323771 Street & Smoke Training	600.00
Check	03/14/2017	119942	College of DuPage	Inv# 7777 Emergency Management Planning Workshop - Smith	95.00
			Total 1014808 · Education & Training		695.00
			1014812 · Volunteer Appreciation		
Check	03/14/2017	119950	Rob Giaimo (Spyder Web Productions)	Volunteer Recognition Dinner Entertainment	150.00
			Total 1014812 · Volunteer Appreciation		150.00
			1014813 · Vehicle Fuel & Maintenance		
Check	03/14/2017	119975	Quick Lane Tire & Auto Center	R/O# 614178/1 Tire Leak Repair	25.00
Check	03/14/2017	119975	Quick Lane Tire & Auto Center	R/O# 614180/1 Tire Leak Repair	33.03
			Total 1014813 · Vehicle Fuel & Maintenance		58.03
			Total 101ES · ES - Expenditures		978.21
			101LEA · Legal & Auditing		
			1014502 · Legal Services		
Check	03/14/2017	119959	Kopon Airdo, LLC	Inv# 190-0001-21630 Legal Fees	17,624.54
			Total 1014502 · Legal Services		17,624.54
			Total 101LEA · Legal & Auditing		17,624.54

Hanover Township Board Audit Report

March 8 - 21, 2017

Type	Date	Num	Name	Memo	Amount
101MAIN - Facilities Maintenance					
1014206 - Janitorial Supplies - Senior					
Check	03/14/2017	119934	Bade Supply	Inv# 204446 Toilet Tissue/Towels/Gloves/Soap	374.39
Check	03/14/2017	119954	The Home Depot F&M	Floor Cleaner/Floor Finish	66.31
Total 1014206 - Janitorial Supplies - Senior					440.70
1014207 - Janitorial Supplies - Astor					
Check	03/14/2017	119954	The Home Depot F&M	Portable Air Tank	34.99
Total 1014207 - Janitorial Supplies - Astor					34.99
1014208 - Housekeeping Contract					
Check	03/14/2017	119944	Custodius Chicago	Inv# 129 Janitorial Service - Town	865.00
Check	03/14/2017	119956	Imperial Service Systems, Inc	Inv# 102598 Cleaning Services - Senior Center	1,069.00
Total 1014208 - Housekeeping Contract					1,934.00
1014209 - Building Contracts					
Check	03/14/2017	119969	Orkin Pest Control (IWC)	Inv# 154625393 Pest Control	128.02
Check	03/14/2017	119970	Otis Elevator Company	Inv# CY06600317 Annual Service Contract	4,618.56
Total 1014209 - Building Contracts					4,746.58
1014210 - Building Maintenance - Town					
Check	03/14/2017	119954	The Home Depot F&M	Maintenance Garage Bulbs	14.70
Check	03/17/2017	120112	The Home Depot	Cable Ties/Abrasive Cloth	35.25
Total 1014210 - Building Maintenance - Town					49.95
1014211 - Building Maintenance - Senior					
Check	03/14/2017	119954	The Home Depot F&M	Flood lights	14.97
Check	03/14/2017	119954	The Home Depot F&M	Camera Cable Installation Pipe	45.65
Check	03/14/2017	119954	The Home Depot F&M	Camera Installation Supplies	15.13
Check	03/14/2017	119954	The Home Depot F&M	Oak Board Daylight Lights	50.66
Check	03/14/2017	119954	The Home Depot F&M	Wood Stain/Air Hose Coupling	24.94
Check	03/14/2017	119954	The Home Depot F&M	Air Hose	19.98
Check	03/14/2017	119954	The Home Depot F&M	Oak Board Stain/Mortar	30.53
Check	03/14/2017	119954	The Home Depot F&M	Credit	-12.98
Total 1014211 - Building Maintenance - Senior					188.88
1014212 - Building Maintenance - Astor					
Check	03/14/2017	119948	Elgin Key & Lock Co., Inc.	Inv# 097128 Duplicate Main Key Astor Ave	28.50
Check	03/14/2017	119954	The Home Depot F&M	LED Bulbs 10 Pack	69.72
Check	03/14/2017	119954	The Home Depot F&M	Credit	-27.97
Total 1014212 - Building Maintenance - Astor					70.25
1014214 - Equipment Maintenance - Senior					
Check	03/14/2017	119932	American Backflow Prevention, Inc.	Inv# 52056 Boiler Relief Valve Repair	385.00

Hanover Township Board Audit Report

March 8 - 21, 2017

Type	Date	Num	Name	Memo	Amount
Check	03/14/2017	119932	American Backflow Prevention, Inc.	Inv# 52070 Boiler Repair	465.00
Check	03/14/2017	119943	Climatetemp Service Group, LLC	Inv# S08191 Boiler Repair	1,446.47
Check	03/14/2017	119943	Climatetemp Service Group, LLC	Inv# S08225 Boiler Pump Seal and Pressure Replacements	4,753.46
Total 1014214 · Equipment Maintenance - Senior					7,049.93
1014218 · Vehicle Maintenance - Town					
Check	03/14/2017	119971	Oil Masters	Inv# 186756 Oil Change	34.74
Total 1014218 · Vehicle Maintenance - Town					34.74
1014221 · Cell Phone/Communications					
Check	03/17/2017	120109	Sprint	Acct# 897162515 Monthly Charges	59.32
Total 1014221 · Cell Phone/Communications					59.32
1014222 · Trash Removal - Town					
Check	03/17/2017	120118	Republic Services #933	Acct# 3-0551-6013270 Monthly Charges	275.73
Total 1014222 · Trash Removal - Town					275.73
1014223 · Trash Removal - Senior					
Check	03/17/2017	120118	Republic Services #933	Acct# 3-0551-6000579 Monthly Charges	282.83
Total 1014223 · Trash Removal - Senior					282.83
1014224 · Trash Removal - Astor					
Check	03/17/2017	120118	Republic Services #933	Acct# 3-0551-6013274 Monthly Charges	278.88
Total 1014224 · Trash Removal - Astor					278.88
1014225 · Grounds/Reserve Maintenance					
Check	03/14/2017	119954	The Home Depot F&M	Runzel Reserve Camera Cover Box	11.00
Check	03/14/2017	119954	The Home Depot F&M	Runzel Reserve Camera Installation Supplies	23.18
Total 1014225 · Grounds/Reserve Maintenance					34.18
1014226 · Uniforms					
Check	03/14/2017	119936	Bartlett Sports	Inv# 4473 Employee Shirts (6)	146.00
Total 1014226 · Uniforms					146.00
1014228 · Building Maintenance - Izaak					
Check	03/14/2017	119931	Alarm Specialties and Protection	Inv# 29945 Alarm System Code Maintenance	95.00
Check	03/17/2017	120112	The Home Depot	LED Bulbs/PVC Pipe/Fittings/Paint	168.79
Total 1014228 · Building Maintenance - Izaak					263.79
1014230 · Trash Removal - Izaak					
Check	03/17/2017	120118	Republic Services #933	Acct# 3-0551-0097167 Monthly Charges	128.41

Hanover Township Board Audit Report

March 8 - 21, 2017

Type	Date	Num	Name	Memo	Amount
Total 1014230 · Trash Removal - Izaac					128.41
Total 101MAIN · Facilities Maintenance					16,019.16
101PAN · Pantry					
1014161 · Utilities					
Check	03/14/2017	119972	Nicor 75	Acct# 75-08-57-1000 4 Monthly Charges	273.24
Check	03/14/2017	119973	Nicor 65	Acct# 65-08-57-1000 5 Monthly Charges	256.49
Check	03/14/2017	119989	Village of Hanover Park	Acct 3940-001 Water/Sewer Feb 2017	35.65
Check	03/17/2017	120099	Com Ed 016 (Astor)	Acct# 8584152016 Monthly Charges	581.02
Total 1014161 · Utilities					1,146.40
Total 101PAN · Pantry					1,146.40
101THE · Town Hall Expense					
1014402 · Telephone - Town					
Check	03/17/2017	120096	Call One	Acct# 1211556-1130965 Monthly Charges	2,321.85
Total 1014402 · Telephone - Town					2,321.85
1014403 · Utilities - Town					
Check	03/14/2017	119990	Village of Bartlett	Acct# 51470 Water/Sewer	118.51
Check	03/17/2017	120098	Com Ed 006 (Town)	Acct# 7826009006 Monthly Charges	769.05
Total 1014403 · Utilities - Town					887.56
Total 101THE · Town Hall Expense					3,209.41
101TOE · Town Office Expense					
1014404 · Office Supplies					
Check	03/17/2017	120094	Ace Coffee Bar	Inv# 2940-506855 Admin/Board Coffee Supplies	240.00
Check	03/17/2017	120110	Staples	Inv# 3331983944 Copy Paper (10 Cases)/Toner	496.89
Total 1014404 · Office Supplies					736.89
1014414 · Memberships, Subs & Publication					
Check	03/14/2017	119966	Metropolitan Township Association	Annual Dues	3,000.00
Check	03/17/2017	120103	IPWMAN	Inv# 2297 Member Dues 2016/2017	1,000.00
Check	03/17/2017	120106	Daily Herald	Acct 681793 Newspaper Service	61.00
Check	03/17/2017	120111	Illinois Township Trustees Association	Annual Trustee Dues	30.00
Check	03/17/2017	120119	Government Finance Officers Association	Notice# 188231 Annual Membership GFOA Dues (3)	640.00
Total 1014414 · Memberships, Subs & Publication					4,731.00
1014429 · Miscellaneous					
Check	03/14/2017	119936	Bartlett Sports	Inv# 4473 Employee Shirts (4)	96.00
Total 1014429 · Miscellaneous					96.00
1014520 · Consulting					

Hanover Township Board Audit Report

March 8 - 21, 2017

Type	Date	Num	Name	Memo	Amount
Check	03/17/2017	120104	Vic Kressin	Izaak Walton Reserve Archery Consultation	250.00
Total 1014520 · Consulting					250.00
1014531 · Community Affairs					
Check	03/17/2017	120090	Township Officials of Ill. - TOPICS DAY	35th Annual Topics Day Reservations (4)	300.00
Total 1014531 · Community Affairs					300.00
1014535 · Legal Notices					
Check	03/14/2017	119977	Paddock Publications, Inc	Inv# T4465021 Budget Notice	44.85
Total 1014535 · Legal Notices					44.85
Total 101TOE · Town Office Expense					6,158.74
104ASR · Assessor's Division					
1044407 · Printing					
Check	03/17/2017	120110	Staples	Inv# 3331983946 Black Toner/High Yield Color Toner/Toner Cartridge	531.27
Total 1044407 · Printing					531.27
1044415 · Dues, Subs & Publications					
Check	03/17/2017	120108	The Sidwell Company	Inv# 106591 Annual Cook County Atlas	226.80
Total 1044415 · Dues, Subs & Publications					226.80
Total 104ASR · Assessor's Division					758.07
109YFS · Youth & Family Services					
109ADM · Administration & Clinical					
1094618 · Psychiatric Backup					
Check	03/14/2017	119930	Alexian Bros. Behavioral Health Hospital	Psychiatric Backup Visits	470.00
Total 1094618 · Psychiatric Backup					470.00
1094619 · Office Supplies					
Check	03/14/2017	119976	Quill Corporation	Inv# 4800096 Coffee Supplies	39.74
Total 1094619 · Office Supplies					39.74
1094621 · Recruitment and Pre Employment					
Check	03/14/2017	119987	Verify (XHANYF)	Inv# 1119650 Background Checks	16.00
Check	03/14/2017	119987	Verify (XHANYF)	Inv# 1126212 Background Checks	16.00
Total 1094621 · Recruitment and Pre Employment					32.00
1094626 · Equipment & Furniture					
Check	03/17/2017	120107	ProxIT Technology Solutions	Inv# 1757 Computer Replacements/Licensing	348.65
Total 1094626 · Equipment & Furniture					348.65

Hanover Township Board Audit Report

March 8 - 21, 2017

Type	Date	Num	Name	Memo	Amount
Total 109ADM · Administration & Clinical					890.39
109OUT · Outreach & Prevention					
1094627 · Open Gym Program.					
Check	03/14/2017	119965	Mad Science of Chicago's Western Suburbs	Open Gym Spring Break Mad Science Presentation	350.00
Total 1094627 · Open Gym Program.					350.00
1094644 · Travel					
Check	03/14/2017	119939	Cohen, Michael	Mileage Reimbursement	66.88
Total 1094644 · Travel					66.88
1094651 · Cellphones					
Check	03/17/2017	120109	Sprint	Acct# 897162515 Monthly Charges	97.08
Total 1094651 · Cellphones					97.08
Total 109OUT · Outreach & Prevention					513.96
Total 109YFS · Youth & Family Services					1,404.35
Total 1014 · Town Fund - Expenditures					56,223.67
1104 · Senior Center - Expenditures					
1104ADM · Administration					
1104524 · Utilities					
Check	03/14/2017	119990	Village of Bartlett	Acct# 62447 Water/Sewer	157.01
Check	03/14/2017	119990	Village of Bartlett	Acct# 63818 Runzel Reserve Water Service	17.49
Check	03/17/2017	120101	Com Ed 009 (Snr)	Acct# 7826010009 Monthly Charges	2,864.08
Total 1104524 · Utilities					3,038.58
1104525 · Telephone & High Speed Internet					
Check	03/17/2017	120109	Sprint	Acct# 897162515 Monthly Charges	196.68
Total 1104525 · Telephone & High Speed Internet					196.68
1104527 · Equipment					
Check	03/14/2017	119963	Leaf (478-001)	Inv# 7219999 Lower Level Copier Lease	115.50
Check	03/14/2017	119964	Leaf (618-003)	Inv# 7212240 Postage Machine Lease	87.00
Check	03/17/2017	120107	ProxlT Technology Solutions	Inv# 1757 Computer Replacements/Licensing (4)	1,509.14
Total 1104527 · Equipment					1,711.64
1104528 · Office Supplies					
Check	03/17/2017	120110	Staples	Inv# 3331983945 Toner	106.99
Check	03/17/2017	120110	Staples	Inv# 3331983943 Right Handed Keyboard Tray	129.99
Total 1104528 · Office Supplies					236.98
1104529 · Postage					

Hanover Township Board Audit Report

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Type	Date	Num	Name	Memo	Amount
Check	03/14/2017	119949	Fed Ex	Inv# 5-723-22212 Shipping Charges - AgeOptions	29.59
Total 1104529 · Postage					29.59
1104533 · Printing					
Check	03/14/2017	119957	Interact Business Products, LLC (SS)	Inv# 400632 Copy Charges	75.82
Check	03/14/2017	119957	Interact Business Products, LLC (SS)	Inv# 401590 Copy Charges	46.61
Total 1104533 · Printing					122.43
Total 1104ADM · Administration					5,335.90
1104NUT · Nutrition					
1105550 · Congregate Salaries					
Check	03/14/2017	119933	All Team Staffing	Inv# 60-471745 Part Time Temp Help	269.60
Total 1105550 · Congregate Salaries					269.60
1105551 · Congregate Food					
Check	03/14/2017	119947	Canteen Refreshment Services	Inv# 52560000018815 Congregate Food	86.55
Check	03/14/2017	119951	Gordon Food Service	Inv# 934054972 Congregate Food	121.89
Check	03/14/2017	119951	Gordon Food Service	Inv# 176466779 Congregate Food	341.40
Check	03/14/2017	119952	Get Fresh Produce, Inc	Inv# 02469983 Congregate Food	15.67
Check	03/14/2017	119952	Get Fresh Produce, Inc	Inv# 02471622 Congregate Food	14.00
Check	03/14/2017	119952	Get Fresh Produce, Inc	Inv# 02471332 Congregate Food	17.25
Check	03/14/2017	119952	Get Fresh Produce, Inc	Inv# 02471548 Congregate Food	153.59
Check	03/14/2017	119952	Get Fresh Produce, Inc	Inv# 02470495 Congregate Food	24.98
Check	03/14/2017	119952	Get Fresh Produce, Inc	Inv# 02469578 Congregate Food	44.21
Check	03/14/2017	119952	Get Fresh Produce, Inc	Inv# 02473728 Congregate Food	60.77
Check	03/14/2017	119952	Get Fresh Produce, Inc	Inv# 02475605 Congregate Food	10.05
Check	03/14/2017	119952	Get Fresh Produce, Inc	Inv# 02477780 Congregate Food	130.73
Check	03/14/2017	119952	Get Fresh Produce, Inc	Inv# 02475622 Congregate Food	25.45
Check	03/14/2017	119952	Get Fresh Produce, Inc	Inv# 02476861 Congregate Food	57.67
Check	03/14/2017	119952	Get Fresh Produce, Inc	Inv# 02474708 Congregate Food	42.29
Check	03/14/2017	119952	Get Fresh Produce, Inc	Credit# 00349257 Congregate Food	-9.95
Check	03/14/2017	119952	Get Fresh Produce, Inc	Credit statement 3/2/17 Congregate Food	-137.64
Check	03/14/2017	119952	Get Fresh Produce, Inc	Credit# 00679979 Congregate Food	-0.34
Total 1105551 · Congregate Food					998.57
1105553 · Congregate Supplies					
Check	03/14/2017	119951	Gordon Food Service	Inv# 176466779 Congregate Supplies	335.47
Check	03/14/2017	119968	Mickey's Linen	Inv# 140703 Congregate Supplies	22.13
Total 1105553 · Congregate Supplies					357.60
1105558 · Home Delivered Meals Food					
Check	03/14/2017	119951	Gordon Food Service	Inv# 176466779 HDM Food	659.13
Check	03/14/2017	119951	Gordon Food Service	Inv# 176466779 Credit# 8493925	-27.06
Check	03/14/2017	119952	Get Fresh Produce, Inc	Inv# 02469983 HDM Food	15.66
Check	03/14/2017	119952	Get Fresh Produce, Inc	Inv# 02471622 HDM Food	14.00

Hanover Township Board Audit Report

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Type	Date	Num	Name	Memo	Amount
Check	03/14/2017	119952	Get Fresh Produce, Inc	Inv# 02471332 HDM Food	17.25
Check	03/14/2017	119952	Get Fresh Produce, Inc	Inv# 02471548 HDM Food	153.60
Check	03/14/2017	119952	Get Fresh Produce, Inc	Inv# 02470495 HDM Food	117.91
Check	03/14/2017	119952	Get Fresh Produce, Inc	Inv# 02469578 HDM Food	44.22
Check	03/14/2017	119952	Get Fresh Produce, Inc	Inv# 02473728 HDM Food	60.77
Check	03/14/2017	119952	Get Fresh Produce, Inc	Inv# 02475605 HDM Food	10.05
Check	03/14/2017	119952	Get Fresh Produce, Inc	Inv# 02477780 HDM Food	130.73
Check	03/14/2017	119952	Get Fresh Produce, Inc	Inv# 02475622 HDM Food	25.45
Check	03/14/2017	119952	Get Fresh Produce, Inc	Inv# 02476861 HDM Food	57.67
Check	03/14/2017	119952	Get Fresh Produce, Inc	Inv# 02474708 HDM Food	42.29
Check	03/14/2017	119952	Get Fresh Produce, Inc	Credit# 00349257 HDM Food	-10.00
Check	03/14/2017	119952	Get Fresh Produce, Inc	Credit statement 3/2/17 HDM Food	-137.64
Total 1105558 · Home Delivered Meals Food					1,174.03
1105560 · Home Delivered Meals Supplies					
Check	03/14/2017	119951	Gordon Food Service	Inv# 176466779 HDM Supplies	94.18
Check	03/14/2017	119952	Get Fresh Produce, Inc	Inv# 02471548 HDM Supplies	22.96
Check	03/14/2017	119968	Mickey's Linen	Inv# 140703 HDM Supplies	22.12
Total 1105560 · Home Delivered Meals Supplies					139.26
Total 1104NUT · Nutrition					2,939.06
1104SOC · Programs & Services					
1104515 · Programming					
Check	03/14/2017	119982	Streamwood Park District	Senior Exercise Class Instruction Jan/Feb 2017	400.00
Check	03/14/2017	119983	Antonio Navarro	Inv# 31117 Yoga Instruction	140.00
Check	03/14/2017	119985	Mary Vandenoorn	Yoga Class Instruction	35.00
Check	03/17/2017	120091	Susan Benjamin	Inv# 31417 "Barbara Streisand" Presentation	250.00
Total 1104515 · Programming					825.00
1104520 · Volunteer Services					
Check	03/14/2017	119935	Clinton & Jeanine Baker	Home Delivered Meals Mileage Reimbursement	50.83
Check	03/14/2017	119960	Alan Lenoci	Home Delivered Meals Mileage Reimbursement	77.58
Check	03/14/2017	119980	William Riccio	Home Delivered Meals Mileage Reimbursement	40.87
Check	03/14/2017	119986	Verify (XHTSSE)	Inv# 1126221-IN Background Checks (7)	112.00
Check	03/14/2017	119991	Zalesny, Donna	Volunteer Lunch Party Supplies	16.01
Check	03/17/2017	120092	Anita Kopinski	Home Delivered Meals Mileage Reimbursement	145.52
Check	03/17/2017	120093	Joanne Watson	Home Delivered Meals Mileage Reimbursement	88.81
Total 1104520 · Volunteer Services					531.62
1104526 · Club 59					
Check	03/14/2017	119981	Eagle Printing and Graphics	Club 59 Newsletter Postage	2,136.56
Total 1104526 · Club 59					2,136.56
1104532 · Visual Arts					

Hanover Township Board Audit Report

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Type	Date	Num	Name	Memo	Amount
Check	03/14/2017	119937	Blick Art Materials	Inv# 7402818 Art Supplies	95.85
Total 1104532 · Visual Arts					95.85
Total 1104SOC · Programs & Services					3,589.03
1104TRN · Transportation					
1104518 · Vehicle Maintenance					
Check	03/14/2017	119928	Airstream Pressure Washing Inc	Inv# 6673 On Site Bus Washing (7)	175.00
Check	03/14/2017	119958	Kammes Auto & Truck Repair, Inc.	Inv# 122128 Bus# 126 Safety Lane Inspection	30.00
Total 1104518 · Vehicle Maintenance					205.00
Total 1104TRN · Transportation					205.00
Total 1104 · Senior Center - Expenditures					12,068.99
2024 · Welfare Services - Expenditures					
2024ADM · Administration					
2024202 · Office Supplies					
Check	03/17/2017	120110	Staples	Inv# 3331030717 Copy Paper/File Folders/Braided Certificates	79.85
Total 2024202 · Office Supplies					79.85
2024204 · Equipment					
Check	03/14/2017	119953	Henricksen	Inv# 612552 Storage Cabinets (2)/Installation	557.68
Check	03/14/2017	119962	Leaf (618-006)	Inv# 7195093 Copier Lease	138.13
Check	03/17/2017	120107	ProxIT Technology Solutions	Inv# 1757 Computer Replacements/Licensing (3)	1,160.49
Total 2024204 · Equipment					1,856.30
2024205 · Travel & Training					
Check	03/14/2017	119955	Imperato, Mary Jo	Mileage Reimbursement	70.55
Total 2024205 · Travel & Training					70.55
2024213 · Community Affairs / Misc					
Check	03/14/2017	119938	Carstensen, Margaret M	Community Resource Group Meeting Refreshments/Materials	28.02
Total 2024213 · Community Affairs / Misc					28.02
2024507 · Professional Services					
Check	03/14/2017	119974	NJS Enterprises, Inc	Inv# 0170172 GA.net Software Service Contract (4 Users)	2,800.00
Check	03/14/2017	119988	Verify (XHANGA)	Inv# 1126210 Background Check (6)	96.00
Total 2024507 · Professional Services					2,896.00
Total 2024ADM · Administration					4,930.72
2024HOM · Home Relief					
2024102 · Rent					
Check	03/10/2017	4278	Country Mutual Insurance Company	Home Insurance Assistance	57.63

Hanover Township Board Audit Report

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Type	Date	Num	Name	Memo	Amount
Check	03/10/2017	4281	Southwicke on Sutton Condo Assn.	March 2017 Rent	177.82
Check	03/10/2017	4283	Cook County Treasurer (Carol Stream)	Property Tax	148.36
Total 2024102 · Rent					383.81
2024103 · Utilities					
Check	03/08/2017	4275	NICOR	Utility Assistance Acct 40-52-82-1896 5	26.18
Check	03/08/2017	4276	Com Ed	Utilities Assistance Acct 7338667018	124.28
Check	03/08/2017	4277	City of Elgin	Utility Assistance Acct# 347235-2920	45.55
Check	03/10/2017	4279	Com Ed	Utilities Assistance Acct 0707059087	96.15
Check	03/10/2017	4280	Village of Streamwood	Utility Assistance Acct 146-0322-00-02	71.23
Total 2024103 · Utilities					363.39
2024106 · Travel Expenses					
Check	03/10/2017	4278	Country Mutual Insurance Company	Auto Insurance Assistance	48.81
Check	03/10/2017	4282	BP Gas Station	Fuel Assistance Card	50.00
Total 2024106 · Travel Expenses					98.81
Total 2024HOM · Home Relief					846.01
Total 2024 · Welfare Services - Expenditures					5,776.73
3034 · Road & Bridge - Expenditures					
3034ADM · Administration					
3034706 · Travel Expense					
Check	03/17/2017	120113	Business Card - Bank of America	IPASS Replenishment	40.00
Total 3034706 · Travel Expense					40.00
3034707 · Printing					
Check	03/17/2017	120116	CE Printed Products, Inc	Inv# 89129 Hwy Envelopes	60.30
Check	03/17/2017	120117	Gannon Graphics, Inc	Inv# 20469-2 Hwy Letterhead (1,000)	196.00
Total 3034707 · Printing					256.30
3034711 · Utilities					
Check	03/17/2017	120100	Com Ed 8009 (R&B)	Acct# 7826008009 Monthly Charges	6.83
Total 3034711 · Utilities					6.83
3034713 · Service Charges					
Check	03/17/2017	120113	Business Card - Bank of America	Account Charges	3.19
Total 3034713 · Service Charges					3.19
Total 3034ADM · Administration					306.32
3034ROD · Road Maintenance					
3034602 · Operating Supplies & Materials					
Check	03/14/2017	119984	Terrace Supply Company	Inv# 973786 Oxygen Cylinder Rental	9.80

Hanover Township Board Audit Report

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Type	Date	Num	Name	Memo	Amount
Check	03/17/2017	120105	Menard's - Glendale Heights	Inv# 47125 Bathroom Counter	259.99
Check	03/17/2017	120112	The Home Depot	Brass Adapters/Saw Kit/Hammerbit/Dropcloth	126.58
Check	03/17/2017	120113	Business Card - Bank of America	Office Floor Materials	628.89
Check	03/17/2017	120114	Menard's- Hanover Park	Inv# 50320 Light Bulb	2.59
Total 3034602 · Operating Supplies & Materials					1,027.85
3034610 · Street Lighting					
Check	03/14/2017	119940	Com Ed 051	Acct# 5619024051 Monthly Charges	32.24
Check	03/17/2017	120097	Com Ed 152	Acct# 0045120152 Monthly Charges	341.63
Total 3034610 · Street Lighting					373.87
Total 3034ROD · Road Maintenance					1,401.72
303EQM · Equipment					
3034609 · Maintenance Vehicles & Equip					
Check	03/17/2017	120115	Preventative Maintenance Systems, Inc	Inv# 13018 Ignition Switch Repair/Plow Hydraulics Leak Repair	599.44
Total 3034609 · Maintenance Vehicles & Equip					599.44
Total 303EQM · Equipment					599.44
Total 3034 · Road & Bridge - Expenditures					2,307.48
5054 · Mental Health - Expenditures					
5054COM · Community Resource Center					
5054210 · Utilities					
Check	03/17/2017	120083	Groot Recycling & Waste Services Inc	Acct# 16790-001 Monthly Charges	60.75
Check	03/17/2017	120085	Nicor (MHB)	Acct# 84-67-77-1000 Monthly Charges	318.85
Check	03/17/2017	120088	Village of Streamwood Water Billing Dept.	Acct# 105-0062-00-01 Monthly Charges	22.28
Total 5054210 · Utilities					401.88
5054213 · Janitorial					
Check	03/17/2017	120087	JaniKing	Inv# 03170510 Monthly Cleaning	414.00
Total 5054213 · Janitorial					414.00
5054250 · Building Maintenance					
Check	03/14/2017	119954	The Home Depot F&M	Parking Lot Lights	68.93
Check	03/17/2017	120089	Orkin Pest Control (MHB)	Inv# 152194148 Pest Control	54.60
Total 5054250 · Building Maintenance					123.53
5054286 · Agency Support Services					
Check	03/17/2017	120086	Comcast (823)	Acct 8771 10 084 0485823 Monthly Charges	190.85
Total 5054286 · Agency Support Services					190.85
Total 5054COM · Community Resource Center					1,130.26

Hanover Township Board Audit Report

March 8 - 21, 2017

Type	Date	Num	Name	Memo	Amount
5054SVC · Service Contracts					
5054179 · Challenge Grant Fund					
Check	03/17/2017	120084	Easter Seals DuPage & Fox Valley Region	Challenge Grant - Nutrition Services	2,125.00
Total 5054179 · Challenge Grant Fund					2,125.00
Total 5054SVC · Service Contracts					2,125.00
Total 5054 · Mental Health - Expenditures					3,255.26
8084 · Capital Projects - Expenditures					
8084415 · Senior Center Improvements					
Check	03/17/2017	120102	Elk Home Restorations	Inv# 11706 Senior Center Drywall and Paint Project	4,957.34
Total 8084415 · Senior Center Improvements					4,957.34
8084420 · Izaak Walton Ctr Improvements					
Check	03/14/2017	119946	Cowan Electric Inc	Inv# 017691 Storm Damaged IWC Electric Pole (Filed for Partial Insurance Claim)	4,125.00
Total 8084420 · Izaak Walton Ctr Improvements					4,125.00
8084425 · Building & Perm Improvements					
Check	03/17/2017	120095	The Alphabet Shop, Inc	Inv# 49618 Replacement Town Hall Exterior Sign	1,830.00
Check	03/17/2017	120112	The Home Depot	YFS Kitchen Remodel	434.75
Total 8084425 · Building & Perm Improvements					2,264.75
Total 8084 · Capital Projects - Expenditures					11,347.09
TOTAL					90,979.22



- I. Call to Order/Roll Call
Supervisor McGuire called the meeting to order at 8:40 a.m. and introduced those present including Trustees Moinuddin and Benoit, Clerk Dolan Baumer, and Commissioner Ochoa. Others present included fifteen residents and staff.
- II. Town Hall
Clerk Dolan Baumer discussed the upcoming election: Mail-in Ballot Applications were made available. The Referendum for the Hanover Township Road District was discussed. Residents wanted more information about the referendum and Mr. McGuire said he could discuss that individually as a resident, and not as Township Supervisor after this meeting is adjourned.
- 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

- I. Call to Order/Roll Call: Clerk Dolan Baumer called the meeting to order at 7:00 p.m. and called the roll; present were Trustees Benoit, Essick, Caramelli, and Moinuddin. Absent: Supervisor McGuire. A quorum was established.

Trustee Caramelli invited everyone to stand and join in the Pledge of Allegiance.

Clerk Dolan Baumer called for a motion to appoint a Chairman Pro-tem. A motion was made by Trustee Essick to appoint Trustee Caramelli Chairman Pro-tem to preside over the meeting; motion seconded by Trustee Moinuddin and carried by roll call vote. Roll call: Ayes: Trustees Benoit, Moinuddin, Essick, and Benoit. Nays: None. Motion carried and Chairman Pro-tem Caramelli continued the order of business.

Other Elected Officials present were Assessor Smogolski and Commissioner Ochoa.

Others present included Administrator James Barr, Welfare Services Director Mary Jo Imperato, Mr. Thomas King, his wife and son, of Bartlett, Ms Nicole Ferstrom of Streamwood High School, Mr. George Griffin and his wife and son of R/B Youth Foundation, Mr. Mike Tompkins and his wife and son of Northwest Chargers Midget Major Hockey Team, and a Streamwood High School Civics class student.

- II. Town Hall: Chairman Pro-tem Caramelli asked if there was anyone in the audience who had comments to make or questions to ask of the Board. There was no response.

IV. Presentations:

- A. Veterans Honor Roll: The Board invited SP4 Thomas King of Bartlett forward to be recognized and placed on the Veterans Honor Roll. He served from 1980 to 1986 in the U.S. Army. His name will be listed on the Veterans Honor Roll plaque, in the Clerk's office in the Veterans Honor Roll ledger, and will be invited to the bi-annual Honor Roll Dinners.
- B. The Board invited forward for recognition and thanks on behalf of the Township Foundation, Ms Nicole Ferstrom from Streamwood High School, for the school's gracious contributions to our food pantry.
- C. Mr. George Griffin from R/B Youth Foundation was thanked on behalf of the Township Foundation for R/B's contributions to the community through our Township holiday programs.
- D. Northwest Chargers Midget Major Hockey Team representatives, Mr. Mike Tompkins and his son, were thanked on behalf of the Township Foundation for their contributions during the holiday season.

V. Reports

- A. Supervisor McGuire was not present.
- B. Clerk Dolan Baumer reported that we had a great Breakfast with the Board where there were many questions about the April ballot. She then presented a check from the County for \$650 to the Administrator for the County's use of Township facilities as a

receiving station and polling place during the November 2016 elections.

- C. Highway Commissioner Ochoa offered no report.
 - D. Assessor Smogolski offered no report.
 - E. Treasurer: A motion was made by Trustee Essick and seconded by Trustee Moinuddin to approve the Treasurer's Report subject to final audit, and followed by a roll call vote. Roll call: Ayes: Trustees Moinuddin, Essick, and Benoit, and Chairman Pro-tem Caramelli. Nays: None. Motion carried and the Treasurer's report was adopted subject to final audit.
 - F. Trustee Liaison Committee Reports: Trustee Benoit reported that the Mental Health Board met in February and discussed the updating of the auditing software, and also assigned audit visits. She went on to describe what an audit visit is and its value. Chairman Pro-tem Caramelli noted that the Senior Citizens Services Committee approved a budget and the purchase of laptop computers.
- VI. Bill Paying: Mr. Barr presented the bills from February 22, 2017 through March 7, 2017, payable to Alexian Brothers from the Senior Center fund for \$1,131.24 for review and approval by the Board. A motion was made by Trustee Essick to approve the payment of the \$1,131.24 bill to Alexian Brothers, as presented; Trustee Moinuddin seconded the motion. Roll call vote: Trustees Moinuddin and Essick, and Chairman Pro-tem Caramelli. Nays: None. Abstain: Trustee Benoit. Motion carried.

Mr. Barr presented the balance of the bills from February 22, 2017 through March 7, 2017 for review and approval by the Board, as follows:

a.	Town	\$42,393.17
b.	Senior Center	22,797.51
c.	Welfare Services	8,313.83
d.	Road and Bridge	873.26
e.	Mental Health Board	3,473.76
f.	Retirement	0.00
g.	Vehicle	200.00
h.	Capital	<u>3,200.00</u>
	Total All Funds	<u>\$81,251.53</u>

A motion was made by Trustee Benoit to approve the bills from February 22, 2017 through March 7, 2017, as presented; Trustee Moinuddin seconded the motion. Roll call vote: Trustees Benoit, Moinuddin, and Essick, and Chairman Pro-tem Caramelli. Nays: None. Motion carried.

VII. Unfinished Business: None was discussed.

VIII. New Business

- A. Meeting Minutes of February 21, 2017: Clerk Dolan Baumer presented the meeting minutes of February 21, 2017 for review and approval. A motion was made by Trustee Benoit to approve the meeting minutes of February 21, 2017 as presented, with a

- second by Trustee Essick. Roll call: Ayes: Trustees Moinuddin, Benoit, and Essick, and Chairman Pro-tem Caramelli. Nays: None. Motion carried.
- B. Resolution Declaring March 2017 Certified Government Financial Manager Month: A motion was made by Trustee Essick to approve the resolution as presented, with a second by Trustee Benoit. Roll call: Ayes: Trustees Benoit, Moinuddin, and Essick, and Chairman Pro-tem Caramelli. Nays: None. Motion carried.
- C. Resolution Approving a Contract for Services between Hanover Township and the Hanover Township Mental Health Board for Psychiatric Back-Up Services: A motion was made by Trustee Moinuddin and seconded by Trustee Essick to approve resolution #030717-1 approving a contract for services between Hanover Township and the Hanover Township Mental Health Board for Psychiatric Back-up Services. Roll call: Ayes: Trustees Benoit, Moinuddin, and Essick, and Chairman Pro-tem Caramelli. Nays: None. Motion carried.
- D. Resolution Approving a Contract for Services between Hanover Township and the Hanover Township Mental Health Board for the Alternative to Suspension Program: A motion was made by Trustee Benoit and seconded by Trustee Moinuddin to approve resolution #030717-2 approving a contract for services between Hanover Township and the Hanover Township Mental Health Board for the Alternative to Suspension program. Roll call: Ayes: Trustees Benoit, Moinuddin, and Essick, and Chairman Pro-tem Caramelli. Nays: None. Motion carried.
- E. Resolution Approving a Contract for Services between Hanover Township and the Hanover Township Mental Health Board for the Clinical Interventionist (Substance Abuse Prevention Program): A motion was made by Trustee Benoit and seconded by Trustee Moinuddin to approve resolution #030717-3 approving a contract for services between Hanover Township and the Hanover Township Mental Health Board for the Clinical Interventionist (Substance Abuse Prevention program). Roll call: Ayes: Trustees Benoit, Moinuddin, and Essick, and Chairman Pro-tem Caramelli. Nays: None. Motion carried.
- F. Resolution Approving a Contract for Services between Hanover Township and the Hanover Township Mental Health Board for the Senior Citizen Mental Health (C-Hope) Program: A motion was made by Trustee Benoit and seconded by Trustee Essick to approve resolution #030717-4 approving a contract for services between Hanover Township and the Hanover Township Mental Health Board for the Senior Citizen Mental Health (C-Hope) program. Roll call: Ayes: Trustees Benoit, Moinuddin, and Essick, and Chairman Pro-tem Caramelli. Nays: None. Motion carried.
- G. Approval of the 2017 Annual Town Meeting Agenda: Clerk Dolan Baumer presented the draft 2017 Annual Town Meeting Agenda. A motion was made by Trustee Essick and seconded by Trustee Moinuddin to approve the 2017 Annual Town Meeting Agenda as presented. Roll call: Ayes: Trustees Benoit, Moinuddin, and Essick, and Chairman Pro-tem Caramelli. Nays: None. Motion carried.
- IX. Executive Session: No motion was made to go into Executive Session.

- X. Other Business: Administrator Barr asked that the Board remember the following dates: March 18 for the Foundation fundraiser; April 24 for Student Government Day; and May 6 for the Sprint to Spring.
- XI. Adjournment: There being no further business to come before this Board, a motion to adjourn at 7:24 p.m. was made by Trustee Benoit and seconded by Trustee Essick followed by a roll call vote. Ayes: Trustees Essick, Benoit and Moinuddin, and Chairman Pro-tem Caramelli. 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

RESOLUTION _____

A RESOLUTION APPROVING THE AGREEMENT BETWEEN HANOVER TOWNSHIP AND ALEXIAN BROTHERS BEHAVIORAL HEALTH HOSPITAL

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

SECTION ONE: That the Professional Services Agreement with Alexian Brothers Behavioral Health Hospital for outpatient medical evaluation services in connection with the Community Helping Others Persevere Everyday (C-Hope) Program, a copy of which is appended hereto and expressly incorporated herein by this reference, is hereby approved.

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

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

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

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

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: March 21, 2017

APPROVED: March 21, 2017

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 March 21, 2017, and approved on March 21, 2017, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk

PROFESSIONAL SERVICES AGREEMENT
Psychiatric Services

This Professional Services Agreement ("Agreement") is made and entered into as of March ____, 2017, by and between Hanover Township (the "Township") and Alexian Brothers Behavioral Health Hospital, 800 Biesterfield Road, Suite 655, Elk Grove Village, Illinois, 60169 (the "Independent Contractor") (collectively, the "Parties").

RECITALS

WHEREAS, The Hanover Township Mental Health Board (the "Mental Health Board") and the Township entered into a Contract for Services (Fiscal Year 2018) Agreement dated February 21, 2017 (the "Grant Agreement") wherein the Mental Health Board has allocated a sum not to exceed \$40,000 to be paid to Hanover Township Senior Services Department ("HTSS") to fund mental health services to be provided to seniors residing in Hanover Township (i.e. residents of Hanover Township who are age 55 or older) by partnership between Independent Contractor and HTSS;

WHEREAS, The Township owns and operates the Senior Center and is authorized pursuant to Section 85-13 of the Township Code to enter into contracts to provide health and social services for Township residents (60 ILCS 1/85-13).

WHEREAS, The Township is further authorized pursuant to the Township Code to provide programs designed to maintain the self sufficiency and personal well being of citizens residing within Hanover Township who are 55 years of age or older (60ILCS 1/220-10).

WHEREAS, the Independent Contractor is a psychiatric hospital that provides comprehensive mental and behavioral health services; and

WHEREAS, The Parties desire that Independent Contractor provide psychiatric services to residents of Hanover Township who are 55 years of age or older pursuant to the Community Helping Others Persevere Everyday (C-HOPE) program which is funded by the Mental Health Board pursuant to the Grant Agreement.

NOW, THEREFORE, for and in consideration of the mutual promises and agreements contained herein and for other valuable considerations, the Parties do hereby agree as follows:

1. Services:

Independent Contractor shall provide outpatient medication evaluations and ongoing management of medications ("Services") as Independent Contractor may determine to be necessary in the medical opinion of its employed psychiatrists providing services on behalf of Independent Contractor hereunder (the "Independent Contractor's Psychiatrists") for HTSS clients referred by HTSS. Independent Contractor also employs advanced practice nurses (CAPNs) who perform medical monitoring and are authorized to write certain prescriptions ("Independent Contractor's APNs"). Notwithstanding any provision herein to the contrary,

employees of Independent Contractor shall provide all Services under this Agreement. The Parties acknowledge that the HTSS client has the option of selecting any doctor he or she may choose, but if referred to Independent Contractor and the HTSS client elects to use Independent Contractor, that individual shall be the patient of Independent Contractor as further hereinafter defined (the "Referred Patient").

2. Compensation:

A. Hanover Township shall pay Independent Contractor for Independent Contractor's services at the rates as set forth on Schedule A, attached to this Agreement and made a part hereof, within 30 days of receipt of a monthly invoice detailing the patients and the Services provided. With the exception of missed appointments that a Referred Patient fails to cancel for which Independent Contractor shall bill the Referred Patient directly, as set forth on Schedule A, neither Independent Contractor, Independent Contractor's Psychiatrists nor Independent Contractor's APNs shall charge or bill any Referred Patient or responsible third party payor for the Services provided to Referred Patients of HTSS pursuant to this Agreement.

B. Hanover Township shall bill (or arrange for the billing and collection of all charges of Independent Contractor, Independent Contractor's Psychiatrists or APNs' services) the Referred Patient and/or any responsible third party payors directly for the performance of all Services provided to Referred Patients of HTSS and the collections there from shall be the exclusive property of the Hanover Township.

C. Independent Contractor assigns to Hanover Township all of its interest in and to payments for Independent Contractor, Independent Contractor's Psychiatrists and APNs services provided pursuant to this Agreement. Payment hereunder shall be in accordance with the Illinois Local Government Prompt Payment Act (50 ILCS 505/2 *et seq.*).

3. Term:

A. This Agreement shall be effective from April 1, 2017 through March 31, 2018, unless sooner terminated as provided herein.

B. Provided Hanover Township has allocated sufficient sums to be paid to Independent Contractor to fund the Services to be provided the patients within Hanover Township this, Agreement will be renewed thereafter for automatic 1 (one) year renewals, unless either party, not less than (60) days prior to the date of automatic renewal, notifies the other party in writing that there will be no extension.

C. Either Party may terminate this Agreement with or without cause pursuant to requirements of Section 22 of this Agreement.

4. Insurance:

Independent Contractor shall procure and at all times maintain, at its sole cost, for the term of this Agreement and any extension and/or renewal thereof, insurance of the types and in amounts of not less than the coverages listed below.

A. Commercial General and Umbrella Liability Insurance.

Independent Contractor shall at all times maintain commercial general liability (CGL) insurance with a limit of not less than \$1,000,000 for each occurrence. If the CGL contains a general aggregate limit, it shall be in an amount not less than \$2,000,000 or it shall apply separately to this project/location. Township and the Township Board of Trustees, its respective officials, officers, volunteers, employees, agents, successors and/or assigns shall at all times be named as an additional insured on the general liability insurance for any liability arising directly or indirectly from this Agreement.

Independent Contractor's insurance coverages shall apply as primary insurance with respect to any other insurance or self-insurance afforded to the Additional Insured, or any of them, and shall not require contribution from and/or exhaustion of any other coverage or tender of any claim or action to any other insurer providing coverage to any of the Additional Insured. The coverage shall contain no special limitations on the scope of protection afforded to the Additional Insured, or any of them.

B. Professional Liability Insurance.

Independent Contractor shall at all times maintain professional liability insurance with a limit of not less than \$1,000,000 for each claim, \$10,000,000 annual aggregate, arising out of the performance or failure to perform professional services by or on behalf of Independent Contractor.

C. Workers' Compensation Insurance.

Independent Contractor shall at all times maintain workers' compensation as required by statute and employer's liability insurance. The employers liability limits shall not be less than \$1,000,000 for each accident for bodily injury by accident and \$1,000,000 for each employee for bodily injury by disease, with a policy limit of not less than \$1,000,000.

D. Excess Umbrella Liability Insurance Coverage.

Independent Contractor shall at all times maintain Excess Umbrella Liability Insurance coverage of not less than \$10,000,000.00 per occurrence and \$10,000,000.00 aggregate.

E. General Insurance Provisions.

i. Evidence of Insurance.

Prior to beginning work, Independent Contractor shall furnish the Township with a certificate(s) of insurance executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

Failure of the Township to demand evidence of full compliance with these insurance requirements or failure of the Township to identify a deficiency from evidence that is provided shall not be construed as a waiver of Independent Contractor's obligation to maintain such insurance.

The Township shall have the right, but not the obligation, of prohibiting Independent Contractor from beginning work until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by the Township.

Failure to maintain the required insurance may result in termination of this Agreement at the Township's option.

Independent Contractor shall provide certified copies of all insurance policies, or other similar documents regarding coverage, required above within a reasonable time period after the Township's request for said copies.

ii. Cross-Liability Coverage.

If Independent Contractor's liability policies do not contain the standard ISO separation of insured's provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

iii. Deductibles and Self-Insured Protection.

Any deductibles or self-insured retentions shall be provided declared to the Township upon execution of this Agreement.

iv. Subcontractors and Consultants.

Independent Contractor shall cause each subcontractor and consultant employed by or acting on behalf of Independent Contractor to purchase and maintain insurance of the types and amounts of coverages specified above, except that independent physicians may carry Workers' Compensation/Employers Liability limits of \$500,000; and are not required to carry umbrella liability. When requested by the Township, Independent Contractor shall furnish copies of certificates of insurance evidencing coverage for each such subcontractor and consultant.

5. Indemnification:

Independent Contractor shall indemnify and hold harmless Hanover Township and its officers, officials, employees, and volunteers, including, but not limited to, employees and volunteers of the Township's HTSS department, from and against all claims, damages, losses and

expenses, including, but not limited to, legal fees (attorneys' and paralegals' fees and court costs), arising out of or resulting from the performance of the Independent Contractor's work, provided that any such claim, damage, loss or expense is (i) attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property, including the loss of use there from, and (ii) caused in whole or in part by any willful misconduct or negligent act or omission of the Independent Contractor, or anyone directly employed by Independent Contractor including Independent Contractor's Psychiatrists and Independent Contractor's APNs, except to the extent that any such claim, damage, loss or expense is caused by the negligence of Hanover Township or its employees, contractors or agents as indemnified hereunder.

Each party to this Agreement shall similarly protect, indemnify and hold and save harmless the other party, its officers, officials, employees, and volunteers against and from any and all claims, costs, causes, actions, and expenses, including, but not limited to legal fees, incurred by reason of a breach of any obligations under, or default of, any provision of this Agreement, including, but not limited to, unlawful disclosure of any Proprietary and Confidential Information (hereinafter defined).

6. Referral Procedure:

A. If the HTSS client elects to use Independent Contractor's services for the purposes herein provided, and so advises his or her HTSS therapist of that decision, the HTSS therapist will phone the Independent Contractor's office to refer the client for outpatient medication evaluation and possible on-going management of medications. The therapist will identify himself or herself as from HTSS. The therapist will give the referred client's name, age, current symptoms, reason for referral, and any other specific questions/concerns following receipt of a waiver from client and/or client's guardian authorizing such disclosure. The therapist will give days/times when he or she is available to speak with Independent Contractor's Psychiatrist prior to the visit.

B. If the referred client elects to and does receive Services from Independent Contractor, said referred client shall be deemed to have established a patient relationship with the Independent Contractor's Psychiatrist or APN who provides such Services (the "Referred Patient"), and in such event the following procedures shall apply with respect to the Referred Patient.

C. It will be the responsibility of the Referred Patient (or the parent/guardian of a minor or disabled Referred Patient) to call to schedule the appointment with Independent Contractor. It will be the responsibility of the Referred Patient to identify himself as a client of HTSS and to bring insurance documentation to the first visit.

D. Independent Contractor shall contact the referring therapist by telephone with a brief summary of findings/recommendations as soon as possible after the evaluation and/or emergency visit of the Referred Patient. If the Independent Contractor's Psychiatrist is of the opinion that hospitalization is necessary, he or she will inform the therapist by telephone upon admission. If the referring therapist is not available and it is important that communication between said Independent Contractor's Psychiatrist and HTSS occur quickly, the Clinical

Manager will serve as the contact person. The Independent Contractor's Psychiatrist will not be expected to delay a necessary hospitalization in the event HTSS cannot be reached, but will contact HTSS the first business day following the admission.

7. Emergency Evaluation/Backup Procedures:

A. When an emergency evaluation is being requested, the HTSS therapist shall advise the Independent Contractor's office by telephone, and his or her nurse or other office personnel shall make every reasonable effort to contact the Independent Contractor regarding the request for an emergency evaluation as quickly as is reasonably possible.

B. Independent Contractor will make every reasonable attempt to arrange to provide an emergency evaluation at its office in Elk Grove Village.

C. If Independent Contractor is unable to provide an emergency evaluation within a reasonable time, Independent Contractor shall so inform the HTSS therapist.

8. Documentation:

A. HTSS shall fax signed release of information forms to Independent Contractor at the time of the referral.

B. Independent Contractor shall provide written documentation to HTSS of initial evaluations within seven (7) to ten (10) business days of the visit by all Referral Patients. The evaluation will include identifying information, reason for referral, past history, mental status, diagnosis, and recommendations.

C. Independent Contractor shall provide to HTSS brief notes of follow-up visits to include diagnosis, psychiatric evaluations progress notes, medications, prognosis, and recommendations within thirty (30) days of each following visit by each Referred Patient.

9. Billing:

A. HTSS Referred Patients will not be obligated to pay Independent Contractor at the time of service.

B. After submission of all billing by the Independent Contractor to Medicare, Independent Contractor shall furnish a statement, including diagnosis, to the Referred Patient. Independent Contractor will bill HTSS directly for any amount unpaid by Medicare.

C. Following the use of Referred Patients' Medicare benefits, HTSS will pay any outstanding portion of the bill otherwise owed by the Referred Patient.

D. HTSS will make payment to Independent Contractor for any costs not covered by Medicare, as indicated on the bill, within 30 to 45 days of the receipt of the bill. Payment

hereunder shall be in accordance with the Illinois Local Government Prompt Payment Act (50 ILCS 505/2 *et seq.*).

E. Independent Contractor will send to HTSS a monthly list of the names of HTSS clients seen, dates of visits, and kinds of visits (i.e., initial evaluation and follow-up).

F. Invoices shall be submitted monthly and calculated in accordance with Section 2 above.

G. For Services provided at the end of the fiscal year, or March 31 annually, Independent Contractor is responsible for submitting invoices no later than 20 days after the date of service to ensure payment before the end of the fiscal year.

10. Notices:

A. All notices herein required shall be in writing and shall be served on the parties at the following addresses:

If to the Township:

Hanover Township Senior Services Department
250 South Route 59
Bartlett, Illinois, 60103
Attention: Tracey Colagrossi, Director
Fax: (630) 483 – 5789

Hanover Township
250 South Route 59
Bartlett, Illinois, 60103
Attention: James Barr, Township Administrator
Fax: (630) 837 – 9064

With a copy to:

Michael A. Airdo
Kopon Airdo, LLC
233 South Wacker Drive, Suite 4450
Chicago, Illinois 60606
Fax: 312 506 4460

If to Independent Contractor:

AMITA Alexian Brothers Outpatient
Group Practice
Elk Grove Village Office
800 Biesterfield Rd. Suite 655
Elk Grove Village, IL 60007
Attn: Gary Deen, Director
Fax: 847-981-2024

B. Notices may be served and shall be conclusively deemed received at the times hereinafter specified when served by any of the following methods:

i. The mailing of the notices by regular and by certified mail, return receipt requested, shall be effective three days after mailing.

ii. Notice by overnight courier shall be effective after delivery to such courier, except Sundays and holidays.

iii. Notice by messenger shall be effective when served personally on the addressee.

iv. Notice by facsimile shall be effective as of date and time of facsimile transmission, provided that the notice transmitted shall be sent on business days during business hours (9:00 A.M. to 5:00 P.M. Chicago time). In the event fax notice is transmitted during non-business hours, the effective date and time of notice is the first hour of the first business day after transmission.

11. Assignment:

This Agreement may not be assigned without the prior written consent of the other party hereto. Any such assignment without prior written consent of the other party shall be null and void.

12. Binding Effect:

This Agreement shall be binding upon and inure to the benefit of the Parties, and their respective successors and assigns, except as otherwise expressly provided herein. As used herein, the terms "HTSS" and the "Township" are used interchangeably, but said HTSS is the Township department with which Independent Contractor will have direct contact. The Parties understand and agree that all employees of the HTSS department are employees of the Township. All of the obligations of the Township and/or HTSS are subject to budgeting constraints and applicable laws.

13. Non-Discrimination:

Independent Contractor shall not discriminate against Referred Patient because of religion, race, sex, color or national origin, marital status, or ancestry, age, physical or mental disability unrelated to ability, or an unfavorable discharge from the military service or other protected status.

14. Level of Care:

Independent Contractor and Independent Contractor's Psychiatrists and APNs shall exercise professional skill and judgment in the manner which can be reasonably expected from other psychiatrists and/or advanced practice nurses, as the case may be, performing similar services to those required hereunder.

15. Relationship Between the Parties:

A. It is understood, acknowledged and agreed by the Parties that the relationship of the Independent Contractor to the Township arising out of this Agreement shall be that of an independent contractor. Independent Contractor is not an employee, joint employee, joint employer, partner, joint venture, and/or agent of or with the Township.

B. Independent Contractor acknowledges and agrees that neither Independent Contractor nor Independent Contractor's Psychiatrists or APNs are entitled to any benefits or protections afforded to employees of the Township or bound by any obligations of employees of the Township. Independent Contractor understands and fully agrees that neither Independent Contractor nor Independent Contractor's Psychiatrists or APNs will be covered under provisions of the unemployment compensation insurance of the Township or the workers' compensation insurance of the Township and that any injury or property damage on the job will be Independent Contractor's sole responsibility and not the Township's responsibility. Also, it is understood that neither Independent Contractor nor Independent Contractor's Psychiatrists or APNs are protected under the provisions of the general liability insurance of the Township, and therefore, Independent Contractor and Independent Contractor's Psychiatrists or APNs will be solely responsible for their own actions. Except as otherwise set forth herein, the Township will in no way defend Independent Contractor and/or Independent Contractor's Psychiatrists or APNs in matters of liability.

C. Independent Contractor has no authority to employ and/or retain any person as an employee or agent for or on behalf of the Township for any purpose and may not represent himself to others as an employee, joint employee, joint employer and/or joint venture of the Township. Should any person indicate to the Independent Contractor or any employee or agent of the Independent Contractor, by written or oral communication, course of dealing or otherwise, that such person believes Independent Contractor to be an employee or agent of the Township, Independent Contractor shall use its best efforts to correct such belief.

D. Independent Contractor acknowledges and agrees that it is solely responsible to pay all applicable federal, state, and local income and withholding tax obligations and contributions imposed by social security, unemployment insurance, and worker's compensation insurance on behalf of the Independent Contractor.

16. Right of Control:

The Independent Contractor shall at all times have sole control over the manner, means and, methods of performing the Services required by this Agreement according to its own independent judgment. The Independent Contractor acknowledges and agrees that it will devote such times as is necessary to produce the contracted for results.

17. Non-Disclosure of Information:

Independent Contractor acknowledges that in the course of providing Services on behalf of the Township, Independent Contractor will have access to the Township's Proprietary and Confidential Information (hereinafter defined). Proprietary and Confidential Information means and includes all information relating to any Referred Patient and/or other records within the meaning of Section 2 of the Mental Health and Developmental Disabilities Confidentiality Act (740 ILCS 110/2) (the "Act"). Any release and/or disclosure of any record, confidential communication and/or other information and/or documentation in violation of the Act and/or other applicable federal, state and/or local law and/or regulation shall be a material breach of this Agreement.

18. Compliance with Laws:

Each party to this Agreement acknowledges and agrees that it will comply with all applicable laws, rules, and regulations promulgated by any federal, state, county, municipal, or any other governmental unit or regulatory body or court (collectively, the "Laws") in performing services required hereunder and will indemnify and hold harmless the other Party, its officials, officers, employees, agents, and volunteers for any liability, damages and/or claims arising directly or indirectly or otherwise attributable to any violation of the Law or Laws.

19. Representation and Warranties:

Independent Contractor represents and warrants that Independent Contractor's Psychiatrists and APNs, have the skills, knowledge, training, and appropriate certifications necessary to perform the services in a safe, proper, efficient, thorough and satisfactory manner and understands that Township is relying on such representation in entering this Agreement.

20. Criminal Background Check:

Independent Contractor agrees that if requested by the Township at Township's sole cost and expense, Independent Contractor's Psychiatrists or APNs shall submit to a criminal background check and that performance of any services hereunder shall be contingent upon successfully completing said criminal background check.

21. No Waiver of Immunities and/or Privileges by the Township:

Nothing herein shall be construed as an express and/or implied waiver of any common law and/or statutory immunities and/or privileges of the Township, and/or its officials, officers, employees, volunteers and/or agents.

22. Termination:

A. Termination Without Cause. Either Party may elect to terminate this Agreement without cause, at any time, by providing not less than thirty (30) days prior written notice to the

other Party by overnight mail courier or certified mail, return receipt requested. Except as herein otherwise expressly provided, all rights exercisable by either party to this Agreement shall be automatically canceled upon termination of this Agreement, other than the indemnification obligations herein provided. Termination of this Agreement shall not, however, release the Township from any obligation to pay any sum which may be then owing to Independent Contractor. Should the Township terminate the Agreement, the Township agrees to pay Independent Contractor any fees owed to Independent Contractor through the effective date of termination.

B. Termination With Cause. Either Party may terminate this Agreement upon three (3) business days prior written notice at any time after any default hereunder unless said default is cured within fourteen (14) days of the date written notice of default is mailed (the "Opportunity to Cure"). The Opportunity to Cure shall not be allowed in the event of three or more breaches and/or defaults hereunder by the defaulting party within a twelve (12) month period.

23. Miscellaneous:

A. This Agreement supersedes all prior agreements and understandings, both written and oral, of the parties to the subject matter hereof. This Agreement applies to and binds the successors and assigns of the Parties to this Agreement. Any amendments to this Agreement must be in writing and executed by both Parties.

B. This Agreement may be executed in any number of counterparts, each of which when executed shall be deemed an original and all of which together shall constitute one and the same Agreement.

C. Changes in the number, gender, and grammar of terms and phrases herein when necessary to conform this Agreement to the circumstances of the parties hereto shall in all cases, be assumed as though in each case fully expressed therein.

D. This Agreement shall be construed, governed and enforced according to the laws of the State of Illinois, and the exclusive venue for the enforcement of this Agreement and/or litigation between the parties shall be the Circuit Court of Cook County, Illinois.

E. If any controversy or claim arises out of, or relates to, the execution of the Agreement, including, but not limited to, alleged breach of the Agreement, or the termination or validity thereof, the Parties shall attempt in good faith to resolve the dispute by internal negotiations by escalating it to higher levels of management. Any dispute not settled by the foregoing shall proceed to litigation.

F. In construing this Agreement section headings shall be disregarded.

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

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

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

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

K. Facsimile signatures shall be sufficient for purposes of executing, negotiating, and finalizing this Agreement.

L. **ETHICAL AND RELIGIOUS DIRECTIVES FOR CATHOLIC HEALTH CARE SERVICES.** All Services rendered under this Agreement shall be consistent with the Ethical and Religious Directive for Catholic Health Care Services, as approved by the United States Conference of Catholic Bishops and amended from time to time, and as interpreted by the applicable Diocesan Bishop.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first set forth above.

Hanover Township

Alexian Brothers Behavioral
Health Hospital

By: _____
Brian P. McGuire, Township Supervisor

Clay Ciha, President and CEO

Attest:

Katy Dolan Baumer, Township Clerk

SCHEDULE A

<u>Psychiatric Service</u>	<u>Cost</u>
Psychiatric Evaluation:	\$300.00
Medication Monitoring:	\$160.00
Transfer Evaluation*	\$235.00

*(Transfer Evaluations are for those current clients who will be transferring from their current provider to AMITA Alexian Brothers Outpatient Group Practice – this is a onetime visit).

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