



240 S. Illinois Route 59, Bartlett, Illinois 60103

Regular Meeting of the Township Board
May 1st, 2018
7:00 PM

A G E N D A

- I. Call to Order – Roll Call
- II. Pledge of Allegiance
- III. Town Hall (Public Comments)
- IV. Presentations
 - A. Veterans Honor Roll – SP5 William M. Sly
 - B. Balance Family Chiropractic
- V. Reports
 - A. Supervisor’s Report
 - B. Clerk’s Report
 - C. Assessor’s Report
 - D. Trustees’ Committee Reports
- VI. Bill Paying
- VII. Unfinished Business
- VIII. New Business
 - A. Regular Meeting Minutes of April 10, 2018
 - B. Resolution Approving Amendment No. 1 to the Software License and Service Agreement with Ecolane USA Inc.
 - C. Resolution Approving an Amendment to the Agreement with Alexian Brothers Behavioral Health Hospital
 - D. Resolution to Adopt an Active Threat Policy
 - E. Consideration of Childhood Food Insecurity Report
- IX. Executive Session
- X. Other Business
- XI. Adjournment

Mission Statement

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



HANOVER TOWNSHIP

VETERANS HONOR ROLL

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

NAME: William M. Sly

ADDRESS: 168 Winchester Dr

CITY/ZIP CODE: Streamwood IL 60107

PHONE #: 847-987-2409

EMAIL ADDRESS: SlyHHC22@Hotmail.com

DATE OF BIRTH: 01-06-46

BRANCH OF SERVICE: Army RANK AT DISCHARGE: SP5

YEARS OF SERVICE: FROM 08-04-68 TO 07-06-70

MEDALS AWARDED OR OTHER CITATIONS:

Bronze Star, Army Commendation Medal
Combat Infantry Badge

INJURIES: _____

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

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

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

Thank you,

Brian P. McGuire
Supervisor

Hanover Township
 Board Audit Report - FY 18
 From 4/10/18 - 4/30/18

	<u>Subtotal</u>	<u>Alexian Invoices</u>	<u>Total</u>
Total Town Fund	8,677.08	48.00	8,725.08
Total Senior Center	4,840.12	233.00	5,073.12
Total Welfare Services	1,705.03		1,705.03
Total Road Maintenance	1,236.01		1,236.01
Total Mental Health Board	8,038.88	839.48	8,878.36
Total Retirement	-		
Total Vehicle	-		
Total Capital	-		
Total All Funds	<u>24,497.12</u>	<u>1,120.48</u>	<u>25,617.60</u>

The above "Subtotal" column has been approved for payment this 1st day of May.

The above "Total" column has been approved for payment this 1st day of May.

 Supervisor

 Town Clerk

 Supervisor

 Town Clerk

 Trustee

Hanover Township
Board Audit Report - FY 18
April 10 - April 30, 2018

Type	Date	Num	Name	Memo	Amount
1014 · Town Fund - Expenditures					
101CAP · Capital Expenditures					
1014430 · Computer Equipment & Software					
Bill	03/30/2018	Inv# 191...	ProxIT Technology Solutions	Inv# 19199 Network Labor March 2018	950.00
Total 1014430 · Computer Equipment & Software					950.00
Total 101CAP · Capital Expenditures					950.00
101CHN · Community Health					
1014452 · Office Supplies					
Bill	03/30/2018	Inv# 337...	Staples	Inv# 3372841856 Chairmat/Batteries/Toner	253.74
Bill	03/30/2018	Inv# 337...	Staples	Inv# 3373728543 Safety Pins	19.79
Bill	03/30/2018	Inv# 337...	Staples	Inv# 3373728544 Pens	8.99
Bill	03/30/2018	Inv# 337...	Staples	Inv# 3373728546 Filing Cabinet	158.99
Total 1014452 · Office Supplies					441.51
1014453 · Printing					
Bill	03/30/2018	Inv# 825...	Leaf (618-008)	Inv# 8256659 Copier OCH March	40.45
Total 1014453 · Printing					40.45
1014465 · Medical Supplies					
Bill	03/30/2018	Inv# 239...	McKesson Medical Surgical	Inv# 23939097 Capillary Plungers/Adrenaline/Test Kits/Bandages	932.22
Total 1014465 · Medical Supplies					932.22
Total 101CHN · Community Health					1,414.18
101CVA · Community & Veteran Affairs					
101CMA · Community Relations					
1014617 · Equipment & Furniture					
Bill	03/30/2018	Inv# 897...	Sprint	Acct# 897162515 Monthly Charges 02/09-03/08/18	35.00
Total 1014617 · Equipment & Furniture					35.00
1014621 · Satellite Office Utilities					
Bill	03/30/2018	413720-...	City of Elgin	Acct# 413720-6423 Monthly Charges	34.30
Bill	03/30/2018	6997418...	Com Ed 010	Acct# 6997418010 Montly Charges 3/12-4/10	329.14
Total 1014621 · Satellite Office Utilities					363.44
Total 101CMA · Community Relations					398.44
Total 101CVA · Community & Veteran Affairs					398.44
101ES · ES - Expenditures					
1014808 · Education & Training					
Bill	03/30/2018	Inv# HA...	Elgin Community College	Inv# HANOV17FAN CEF Class Registration (2)	398.00

Hanover Township
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Type	Date	Num	Name	Memo	Amount
Total 1014808 · Education & Training					398.00
1014809 · Pre-Volunteer Screening					
Bill	03/30/2018	Inv# 119...	Verify Firm Systems (XHANEM)	Inv# 1195832 Background Checks	127.89
Total 1014809 · Pre-Volunteer Screening					127.89
Total 101ES · ES - Expenditures					525.89
101MAIN · Facilities Maintenance					
1014211 · Building Maintenance - Senior					
Bill	03/30/2018	16279	Callahan Plumbing	Recirculating Pump Pipe and Fitting	409.00
Total 1014211 · Building Maintenance - Senior					409.00
1014218 · Vehicle Maintenance - Town					
Bill	03/30/2018	Inv# 089...	Bartlett Tire	Inv# 089288 Vehicle# 123 Rear Brake Overhaul Parts/Labor	929.38
Total 1014218 · Vehicle Maintenance - Town					929.38
1014221 · Cell Phone/Communications					
Bill	03/30/2018	Inv# 897...	Sprint	Acct# 897162515 Monthly Charges 02/09-03/08/18	60.27
Total 1014221 · Cell Phone/Communications					60.27
Total 101MAIN · Facilities Maintenance					1,398.65
101PAN · Pantry					
1014161 · Utilities					
Bill	03/30/2018	Monthly ...	Com Ed 016 (Astor)	Acct# 8584152016 Monthly Charges 03/06-04/04/18	486.59
Bill	03/30/2018	Monthly ...	Nicor 75	Acct# 75-08-57-1000 4 Monthly Charges 02/13-03/15/18	113.64
Bill	03/30/2018	Monthly ...	Nicor 65	Acct# 65-08-57-1000 5 Monthly Charges 02/13-03/15/18	108.71
Total 1014161 · Utilities					708.94
Total 101PAN · Pantry					708.94
101THE · Town Hall Expense					
1014403 · Utilities - Town					
Bill	03/30/2018	Bill# 849...	Village of Bartlett	Acct# 51470 Water/Sewer Town	104.77
Bill	03/30/2018	Monthly ...	Com Ed 006 (Town)	Acct# 7826009006 Monthly Charges 03/05-04/03/18	201.43
Bill	03/30/2018	Monthly ...	Com Ed 009 (Snr)	Acct# 7826010009 Monthly Charges 03/05-04/03/18	814.39
Bill	03/30/2018	Monthly ...	Nicor 53	Acct# 53-90-98-7636 8 Monthly Charges 2/23-3/26 Senior	710.18
Bill	03/30/2018	Monthly ...	Nicor 34	Acct# 34-51-77-1000 9 Monthly Charges 2/23-3/26 Town	495.03
Total 1014403 · Utilities - Town					2,325.80
1014416 · Equipment Rental - Town					
Bill	03/30/2018	Inv# 310...	Pitney Bowes	Inv# 3102076592 Postage Machine Lease 01/30/18-04/29/18	487.53
Total 1014416 · Equipment Rental - Town					487.53

Hanover Township
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Type	Date	Num	Name	Memo	Amount
Total 101THE · Town Hall Expense					2,813.33
101TOE · Town Office Expense					
1014404 · Office Supplies					
Bill	03/30/2018	Inv# 337...	Staples	Inv# 3373728545 Batteries/Ink	65.58
Total 1014404 · Office Supplies					65.58
1014412 · Travel Expenses					
Bill	03/30/2018	Mileage ...	Joan Fischer	Mileage Reimbursement	7.90
Total 1014412 · Travel Expenses					7.90
1014420 · Pre-Employment Charges					
Bill	03/30/2018	Inv# 120...	Verirfy Firm Systems (XHANOV)	Inv# 1207867-IN Background Checks Feb 2018	16.00
Bill	03/30/2018	1214272	Verirfy Firm Systems (XHANOV)	Background Check	16.00
Total 1014420 · Pre-Employment Charges					32.00
1014535 · Legal Notices					
Bill	03/30/2018	Inv# T4...	Paddock Publications	Inv# T4496472 Town Mtg Publication Notice	49.45
Total 1014535 · Legal Notices					49.45
Total 101TOE · Town Office Expense					154.93
109YFS · Youth & Family Services					
109ADM · Administration & Clinical					
1094621 · Recruitment and Pre Employment					
Bill	03/30/2018	Inv# 120...	Verirfy Firm Systems (XHANOV)	Inv# 1207867-IN Background Checks Feb 2018	32.00
Bill	03/30/2018	649250	Alexian Bros Corporate Health Services	Employee Physical/Drug Screen	48.00
Bill	03/30/2018	1207868	Verirfy Firm Systems (XHANOV)	Background Checks (3)	48.00
Total 1094621 · Recruitment and Pre Employment					128.00
1094622 · Miscellaneous					
Bill	03/30/2018	Inv# 483...	Bartlett Sports	Inv# 4838 Embroidered Fleece Jacket	87.00
Total 1094622 · Miscellaneous					87.00
1094623 · Travel					
Bill	03/30/2018	Mileage ...	Nora Gonzalez (V)	Mileage Reimbursement January 2018	17.44
Bill	03/30/2018	Mileage ...	Nora Gonzalez (V)	Mileage Reimbursement February 2018	30.52
Bill	03/30/2018	Mileage ...	Nora Gonzalez (V)	Mileage Reimbursement March 2018	47.96
Bill	03/30/2018	Mileage ...	Tina Houdek	Mileage Reimbursement Nov 2017	3.21
Bill	03/30/2018	Mileage ...	Tina Houdek	Mileage Reimbursement Dec 2017	14.98
Bill	03/30/2018	Mileage ...	Tina Houdek	Mileage Reimbursement Jan 2018	13.08
Bill	03/30/2018	Mileage ...	Tina Houdek	Mileage Reimbursement Feb 2018	7.63
Bill	03/30/2018	Mileage ...	Tina Houdek	Mileage Reimbursement Mar 2018	10.90
Total 1094623 · Travel					145.72

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Type	Date	Num	Name	Memo	Amount
Total 109ADM · Administration & Clinical					360.72
Total 109YFS · Youth & Family Services					360.72
Total 1014 · Town Fund - Expenditures					8,725.08
1104 · Senior Center - Expenditures					
1104ADM · Administration					
1104523 · Recruitment					
Bill	03/30/2018	Inv# 121...	Verify FIRM Systems (xhtsse)	Inv# 1214287 Background Checks	16.00
Bill	03/30/2018	650222	Alexian Bros Corporate Health Services	Employee Physical/Drug Screen	137.00
Bill	03/30/2018	650565	Alexian Bros Corporate Health Services	Employee Physical/Drug Screen	48.00
Total 1104523 · Recruitment					201.00
1104527 · Equipment					
Bill	03/30/2018	Inv# 010...	Quench USA, Inc.	Inv# 01085347 Water Machine Rental	50.00
Bill	03/30/2018	Inv# 825...	Leaf (618-008)	Inv# 8256659 Copier Social Services March	40.45
Total 1104527 · Equipment					90.45
Total 1104ADM · Administration					291.45
1104NUT · Nutrition					
1105550 · Congregate Salaries					
Bill	03/30/2018	Inv# 10-...	All Team Staffing	Part Time Temp Help	888.67
Total 1105550 · Congregate Salaries					888.67
1105551 · Congregate Food					
Bill	03/30/2018	Inv# 934...	Gordon Food Service	Inv# 934064315 Congregate Food	105.07
Bill	03/30/2018	Inv# 934...	Gordon Food Service	CREDIT CK125464A	-42.80
Total 1105551 · Congregate Food					62.27
1105553 · Congregate Supplies					
Bill	03/30/2018	Inv# 706...	Mickey's Linen	Inv# 7060199 Congregate Supplies	22.21
Bill	03/30/2018	Inv# 934...	Gordon Food Service	Inv# 934064315 Congregate Supplies	38.00
Total 1105553 · Congregate Supplies					60.21
1105555 · Recruitment					
Bill	03/30/2018	Inv# 121...	Verify FIRM Systems (xhtsse)	Inv# 1214287 Background Checks	16.00
Total 1105555 · Recruitment					16.00
1105558 · Home Delivered Meals Food					
Bill	03/30/2018	Inv# 934...	Gordon Food Service	Inv# 934064315 HDM Food	105.07
Bill	03/30/2018	Inv# 934...	Gordon Food Service	CREDIT CK125464A	-42.79
Total 1105558 · Home Delivered Meals Food					62.28

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Type	Date	Num	Name	Memo	Amount
1105560 · Home Delivered Meals Supplies					
Bill	03/30/2018	Inv# 706...	Mickey's Linen	Inv# 7060199 HDM Supplies	22.20
Bill	03/30/2018	Inv# 934...	Gordon Food Service	Inv# 934064315 HDM Supplies	37.99
Total 1105560 · Home Delivered Meals Supplies					60.19
Total 1104NUT · Nutrition					1,149.62
1104SOC · Social Services					
1104515 · Programming					
Bill	03/30/2018	Inv# HP...	Dance Alternatives, Inc.	Inv# HP032018 March Line Dance Classes	150.00
Bill	03/30/2018	Inv# 000...	Marti Spenk	Inv# 00002 Senior Exercise Instructor	420.00
Bill	03/30/2018	Inv# 4718	Taoist Tai Chi Society	Inv# 4718 Classes Jan-Mar	325.00
Total 1104515 · Programming					895.00
1104520 · Volunteer Services					
Bill	03/30/2018	Mileage ...	Steve Gibson	Home Delivered Meals Mileage Reimbursement	27.80
Bill	03/30/2018	Mileage ...	James Trybus	Home Delivered Meals Mileage Reimbursement	26.16
Bill	03/30/2018	Mileage ...	William Riccio	Home Delivered Meals Mileage Reimbursement	35.95
Bill	03/30/2018	Inv# 121...	Verify FIRM Systems (xhtsse)	Inv# 1214287 Background Checks	64.00
Bill	03/30/2018		Jeannine Havlik	Home Delivered Meals Mileage Reimbursement	77.39
Total 1104520 · Volunteer Services					231.30
1104532 · Visual Arts					
Bill	03/30/2018	Inv# 920...	Blick Art Materials	Inv# 9203777 Semimoist Underglaze	63.90
Bill	03/30/2018	Auth# 7...	Hobby Lobby	Acct# 9219832 Program Supplies	5.30
Bill	03/30/2018	Ceramic...	Midwest Ceramic Art Supply	03/26/18 Ceramic Class Supplies (230)	1,188.55
Total 1104532 · Visual Arts					1,257.75
Total 1104SOC · Social Services					2,384.05
1104TRN · Transportation					
1104518 · Vehicle Maintenance					
Bill	03/30/2018	Inv# 105...	Airstream Pressure Washing Inc	Inv# 10519 Onsite Bus Washing (8)	200.00
Bill	03/30/2018	Job# 3592	Forrest Auto Body	Job# 3592 Bus #137 Body Damage Deductible Due	1,000.00
Total 1104518 · Vehicle Maintenance					1,200.00
1104549 · Recruitment					
Bill	03/30/2018	Inv# 650...	Alexian Bros Corporate Health Services	Employee Physical/Drug Screen	48.00
Total 1104549 · Recruitment					48.00
Total 1104TRN · Transportation					1,248.00
Total 1104 · Senior Center - Expenditures					5,073.12
2024 · Welfare Services - Expenditures					
2024ADM · Administration					

Hanover Township
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Type	Date	Num	Name	Memo	Amount
2024202 · Office Supplies					
Bill	03/30/2018	Inv# 337...	Staples	Inv# 3372841855 Copy Paper/Calculator	53.48
Bill	03/30/2018	3373728...	Staples	Toner/Color Toner (3)	453.99
Total 2024202 · Office Supplies					507.47
2024204 · Equipment					
Bill	03/30/2018	Inv# 337...	Staples	Inv# 3372841855 Printer	267.99
Bill	03/30/2018	Inv# 337...	Staples	Inv# 3372841855 Shredder	209.99
Bill	03/30/2018	Inv# 337...	Staples	Inv# 3372841855 Space Heater	83.59
Bill	03/30/2018	3373728...	Staples	Color Printer	619.99
Total 2024204 · Equipment					1,181.56
2024507 · Professional Services					
Bill	03/30/2018	Inv# 121...	Verify Firm Systems (XHANGA)	Inv# 1214271-IN Background Checks March 2018	16.00
Total 2024507 · Professional Services					16.00
Total 2024ADM · Administration					1,705.03
Total 2024 · Welfare Services - Expenditures					1,705.03
3034 · Road Maintenance - Expenditures					
3034ADM · Administration					
3034711 · Utilities					
Bill	03/30/2018	Monthly ...	Com Ed 8009 (R&B)	Acct# 7826008009 Monthly Charges 03/05-04/03/18	265.41
Total 3034711 · Utilities					265.41
3034712 · Miscellaneous					
Bill	03/30/2018	Inv# A2...	Battery Solutions	Inv# A248228 Battery Recycling	399.46
Total 3034712 · Miscellaneous					399.46
3034713 · Service Charges					
Bill	03/30/2018	Inv# 342...	O'Reilly Auto Parts	Account Charges	1.87
Total 3034713 · Service Charges					1.87
Total 3034ADM · Administration					666.74
3034ROD · Road Maintenance					
3034602 · Operating Supplies & Materials					
Bill	03/30/2018	Inv# 342...	O'Reilly Auto Parts	Wiper Fluid	97.68
Total 3034602 · Operating Supplies & Materials					97.68
3034610 · Street Lighting					
Bill	03/30/2018	Monthly ...	Com Ed 000 & 048 (R&B)	Acct# 0657043000 Monthly Charges 3/9-4/8	21.30
Bill	03/30/2018	Monthly ...	Com Ed 152	Acct# 0045120152 Monthly Charges 3/12-4/10	338.57

Hanover Township
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Type	Date	Num	Name	Memo	Amount
Total 3034610 · Street Lighting					359.87
3034614 · Signs, Stripping & Tree Removal					
Bill	03/30/2018	Inv# 617...	Road Safe Traffic Systems	Inv# 61761 Street Sign	39.22
Total 3034614 · Signs, Stripping & Tree Removal					39.22
Total 3034ROD · Road Maintenance					496.77
303EQM · Equipment					
3034609 · Maintenance Vehicles & Equip					
Bill	03/30/2018	Inv# 789...	Preventative Maintenance Systems, Inc	Inv# 7893 Brake Adjustment	72.50
Total 3034609 · Maintenance Vehicles & Equip					72.50
Total 303EQM · Equipment					72.50
Total 3034 · Road Maintenance - Expenditures					1,236.01
5054 · Mental Health - Expenditures					
5054SVC · Service Contracts					
5054128 · RENZ Outpatient					
Bill	03/30/2018	Februar...	Renz Addiction Counseling Center	Outpatient Services February 2018	235.83
Bill	03/30/2018	March 2...	Renz Addiction Counseling Center	Outpatient Services March 2018	4,615.55
Total 5054128 · RENZ Outpatient					4,851.38
5054130 · Northwest Casa					
Bill	03/30/2018	March 2...	Northwest CASA	Sexual Assault Intervention	1,184.50
Total 5054130 · Northwest Casa					1,184.50
5054165 · Alexian Bros - Outpatient Psych					
Bill	03/30/2018	March 2...	Alexian Brothers Center for Mental Health	Outpatient Psychiatric Services March 2018	839.48
Total 5054165 · Alexian Bros - Outpatient Psych					839.48
5054177 · Staff Development Grant Fund					
Bill	03/30/2018	March 2...	Little City Foundation	Grant Remainder Due	985.00
Total 5054177 · Staff Development Grant Fund					985.00
5054179 · Challenge Grant Fund					
Bill	03/30/2018	March 2...	Easter Seals DuPage & Fox Valley Regi...	Nutrition Services	853.00
Total 5054179 · Challenge Grant Fund					853.00
5054201 · Journeys Hope Center					
Bill	03/30/2018	March 2...	Journey from PADS to HOPE	Counseling	165.00
Total 5054201 · Journeys Hope Center					165.00

Hanover Township
Board Audit Report - FY 18
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Type	Date	Num	Name	Memo	Amount
Total 5054SVC			Service Contracts		8,878.36
Total 5054			Mental Health - Expenditures		8,878.36
TOTAL					<u>25,617.60</u>

Hanover Township

Board Audit Report
From 4/10/18 - 4/30/18

	<u>Subtotal</u>	<u>Alexian Invoices</u>	<u>Total</u>
Total Town Fund	54,654.09		54,654.09
Total Senior Center	65,293.93	236.12	65,530.05
Total Welfare Services	4,013.68		4,013.68
Total Road Maintenance	64,709.10		64,709.10
Total Mental Health Board	118,039.62		118,039.62
Total Retirement	-		
Total Vehicle	-		
Total Capital	-		
Total All Funds	<u>306,710.42</u>	<u>236.12</u>	<u>306,946.54</u>

The above "Subtotal" column has been approved for payment this 1st day of May.

The above "Total" column has been approved for payment this 1st day of May.

Supervisor

Town Clerk

Supervisor

Town Clerk

Trustee

Hanover Township Board Audit Report

April 10 - 30, 2018

Type	Date	Num	Name	Memo	Amount
1014 · Town Fund - Expenditures					
101CAP · Capital Expenditures					
1014430 · Computer Equipment & Software					
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Human Resources Information Software Monthly Fee	308.00
Check	04/10/2018	CC Feb 18	JP Morgan Chase	E-Communications Service Monthly Fee	63.75
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Adobe Acrobat Pro License	156.04
Total 1014430 · Computer Equipment & Software					527.79
Total 101CAP · Capital Expenditures					527.79
101CHN · Community Health					
1014453 · Printing					
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Employee Identification Card Printing	300.00
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Employee Identification Card Printing	800.00
Total 1014453 · Printing					1,100.00
1014454 · Travel & Training					
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Stress and Resilience Seminar	81.00
Total 1014454 · Travel & Training					81.00
1014465 · Medical Supplies					
Check	04/10/2018	CC Feb 18	JP Morgan Chase	CPR Trainer Valves (50), Faceshields (100)	118.65
Check	04/10/2018	CC Feb 18	JP Morgan Chase	CPR cards	67.50
Check	04/10/2018	CC Feb 18	JP Morgan Chase	CPR cards	18.00
Total 1014465 · Medical Supplies					204.15
1014466 · Communications					
Check	04/27/2018	126110	Verizon Wireless (00002)	Inv# 9805609539 Monthly Charges	53.39
Total 1014466 · Communications					53.39
1014491 · Health Insurance					
Check	04/27/2018	126108	United Healthcare	Inv# 530033626341 Major Medical Premiums May 18	2,043.96
Total 1014491 · Health Insurance					2,043.96
1014492 · Dental, Vision & Life Insurance					
Check	04/27/2018	126109	Vision Service Plan	Vision Insurance Monthly Premium	10.18
Total 1014492 · Dental, Vision & Life Insurance					10.18
Total 101CHN · Community Health					3,492.68
101CVA · Community & Veteran Affairs					
101CMA · Community Relations					
1014614 · Printing					
Check	04/27/2018	126091	Braden Interact Business (Jay St)	Inv# 481158 Copy Charges	11.99

Hanover Township Board Audit Report

April 10 - 30, 2018

Type	Date	Num	Name	Memo	Amount
				Total 1014614 · Printing	11.99
				1014619 · Office Supplies	
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Plastic Cutlery, Lightbulbs	12.41
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Labels (3000), Envelopes, Address Labels	65.33
Check	04/27/2018	126105	Staples	Inv# 3375188380 Coffee Organizer	22.09
				Total 1014619 · Office Supplies	99.83
				1014620 · Satellite Office Programs	
Check	04/27/2018	126097	Canteen Refreshment Services	Inv# 525698792 Coffee/Coffee Supplies	147.65
				Total 1014620 · Satellite Office Programs	147.65
				1014623 · Satellite Office Phone & Intrnt	
Check	04/24/2018	125936	Kuttenberg, Thomas W	Cell Phone Reimbursement May 2018	50.00
				Total 1014623 · Satellite Office Phone & Intrnt	50.00
				1014624 · Travel	
Check	04/24/2018	125936	Kuttenberg, Thomas W	Mileage Reimbursement - Springfield	215.58
				Total 1014624 · Travel	215.58
				1014627 · Community Affairs	
Check	04/27/2018	126104	Signs by Tomorrow	Inv# 24795 Township Banner	140.00
				Total 1014627 · Community Affairs	140.00
				1014691 · Health Insurance	
Check	04/27/2018	126108	United Healthcare	Inv# 530033626341 Major Medical Premiums May 18	681.32
				Total 1014691 · Health Insurance	681.32
				1014692 · Dental, Vision & Life Insurance	
Check	04/27/2018	126109	Vision Service Plan	Vision Insurance Monthly Premium	8.15
				Total 1014692 · Dental, Vision & Life Insurance	8.15
				Total 101CMA · Community Relations	1,354.52
				101VET · Veteran Affairs	
				1014701 · Veterans Honor Roll	
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Veteran Honor Roll Dinner cakes	111.98
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Veteran Honor Roll Dinner supplies	191.37
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Veteran Honor Roll Dinner (180)	1,838.65
				Total 1014701 · Veterans Honor Roll	2,142.00
				1014703 · Travel Expense	
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Volvo Museum Veteran Field Trip (11) (To Be Reimbursed)	80.00

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Type	Date	Num	Name	Memo	Amount
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Volvo Museum Escort Lunch (2)	17.18
	Total 1014703 · Travel Expense				97.18
	Total 101VET · Veteran Affairs				2,239.18
	Total 101CVA · Community & Veteran Affairs				3,593.70
101ES · ES - Expenditures					
1014802 · Equipment					
Check	04/10/2018	CC Feb 18	JP Morgan Chase	First Aid Stethoscope	6.32
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Spotlight LED Bulbs (returned)	39.80
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Clamp, Washers, Jack chain, Screws, Gear tie	27.61
Check	04/10/2018	CC Feb 18	JP Morgan Chase	LED Bulbs Return (Credit)	-39.80
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Spotlight Replacement Halogen Light Bulbs	43.78
Check	04/10/2018	CC Feb 18	JP Morgan Chase	AED Battery and Adult/Pediatric Pads	257.40
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Motorola Handheld Radio Battery Replacement	74.36
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Motorola Handheld Radio Battery Replacement	92.95
	Total 1014802 · Equipment				502.42
1014806 · Office Supplies					
Check	04/10/2018	CC Feb 18	JP Morgan Chase	1TB Portable External Hard Drive	56.30
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Two year recovery plan for hard drive	9.99
	Total 1014806 · Office Supplies				66.29
1014807 · Miscellaneous					
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Amazon Prime Annual membership	99.00
	Total 1014807 · Miscellaneous				99.00
1014808 · Education & Training					
Check	04/10/2018	CC Feb 18	JP Morgan Chase	International Assoc. of Emergency Managers Annual Dues	190.00
Check	04/10/2018	CC Feb 18	JP Morgan Chase	IESMA Membership Annual Dues	94.00
Check	04/10/2018	CC Feb 18	JP Morgan Chase	IESMA Training Summit Registration (5)	800.00
	Total 1014808 · Education & Training				1,084.00
1014812 · Volunteer Appreciation					
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Station 1 Volunteer Refreshments	45.72
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Volunteer training breakfast and refreshments	24.02
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Volunteer training breakfast	16.46
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Volunteer training refreshments	12.35
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Volunteer training breakfast	23.68
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Officer Meeting Dinner (13)	51.29
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Ice	7.61
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Training Class Refreshments	21.16
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Training Class Refreshments	17.90

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Type	Date	Num	Name	Memo	Amount
Total 1014812 · Volunteer Appreciation					220.19
1014814 · Communications					
Check	04/24/2018	125941	Comcast (ES 773)	Acct# 8771 10 083 0226773 Monthly Internet Charges 4/18/18 - 5/17/18	139.81
Check	04/27/2018	126110	Verizon Wireless (00002)	Inv# 9805609539 Monthly Charges	92.75
Total 1014814 · Communications					232.56
1014891 · Health Insurance					
Check	04/27/2018	126108	United Healthcare	Inv# 530033626341 Major Medical Premiums May 18	2,057.62
Total 1014891 · Health Insurance					2,057.62
1014892 · Dental, Vision & Life Insurance					
Check	04/27/2018	126109	Vision Service Plan	Vision Insurance Monthly Premium	13.41
Total 1014892 · Dental, Vision & Life Insurance					13.41
Total 101ES · ES - Expenditures					4,275.49
101ISE · Insurance & Employee Benefits					
1014507 · Flex Plan & 457 Plan					
Check	04/27/2018	126106	TASC	Flexible Spending Account Balance Due	839.70
Check	04/27/2018	126106	TASC	Inv# 1235615 Admin Fees - May	92.34
Check	04/27/2018	126106	TASC	Inv# 1254607 Admin Fees - June	92.34
Total 1014507 · Flex Plan & 457 Plan					1,024.38
Total 101ISE · Insurance & Employee Benefits					1,024.38
101MAIN · Facilities Maintenance					
1014205 · Janitorial Supplies					
Check	04/24/2018	125939	Bade Supply	Inv# 17066 Janitorial Supplies	616.52
Check	04/24/2018	125945	Grainger	Inv# 846920015 Hand Sanitizer	43.14
Total 1014205 · Janitorial Supplies					659.66
1014209 · Building Contracts					
Check	04/24/2018	125937	Alarm Specialties and Protection	Inv# 31839 IWC Security & Fire Monitoring Apr - Jun 2018	165.00
Total 1014209 · Building Contracts					165.00
1014210 · Building Maintenance - Town					
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Wall Mounted Baby Changing Station	234.95
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Door Hardware, Door Stop	30.10
Total 1014210 · Building Maintenance - Town					265.05
1014212 · Building Maintenance - Astor					
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Refrigerator Shelf clip kit	19.99

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Type	Date	Num	Name	Memo	Amount
			Total 1014212 · Building Maintenance - Astor		19.99
			1014215 · Equipment Maintenance - Astor		
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Security Camera Hard Drive Replacement - Astor Avenue	124.87
			Total 1014215 · Equipment Maintenance - Astor		124.87
			1014225 · Grounds/Reserve Maintenance		
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Flowerpots outside senior center spring décor	136.61
			Total 1014225 · Grounds/Reserve Maintenance		136.61
			1014227 · Miscellaneous		
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Prime Membership Trial	12.99
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Employee Congratulatory Flower Arrangement	74.84
			Total 1014227 · Miscellaneous		87.83
			1014228 · Building Maintenance - Izaak		
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Dome Security Camera for IWC	173.73
Check	04/10/2018	CC Feb 18	JP Morgan Chase	IWC Office Blinds	131.72
			Total 1014228 · Building Maintenance - Izaak		305.45
			1014291 · Health Insurance		
Check	04/27/2018	126108	United Healthcare	Inv# 530033626341 Major Medical Premiums May 18	4,851.07
			Total 1014291 · Health Insurance		4,851.07
			1014292 · Dental, Vision & Life Insurance		
Check	04/27/2018	126109	Vision Service Plan	Vision Insurance Monthly Premium	28.51
			Total 1014292 · Dental, Vision & Life Insurance		28.51
			Total 101MAIN · Facilities Maintenance		6,644.04
			101PAN · Pantry		
			1014191 · Health Insurance		
Check	04/27/2018	126108	United Healthcare	Inv# 530033626341 Major Medical Premiums May 18	2,057.62
			Total 1014191 · Health Insurance		2,057.62
			1014192 · Dental, Vision & Life Insurance		
Check	04/27/2018	126109	Vision Service Plan	Vision Insurance Monthly Premium	13.41
			Total 1014192 · Dental, Vision & Life Insurance		13.41
			Total 101PAN · Pantry		2,071.03
			101THE · Town Hall Expense		
			1014402 · Telephone - Town		
Check	04/17/2018	125908	Call One	Acct# 1211556-1130965 Monthly Charges 4/15-5/14	2,112.76

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Type	Date	Num	Name	Memo	Amount
Check	04/27/2018	126088	AT&T 803	Acct# 630 Z99-0161 803 2 Monthly Charges 3/17-4/16	58.73
Total 1014402 · Telephone - Town					2,171.49
1014403 · Utilities - Town					
Check	04/17/2018	125917	Village of Bartlett	Acct# 63818 Water/Sewer - Runzel Reserve	17.19
Total 1014403 · Utilities - Town					17.19
1014405 · Internet Access - Town					
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Cable Monthly Fee Balance Due (3 Months)	86.93
Check	04/17/2018	125905	AT&T 824	Acct 253810824 Internet 3/28 - 4/27	75.53
Check	04/27/2018	126094	Comcast (607)	Acct# 8771 10 083 0128607 Monthly Internet Charges 4/23-5/22	259.85
Total 1014405 · Internet Access - Town					422.31
1014416 · Equipment Rental - Town					
Check	04/17/2018	125909	Canteen Refreshment Services	Inv# 525698048 Water Machine Rental	29.95
Total 1014416 · Equipment Rental - Town					29.95
Total 101THE · Town Hall Expense					2,640.94
101TOE · Town Office Expense					
1014401 · Postage					
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Postage Fee - Congressman Reja	3.75
Check	04/27/2018	126099	Easy Permit Postage	Acct 8000-9090-0585-2392 Postage Refil	3,361.84
Total 1014401 · Postage					3,365.59
1014404 · Office Supplies					
Check	04/27/2018	126105	Staples	Inv# 3374616911 Stapler/USB Drive (2)	55.97
Check	04/27/2018	126105	Staples	Inv# 3375188330 AC Adapter/Envelope Seal/Receipt Book	65.75
Total 1014404 · Office Supplies					121.72
1014406 · Printing					
Check	04/17/2018	125906	Belmont Printing Co.	Inv# 096771 "Our Town" Booklet Printing	215.00
Check	04/17/2018	125906	Belmont Printing Co.	Inv# 096852 Annual Report Printing	278.00
Check	04/27/2018	126090	Braden Interact Business Products (Town)	Inv# 478922 Copy Charges 3/23-4/22	400.97
Total 1014406 · Printing					893.97
1014414 · Memberships, Subs & Publication					
Check	04/17/2018	125912	Government Finance Officers Association	Notice# 188231 Annual Membership GFOA Dues 04/01/18 - 03/31/19	640.00
Total 1014414 · Memberships, Subs & Publication					640.00
1014429 · Miscellaneous					
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Strategic planning meeting refreshments	41.63
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Strategic Planning Manager Meeting (15)	117.70

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Type	Date	Num	Name	Memo	Amount
Total 1014429 · Miscellaneous					159.33
1014531 · Community Affairs					
Check	04/17/2018	125897	Dolan Baumer, Kathleen M	Election Judges Supplies	16.91
Check	04/17/2018	125897	Dolan Baumer, Kathleen M	HT Annual Town Meeting Custom Cookies	300.99
Check	04/17/2018	125913	Hanover Township Foundation	Annual Town Meeting Moderator Fee Donation to Food Pantry	200.00
Total 1014531 · Community Affairs					517.90
1014591 · Health Insurance					
Check	04/27/2018	126108	United Healthcare	Inv# 530033626341 Major Medical Premiums May 18	4,127.81
Total 1014591 · Health Insurance					4,127.81
1014592 · Dental, Vision & Life Insurance					
Check	04/27/2018	126109	Vision Service Plan	Vision Insurance Monthly Premium	31.57
Total 1014592 · Dental, Vision & Life Insurance					31.57
1014596 · Ancilliary Benefits					
Check	04/27/2018	126096	CPI	457 Plan Employer Contribution	3,551.03
Total 1014596 · Ancilliary Benefits					3,551.03
Total 101TOE · Town Office Expense					13,408.92
104ASR · Assessor's Division					
1044405 · Office Supplies					
Check	04/24/2018	125950	Staples	Inv# 3374616908 Color Toner (3)/Post-Its	855.26
Total 1044405 · Office Supplies					855.26
1044411 · Equipment					
Check	04/27/2018	126095	Computer Bits, Inc.	Inv# 2018-564 Virtual Private Network Software Installation	475.00
Total 1044411 · Equipment					475.00
1044491 · Health Insurance					
Check	04/27/2018	126108	United Healthcare	Inv# 530033626341 Major Medical Premiums May 18	2,738.94
Total 1044491 · Health Insurance					2,738.94
1044492 · Dental, Vision & Life Insurance					
Check	04/27/2018	126109	Vision Service Plan	Vision Insurance Monthly Premium	18.33
Total 1044492 · Dental, Vision & Life Insurance					18.33
Total 104ASR · Assessor's Division					4,087.53
109YFS · Youth & Family Services					
109ADM · Administration & Clinical					
1094612 · Consulting Fees					

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Type	Date	Num	Name	Memo	Amount
Check	04/24/2018	125947	Michael Kelly	Consulting Fees - April	300.00
	Total 1094612 · Consulting Fees				300.00
1094614 · Printing					
Check	04/27/2018	126090	Braden Interact Business Products (Town)	Inv# 479822 Copy Charges 3/23-4/22	215.08
	Total 1094614 · Printing				215.08
1094620 · Community Affairs					
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Seasonal Décor (8)	14.85
	Total 1094620 · Community Affairs				14.85
1094626 · Equipment & Furniture					
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Monthly IPAD iCloud Storage fee (March 2018)	0.99
	Total 1094626 · Equipment & Furniture				0.99
1094691 · Health Insurance					
Check	04/27/2018	126108	United Healthcare	Inv# 530033626341 Major Medical Premiums May 18	2,674.23
	Total 1094691 · Health Insurance				2,674.23
1094692 · Dental, Vision & Life Insurance					
Check	04/27/2018	126109	Vision Service Plan	Vision Insurance Monthly Premium	38.86
	Total 1094692 · Dental, Vision & Life Insurance				38.86
	Total 109ADM · Administration & Clinical				3,244.01
109OUT · Outreach & Prevention					
1094627 · Open Gym Program.					
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Construction Paper (6 packs)	57.18
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Activity Cone Set (120)	34.90
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Mesh Equipment Bags (4)	27.96
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Jewelry Making Kits (8)	39.28
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Craft Project Duct Tape (50)	68.00
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Craft Project Duct Tape (50)	52.68
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Open Gym Lego Set (3)	89.97
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Dodgeball Set (3)	152.97
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Skybounce Balls and Agility Ladder	32.28
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Popsicle Craft Sticks (4000)	44.99
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Kids Bop CD, Paper Plates	16.31
	Total 1094627 · Open Gym Program.				616.52
1094643 · Education & Training					
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Leadership Essentials Training - Baig	74.95
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Midstates Camp Conference Registration (6)	475.00

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Type	Date	Num	Name	Memo	Amount
Total 1094643 · Education & Training					549.95
1094647 · Office Supplies					
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Laptop Backpack	26.99
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Audio Equipment Connectors	17.21
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Music Connector Return Credit	-6.45
Total 1094647 · Office Supplies					37.75
1094650 · Program Supplies					
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Activity Cone Set (100)	29.99
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Bird House Building Kits (16)	159.96
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Summer Programming Sunscreen (20), Bug Spray (24)	267.30
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Summer Programming Cups (2,000)	106.00
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Activity Cone Set Returned	-29.99
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Basketball, Board Games (4), Portable Speakers, Tent Pegs	237.18
Check	04/10/2018	CC Feb 18	JP Morgan Chase	aluminum foil, clorox wipes, card games, markers	85.59
Check	04/10/2018	CC Feb 18	JP Morgan Chase	UNO Card Game (4)	18.32
Check	04/10/2018	CC Feb 18	JP Morgan Chase	10 gallon storage box	22.18
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Paper Plates (480), Prortable Phone Charger	45.56
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Napkins (800), Paper Plates (480)	36.35
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Outdoor Badminton Set	99.99
Total 1094650 · Program Supplies					1,078.43
1094651 · Cellphones					
Check	04/27/2018	126110	Verizon Wireless (00002)	Inv# 9805609539 Monthly Charges	213.56
Total 1094651 · Cellphones					213.56
1094652 · Substance Abuse Prevention Prog					
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Snowball Event costumes, stickers, tennis balls, coloring books	97.70
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Snowball Event refreshments and snacks	62.00
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Snowball event refreshments and breakfast supplies	67.19
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Red Crayons for Red Ribbon Week Programming	27.91
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Red Ribbon Week Red Markers (24)	11.47
Total 1094652 · Substance Abuse Prevention Prog					266.27
1094791 · Health Insurance					
Check	04/27/2018	126108	United Healthcare	Inv# 530033626341 Major Medical Premiums May 18	6,846.30
Total 1094791 · Health Insurance					6,846.30
1094792 · Dental, Vision & Life Insurance					
Check	04/27/2018	126109	Vision Service Plan	Vision Insurance Monthly Premium	34.80
Total 1094792 · Dental, Vision & Life Insurance					34.80
Total 109OUT · Outreach & Prevention					9,643.58

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Type	Date	Num	Name	Memo	Amount
Total 109YFS · Youth & Family Services					12,887.59
Total 1014 · Town Fund - Expenditures					54,654.09
1104 · Senior Center - Expenditures					
1104ADM · Administration					
1104524 · Utilities					
Check	04/17/2018	125917	Village of Bartlett	Acct# 62447 Water/Sewer - Senior Center	217.84
Total 1104524 · Utilities					217.84
1104525 · Telephone & High Speed Internet					
Check	04/27/2018	126110	Verizon Wireless (00002)	Inv# 9805609539 Monthly Charges	118.55
Total 1104525 · Telephone & High Speed Internet					118.55
1104527 · Equipment					
Check	04/10/2018	125772	Leaf (618-003)	Inv# 8256658 Postage Machine Lease	99.50
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Adobe PDF Software Annual Renewal	69.99
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Adobe PDF Software Credit	-18.43
Check	04/24/2018	125949	Leaf (618-007)	Inv# 8286848 Color Copier Lease	312.68
Total 1104527 · Equipment					463.74
1104528 · Office Supplies					
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Toner Cartridges	55.99
Check	04/17/2018	125901	Accurate Office Supply Co	Inv# 439279 Paper Clips	12.50
Total 1104528 · Office Supplies					68.49
1104533 · Printing					
Check	04/10/2018	125771	Kwik Print	Inv# 61927 Business Cards	75.20
Check	04/10/2018	125771	Kwik Print	Inv# 61931 Business Cards	75.20
Check	04/17/2018	125915	Kwik Print	Inv# 61985 Letter head	117.30
Total 1104533 · Printing					267.70
1104535 · Travel					
Check	04/10/2018	125767	Baptist, Susan L	Out Trip Lunch	20.00
Check	04/10/2018	125774	Steininger, Linda	RTAC Conference Mileage Reimbursement	203.83
Check	04/10/2018	CC Feb 18	JP Morgan Chase	AISC Conference Accomodation Hotel Fee	11.30
Check	04/10/2018	CC Feb 18	JP Morgan Chase	AISC Conference Accomodation Hotel Fee	15.00
Check	04/10/2018	CC Feb 18	JP Morgan Chase	AISC Conference Accomodations - Colagrossi	259.51
Check	04/10/2018	CC Feb 18	JP Morgan Chase	NANASP Conference Travel Fee - Colagrossi	19.99
Check	04/10/2018	CC Feb 18	JP Morgan Chase	ITASCSC/AISC Conference Accomodations - Conway	96.05
Check	04/10/2018	CC Feb 18	JP Morgan Chase	ITASCSC/AISC Conference Accomodations - Conway	28.25
Total 1104535 · Travel					653.93
1104536 · Education & Training					

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Type	Date	Num	Name	Memo	Amount
Check	04/10/2018	CC Feb 18	JP Morgan Chase	NANASP/NCOA Joint Conference Registration - Colagrossi	299.00
Total 1104536 · Education & Training					299.00
1104591 · Health Insurance					
Check	04/27/2018	126108	United Healthcare	Inv# 530033626341 Major Medical Premiums May 18	8,843.73
Total 1104591 · Health Insurance					8,843.73
1104592 · Dental, Vision & Life Insurance					
Check	04/27/2018	126109	Vision Service Plan	Vision Insurance Monthly Premium	60.94
Total 1104592 · Dental, Vision & Life Insurance					60.94
Total 1104ADM · Administration					10,993.92
1104NUT · Nutrition					
1105550 · Congregate Salaries					
Check	04/17/2018	125904	All Team Staffing	Inv# 10-22001064 Part Time Temp Help	649.03
Check	04/24/2018	125938	All Team Staffing	Inv# 10-22001097 Part Time Temp Help	688.97
Check	04/27/2018	126089	All Team Staffing	Inv# 10-22001133 Part Time Temp Help	674.00
Total 1105550 · Congregate Salaries					2,012.00
1105551 · Congregate Food					
Check	04/10/2018	125769	Get Fresh Produce, Inc	Inv# 02826105 Congregate Food	94.58
Check	04/10/2018	125769	Get Fresh Produce, Inc	Inv# 02828163 Congregate Food	48.48
Check	04/10/2018	125769	Get Fresh Produce, Inc	Inv# 02828570 Congregate Food	104.33
Check	04/10/2018	125769	Get Fresh Produce, Inc	Inv# 02829807 Congregate Food	45.95
Check	04/10/2018	125770	Highland Baking Company	Inv# 1657761 Congregate Food	16.79
Check	04/10/2018	125770	Highland Baking Company	Inv# 1658812 Congregate Food	11.10
Check	04/10/2018	125770	Highland Baking Company	Inv# 1660622 Congregate Food	16.40
Check	04/10/2018	125773	Perri {1}, Marilyn	Congregate Food	23.38
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Café Food	194.01
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Refreshments for programs Café	6.97
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Café Food	39.51
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Food for Café	26.93
Check	04/17/2018	125910	Get Fresh Produce, Inc	Inv# 02830812 Congregate Food	4.35
Check	04/17/2018	125910	Get Fresh Produce, Inc	Inv# 02832261 Congregate Food	49.70
Check	04/17/2018	125910	Get Fresh Produce, Inc	Inv# 02834713 Congregate Food	58.70
Check	04/17/2018	125910	Get Fresh Produce, Inc	Inv# 02835753 Congregate Food	67.50
Check	04/17/2018	125910	Get Fresh Produce, Inc	Inv# 02836294 Congregate Food	27.60
Check	04/17/2018	125910	Get Fresh Produce, Inc	Inv# 02836511 Congregate Food	50.41
Check	04/17/2018	125910	Get Fresh Produce, Inc	Inv# 02838382 Congregate Food	9.05
Check	04/17/2018	125910	Get Fresh Produce, Inc	CREDIT #00376797 Inv# 02834713 Congregate Food	-0.20
Check	04/17/2018	125911	Gordon Food Service	Inv# 184935308 Congregate Food	1,000.92
Check	04/17/2018	125911	Gordon Food Service	Inv# 185084471 Congregate Food	741.12
Check	04/17/2018	125911	Gordon Food Service	Inv# 934064471 Congregate Food	81.27
Check	04/17/2018	125914	Highland Baking Company	Inv# 1661735 Congregate Food	20.13
Check	04/17/2018	125914	Highland Baking Company	Inv# 1664999 Congregate Food	18.79

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Type	Date	Num	Name	Memo	Amount
Check	04/17/2018	125914	Highland Baking Company	Inv# 1668006 Congregate Food	14.54
Check	04/24/2018	125943	Get Fresh Produce, Inc	Inv# 02839074 Congregate Food	123.46
Check	04/24/2018	125943	Get Fresh Produce, Inc	Inv# 02841191 Congregate Food	111.08
Check	04/24/2018	125943	Get Fresh Produce, Inc	Inv# 02842621 Congregate Food	13.23
Check	04/24/2018	125943	Get Fresh Produce, Inc	Inv# 02842628 Congregate Food	19.35
Check	04/24/2018	125943	Get Fresh Produce, Inc	Inv# 02843167 Congregate Food	43.85
Check	04/24/2018	125944	Gordon Food Service	Inv# 185297586 Congregate Food	53.37
Check	04/24/2018	125944	Gordon Food Service	Inv# 934064628 Congregate Food	89.86
Check	04/24/2018	125944	Gordon Food Service	CREDIT CK125464 Congregate Food	-25.06
Check	04/24/2018	125944	Gordon Food Service	CREDIT 11075436 Congregate Food	-53.37
Check	04/24/2018	125946	Highland Baking Company	Inv# 1670348 Congregate Food	34.83
Check	04/24/2018	125946	Highland Baking Company	Inv# 1673095 Congregate Food	16.40
Check	04/27/2018	126100	Get Fresh Produce, Inc	Inv# 2849195 Congregate Food	25.40
Check	04/27/2018	126100	Get Fresh Produce, Inc	Inv# 2847800 Congregate Food	91.35
Check	04/27/2018	126100	Get Fresh Produce, Inc	Inv# 2846035 Congregate Food	47.90
Check	04/27/2018	126101	Gordon Food Service	Inv# 934064894 Congregate Food	109.14
Check	04/27/2018	126101	Gordon Food Service	Inv# 185243612 Congregate Food	635.13
Check	04/27/2018	126101	Gordon Food Service	Inv# 934064827 Congregate Food	51.26
Check	04/27/2018	126101	Gordon Food Service	Inv# 185243600 Congregate Food	705.63
Check	04/27/2018	126101	Gordon Food Service	Credit 11075437	-489.36
Check	04/27/2018	126102	Highland Baking Company	Inv# 1678496 Congregate Food	28.30
Check	04/27/2018	126102	Highland Baking Company	Inv# 1676650 Congregate Food	32.09
Total 1105551 · Congregate Food					4,436.15
1105553 · Congregate Supplies					
Check	04/10/2018	125769	Get Fresh Produce, Inc	Inv# 02828570 Congregate Supplies	19.25
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Plastic Bowls(240), Cutlery Set/napkins (300), Guest Receipt Books	214.63
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Café Supplies	2.00
Check	04/17/2018	125910	Get Fresh Produce, Inc	Inv# 02830812 Congregate Supplies	17.65
Check	04/17/2018	125910	Get Fresh Produce, Inc	Inv# 02832261 Congregate Supplies	9.63
Check	04/17/2018	125910	Get Fresh Produce, Inc	Inv# 02835753 Congregate Supplies	9.63
Check	04/17/2018	125910	Get Fresh Produce, Inc	Inv# 02836511 Congregate Supplies	12.25
Check	04/17/2018	125911	Gordon Food Service	Inv# 184935308 Congregate Supplies	21.65
Check	04/17/2018	125911	Gordon Food Service	Inv# 185084471 Congregate Supplies	12.94
Check	04/17/2018	125916	Mickey's Linen	Inv# 7061263 Congregate Supplies	22.54
Check	04/24/2018	125943	Get Fresh Produce, Inc	Inv# 02839074 Congregate Supplies	9.63
Check	04/24/2018	125943	Get Fresh Produce, Inc	Inv# 02841191 Congregate Supplies	15.40
Check	04/24/2018	125943	Get Fresh Produce, Inc	Inv# 02843167 Congregate Supplies	35.48
Check	04/24/2018	125944	Gordon Food Service	Inv# 934064628 Congregate Supplies	2.43
Check	04/27/2018	126100	Get Fresh Produce, Inc	Inv# 2849195 Congregate Supplies	9.63
Check	04/27/2018	126101	Gordon Food Service	Inv# 934064894 Congregate Supplies	30.15
Check	04/27/2018	126101	Gordon Food Service	Inv# 185243600 Congregate Supplies	77.56
Total 1105553 · Congregate Supplies					522.45
1105555 · Recruitment					
Check	04/17/2018	125903	Alexian Bros Corporate Health Services	Inv# 650222 Employee Physicals/Drug Screen	137.00

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Type	Date	Num	Name	Memo	Amount
Total 1105555 · Recruitment					137.00
1105558 · Home Delivered Meals Food					
Check	04/10/2018	125769	Get Fresh Produce, Inc	Inv# 02826105 HDM Food	94.57
Check	04/10/2018	125769	Get Fresh Produce, Inc	Inv# 02828163 HDM Food	48.47
Check	04/10/2018	125769	Get Fresh Produce, Inc	Inv# 02828570 HDM Food	104.32
Check	04/10/2018	125769	Get Fresh Produce, Inc	Inv# 02829807 HDM Food	45.94
Check	04/10/2018	125770	Highland Baking Company	Inv# 1657761 HDM Food	16.78
Check	04/10/2018	125770	Highland Baking Company	Inv# 1658812 HDM Food	11.10
Check	04/10/2018	125770	Highland Baking Company	Inv# 1660622 HDM Food	16.40
Check	04/10/2018	125773	Perri {1}, Marilyn	HDM Food	23.38
Check	04/10/2018	CC Feb 18	JP Morgan Chase	HDM Food	194.01
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Refreshments for programs HDM	6.97
Check	04/10/2018	CC Feb 18	JP Morgan Chase	HDM Food	39.51
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Food for HDM	26.93
Check	04/17/2018	125910	Get Fresh Produce, Inc	Inv# 02830812 HDM Food	4.35
Check	04/17/2018	125910	Get Fresh Produce, Inc	Inv# 02832261 HDM Food	49.70
Check	04/17/2018	125910	Get Fresh Produce, Inc	Inv# 02834713 HDM Food	58.70
Check	04/17/2018	125910	Get Fresh Produce, Inc	Inv# 02835753 HDM Food	37.50
Check	04/17/2018	125910	Get Fresh Produce, Inc	Inv# 02836294 HDM Food	27.60
Check	04/17/2018	125910	Get Fresh Produce, Inc	Inv# 02836511 HDM Food	50.40
Check	04/17/2018	125910	Get Fresh Produce, Inc	Inv# 02838382 HDM Food	9.05
Check	04/17/2018	125911	Gordon Food Service	Inv# 184935308 HDM Food	1,000.91
Check	04/17/2018	125911	Gordon Food Service	Inv# 185084471 HDM Food	741.11
Check	04/17/2018	125911	Gordon Food Service	Inv# 934064471 HDM Food	81.27
Check	04/17/2018	125914	Highland Baking Company	Inv# 1661735 HDM Food	20.13
Check	04/17/2018	125914	Highland Baking Company	Inv# 1664999 HDM Food	18.79
Check	04/17/2018	125914	Highland Baking Company	Inv# 1668006 HDM Food	16.54
Check	04/24/2018	125943	Get Fresh Produce, Inc	Inv# 02839074 HDM Food	123.45
Check	04/24/2018	125943	Get Fresh Produce, Inc	Inv# 02841191 HDM Food	111.70
Check	04/24/2018	125943	Get Fresh Produce, Inc	Inv# 02842621 HDM Food	13.22
Check	04/24/2018	125943	Get Fresh Produce, Inc	Inv# 02842628 HDM Food	19.35
Check	04/24/2018	125943	Get Fresh Produce, Inc	Inv# 02843167 HDM Food	43.85
Check	04/24/2018	125944	Gordon Food Service	Inv# 185297586 HDM Food	53.37
Check	04/24/2018	125944	Gordon Food Service	Inv# 934064628 HDM Food	89.86
Check	04/24/2018	125944	Gordon Food Service	CREDIT CK125464 HDM Food	-25.06
Check	04/24/2018	125944	Gordon Food Service	CREDIT 11075436 HDM Food	-53.37
Check	04/24/2018	125946	Highland Baking Company	Inv# 1670348 HDM Food	34.82
Check	04/24/2018	125946	Highland Baking Company	Inv# 1673095 HDM Food	16.40
Check	04/27/2018	126100	Get Fresh Produce, Inc	Inv# 2849195 HDM Food	25.40
Check	04/27/2018	126100	Get Fresh Produce, Inc	Inv# 2847800 HDM Food	91.35
Check	04/27/2018	126100	Get Fresh Produce, Inc	Inv# 2846035 HDM Food	47.90
Check	04/27/2018	126101	Gordon Food Service	Inv# 934064894 HDM Food	109.13
Check	04/27/2018	126101	Gordon Food Service	Inv# 185243612 HDM Food	635.12
Check	04/27/2018	126101	Gordon Food Service	Inv# 934064827 HDM Food	51.26
Check	04/27/2018	126101	Gordon Food Service	Inv# 185243600 HDM Food	705.62
Check	04/27/2018	126101	Gordon Food Service	Credit 11075437	-489.35
Check	04/27/2018	126102	Highland Baking Company	Inv# 1678496 HDM Food	28.30

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Type	Date	Num	Name	Memo	Amount
Check	04/27/2018	126102	Highland Baking Company	Inv# 1676650 HDM Food	32.09
Total 1105558 · Home Delivered Meals Food					4,408.84
1105560 · Home Delivered Meals Supplies					
Check	04/10/2018	125769	Get Fresh Produce, Inc	Inv# 02828570 HDM Supplies	19.27
Check	04/17/2018	125910	Get Fresh Produce, Inc	Inv# 02830812 HDM Supplies	17.65
Check	04/17/2018	125910	Get Fresh Produce, Inc	Inv# 02832261 HDM Supplies	9.62
Check	04/17/2018	125910	Get Fresh Produce, Inc	Inv# 02835753 HDM Supplies	9.62
Check	04/17/2018	125910	Get Fresh Produce, Inc	Inv# 02836511 HDM Supplies	12.25
Check	04/17/2018	125911	Gordon Food Service	Inv# 184935308 HDM Supplies	21.64
Check	04/17/2018	125911	Gordon Food Service	Inv# 185084471 HDM Supplies	12.93
Check	04/17/2018	125916	Mickey's Linen	Inv# 7061263 HDM Supplies	22.54
Check	04/24/2018	125943	Get Fresh Produce, Inc	Inv# 02839074 HDM Supplies	9.62
Check	04/24/2018	125943	Get Fresh Produce, Inc	Inv# 02843167 HDM Supplies	35.47
Check	04/24/2018	125944	Gordon Food Service	Inv# 934064628 HDM Supplies	2.42
Check	04/27/2018	126100	Get Fresh Produce, Inc	Inv# 2849195 HDM Supplies	9.62
Check	04/27/2018	126101	Gordon Food Service	Inv# 934064894 HDM Supplies	30.14
Check	04/27/2018	126101	Gordon Food Service	Inv# 185243600 HDM Supplies	77.56
Total 1105560 · Home Delivered Meals Supplies					290.35
1105561 · Event Catering					
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Gala Event Catering Food (To Be Reimbursed)	192.96
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Event Catering Food	84.84
Total 1105561 · Event Catering					277.80
Total 1104NUT · Nutrition					12,084.59
1104SOC · Social Services					
1104510 · Satellite Programming					
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Pizza for pizza and movie at IWCR (15)	109.36
Total 1104510 · Satellite Programming					109.36
1104514 · Weekend Programming					
Check	04/10/2018	125762	Cynthia Clampitt	Inv# WP17034 Senior Presentation - Mongolia	155.00
Check	04/10/2018	125766	Tish Robinson	Senior Presentation - Impressionist Landscapes	250.00
Check	04/24/2018	125934	Stan Banash	Senior Presentation Illinois - The Road to Statehood	150.00
Check	04/27/2018	126084	Ralph Burin	Inv# 42418 Senior Presentation - The Genius of Tiffany	150.00
Check	04/27/2018	126086	Bill Helmuth	Inv# 42318 Senior Presentation - Austria	200.00
Total 1104514 · Weekend Programming					905.00
1104515 · Programming					
Check	04/10/2018	125761	Broadway in Chicago	Contract# 195095 Senior Trip - Heartbreak Hotel (26) 8/8/18	1,885.00
Check	04/10/2018	125765	Lindy's Landing	Senior Group Lunch - Deposit (40 guests)	250.00
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Chicago Flower and Garden Show Tickets (27)	639.00
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Stemless Glassware (4 cases)	158.36
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Coatroom Check Set	5.39

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Type	Date	Num	Name	Memo	Amount
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Program Refreshments: Cookies, Bulk Produce, Dessert	55.60
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Plastic Cups (240)	55.23
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Foundation Gala Banners (To Be Reimbursed)	225.68
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Ice (4 bags), Olives (2)	18.16
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Ice (6), Limes, Soda (14), Coffee (2)	61.40
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Tea light holders, tea light candles	61.37
Check	04/10/2018	CC Feb 18	JP Morgan Chase	LED string lights, batteries, Clamp Lights, LED Lights	160.04
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Holiday lights and décor	43.96
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Outdoor Lighting Supplies (5), Place Card Holders (2)	114.32
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Gala Event Table and Chair Rental (To Be Reimbursed)	1,453.25
Check	04/10/2018	CC Feb 18	JP Morgan Chase	ITASCSC Meeting Dinner (15) - (Reimbursed by ITASCSC)	49.16
Check	04/10/2018	CC Feb 18	JP Morgan Chase	03/22 Outtrip Coach Bus Deposit - (To Be Reimbursed by S.C)	298.52
Check	04/10/2018	CC Feb 18	JP Morgan Chase	03/22 Outtrip Coach Bus Balance Due - (To Be Reimbursed by S.C)	298.53
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Wildfire Restaurant Outtrip 03/07 (27)	805.58
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Field Museum Outtrip Driver Lunch	3.35
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Field Museum Outtrip Bus Parking Fee	6.00
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Volo Museum Outtrip Driver Lunch	9.98
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Audible Monthly Audiobook Fee - January	14.95
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Event Bar Restocking (To be reimbursed by Event Host)	1,238.58
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Sodas for bar stock	25.40
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Shen Yun Tickets (50)	3,600.00
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Shen Yun Tickets (20)	1,440.00
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Book and Movie Program and Special Event Refreshments	55.40
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Hand punchers for programs (2)	8.74
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Movie for Veteran's Lunch & Movie	6.33
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Wooden Plank Signs for Mother's day Brunch event (51)	203.49
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Audible Monthly Audiobook Fee - February	14.95
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Yoga Class Storage Bins	21.99
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Meet Up 6 Month Subscription Fee	89.94
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Netflix Movie Rental Monthly Subscription Fee	15.99
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Adler Planetarium Outtrip Trip Escort Lunch	14.36
Check	04/10/2018	CC Feb 18	JP Morgan Chase	FoxFire Dinner special evening out trip (10)	531.00
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Pizza for yoga retreat (15)	118.77
Check	04/10/2018	CC Feb 18	JP Morgan Chase	6/13/18 Outtrip Coach Bus Deposit	242.68
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Shipshewana Travel Accomodations Deposit	200.00
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Paramount Orchestra Performance Deposit (26)	325.00
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Patten House Lunch Bunch 6/20 Trip Deposit	100.00
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Pizza for pizza and movie (35)	226.00
Check	04/10/2018	CC Feb 18	JP Morgan Chase	3/22/18 Coach Bus Desposit 1(Reimbused by Senior Comm.)	200.00
Check	04/10/2018	CC Feb 18	JP Morgan Chase	3/22/18 Coach Bus Desposit 2(Reimbused by Senior Comm.)	199.99
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Two Chef's Café Lunch Bunch (32)	560.00
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Pizza for pizza and movie @ IWCR (15)	70.07
Check	04/17/2018	125898	Let Me Arrange It! Inc.	Senior Transportation - Lincoln Park Zoo 5/9/18	859.00
Check	04/17/2018	125899	Tom Pope	Billiards Tournament Prize	30.99
Check	04/17/2018	125901	Accurate Office Supply Co	Inv# 439279 Coffe/Tea/Beverages & Supplies	213.82
Check	04/24/2018	125935	Cesar Grimaldo	Inv# 3218 French/Spanish Instruction May/June 2018	600.00
Check	04/24/2018	125940	Chicago Chinese Cultural Institute	Inv# 4916 Chinatown Bus Tour & Lunch 06/13/18 (35 Seniors)	1,225.00
Check	04/24/2018	125948	Leslie Goddard	Senior Presentation - Georgia O'Keefe 5/29/18	300.00
Check	04/27/2018	126083	Jim Gibbons	Senior Presentation - Our Lady of Angels	275.00

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Type	Date	Num	Name	Memo	Amount
Check	04/27/2018	126085	Blenderful Music	Inv# 180612 Evening Concert Performance	250.00
Check	04/27/2018	126103	Marti Spenk	Inv# 0003 Exercise Class Instructor - April	420.00
Check	04/27/2018	126107	Tranquility Yoga Studio	Yoga Instruction - May/June	2,180.00
Total 1104515 · Programming					22,535.32
1104516 · Social Services					
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Planning for Future Adults with Disabilities Training(2)	110.00
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Stress and Resilience Seminar - Conway	81.00
Check	04/24/2018	125933	Ageoptions	Annual Volunteer Lunch Registration - Conway	30.00
Total 1104516 · Social Services					221.00
1104519 · Senior Assistance					
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Utility Assistance for resident	200.00
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Utility Assistance for resident	202.50
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Utility Assistance for resident (to be reimbursed from Foundation)	371.88
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Com Ed Senior Assistance (to be reimbursed from Senior Committee)	486.00
Total 1104519 · Senior Assistance					1,260.38
1104520 · Volunteer Services					
Check	04/10/2018	125763	HOSC Senior Corp	Volunteer Recognition Brunch	20.00
Check	04/17/2018	125894	A1 Trophies & Awards	Inv# 12208 2018 Volunteer Luncheon Awards	297.25
Check	04/17/2018	125900	A1 Trophies & Awards	Inv# 12185 Name Badge	15.98
Check	04/24/2018	125932	William Abraham	Home Delivered Meals Mileage Reimbursement	50.29
Check	04/27/2018	126082	The Seville	Inv# 14413 Volunteer Lunch (200)	3,510.00
Total 1104520 · Volunteer Services					3,893.52
1104526 · Club 59					
Check	04/27/2018	126098	Eagle Printing and Graphics	Club 59 Newsletter Postage July/August	2,487.74
Total 1104526 · Club 59					2,487.74
1104532 · Visual Arts					
Check	04/10/2018	125764	Denise Laurin-Donatelle	Inv# 4818 Expressive Portrait Drawing Class	240.00
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Glass Painting Supplies: Gold Foil, Enamels, Leatherwork Tools	84.24
Check	04/10/2018	CC Feb 18	JP Morgan Chase	iStock Art Class Photo Licensing Annual Fee	99.00
Check	04/17/2018	125907	Blick Art Materials	Inv# 9254894 Spray Varnish	40.39
Check	04/17/2018	125907	Blick Art Materials	Inv# 9261618 Ampersand Pastelbords/Clay/Paint	234.88
Check	04/27/2018	126092	Blick Art Materials	Inv# 9307111 Sennelier Pastels	22.44
Total 1104532 · Visual Arts					720.95
1104560 · Psychiatric Services					
Check	04/17/2018	125895	Alexian Bros. Behavioral Health Hospital	Acct# 36809A15182 C-Hope Psychiatric Services	69.12
Check	04/17/2018	125896	Alexian Bros. Behavioral Health Hospital	Acct# 36809A15182 C-Hope Psychiatric Services	30.00
Total 1104560 · Psychiatric Services					99.12

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Type	Date	Num	Name	Memo	Amount
Total 1104SOC · Social Services					32,232.39
1104TRN · Transportation					
1104513 · Alternate Transportation					
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Angel Wheels transportation invoice 110652	110.00
Total 1104513 · Alternate Transportation					110.00
1104518 · Vehicle Maintenance					
Check	04/10/2018	CC Feb 18	JP Morgan Chase	I-Pass Transponder Purchase (2)	65.80
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Bus 139 I-Pass Transponder Replacement	32.90
Check	04/10/2018	CC Feb 18	JP Morgan Chase	I-Pass Expired Transponder Return Postage	8.60
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Bus I-Pass Reload	23.20
Check	04/17/2018	125902	Airstream Pressure Washing Inc	Inv# 10640 Bus Washing (8)	200.00
Check	04/24/2018	125942	Complete Fleet Services Inc.	Inv# 15775 Bus 126 Lift Repair/Gas Spring Replacement/Remote	1,255.32
Check	04/24/2018	125942	Complete Fleet Services Inc.	Inv# 15808 Bus 128 Rear Brake Pads/Calipers/Parking Brake Cables	1,401.03
Check	04/24/2018	125942	Complete Fleet Services Inc.	Inv# 15812 Bus 120 Oil Change/Safety Lane Inspection	347.74
Total 1104518 · Vehicle Maintenance					3,334.59
1104547 · Dispatch Software					
Check	04/24/2018	125951	Unified Dispatch	Inv# 292486 Call System Support/Maintenance 2018 Q2	1,650.00
Total 1104547 · Dispatch Software					1,650.00
1104691 · Health Insurance					
Check	04/27/2018	126108	United Healthcare	Inv# 530033626341 Major Medical Premiums May 18	5,069.06
Total 1104691 · Health Insurance					5,069.06
1104692 · Dental, Vision & Life Insurance					
Check	04/27/2018	126109	Vision Service Plan	Vision Insurance Monthly Premium	55.50
Total 1104692 · Dental, Vision & Life Insurance					55.50
Total 1104TRN · Transportation					10,219.15
Total 1104 · Senior Center - Expenditures					65,530.05
2024 · Welfare Services - Expenditures					
2024ADM · Administration					
2024202 · Office Supplies					
Check	04/27/2018	126105	Staples	Inv# 3374616906 Powerstrip/Index Cards	64.94
Check	04/27/2018	126105	Staples	Inv# 3374616910 Copy Paper/Post Its	114.96
Check	04/27/2018	126105	Staples	Inv# 3374616905 Credit	-267.99
Check	04/27/2018	126105	Staples	Inv# 3374616907 Credit	-15.98
Total 2024202 · Office Supplies					-104.07
2024204 · Equipment					
Check	04/10/2018	125768	Canteen Refreshment Services	Inv# 52569805 Water Machine Rental	29.95

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Type	Date	Num	Name	Memo	Amount
Check	04/27/2018	126093	Comcast (WS)	Acct 877110 085 0097898 Monthly Cable & Internet Charges 4/25-5/24	169.26
Total 2024204 · Equipment					199.21
2024205 · Travel & Training					
Check	04/27/2018	126087	Carstensen, Margaret M	Mileage Reimbursement - GATI Training	56.14
Total 2024205 · Travel & Training					56.14
2024509 · Volunteer Appreciation					
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Auxillary Staff Recognition Dinner Supplies	107.21
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Auxillary Staff Recognition Dinner Cake	55.99
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Auxillary Staff Recognition Dinner (73)	1,212.25
Total 2024509 · Volunteer Appreciation					1,375.45
2024510 · Miscellaneous					
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Resident Birth Certificate Copy (reimbursed by foundation)	53.55
Total 2024510 · Miscellaneous					53.55
2024591 · Health Insurance					
Check	04/27/2018	126108	United Healthcare	Inv# 530033626341 Major Medical Premiums May 18	681.32
Total 2024591 · Health Insurance					681.32
2024592 · Dental, Vision & Life Insurance					
Check	04/27/2018	126109	Vision Service Plan	Vision Insurance Monthly Premium	10.18
Total 2024592 · Dental, Vision & Life Insurance					10.18
Total 2024ADM · Administration					2,271.78
2024HOM · Home Relief					
2024103 · Utilities					
Check	04/10/2018	CC Feb 18	JP Morgan Chase	GA Client Utility Payment (Replaces Check for P.O. 15112)	59.22
Check	04/11/2018	4730	Squire Village	Utility Assistance	40.88
Check	04/13/2018	4731	Com Ed	Utility Assistance	77.00
Check	04/25/2018	4733	Advanced Disposal Solid Waste Midwest LLC	Utility Assistance	59.22
Check	04/25/2018	4736	Village of Streamwood	Utility Assistance	30.58
Total 2024103 · Utilities					266.90
2024105 · Personal Essentials					
Check	04/25/2018	4735	Walmart	Personal Essentials	150.00
Total 2024105 · Personal Essentials					150.00
2024106 · Travel Expenses					
Check	04/25/2018	4734	BP Gas Station	Fuel Assistance Card	75.00

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Type	Date	Num	Name	Memo	Amount
			Total 2024106 · Travel Expenses		75.00
			2024119 · Emergency Assistance		
Check	04/18/2018	4732	Wings	Emergency Assistance	1,250.00
			Total 2024119 · Emergency Assistance		1,250.00
			Total 2024HOM · Home Relief		1,741.90
			Total 2024 · Welfare Services - Expenditures		4,013.68
			3034 · Road Maintenance - Expenditures		
			3034ADM · Administration		
			3034791 · Health Insurance		
Check	04/27/2018	126108	United Healthcare	Inv# 530033626341 Major Medical Premiums May 18	1,439.92
			Total 3034791 · Health Insurance		1,439.92
			3034792 · Dental, Vision & Life Insurance		
Check	04/27/2018	126109	Vision Service Plan	Vision Insurance Monthly Premium	10.18
			Total 3034792 · Dental, Vision & Life Insurance		10.18
			Total 3034ADM · Administration		1,450.10
			303EQM · Equipment		
			3034608 · Equipment Purchase		
Check	04/24/2018	125952	Vermeer-Illinois Inc	Inv# E06194 Turbo Diesel 2017 Wood Chipper	63,259.00
			Total 3034608 · Equipment Purchase		63,259.00
			Total 303EQM · Equipment		63,259.00
			Total 3034 · Road Maintenance - Expenditures		64,709.10
			5054 · Mental Health - Expenditures		
			5054ADM · Administration		
			5054014 · Equip / Database		
Check	04/27/2018	126074	Links Technology Solutions, Inc	Inv# 35903 Quarterly Website Support April-June	125.00
			Total 5054014 · Equip / Database		125.00
			5054537 · Community Relations		
Check	04/10/2018	CC Feb 18	JP Morgan Chase	Human Services Coordinating Council Meeting Refreshments	6.18
			Total 5054537 · Community Relations		6.18
			5054592 · Dental, Vision & Life Insurance		
Check	04/27/2018	126109	Vision Service Plan	Vision Insurance Monthly Premium	5.09
			Total 5054592 · Dental, Vision & Life Insurance		5.09

Hanover Township Board Audit Report

April 10 - 30, 2018

Type	Date	Num	Name	Memo	Amount
Total 5054ADM · Administration					136.27
5054COM · Community Resource Center					
5054210 · Utilities					
Check	04/27/2018	126069	Com Ed 019 (MHB)	Acct# 6992134019 Monthly Charges 3/8-4/6	289.40
Check	04/27/2018	126070	Nicor (MHB 823)	Acct# 84-67-77-1000 Monthly Charges 3/14-4/13	214.92
Total 5054210 · Utilities					504.32
5054213 · Janitorial					
Check	04/27/2018	126072	JaniKing	Inv# 04180273 Monthly Cleaning - April	414.00
Total 5054213 · Janitorial					414.00
5054250 · Building Maintenance					
Check	04/27/2018	126073	Tyco Integrated Security LLC	Inv# 30370384 Quarterly Billing	273.00
Total 5054250 · Building Maintenance					273.00
5054286 · Agency Support Services					
Check	04/27/2018	126071	Windstream	Inv# 69986594 Monthly Phone Charges	762.03
Total 5054286 · Agency Support Services					762.03
Total 5054COM · Community Resource Center					1,953.35
5054SVC · Service Contracts					
5054100 · CAC CASI					
Check	04/27/2018	126064	Childrens Advocacy Ctr of Nwst Co County	Coordination Advocacy and Sensitive Interviewing	5,000.00
Total 5054100 · CAC CASI					5,000.00
5054103 · CAC Safe from the Start					
Check	04/27/2018	126064	Childrens Advocacy Ctr of Nwst Co County	Safe From the Start	5,000.00
Total 5054103 · CAC Safe from the Start					5,000.00
5054104 · CCC Domestic Violence Shelter					
Check	04/27/2018	126061	Community Crisis Center	Domestic Violence Shelter April-June	7,500.00
Total 5054104 · CCC Domestic Violence Shelter					7,500.00
5054105 · CCC Domestic Violence Counsel					
Check	04/27/2018	126061	Community Crisis Center	Domestic Violence Counseling April-June	7,000.00
Total 5054105 · CCC Domestic Violence Counsel					7,000.00
5054107 · Open Door Clinic					
Check	04/27/2018	126054	Open Door Clinic	Hanover Township Outreach April-June	1,250.00
Total 5054107 · Open Door Clinic					1,250.00

Hanover Township Board Audit Report

April 10 - 30, 2018

Type	Date	Num	Name	Memo	Amount
5054108 · Aid Supportive Employment					
Check	04/27/2018	126068	Association for Individual Development	Employment/Community Integration Services April-June	10,250.00
Total 5054108 · Aid Supportive Employment					10,250.00
5054109 · Aid Case Management					
Check	04/27/2018	126068	Association for Individual Development	Home Based Support Services April-June	1,500.00
Total 5054109 · Aid Case Management					1,500.00
5054112 · Clearbrook Children's Program					
Check	04/27/2018	126063	Clearbrook	Childrens Services April-June	2,000.00
Total 5054112 · Clearbrook Children's Program					2,000.00
5054113 · Clearbrook Day Services					
Check	04/27/2018	126063	Clearbrook	Day Services April-June	1,750.00
Total 5054113 · Clearbrook Day Services					1,750.00
5054129 · Day One Network					
Check	04/27/2018	126060	DayOne PACT	Community Access April-June	2,250.00
Total 5054129 · Day One Network					2,250.00
5054132 · Ecker Therapy Services					
Check	04/27/2018	126059	Ecker Center for Mental Health	Therapy Services April-June	21,750.00
Total 5054132 · Ecker Therapy Services					21,750.00
5054135 · Ecker Center / PEP					
Check	04/27/2018	126059	Ecker Center for Mental Health	Crisis Services April-June	2,500.00
Total 5054135 · Ecker Center / PEP					2,500.00
5054140 · Maryville Academy Casa Salama					
Check	04/27/2018	126055	Maryville Academy	Music Therapy Program April-June	5,000.00
Total 5054140 · Maryville Academy Casa Salama					5,000.00
5054141 · Shelter Inc Healthy Families					
Check	04/27/2018	126051	Shelter, Inc	Healthy Families April-June	3,750.00
Total 5054141 · Shelter Inc Healthy Families					3,750.00
5054142 · Centro De Informacion					
Check	04/27/2018	126065	Centro de Informacion	Family Centered Mental Health Services April-June	6,825.00
Total 5054142 · Centro De Informacion					6,825.00
5054148 · FSA Youth					
Check	04/27/2018	126058	Family Svc Assoc of Greater Elgin	Youth Mental Health Services April-June	5,500.00

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Type	Date	Num	Name	Memo	Amount
			Total 5054148 · FSA Youth		5,500.00
			5054149 · FSA Adult		
Check	04/27/2018	126058	Family Svc Assoc of Greater Elgin	Adult Mental Health Services April-June	3,000.00
			Total 5054149 · FSA Adult		3,000.00
			5054158 · Summitt Center		
Check	04/27/2018	126052	Summitt Center	Early Learning Center April-June	3,000.00
			Total 5054158 · Summitt Center		3,000.00
			5054166 · PADS of Elgin		
Check	04/27/2018	126053	PADS of Elgin	Emergency Shelter Program April-June	6,250.00
			Total 5054166 · PADS of Elgin		6,250.00
			5054172 · Little City In-Home Respite		
Check	04/27/2018	126056	Little City Foundation	CILA Home Support April-June	2,000.00
			Total 5054172 · Little City In-Home Respite		2,000.00
			5054183 · CCC SA Counseling		
Check	04/27/2018	126061	Community Crisis Center	Sexual Assault Counseling/Advocacy April-June	2,750.00
			Total 5054183 · CCC SA Counseling		2,750.00
			5054193 · Boys and Girls Club		
Check	04/27/2018	126067	Boys & Girls Club of Elgin	SMART Moves April-June	1,250.00
			Total 5054193 · Boys and Girls Club		1,250.00
			5054194 · CCC- Strategies for Safety		
Check	04/27/2018	126061	Community Crisis Center	Strategies for Safety April-June	1,500.00
			Total 5054194 · CCC- Strategies for Safety		1,500.00
			5054196 · Catholic Charities Caregivers		
Check	04/27/2018	126066	Catholic Charities	NW Senior Services Caregiver Support	1,125.00
			Total 5054196 · Catholic Charities Caregivers		1,125.00
			5054203 · Clearbrook - Residential		
Check	04/27/2018	126063	Clearbrook	Residential Services April-June	1,750.00
			Total 5054203 · Clearbrook - Residential		1,750.00
			5054206 · Administer Justice - Legal Aid		
Check	04/27/2018	126062	Administer Justice	Legal Aid April-June	2,000.00
			Total 5054206 · Administer Justice - Legal Aid		2,000.00
			5054207 · Girl Scouts of N. IL - Outreach		

Hanover Township Board Audit Report

April 10 - 30, 2018

Type	Date	Num	Name	Memo	Amount
Check	04/27/2018	126057	Girl Scouts of Northern Illinois	Hanover Township Outreach April-June	2,500.00
			Total 5054207 · Girl Scouts of N. IL - Outreach		2,500.00
			Total 5054SVC · Service Contracts		115,950.00
			Total 5054 · Mental Health - Expenditures		118,039.62
TOTAL					<u>306,946.54</u>



- I. Call to Order/Roll Call: Supervisor McGuire called the meeting to order at 6:30 p.m. Clerk Dolan Baumer called the roll; present were Trustees Benoit, Moinuddin, and Martinez, and Supervisor McGuire via FaceTime. Absent: Trustee Essick.

Other Elected Official present was Assessor Smogolski.

Others present included Administrator James Barr, Youth & Family Services Director John Parquette, Facilities & Road Maintenance Director Steve Speicher, Community Health Director Kristen Smith, Chief Deputy Assessor Patty Glascott, Deputy Assessor Peggy Deyne, Community & Government Relations Director Tom Kuttentberg, Emergency Services Director Bill Burke, Welfare Services Director Mary Jo Imperato, Attorney Mike Airdo, and Village of Streamwood Trustee Mike Baumer.

- II. Supervisor McGuire invited everyone to stand and join in the Pledge of Allegiance.
- III. Town Hall: Supervisor McGuire asked if there was anyone in the audience who had comments to make or questions to ask of the Board. There was no response.
- IV. Presentations: None

V. Reports

- A. Supervisor McGuire offered no report.
- B. Clerk Dolan Baumer offered no report.
- C. Assessor Smogolski offered no report.
- D. Trustee Liaison Committee Reports: No committee reports were presented.

- VI. Bill Paying: Mr. Barr presented the bills in two sets, the first from March 27, 2018 to April 9, 2018 from Alexian Brothers for \$146.22; Trustee Moinuddin moved and Trustee Martinez seconded the motion to approve payment of the bills to Alexian Brothers as presented. Roll call: Ayes: Trustees Martinez, and Moinuddin, and Supervisor McGuire. Abstain: Trustee Benoit. Nays: None. Motion carried and the bills will be paid.

Mr. Barr presented the balance of the bills from March 27, 2018 to April 9, 2018 for review and approval by the Board. Trustee Martinez moved, and Trustee Moinuddin seconded to approve the bills as follows.

a.	Town	\$52,337.49
b.	Senior Center	14,230.46
c.	Welfare Services	19,332.76
d.	Road Maintenance	10,186.31
e.	Mental Health Board	40,480.82
f.	Retirement	0.00
g.	Vehicle	200.00
h.	Capital	<u>4,396.82</u>
	Total All Funds	<u>\$141,164.66</u>

Roll call: Ayes: Trustees Benoit, Martinez, and Moinuddin, and Supervisor McGuire. Nays: None. Motion carried and the bills will be paid.

- VII. Unfinished Business: No unfinished business was discussed.

Minutes of a Meeting of the Hanover Township Board

Tuesday, April 10, 2018

Page 2

VIII. New Business

A. Rescheduled Meeting Minutes of March 27, 2018: Clerk Dolan Baumer presented the rescheduled meeting minutes of March 27, 2018 for review and approval. A motion was made by Trustee Martinez to approve the rescheduled meeting minutes of March 27, 2018 as presented, with a second by Trustee Benoit. Roll call: Ayes: Trustees Benoit, Martinez, and Moinuddin, and Supervisor McGuire. Nays: None. Motion carried.

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

X. Other Business: Administrator Barr noted that the agenda for the next meeting, scheduled for next week, is a very light one and suggested that the Board agree to cancel that meeting. Trustee Benoit moved and Trustee Martinez seconded the motion to cancel the April 18 meeting. Ayes: Trustees Benoit, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Motion carried.

XI. Adjournment: There being no further business to come before this Board, a motion to adjourn at 6:38 p.m. was made by Trustee Benoit and seconded by Trustee Martinez followed by a roll call vote. Ayes: Trustees Benoit, Martinez, and Moinuddin, and Supervisor McGuire. Motion carried and the meeting was adjourned.

Respectfully submitted,



Katy Dolan Baumer

Clerk

Copy: Supervisor, Administrator, Attorney, (4) Trustees, and Assessor
Senior Services, Welfare Services, Y&F Services, Community & Veterans Affairs

RESOLUTION _____

A RESOLUTION APPROVING AMENDMENT NO. 1 TO THE SOFTWARE LICENSE & SERVICE AGREEMENT BETWEEN ECOLANE USA, INC., AND HANOVER TOWNSHIP

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 Amendment No. 1 to the Software License & Service Agreement Between Ecolane USA, Inc., and Hanover Township (the “Amendment”), 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 Amendment 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: REPEALER. All Township Ordinances, Resolutions, and parts thereof in conflict with or inconsistent with any of the provisions of this Resolution are hereby repealed to the extent they are inconsistent with this Resolution.

SECTION SIX: EFFECTIVE DATE. This Resolution shall become effective upon its passage and approval as provided by law.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: May 1, 2018

APPROVED: May 1, 2018

Brian P. McGuire, Township Supervisor

ATTEST:

Katy Dolan Baumer, Township Clerk

CERTIFICATION

I, the undersigned, do hereby certify that I am the Township Clerk of Hanover Township, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Ordinance _____, enacted on May 1, 2018, and approved on May 1, 2018, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk

AMENDMENT NO. 1
to the
Software License & Service Agreement
Between Ecolane USA, Inc.
And
Hanover Township

THIS AMENDMENT NO. 1 (“Amendment”) to the Software License & Services Agreement (“Agreement”) dated May 1, 2013, is effective May 1, 2018, (“Effective Date”) between Ecolane USA, Inc. (“Client”) and Hanover Township.

NOW THEREFORE, the Parties agree to amend the Agreement as follows:

1. Annual license terms, fees, and conditions shall commence on the date below for a period of three (3) full years (the “Renewal Term”). At the end of the Renewal Term, the Agreement will automatically renew for successive one (1) year terms (each an “Additional Renewal Term”), until and unless either Party provides the other Party written notice of non-renewal at least one hundred and twenty (120) days prior to the expiration of the Renewal Term or Additional Renewal Term. The Parties agree to mutually review the annual fees each year of the Renewal Term or Additional Renewal Term to determine the annual fees for the subsequent year. If such review does not take place within six (6) months of the annual renewal date, or if the Parties do not agree to annual fees for the subsequent year, the existing price will remain in effect.
2. All other terms and conditions of the Agreement, as amended herein, shall remain in full force and effect. Capitalized terms used herein and not otherwise defined shall have the meaning given to them in the Agreement.
3. This Amendment may be executed in several counterparts, each of which shall be deemed an original, but all of which counterparts collectively shall constitute one (1) instrument representing this Amendment between the Parties. In the event that any signature is delivered by facsimile transmission or by e-mail delivery of a “.pdf” format data file, such signature shall create a valid and binding obligation of the Party executing (or on whose behalf such signature is executed) with the same force and effect as if such facsimile or “.pdf” signature page were an original thereof.

[Remainder of page is intentionally left blank.]

IN WITNESS WHEREOF, each Party has caused this Software License & Services Agreement to be executed by its authorized representative to be effective as the Effective Date first written above.

Ecolane USA Inc.

Hanover Township

Signature: _____

Signature: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

ECOLANE USA INC.
SOFTWARE LICENSE & SERVICES AGREEMENT

THIS SOFTWARE LICENSE & SERVICES AGREEMENT (this "**Agreement**") is made and entered into as of May, 1, 2013, by and between Ecolane USA Inc., a Delaware corporation ("**Licensor**"), located at 1150 1st Ave, Suite 360, King of Prussia, PA, and Hanover Township, an Illinois township ("**Licensee**") located at 250 S. Route 59, Bartlett, IL, 60103. Licensor and Licensee may be referred to individually as a "**Party**", or together as the "**Parties**".

1. AGREEMENT DEFINITIONS

- 1.1 "**Confidential Information**" means information relating to or disclosed in the course of, or in connection with, this Agreement, which is, or should be reasonably understood to be, confidential or proprietary to a Party, including, but not limited to, information concerning such Party's business, products, services, content, finances, subscribers, source code, tools, protocols, product designs and plans, home addresses, home phone numbers, social security numbers, Licensee's client information, customer lists and other marketing and technical information, the existence of any business discussions, negotiations or agreements between the Parties, the terms of this Agreement, and any other unpublished information.
- 1.2 "**Contractor**" means a non-employee individual or business hired by Licensee to perform on Licensee's behalf certain functions permitted hereunder.
- 1.3 "**Documentation**" means Licensor's User Guides and Training Manuals and any other written materials provided by Licensor for aid in the use and operation of the Licensor Software that Licensor indicates in writing as constituting "Documentation" under this Agreement.
- 1.4 "**Intellectual Property Rights**" means all patents, inventions, trademarks, service marks, copyrights, moral rights, trade secrets, database rights, rights in designs, know-how, confidential information and all or any other intellectual or industrial property rights whether or not registered or capable of registration, and whether subsisting in the United States or any other part of the world, together with all or any goodwill relating to the same.
- 1.5 "**License Date**" has the meaning set forth in Section 3.
- 1.6 "**Licensor Software**" means Licensor's Ecolane DRT software, in object code format, licensed to Licensee hereunder and, in the event Licensee purchases Support Services, all updates and upgrades provided under the Support Services, if any. The "Mobile Module" shall be deemed part of the Licensor Software for all purposes except Section 2.1(a).
- 1.7 "**Mobile Module**" means the portion of Licensor Software that is installed on a mobile unit.
- 1.8 "**Support Services**" means Licensor's support and maintenance services described on Exhibit B.
- 1.9 "**Support Period**" means the time period during which Licensee is subscribing to the Support Services.

2. SOFTWARE LICENSE

- 2.1 **License Grant.** Subject to the terms and conditions hereof, Licensor grants to Licensee a non-exclusive, limited, non-transferable, without right to sublicense, license to: (a) remotely access and use the Licensor Software, which Licensor Software shall be hosted on Licensor's or its designated third party's servers, and use the Documentation, all for Licensee's own internal business uses, and (b) load or install, store and run the Mobile Module on a mobile unit approved and/or supplied by Licensor, for Licensee's own internal business uses. Licensor shall designate the URL and password formats for Licensee's access of the Licensor Software.
- 2.2 **License Restrictions; Licensee Rights and Obligations.**
Licensee shall not:
- a. modify, make derivative works of, reverse engineer, disassemble, decompile, or otherwise attempt to discover the source code for the Licensor Software,
 - b. allow the Licensor Software to be combined with or become incorporated in any other computer programs,

- c. distribute, encumber, sell, rent, lease, sublicense, or otherwise transfer rights to the Licensor Software (except as expressly permitted hereunder),
- d. remove or alter any trademark, logo, copyright or other proprietary notices, legends, symbols or labels in the Licensor Software, or
- e. except as set forth in Section 2.3 or as otherwise may be agreed in writing by Licensor, permit any third party to use the Licensor Software or Documentation or use the Licensor Software or Documentation on behalf of or for the benefit of any third party in any way whatsoever.

2.3 **Copies; Records.** Licensee may make only so many copies of the Mobile Module as are reasonably necessary for operational security and for its permitted use hereunder and/or as otherwise provided in the Licensee's Bid Documents (defined below). Licensee shall supervise and control, and maintain accurate and complete records regarding, the use and location of the Mobile Module Software and Documentation, and the access to the Licensor Software.

2.4 **Limited Use by Contractors.** Licensee may allow its Contractors to exercise the rights granted hereunder on behalf of Licensee and solely for Licensee's benefit, provided that (a) Licensee ensures that such Contractors use the Licensor Software only in accordance with the terms of this Agreement and (b) Contractors are subject to confidentiality obligations substantially similar to Licensee's obligations herein. Licensee shall be fully responsible for any breach of this Agreement caused by Contractors.

3. **DELIVERY ACCESS.** On or before the sixty (60) days following the date hereof, Licensor shall (a) deliver the number of copies of Mobile Module and Documentation either (i) from its server to Licensee's server, all as may be identified on Exhibit A, by electronic means, or (ii) by tangible media, such as compact discs, tapes or disks, which method shall be designated on Exhibit A, and (b) provide access to the Licensor Software. The date of such delivery and access shall be referred to herein as the "License Date". Licensor shall use commercially reasonable efforts to make the Licensor Software available for the hours and days as described in Exhibit A beginning on the License Date. Scheduled maintenance done by Licensor will be done outside Licensee's scheduled hours of availability as identified in Exhibit B.

4. **PROPRIETARY RIGHTS.** Licensor (and/or its affiliates or vendors) retain all right, title and interest in and to the Licensor Software and Documentation, including, without limitation, all Intellectual Property Rights related thereto and all modifications thereof. The Parties acknowledge each other's trademark rights, and except as permitted by Section 15.11, neither Party shall use the other Party's trade name or trademarks in any manner whatsoever absent the other Party's prior written consent. Nothing in this Agreement assigns any rights, title or interest in any Licensor's (and/or its affiliates' or vendors') Intellectual Property Rights to Licensee.

5. SERVICES.

5.1 **Support Services.** Licensor shall provide Support Services commencing on the License Date on the terms and conditions set forth on Exhibit B.

5.2 **Installation Assistance, Training or Other Services.** Licensor will provide Licensee with the installation assistance of Mobile Modules, training and other services, the terms and conditions of such services are identified on Exhibit A and Bid Documents, attached hereto and incorporated herein.

5.3 **Custom Development.** Licensor agrees to perform customized software development work for Licensee that the parties intend for Licensee to own solely to the extent expressly described in a written addendum to this Agreement that fully satisfies the following conditions: (i) the scope and description of the mutually agreed work product is described, and (ii) the addendum includes an express statement that such work product is "intended to be a work made for hire for, and owned by, Licensee". Notwithstanding the foregoing or any content of any such addendum, in no case whatsoever does Licensor assign or otherwise transfer to Licensee any right, title or interest in or to Licensor Software, Documentation or any other preexisting Intellectual Property Rights of Licensor.

6. GENERAL OBLIGATIONS OF LICENSEE

6.1 Licensee shall (a) promptly provide Licensor and its authorized agents with such information and assistance as may be reasonably requested in order to carry out its obligations hereunder, (b)

without charge, provide suitable office accommodation, materials, equipment and support services (including use of telephone and support services) reasonably requested in connection with performance of any services at Licensee's premises ordered by Licensee under Section 5, (c) procure all necessary rights from third parties (including intellectual property licenses in relation to Licensee's computer software) which are from time to time required in order for Licensor to provide services in an authorized and legal manner, and (d) with ten (10) days advance written notice, permit Licensor and its authorized representatives to enter on to Licensee's premises or mobile units where the Mobile Modules or Documentation are located or from where the Licensor Software is accessed or services are provided in order to verify Licensee's compliance with the terms of this Agreement. In connection with this review, Licensor may inspect records directly related to Licensee's performance of this Agreement or use of Licensor Software or Documentation kept by or on behalf of the Licensee and make copies of the same.

7. FEES AND PAYMENT.

- 7.1 **Payment.** Licensee agrees to pay Licensor the fees specified in Exhibit A in accordance with the payment schedules set forth in Exhibit A. The Parties agree to the allocation of the fees and payments to software, service (if any) and hardware (if any) as designated on Exhibit A. Licensee shall pay Licensor's invoices in U.S. dollars to Licensor's address set forth on Exhibit A no later than thirty (30) days following the receipt of a written invoice. Any overdue payments will bear interest in accordance with the Illinois Prompt Payment Act (50 ILCS 505/2 et seq.).
- 7.2 **Taxes.** Licensee shall provide Licensor with a certificate acceptable to the taxing authorities exempting Licensee from payment of, sales, use and/or similar taxes. Notwithstanding the foregoing, in no event shall Licensee be obligated to pay any tax paid or owed on income or net worth of Licensor or paid for Licensor's doing business in any particular locality or jurisdiction.

8. WARRANTIES.

- 8.1 **Licensor Software Warranties.** With respect to the Licensor Software, Licensor warrants that: (a) the tangible media on which the Mobile Module resides, if applicable, shall be free of material defects in workmanship, design and material, (b) neither the Licensor Software nor the Documentation infringes, misappropriates or otherwise violates any U.S. Intellectual Property Rights of any third parties and does not otherwise constitute a wrongful use of any copyright, patent, registered industrial design, trade mark, trade secret or any other right of any third party, (c) the Licensor Software does not contain any computer viruses, Trojan horses, time bombs, cancel bots or other computer programming routines that detrimentally interfere with, surreptitiously intercept or expropriate any system, data or personal information, and (d) Licensor Software will operate substantially in accordance with the Documentation and the Documentation meets the specifications set forth in the bid proposal. The warranties set forth in Section 8.1 ("Software Warranties") shall survive for a period of three hundred sixty five days (365) days following the License Date ("Warranty Period"). In the event of a breach of a Software Warranty reported to Licensor in writing during the Warranty Period, Licensee's sole remedy for such breach shall be to have Licensor use commercially reasonable efforts to promptly correct, replace or provide a work around for such error or failure, at no charge to Licensee. In the event that Licensor is unable to correct, replace, or provide a work around, or in the event it is commercially unreasonable for Licensor to do so, then Licensor shall refund the payments made by Licensee hereunder in accordance with paragraph 10.3. The Software Warranties and remedies apply only to the most recent version of the Licensor Software, and shall not apply to any breach, fault or error that has been caused by Licensee's failure to use the Licensor Software in accordance with the Documentation requirements, any misuse, corruption or abuse of, or modification to, the Licensor Software by Licensee or any use of the Licensor Software with any software or equipment not approved in advance in writing by Licensor. Any use provided for under the Bid Proposal and/or Bid Documents shall be considered to be an approved use.
- 8.2 **Licensor Services Warranties.** Licensor warrants that all services that are performed under this Agreement will be performed in a professional and workmanlike manner by qualified personnel, and Licensor has the required skills and experience to perform such services and such warranties shall survive for thirty days following performance of the services. Licensee's sole remedy for breach of a warranty in Section 8.2 shall be to notify Licensor of any breach within ninety (90) day following performance of the services and have Licensor use commercially reasonable efforts to promptly

correct, replace or provide a work around for such breach, at no charge to Licensee, or in the event that Licensor determines that Licensor is unable to correct, replace, or provide a work around, or in the event it is commercially unreasonable for Licensor to do so, then Licensor shall refund the payments made by Licensee hereunder in accordance with paragraph 10.3.

- 8.3 **Licensor General Warranties.** Licensor represents and warrants that Licensor owns, or has all necessary rights to, the Licensor Software and Documentation, and has all necessary rights and authority to grant the rights granted hereunder to Licensee and to carry out its obligations hereunder.
- 8.4 **Mutual Warranties.** Each Party represents and warrants to the other Party: (a) such Party's execution, delivery and performance of this Agreement have been authorized by all necessary corporate action, do not violate in any material respect the terms of any law, regulation, or court order to which Licensor is subject, do not violate the terms of any material agreement to which Licensor is a party, and are not subject to the consent or approval of any third party, (b) this Agreement is the valid and binding obligation of such Party, enforceable against Licensor in accordance with its terms, (c) such Party is not subject to any pending or, to such Party's knowledge, threatened litigation or governmental action which could interfere with such Party's performance of its obligations hereunder, and (d) such Party has secured or shall secure all material permits, licenses, regulatory approvals and registrations to perform its obligations hereunder.
- 8.5 **Disclaimer of Warranty.** EXCEPT AS SET FORTH IN SECTIONS 8.1 to 8.4, LICENSOR DOES NOT MAKE, AND HEREBY DISCLAIMS, ALL OTHER REPRESENTATIONS OR WARRANTIES, WHETHER EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION, WARRANTIES OF TITLE, MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, ACCURACY, NONINFRINGEMENT OF THIRD PARTIES' RIGHTS, AND SECURE, ERROR-FREE OR UNINTERRUPTED OPERATION.
- 8.6 **Limitation of liability.** EXCEPT FOR BREACHES OF SECTION 9 AND/OR INDEMNITY OBLIGATIONS UNDER SECTIONS 10.1(i) OR 10.4, NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR ANY LOSS OF PROFITS, LOSS OF BUSINESS, LOSS OF USE OR DATA, INTERRUPTION OF BUSINESS, OR FOR INDIRECT, SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY KIND, EVEN IF THE PARTY SHALL HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, OR FOR ANY CLAIM AGAINST THE OTHER BY ANY THIRD PARTY. EXCEPT FOR BREACHES OF SECTION 9 AND/OR INDEMNITY OBLIGATIONS UNDER SECTION 10.1(i), LICENSOR'S LIABILITY TO LICENSEE UNDER THIS AGREEMENT SHALL NOT EXCEED AN AMOUNT EQUAL TO THE AMOUNT ACTUALLY PAID BY LICENSEE TO LICENSOR PURSUANT TO THIS AGREEMENT DURING THE TWELVE MONTH PERIOD PRECEDING THE DATE OF ANY CLAIM. A "CLAIM" IS WHEN ANY OCCURRENCE GIVING RISE TO LICENSOR LIABILITY HEREUNDER IS KNOWN.

Licensee acknowledges and agrees that (i) it is solely responsible for providing and ensuring the proper training of its drivers, owners or operators in the operation of the motor vehicle or motor vehicles (i.e. any automotive machinery utilized for the transport of persons or goods in which Ecolane Products has been incorporated or installed) in conjunction with the use or operation of Licensor Software and Mobile Modules (the "Ecolane Products"), (ii) Licensor shall not be liable to Licensee for any claim or action including costs arising out of the use or misuse of any motor vehicle operated by the Licensee in conjunction with or separate from the use of the Ecolane Products, including any personal injury or property damage claim or action, and Licensee shall hold Licensor harmless from any such claim or action, and (iii) Licensee shall include this paragraph, or the substance thereof, in any third party agreements pursuant to which Ecolane Products are provided to a third party.

Licensee agrees that, to the fullest extent permitted by law, Licensor shall not be liable to Licensee or any third party for any special, indirect or consequential damages of any kind arising directly or indirectly from the use of or inability to use Ecolane Products including any claim for lost revenue, profit, data, privacy, security, interruption or loss of service or use of the products, or any loss of business even if Licensor has been advised of the possibility of such damages.

9. CONFIDENTIALITY.

- 9.1 **Confidentiality Obligations.** Each Party acknowledges that Confidential Information may be disclosed to the other Party during the course of this Agreement. Each Party agrees that, during and following the term of this Agreement, it shall hold in strict confidence the other Party's Confidential Information and will take reasonable steps, at least substantially equivalent to the steps it takes to protect its own proprietary information, to (a) prevent use of the other Party's Confidential Information for any purpose other than to carry out its rights and obligations hereunder, and (b) prevent the disclosure of the other Party's Confidential Information, other than to its employees or Contractors who must have access to such Confidential Information for such Party to exercise its rights and perform its obligations hereunder and who each agree to be bound by agreements with a duty of confidentiality no less protective of confidential information than provided herein.
- 9.2 **Exclusions.** The Parties' obligations set forth in Section 9.1 shall not apply with respect to any portion of the Confidential Information that: (a) was in the public domain at the time it was disclosed to or observed by the receiving Party; (b) entered the public domain through no fault of the receiving Party; (c) is rightfully received by the receiving Party from a third party without a duty of confidentiality; (d) is independently developed by the receiving Party without reference to or incorporation of the other Party's Confidential Information; (e) is disclosed in accordance with the Illinois Freedom of Information Act (5 ILCS 140/1 et seq.), including compliance with any opinion or directive from the Illinois Public Access Counselor or the Illinois Attorney General, or with a decision or order of a court or as otherwise required by law, except that the receiving Party will disclose only such information as is legally required and will use reasonable efforts to obtain confidential treatment for any Confidential Information that is so disclosed and will provide the disclosing Party notice of such possible disclosure prior to disclosure in order to allow an opportunity for the disclosing Party to contest such disclosure; or (f) is disclosed with the other Party's prior written approval.
- 9.3 **Return of Confidential Information.** Each Party agrees to return to the other Party or, at the request and instruction of the disclosing Party, destroy, and certify that it has destroyed, all material embodying Confidential Information (in any form or medium and including, without limitation, all summaries, copies and excerpts of Confidential Information) at any such time as the disclosing Party may so request to the extent permitted by law.

10. INDEMNIFICATION.

- 10.1 **Indemnification by Licensor.** Licensor shall to the extent allowed by state law indemnify, defend and hold harmless Licensee, and its officers, officials, employees, volunteers, and agents, from and against any and all claims made or threatened by any third party and all related losses, expenses, damages, costs and liabilities, including reasonable attorneys' fees and expenses incurred in investigation or defense ("Damages"), to the extent such Damages arise out of or relate to (i) a third-party claim that the Licensor Software, Documentation or services provided by Licensor hereunder, or Licensee's use of the same in accordance with this Agreement, infringe, misappropriate, or otherwise violate any third party's U.S. Intellectual Property Rights and/or otherwise constitutes a wrongful use of any copyright, patent, registered industrial design, trade mark, trade secret or any other right of any third party; and/or (ii) Licensor's breach of its obligations assumed under this Agreement. Licensor's indemnity obligation shall not extend to claims based on an unauthorized modification, combination or use of the Licensor Software by Licensee.
- 10.2 **Notification of 3rd Party Claims.** Licensor will promptly notify Licensee of any threat, warning, claim or action against Licensor or suppliers, that could have an adverse impact on Licensee's use of the Licensor Software.
- 10.3 **Remedies.** If Licensor informs Licensee or Licensee determines that it must discontinue use of the Licensor Software, the Documentation, or any service furnished under this Agreement because of an existing or anticipated claim, or adjudication, that the Licensor Software, Documentation, or service infringes, misappropriates or otherwise violates any intellectual property right of a third party, Licensor, at its own expense and in its reasonable discretion, shall either: (a) secure for Licensee the right to continue using the Licensor Software, Documentation, or service; (b) replace or modify the Licensor Software, Documentation, or service to make it non-infringing; provided, however, that such modification or replacement shall not degrade the operation or performance of the Licensor Software, Documentation, or service; or if Licensor determines (a) or (b) to be commercially unreasonable, then (c) refund to Licensee any unamortized portions of the fees paid

by Licensee, based on a straight line amortization over the initial term of this Agreement (i.e., five years).

- 10.4 **Indemnification by Licensee.** Licensee shall indemnify, defend and hold harmless Licensor, and their officers, directors, employees, and agents ("Indemnified Parties") from and against any and all claims made by any third party and all Damages, to the extent such Damages arise out of or relate to (a) Licensee's breach of the obligations assumed under this Agreement, or (b) an infringement or related claim that unauthorized modification, combination or use of the Licensor Software made by Licensee.
- 10.5 **Defense and Settlement.** A Party seeking indemnity ("Indemnified Party") shall provide the other Party ("Indemnifying Party") prompt notice of any such claim made against it for which it is entitled to indemnity hereunder. Each party shall cooperate with the other party and in the defense of any such claim, suit or proceeding, including appeals, negotiations and any settlement or compromise thereof, provided that Indemnifying Party shall control the defense, negotiations and settlement or compromise thereof and shall keep the Indemnified Party informed of the proceedings and review and consider input from the Indemnified Party; provided, that Indemnified Party shall be given the right to consent to the terms of any settlement or compromise with respect to such matter, and such approval shall not be unreasonably withheld by Indemnified Party.
11. **EXPORT CONTROL.** The Parties agree that Licensee shall not, and shall not permit, use of the Licensor Software and Documentation outside of the United States and Canada. To the extent Licensee seeks to use Licensor Software and Documentation outside of the United States and Canada, Licensee shall be solely responsible for full compliance with all export and import laws and restrictions and regulations of any United States or foreign agency or authority, and shall obtain and bear all expenses relating to any necessary licenses and/or exemptions with respect to the same.
12. **NOTICES.** Any notice, approval, request, authorization, direction or other communication under this Agreement will be given in English in writing and will be deemed to have been delivered and given for all purposes (i) on the delivery date if delivered by confirmed facsimile; (ii) on the delivery date if delivered personally to the party to whom the same is directed; (iii) one business day after deposit with a commercial overnight carrier, with written verification of receipt; or (iv) five business days after the mailing date, if sent by U.S. mail, return receipt requested, postage and charges prepaid, or any other means of rapid mail delivery for which a receipt is available. Licensor's and Licensee's Addresses for receipt of notices are provided on Exhibit A.
13. **TERM AND TERMINATION.**
- 13.1 **Term.** Unless terminated earlier in accordance with Section 14.2, this Agreement shall remain in effect for the applicable term or terms set forth on Exhibit A, as the term or terms may vary for the license to the Licensed Software and Documentation and the Support Services or other services. The term of the agreement will commence upon contract signing and will continue for a period of 5 years after License Date.
- 13.2 **Termination; Effect of Termination.** A Party may terminate this Agreement prior to the expiration of an applicable term as follows: (a) if the other Party breaches a material obligation under this Agreement, and fails to cure such breach within thirty (30) days from the date it receives from the non-breaching Party a written notice of the breach and a demand for cure, (b) immediately by written notice if the other Party (i) materially breaches Section 9, or (ii) files a petition in bankruptcy, makes a general assignment for the benefit of its creditors, has a receiver appointed or applied for it, or winds up or liquidates. Upon termination attributable to a material breach by Licensee that is not cured within the cure period, Licensee shall return the Licensor Software and Documentation to Licensor, and pay all accrued but unpaid fees and expenses, provided, this shall in no way limit any legal or equitable remedies that Licensor may be entitled to. Any fees paid by Licensee for services not performed by Licensor as of the termination date will be refunded, within 90 days following termination.
14. **SURVIVAL.** Sections 1, 2.2, 4, 8.5, 8.6, 9, 10, 12, 13, 14 and 15 shall survive termination of this Agreement for any reason.
15. **GENERAL**

- 15.1 **Entire Agreement.** This Agreement (including the Exhibits) together with the Hanover Township Dispatch Software Senior Services, Transportation Division Bid Documents dated January 23, 2013 ("Bid Documents") and Licensor's bid proposal dated February 2013 ("Bid Proposal") which Bid Documents and Bid Proposal are incorporated herein by this reference constitute the entire agreement between the Parties concerning the subject matter hereof and supersedes all prior and contemporaneous proposals, agreements and communications, whether oral or written, between the parties relating to the subject matter hereof, and all past courses of dealing or industry custom. This Agreement may be amended only by a writing signed by the duly authorized representatives of both Parties. To the extent of any conflict or inconsistency between the body of this Agreement and Exhibits, on one hand, and the Bid Documents on the other hand, the Agreement and Exhibits shall prevail.
- 15.2 **Independent Contractors.** In performing this Agreement, the Parties are independent contractors, and nothing contained in this Agreement shall be construed or implied to create an agency, partnership or employer and employee relationship between the Parties. Except as expressly set forth in this Agreement, at no time shall either Party make commitments or incur any charges or expenses for, or in the name of, the other Party.
- 15.3 **Assignment.** Neither Party may assign this Agreement or any right, interest or benefit under this Agreement without the prior written consent of the other Party, such consent not to be unreasonably withheld; provided that in the event of a change in control of a Party, except for a change of control of Licensee to a direct or indirect competitor of Licensor, either Party shall have the right to assign this Agreement to a successor who acquired substantially all of the assets or equity of such Party. Subject to the foregoing, this Agreement will be fully binding upon, inure to the benefit of and be enforceable by the Parties hereto and their respective successors and permitted assigns. Notwithstanding the foregoing, Licensor may subcontract the performance of any or all of its obligations under this Agreement, provided it remains directly liable to Licensee.
- 15.4 **No Third Party Beneficiaries.** The Parties acknowledge that the covenants set forth in this Agreement are intended solely for the benefit of the Parties, their successors and permitted assigns. Nothing in this Agreement, whether express or implied, shall confer upon any person or entity, other than the Parties, their successors and permitted assigns, any legal or equitable right whatsoever to enforce any provision of this Agreement.
- 15.5 **Severability/Waiver.** If any provision in this Agreement should be held illegal or unenforceable by a court having jurisdiction, such provision shall be modified to the extent necessary to render it enforceable without losing its intent, or severed from this Agreement if no such modification is possible, and other provisions of this Agreement shall remain in full force and effect. A waiver by either Party of any term or condition of this Agreement or any breach thereof, in any one instance, shall not waive such term or condition or any subsequent breach thereof.
- 15.6 **Dispute Resolution.** In the event any controversy or claim arises in connection with any provision of this Agreement, or in connection with the rights or obligations of the Parties to this Agreement, the Parties shall try to settle their differences amicably between themselves by referring the disputed matter to the appropriate executives at the Director level or higher for discussion and resolution. Either Party may initiate such informal dispute resolution by sending written notice of the dispute to the other Party, and as soon as possible but no later than fifteen (15) days after such notice such representatives of the Parties shall meet for attempted resolution by good faith negotiations. If such representatives are unable to resolve such dispute within thirty (30) days of initiating such negotiations, either Party may seek the remedies available to such Party under law and/or equity.
- 15.7 **Governing Law.** This Agreement shall be governed by and interpreted in accordance with the laws of the State of Illinois, without regard to its conflicts of law principles or to the United Nations Convention on Contracts for the International Sale of Goods. For purposes of all claims brought under this Agreement, each Party hereby irrevocably submits to the exclusive jurisdiction of the Circuit of Cook County, Illinois, or if pursuant to the jurisdiction of a federal court, then the United States District Court of the Northern District Court of Illinois. Notwithstanding anything to the contrary set forth in this Agreement, the Parties agree that any threatened or actual violation of Sections 2, 4 or 10, will cause irreparable harm and injury to the Licensor and Licensor shall be entitled, in addition to any other rights and remedies it may have at law or in equity, to an injunction

enjoining and restraining Licensee from doing or continuing to do any such act and any other violations or threatened violations of this Agreement, and for purposes of such injunction, each Party hereby irrevocably submits to the exclusive jurisdiction and proper venue of the state and federal courts located in State of Illinois.

- 15.8 **Force Majeure.** Neither Party will be liable for, or be considered to be in breach of or default under this Agreement on account of, any delay or failure to perform as required by this Agreement as a result of circumstances beyond the reasonable control of such Party including acts of God, acts of any governmental or supra-national authority, war or national emergency, riots, civil commotion, fire, explosion, flood, epidemic, lock-outs (whether or not by that Party), strikes and other industrial disputes (in each case, whether or not relating to that Party's workforce), restraints or delays affecting shipping or carriers, inability or delay in obtaining supplies of adequate or suitable materials and currency restrictions.
- 15.9 **Headings; Interpretation.** The headings in this Agreement are inserted merely for the purpose of convenience and shall not affect the meaning or interpretation of the Agreement. The expression "person" means any individual, entity, partnership, association, governmental body or the like. The words "include", "includes", "including" and "included" will be construed without limitation. This Agreement shall be construed fairly according to its terms, without regard to the identity of the drafter of any provision in the Agreement.
- 15.10 **Counterparts; Facsimile.** This Agreement may be executed in counterparts, each of which shall be deemed to be an original and all of which when taken together shall constitute one agreement. Facsimile signatures shall be deemed original signatures.
- 15.11 **Publicity.** Licensor shall have the right to use Licensee's name in customer lists that identify a substantial number of Licensor's customers, and Licensor shall provide a copy of any such listing to Licensee to the extent distributed to any third parties.

[Remainder of page intentionally left blank]

Ecolane USA, Inc.

IN WITNESS WHEREOF, each Party has caused this Software License & Services Agreement to be executed by its authorized representative to be effective as of the date hereof.

Ecolane USA Inc.

Hanover Township

Signature: [Handwritten Signature]

Signature: [Handwritten Signature]

Printed Name: STEVEN J. ROSS

Printed Name: BRIAN P. MCGUIRE

Title: CEO

Title: SUPERVISOR

Date: 06/10/13

Date: 05/21/13

[Remainder of page intentionally left blank]

EXHIBIT A
License Terms

This Exhibit A is made part of and incorporated in that certain Software License & Services Agreement ("**Agreement**"), dated May 1, 2013, by and between Ecolane USA Inc., a Delaware corporation ("**Licensee**" or "**Ecolane**"), and Hanover Township ("**Licensee**" or "**Customer**").

A. Pricing/Payment

Please see attachment entitled, Pricing Final.pdf

B. Term of License; Term of Support

The term of the Software License shall be from the License Date through __5__ full years of use.

The terms of the Support Services shall be from the License Date through __5__ full years of use.

C. Installation Assistance and Training Services

D. Delivery & Access Terms:

Delivery of the System. Licensor commits to delivery of the Licensor Software in the timeframe set forth in Section 2.4 and it shall be deemed fully delivered when the Licensor Software conforms to the Documentation, Bid Documents and Bid Proposal in all material respects; provided, if there are issues preventing Licensor Software from conforming to the Documentation in all material respects, Licensor will seek to remedy the issues as soon as commercially practicable and provided, further, if Licensee uses the Licensor Software for 14 days in a live environment, then any such issues shall be deemed waived unless Licensee provides Licensor notice of any non-conformity with the Documents, Bid Documents, and/or Bid Proposal within said 14 day period. Nothing herein shall waive or otherwise modify Licensor's warranty obligations under the Software License & Services Agreement.

System Access. Standard hours of Licensee operations are from 8:30 AM to 5:00 PM, Monday through Saturday, Central time zone. The Licensor Software is expected to be available for use from one hour before to one hour after the standard hours; provided Mobile Modules are expressly excluded from the Licensor Software downtime counting, meaning that any downtime experienced by a Mobile Modules is not counted as system downtime. The downtime means a "Critical" level problem as defined in the Support Services.

E. Addresses for Notices:

For Ecolane ("Licensor"):

Ecolane USA Inc.

1150 1st Ave, Suite 360, King of Prussia, PA 19406

Licensor has right to change the address for notifications by notifying Licensee by the means set up in Section 12 of this contract.

For Hanover Township ("Licensee"):

Hanover Township

250 S. Route 59

Bartlett, Illinois, 60103

Attention:

James Barr, Township Administrator

F. Training: Licensor shall provide the training as provided in the Bid Documents, the price of which is included in the pricing included in the Bid Proposal.

Hanover Township - Dispatch Software- Bid Proposal Form

ITEM/DESCRIPTION	YEAR 1	VENDOR COMMENTS
<i>Software Costs (Itemized)</i>		
Ecolane DRT Software System - Includes Ad-Hoc reports	\$14,760	
Ecolane MDT Software for Android platform	\$11,960	
Pre-Trip Inspection Software	\$4,995	
<i>Hardware Costs (Itemized)</i>		
Samsung Galaxy II 7" Tablets for Verizon	\$2,624	Not Included in Total, If purchased through Ecolane and not Cellular provider
Monthly Verizon Data plan - 2GB*	\$304	Not Included in Total, If purchased through Ecolane and not Cellular provider
Ecolane mounting hardware	\$800	Not Included in Total, If purchased through Ecolane
<i>Direct On-Site Costs (Itemized)</i>		
Other: Travel (Two on-site trips)	\$5,400	
Installation of Ecolane DRT System and MDT's	\$9,900	
<i>Data Acquisition/Conversion (Itemized)</i>		
		Included in Installation of Ecolane DRT System
<i>Related Third-Party Costs (Itemized)</i>		
		No Third-Party Costs are considered necessary for this bid
<i>Web-Hosting Costs (Itemized)</i>		
Hosting		Included in 1st year
<i>Technical Support Costs (Itemized)</i>		
First Year Support		Included
<i>Training Costs (Itemized)</i>		
Training/Go Live Support	\$12,870	
<i>Sub-Total Costs</i>	<i>\$59,885</i>	

Hanover Township - Dispatch Software- Bid Proposal Form

<i>Maintenance Fees (Itemized)</i>		Included in 1st year
<i>Total Proposed Solution Cost</i>		
	\$59,885	
Total Base Bid:	\$59,885	

Hanover Township - Dispatch Software- Bid Proposal Form

ITEM/DESCRIPTION		VENDOR COMMENTS
Alternate No One: technical support and maintenance for year 2:	\$7,929	Includes Upgrades
Alternate No. Two: technical support and maintenance for year 3:	\$7,929	Includes Upgrades
Alternate No. Three: technical support and maintenance for year 4:	\$7,929	Includes Upgrades
Alternate No. Four: technical support and maintenance for year 5:	\$7,929	Includes Upgrades

Please see Ecolane DRT Bid Proposal sheets following this for optional items and a more detailed breakdown of prices

Ecolane DRT Bid Proposal - Hanover Township, IL



Number of Vehicles 8

1. Ecolane DRT system	
Ecolane DRT Software System - Includes Ad-Hoc reports	\$ 14,760
Includes map data for service area - 1 county	
2. Ecolane Touch Screen MDT Software	
Ecolane MDT Software for Android platform	\$ 11,960
Pre-Trip Inspection Software	\$ 4,995
3. Installation/Implementation/Training/Go Live	
Installation of Ecolane DRT System and MDT's	\$ 9,900
Training/Go Live Support	\$ 12,870
Other: Travel (Two on-site trips)	\$ 5,400
4. Maintenance and Support and System Hosting	
Hosting	Included
First year Support	Included
Annual Map License (maximum 1 county)	Included in maintenance
Annual Maintenance (Years 2-5, per year) Software	\$ 7,929
Cost for upgrades	Included in maintenance
5. Hardware Purchase	
Samsung Galaxy II 7" Tablets for Verizon	\$ 2,624
Monthly Verizon Data plan - 2GB*	\$ 304
Ecolane mounting hardware	\$ 800
1 year standard manufacturers hardware warranty	
PURCHASE TOTAL COST	
DRT Licenses and MDT Software Licenses (Item 1 + Item 2)	\$ 31,715
Services (Item 3)	\$ 28,170
Total System Purchase Costs	\$ 59,885
Annual Costs Yrs. 2-5	\$ 7,929

Implementation/Training assumes 8 hours per day on-site excluding weekends and holidays.

Prices are in US dollars. All applicable sales/use taxes are additional and payment of such is the sole responsibility of the purchaser.

Customer may purchase Android tablets and airtime for Tablets through cellular provider. Prices for Tablets range from \$0 to \$499 depending on carrier. Ecolane DOES NOT SUPPORT AT&T as a cellular platform. Please coordinate your cellular provider with Ecolane prior to ordering hardware. Customer responsible for Google Earth (see:earth.google.com)

*Data plan does not include web browsing, etc. The 2GB data plan is more than sufficient for the Ecolane DRT software and navigation. Agency is responsible for any overages.

Pricing is valid for 60 days

Pricing terms: 50% due at contract signing; 40% due at set-up of hosted system solution; 10% due upon acceptance

OPTION B - LEASE FINANCING OPTION - 4 YEARS TURN-KEY	
Four year financing, turn-key price for Ecolane DRT includes software & MDT licenses, services, travel, annual maintenance, maps. Monthly payment for first 48 months. Note! Maintenance for years 2-4 is included in monthly payments. First 3 payments of lease due at contract signing. Additional pricing beyond year 4 is available upon request. Customer is responsible for full 4 year term of the lease agreement. Lease agreement can be converted to a purchase upon request of Ecolane based on the remaining lease term.	\$ 2,546

Signed
Name
Title
Date


Rex A. Clark III
Vice President of Sales
5/6/2013

Ecolane Optional Items** - Hanover Township, IL



1. Ecolane DRT system	
Additional Ecolane DRT User Licenses (per user)*	\$ 750
Additional Vehicles*	\$ 1,845
2. Ecolane Touch Screen MDT Software	
Additional Ecolane MDT Software for Android platform*	\$ 1,495
3. Installation/Implementation/Training/Go Live	
Additional Training Cost Per Hour	\$ 150
	Notes to the above
	4 hour minimum for off-site, on-site 8 hour minimum + travel cost
Other: Travel (One on-site trips) - per trip	\$ 2,700
4. Maintenance and Support and System Hosting	
Annual Map License (maximum 1 county)	Included with maintenance
Cost for upgrades	Included with maintenance
5. Miscellaneous Options for Purchase	
Advanced Reporting System	\$ 4,995
Custom reports - per day/per report	\$ 1,200
Extra week of Go Live Support (includes travel)	\$ 8,700
SMS Text Messages***	\$ 12,995
EcoWeb Self Service Web Requests	\$ 12,995
Feedback System	\$ 6,995
Customizations	\$150/hr
Hardware extended warranty year 2 per unit	\$ 150
Hardware extended warranty year 3 per unit	\$ 200
Total coverage warranty includes damage, lost or stolen per unit per month	\$ 10
Additional counties (map data and conversion) per county	\$ 990

Implementation/Training assumes 8 hours per day on-site excluding weekends and holidays.

Prices are in US dollars. All applicable sales/use taxes are additional and payment of such is the sole responsibility of the purchaser.

Customer may purchase Android tablets and airtime for Tablets through cellular provider. Prices for Tablets range from \$0 to \$499 depending on carrier. Ecolane DOES NOT SUPPORT AT&T as a cellular platform. Please coordinate your cellular provider with Ecolane prior to ordering hardware.

* plus 25% annual hosting, support and maintenance

** All Optional items include 25% annual hosting, support & fees due 1 year from implementation

*** SMS Text messaging also includes text messaging costs of \$1500 per every 10,000 text messages

Pricing is valid for 60 days

Pricing terms: 50% due at contract signing; 40% due at set-up of hosted system solution; 10% due upon acceptance

EXHIBIT B

SUPPORT SERVICES/SERVICE LEVEL AGREEMENT

This Exhibit B is made part of and incorporated in that certain Software License & Services Agreement (“**Agreement**”), dated May 1, 2013, by and between Ecolane USA Inc., a Delaware corporation (“**Licensor**” or “**Ecolane**”), and _Hanover Township_ (“**Licensee**” or “**Customer**”).

Overview

Ecolane’s Support Services are set forth in this Service Level Agreement. During the term of this Agreement, Ecolane will provide the following support services if the Licensor Software does not operate substantially in accordance with the Documentation. The Documentation meets the specifications set forth in the bid proposal. Support will be handled via phone, email, and the internet when Ecolane support personnel are not at the customer site. The infrastructure for this plan is a request tracking system used to facilitate the process of tracking and resolving customer needs and issues. Every service request is logged into the system and is accessible by Ecolane support representatives.

Assignment of Service Request Severity

When a customer has opened a service request and reaches customer support, the Ecolane associate will assess the severity of the request based on the customer's description of the issue. The severity of the service request will be recorded at support.ecolane.com.

Table 1 below describes the definitions used in identifying and assigning a severity to the customer's reported issue.

Severity	Criteria
Critical	<ul style="list-style-type: none"> Customer's production system is down Ecolane product is unusable resulting in total disruption of work or other critical business impact. No workaround is available
High	<ul style="list-style-type: none"> Major feature/function failure Operations are severely restricted A workaround is available
Medium	<ul style="list-style-type: none"> Minor feature/function failure Product does not operate as designed, minor impact on usage, acceptable workaround deployed
Low	<ul style="list-style-type: none"> Minor issue Documentation, general information, enhancement request, etc.

Response and Resolution Targets

Ecolane Customer Support response and resolution targets are described below:

Response: When Ecolane Customer Support receives a support request, a support engineer will provide feedback to the customer that the request has been logged and assigned to the appropriate resource. The exact response (described below) will vary depending on the support method used by the customer, and the response time will commence as soon as the support request is received and Ecolane has a clear understanding, the ability to reproduce or identify from the system log the issue at hand (support request)

Web: Ecolane will assign a status and severity, and update the service request to let the customer know the request has been received. A Service Request ID # will be assigned immediately when the support request is submitted from the Web.

E-Mail: An automated e-mail reply will be sent immediately after receiving the e-mail request. Ecolane will reply to the e-mail with a Service Request ID # and a time frame when to expect a response or contain a request for additional information.

Phone: Ecolane will answer the call or respond to a call that has gone to voice mail, document product specific information in the service request, provide the customer with a Service Request ID # and begin support activities. Including a roll back to an earlier version if possible and it is likely to solve the issue. Ecolane staff will be available for contact between 8 AM and 5 PM EST.

Resolution: An answer, fix or a satisfactory workaround to the support request

Solution: The long-term resolution to the support request, issue or question.

Severity	Target Response	Target Resolution	Solution (1 or more of the following)
Critical	1 Business Hours	Within 4 hours from actual response	<ul style="list-style-type: none"> Satisfactory workaround is provided Product patch is provided. Fix incorporated into future release. Fix or workaround incorporated into Solution Library.
High	8 Business Hours	Within 36 hours from actual response	<ul style="list-style-type: none"> Satisfactory workaround is provided Product patch is provided. Fix incorporated into future release. Fix or workaround incorporated into Solution Library.
Medium	24 Business Hours	Within 15 Business Days	<ul style="list-style-type: none"> Answer to question is provided. Satisfactory workaround is provided. Fix or workaround incorporated into Solution Library. Fix incorporated into future release.
Low	72 Business Hours	Within 30 Business Days	<ul style="list-style-type: none"> Answer to question is provided through FAQ, Knowledge Base, or through trained customer subject matter experts (SME) Fix or workaround incorporated into Solution Library.

Assignment of Service Request Status

When a customer contacts Ecolane Customer Support and requests help to resolve a question or an issue, a service request is opened. The following table describes the possible status that may be assigned to a service request.

Status	Criteria
Open	A service request has just been submitted. It may be assigned to an individual or a queue. Ecolane has not responded yet to customer.
Responded	Ecolane has responded to the customer regarding the receipt of the service request and is actively pursuing a resolution.
On Hold	Ecolane is not actively working on the resolution of the service request. Generally, this is due to information pending from the submitter of the service request. However, service requests may be put on hold for other reasons as well.
More Info Required	Ecolane is waiting for more information to be able to clearly understand, have the ability to reproduce or identify from the system log the issue at hand.
Closed	<p>Closed status reflect that:</p> <ul style="list-style-type: none"> • The customer and the Ecolane agree that a satisfactory resolution has been provided, or • The customer understands that there is not a solution to the issue at hand, and the issue is not a result of a product defect, or • Ecolane has made multiple attempts to contact the customer that opened the log and the customer has not responded. <p>Electronic service requests (Web, e-mail) may be closed when Ecolane Professional Services has provided an electronic reply with a high degree of confidence that the reply will resolve the issue or answer the question.</p>

Networking, hardware and installed software at the site are the sole responsibility of the customer and are not covered in Support Services. Customer misuse or unauthorized use of Licensor Software or Mobile Modules also is not covered in Support Services.

Support Services also include product upgrades, new releases, patches, etc. when issued by Ecolane throughout the five (5) year maintenance period.

RESOLUTION _____

A RESOLUTION APPROVING THE AMENDMENT TO THE AGREEMENT BETWEEN HANOVER TOWNSHIP AND ALEXIAN BROTHERS BEHAVIORIAL 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 Amendment to the Professional Services Agreement between Alexian Brothers Behavioral Health Hospital and Hanover Township for outpatient medical evaluations and prescription medication management services (the “Amendment”), 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: REPEALER. All Township Ordinances, Resolutions, and parts thereof in conflict with or inconsistent with any of the provisions of this Resolution are hereby repealed to the extent they are inconsistent with this Resolution.

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: May 1, 2018

APPROVED: May 1, 2018

Brian P. McGuire, Township Supervisor

ATTEST:

Katy Dolan Baumer, Township Clerk

CERTIFICATION

I, the undersigned, do hereby certify that I am the Township Clerk of Hanover Township, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Ordinance _____, enacted on May 1, 2018, and approved on May 1, 2018, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk

**AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT
(Psychiatric Services)**

THIS AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT ("Amendment") is dated as of the 4th day of April, 2018, and is entered into by and between Alexian Brothers Behavioral Health Hospital ("Independent Contractor"), and Hanover Township (the "Township") and shall be effective as of the last signature date below ("Effective Date").

RECITALS

WHEREAS, Independent Contractor and the Township entered into a certain Professional Services Agreement effective as of November 1, 2016 (the "Agreement") for Independent Contractor to provide certain behavioral healthcare services to the clients of Township's Youth and Family Services Department; and

WHEREAS, Independent Contractor and the Township desire to amend the Agreement to incorporate a revised Schedule A, which sets forth the behavioral healthcare services to be provided by Independent Contractor and rates the Township shall pay Independent Contractor for such services.

Now therefore, in consideration of the mutual promises and covenants herein and other good and valuable consideration, the parties agree as follows:

1. Effective as of the Effective Date, Schedule A to the Agreement shall be deleted and replaced with the attached Schedule A which shall be incorporated into the Agreement and made a part thereof.
2. All other provisions of the Agreement shall remain unchanged and shall remain in full force and effect.
3. This Amendment may be executed in two (2) or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument. Any signed counterpart delivered by facsimile or electronic mail transmission is intended by the parties to have, and shall have, for all purposes the same force and effect as an original signed counterpart.

IN WITNESS WHEREOF, the parties have caused this Amendment to the Professional Services Agreement to be executed by their duly authorized officers hereto setting their hands as of the dates below.

Independent Contractor:	Township:
Alexian Brothers Behavioral Health Hospital	Hanover Township
Signed:	Signed:
Print Name:	Print Name:
Date:	Date:

Township:
Attest
Signed:
Print Name:
Date:

Schedule A

Psychiatric Service	Cost
DIAGNOSTIC INTERVIEW EXAMINATION	\$305.00
Medication management as billed as the following CPT Codes:	
99213: OFFICE VISIT OTHER OUTPATIENT - 15 MINUTES	\$165.00
99214: OFFICE VISIT OTHER OUTPATIENT - 25 MINUTES	\$240.00
99215: OFFICE VISIT OTHER OUTPATIENT - 40 MINUTES	\$320.00

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.

PROFESSIONAL SERVICES AGREEMENT
Psychiatric Services

This Professional Services Agreement ("Agreement") is made and entered into as of October ____, 2016, by and between Hanover Township (the "Township") and Alexian Brothers Behavioral Health Hospital, 1786 Moon Lake Boulevard, Hoffman Estates, Illinois, 60169 (the "Independent Contractor") (collectively, the "Parties").

RECITALS

WHEREAS, the Township provides youth service programs through its Youth and Family Services Department ("HTYFS"), pursuant to Article 215 of the Township Code (60 ILCS 1/215-5 and 215-10); and

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 outpatient medication evaluation and on-going management of medications for certain HTYFS clients as herein provided;

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 HTYFS clients referred by HTYFS. 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 HTYFS client has the option of selecting any doctor he or she may choose, but if referred to Independent Contractor and the HTYFS 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 HTYFS pursuant to this Agreement. 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 HTYFS and the collections there from shall be the exclusive property of the Hanover Township. 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 November 1, 2016 through March 31, 2017, 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 HTYFS 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 HTYFS client elects to use Independent Contractor's services for the purposes herein provided, and so advises his or her HTYFS therapist of that decision, the HTYFS 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 HTYFS. 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 HTYFS 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 HTYFS 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 HTYFS cannot be reached, but will contact HTYFS the first business day following the admission.

7. Emergency Evaluation/Backup Procedures:

A. When an emergency evaluation is being requested, the HTYFS 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 Hoffman Estates.

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

8. Documentation:

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

B. Independent Contractor shall provide written documentation to HTYFS 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 HTYFS 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. HTYFS Referred Patients will not be obligated to pay Independent Contractor at the time of service.

B. Independent Contractor shall furnish a statement including diagnosis to the Referred Patient. Independent Contractor will bill HTYFS directly for all Services rendered.

C. HTYFS will make payment to Independent Contractor as appears 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.*).

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

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

F. 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 Youth and Family Services
250 South Route 59
Bartlett, Illinois, 60103
Attention: John Parquette, 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:

Alexian Brothers Behavioral Health Hospital
1786 Moon Lake Boulevard - Suite 200
Hoffman Estates, Illinois, 60169
Attention: Christopher R. Novak, Director
Fax: (847) 843 – 7393

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 "HTYFS" and the "Township" are used interchangeably, but said HTYFS is the Township department with which Independent Contractor will have direct contact. The Parties understand and agree that all employees of the HTYFS department are employees of the Township. All of the obligations of the Township and/or HTYFS 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 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.

Hanover Township

By: Brian P. McGuire
Brian P. McGuire, Township Supervisor

Alexian Brothers Behavioral
Health Hospital
Clay Chia
Clay Chia, President and CEO
Chia

Attest:

Katy Dolan Baumer
Katy Dolan Baumer, Township Clerk

SCHEDULE A

<u>Psychiatric Service</u>	<u>Cost</u>
Initial Evaluation with Independent Contractor's Psychiatrist	\$300.00
Follow up Visit with Independent Contractor's Psychiatrist (Patients under the Age of 18)	\$235.00
Follow up Visit with Independent Contractor's Psychiatrist (Patients 18 years or older)	\$160.00

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

Resolution #1220162

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 evaluations and prescription medication management services at, 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: Supervisor McGuire, and Trustees Benoit, Caramelli, Essick, and Moinuddin

AYES: 5

NAYS: 0

ABSENT: 0

PASSED: December 20, 2016

APPROVED: December 20, 2016



Brian P. McGuire, Township Supervisor

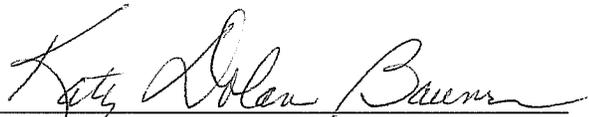
ATTEST:



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 1220162, enacted on December 20, 2016, and approved on December 20, 2016, as the same appears from the official records of Hanover Township.



Katy Dolan Baumer, Township Clerk

RESOLUTION NO. _____

A RESOLUTION TO ADOPT AN ACTIVE THREAT POLICY

WHEREAS, Active shooter and other active threat incidents are spontaneous and unpredictable, and Hanover Township (the “Township”) is unable to protect against the criminal acts of others; and

WHEREAS, the Supervisor and Board of Trustees of the Township (the “Board”) desire to provide guidance and best practices to residents, employees, volunteers, and visitors with regard to active threat preparedness, response, and recovery; and

WHEREAS, the Board deems it appropriate to adopt the “Active Threat Policy,” a copy of which is attached hereto and incorporated herein; and

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

SECTION ONE: INCORPORATION OF RECITALS. The recitals are hereby incorporated into the body of this Resolution as though fully set forth herein.

SECTION TWO: ADOPTION. The Active Threat Policy is hereby adopted, as provided herein.

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 FIVE: REPEALER. All Township Ordinances, Resolutions, and parts thereof in conflict with or inconsistent with any of the provisions of this Resolution are hereby repealed to the extent they are inconsistent with this Resolution.

SECTION SIX: EFFECTIVE DATE. This Ordinance shall become effective

upon its passage and approval as provided by law.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: May 1, 2018

APPROVED: May 1, 2018

Brian P. McGuire, Township Supervisor

ATTEST:

Katy Dolan Baumer, Township Clerk

CERTIFICATION

I, the undersigned, do hereby certify that I am the Township Clerk of Hanover Township, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Ordinance _____, enacted on May 1, 2018, and approved on May 1, 2018, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk



ACTIVE THREAT POLICY

I. INTRODUCTION AND PURPOSE

Active threat incidents are spontaneous and unpredictable. When they do occur, they evolve quickly and are typically over within less than fifteen (15) minutes. Accordingly, individuals should be prepared both mentally and physically to respond to an active threat situation prior to the arrival of law enforcement. While Hanover Township (the "Township") is unable to protect against the criminal acts of others, this Active Threat Policy (the "Policy") is intended to provide guidance and best practices to residents, employees, volunteers, and visitors in the event of an active threat incident at or near a Township Facility.

II. DEFINITIONS

For purposes of this Policy, the following terms shall have the meaning set forth in this section.

"Active Threat" shall mean a person or persons who appear to be attempting to kill or cause serious bodily harm to other persons through the use of weapons, such as firearms, cutting weapons, explosives, motorized vehicles, or any other device used with intent to inflict grave bodily harm.

"Township Administrator" shall mean the Administrator of Hanover Township, or his or her duly designated representative(s).

"Township Facility" shall mean any building and its grounds, or any part thereof, located within the jurisdiction of and owned, administered, leased, or licensed by, or otherwise in the possession or under the control of the Township, and which is not located within and a part of the Township's Reserves, including, but not limited to, the following:

- A. Town Hall**
250 S. Route 59
Bartlett, IL 60103
- B. Senior Center**
240 S. Route 59
Bartlett, IL 60103
- C. Astor Avenue Community Center**
7431 Astor Avenue
Hanover Park, IL 60133
- D. Izaak Walton Center**
899 Jay Street
Elgin, IL 60120

III. POLICY

The Township is committed to providing a safe and secure environment for its residents, officials, employees, volunteers, and visitors. To that end, it is the policy of the Township to provide coordinated active threat preparedness, response, and recovery efforts, which should comprise the following elements:

- A. Incident Response Plans.** Within one-hundred and twenty (120) days of the approval of this Policy, the Township Administrator should conduct a security assessment of and develop an active threat Incident Response Plan (“IRP”) for each Township Facility. Each IRP should contain emergency notification, lockdown, shelter-in-place, and evacuation procedures. At a minimum, such procedures should establish a clear chain of command and specify conditions under which it may be necessary to lockdown, shelter-in-place, or evacuate.

As IRPs are developed, reviewed, and updated, the Township Administrator should consider collaborating with the Township Emergency Services Department, local law enforcement agencies, and first responder agencies likely to address an active threat situation.

The Township Administrator should review each IRP not less than every two (2) years from the date of initial development.

- B. Training and Exercises.** The Township Administrator should ensure that all current Township employees are timely provided training, materials, and/or awareness discussions on the best practices for active threat preparedness and response, including training on the Federally-endorsed “run, hide, fight”¹ safety concept, and the importance of having a personal safety plan. New employees and volunteers should be trained on active threat preparedness and response during the initial on-boarding process.

The Township Administrator should also develop and coordinate IRP implementation training exercises for Township employees at each Township Facility. Such training exercises should be conducted not less than every two (2) years.

The training and training exercises herein should be reviewed and updated in conjunction with review of IRPs, as described above.

- C. Active Threat Communications.** Township officials and staff should take all action required by the Township Communications Plan following an active threat incident at or near a Township Facility. The spokesperson designated pursuant to the Township Communications Plan should also coordinate communications with law enforcement and local media. The Director of Community and

¹ Information on the “run, hide, fight” safety concept may be found on the Federal Bureau of Investigation’s website at: <http://www.fbi.gov/about-us/cirg/active-shooter-and-mass-casualty-incidents/run-hide-fight-video>.

Government Relations or his/her designee should coordinate the dissemination of information through the Township's website and social media platforms.

- D. Post-Incident Response.** The Township Administrator, in coordination with the Township Supervisor and local law enforcement officials, should establish a post-incident recovery plan to assist affected residents, officials, employees, volunteers, and visitors in the recovery process following an active threat incident at or near a Township Facility. The post-incident recovery plan may include a preferred post-incident recovery location and a means for providing information to affected residents, officials, employees, volunteers, visitors, and their respective families.

The Township Administrator, in coordination with the Director of the Township Facilities and Road Maintenance Department, Hanover Township Emergency Services Department, and local law enforcement agencies, should also oversee efforts to timely assess building damage and coordinate repairs. If necessary, the Township Administrator, in coordination with the Township Supervisor, should establish a temporary location for staff to resume providing services.

The Assistant Township Administrator should work with the Township's liability insurance company, established vendors, and information technology contractor to address immediate technology and supply needs.

- E. After Action Report.** The Township Administrator should conduct a review of the Township's response following an active threat incident at or near a Township Facility, and complete an after action report with recommendations for review by the Township Supervisor and Board of Trustees. The after action report should be completed no later than six (6) months after an active threat incident at or near a Township Facility.

In conducting the review and completing the after action report, the Township Administrator should consider collaborating with the Township Emergency Services Department, local law enforcement agencies, and other relevant outside organizations.

Memorandum

Date: April 2, 2018

To: Hanover Township Board

From: Kristen Smith, Director of Community Health
John Parquette, Director of Youth & Family Services

Re: Childhood Food Insecurity

Introduction:

In the fall of 2016, at the conclusion of the summer lunch program at the Izaak Walton Center, it was reported that the summer lunch program was the fourth most utilized lunch program in the greater Elgin area. While Director Kuttenberg expressed that this was likely due to increased efforts in marketing, by both direct mailings about the program to the area surrounding the Izaak Walton Center neighborhood, as well as word of mouth from past program attendees and a bilingual volunteer who conducted outreach, the significant spike in numbers raised concern for possible food insecurity within the neighborhood. Following this report, the Township Board directed staff to develop an initiative to identify and address the issue of childhood food insecurity within the neighborhood surrounding the Izaak Walton Center. This area consisted of approximately 300 households within the bounds of the Cook/Kane border, Villa Street and Illinois Route 20.

Background:

Township Administrator Barr assembled a working group comprised of Youth and Family Services Director Parquette, Community Health Director Smith, Community and Government Relations Director Kuttenberg and Welfare Services Director Imperato to conduct initial research on factors that contribute to childhood food insecurity, as well as collect data on the demographics of the Izaak Walton Center neighborhood. The working group identified household income, maternal health, maternal mental health, substance abuse, domestic violence, immigration status, and disability as potential risk factors contributing to a household being food insecure, based off of the publication *Childhood Food Insecurity in the U.S.: Trends, Causes, and Policy Options* by Craig Gundersen and James P. Ziliak. Additionally, given the demographics of the Izaak Walton Center neighborhood and recognizing the importance of having bilingual and bicultural staff and volunteers reach out to these households, the working group explored interventions and strategies to connect food insecure families with community resources in a culturally competent manner.

In March of 2017, the working group conducted a focus group, enlisting key community partners, to provide insight and feedback on their familiarity and experience with the issue of childhood food insecurity within the community surrounding the Izaak Walton Center. Participants in the focus group comprised of representatives from the Northern Illinois Food Bank, officers from the Elgin Police Department, Elgin Community College, VNA Health Clinic, a summer lunch program volunteer and a PTO parent from Huff Elementary School. Significant feedback elicited from the group included the importance of establishing trust when reaching out to households, given the current environment in

regard to immigration and undocumented families. Because of this, door-to-door visits as a means to connecting with families was not recommended. The group recommended partnering with Huff Elementary School, if possible, as the school is a trusted and familiar source to parents. Northern Illinois Food Bank and Huff Elementary reported that 86% of their students qualified for free or reduced lunches, indicating a low socioeconomic status for the households surrounding the Izaak Walton Center neighborhood. The group identified that in order to reduce childhood food insecurity, resources to address unemployment and underemployment, educational attainment, language barriers, illiteracy in primary language whether English or Spanish, and immigration status are amongst the highest priority in this community.

In May of 2017, following the focus group, Administrator Barr, Director Parquette, Director Imperato and Director Smith met with Huff Elementary School staff to discuss collaborative efforts for reaching out to families, identifying food insecure households and providing referrals as appropriate to address their needs. Huff Elementary School volunteered to perform automated calls, from the principal to households, asking them to call Hanover Township if they worried about having enough food in their home. Unfortunately, this action did not result in any responses back from households.

Data:

In 2015, 478 lunches were provided at the summer lunch program over 48 service days, averaging 10 lunches per day. In 2016 the number of lunches provided increased to 1,517 over 48 days, averaging 32 lunches per day and this past year 1,942 lunches were provided over 43 service days, averaging 45 lunches per day. These numbers reflect the actual number of lunches provided versus children served, as children were able to request a second lunch, if desired. It was estimated that on average, there were approximately 2.5 children per family, therefore, approximately 4 families were served per day in 2015, 13 families in 2016 and 18 families in 2017. In addition to the children participating in the summer lunch program, children from the Open Gym Program who were onsite two days per week over the summer were also provided lunches, if requested. In previous years, contact information from summer lunch program participants was not collected due to initial understandings of program requirements, however, further clarification from the Northern Illinois Food Bank confirmed that contact information could be collected voluntarily, but not required.

In an effort to connect directly and individually with households, the childhood food insecurity working group acquired the contact phone numbers of families who participated in the summer lunch program as well as the summer Open Gym Program at the Izaak Walton Center. One bilingual and bicultural volunteer and one bilingual and bicultural staff member were trained to make initial outreach calls to these families and ask intake questions on factors related to food insecurity. These questions included whether they had enough food for their family, if they had a doctor, if they had enough money to care for their family, and whether they were aware of the services provided by the Township. Of the 26 summer lunch program participant families who provided information, 15 of them were not Township residents. Initial attempts for screenings were made in September of 2017 to 28 households, 11 of which were from the summer lunch program and the remaining 17 were from the Open Gym Program. After multiple attempts, contact was made with 12 families that resided in the Township from both the summer lunch and Open Gym Program, 6 of which self-identified as being food insecure. Of the 6 families who self-identified as food insecure, 3 of those families were in the targeted neighborhood surrounding the Izaak Walton Center and participated in the summer lunch program. Follow up calls

were made to these families who self-identified as food insecure by Youth and Family Services bilingual Therapist Karen Low, to further discuss and identify the needs of these residents in greater detail. Referrals to Welfare Services and the food pantry were given to the households who self-identified as food insecure. Additional referrals were made to the Office of Community Health to assist with acquiring health insurance, as well as referrals to physicians and health clinics, Employment Services, Youth Services for the Open Gym Program, and Senior Social Services for a senior in need of the low income housing energy assistance program (LIHEAP).

Conclusion:

This initiative proved to have challenges as there were many barriers that arose when attempting to connect with these families. The most prominent being language barriers. Most of the families contacted were Spanish speaking only and therefore a bilingual staff member or volunteer was needed to conduct the in-depth follow up phone calls for outreach and to provide appropriate referrals. Additional barriers to addressing food insecurity included fear of disclosing personal information due to their immigration status, unreliable contact information due to frequently changing phone numbers, and lack of reliable transportation for program utilization.

While summer lunch program numbers have continued to increase, we conclude that this does not necessarily indicate significant food insecurity within the neighborhood surrounding the Izaak Walton Center based on the data that more than half of the families attending the summer lunch program were not in the Township and of the remaining participants who were Township residents, only six of those were within the targeted neighborhood of the Izaak Walton Center. Of the six who were within the targeted neighborhood, only three self-identified as food insecure. Program growth also seemed to be due largely to word of mouth from past program participants and the bilingual volunteer who conducted community outreach. It was also noted that perception of food insecurity can vary from family to family. Families who self-identify as food insecure may report this based on their need for assistance through food stamps, food pantries and subsidized lunches, while another family may report they are not food insecure because they have been linked with these programs.

Recommendations:

Based on the research and data collected from this initiative, the Childhood Food Insecurity Working Group recommends to continue growing the summer lunch program by utilizing staff and volunteers to engage families who would benefit from the program. Additionally, having staff present at the summer lunch program on select high participation days to engage with families of participants and discuss Township services in greater detail would be beneficial. This would allow for continued engagement and outreach to families who are potentially at risk for being food insecure.