Regular Meeting of the Township Board  
*July 17th, 2018*  
7:00 PM  

**AGENDA**

I. Call to Order – Roll Call

II. Pledge of Allegiance

III. Town Hall (Public Comments)

IV. Presentations  
A. Veterans Honor Roll – SSGT Everett L. Woodside

V. Reports  
A. Supervisor’s Report  
B. Clerk’s Report  
C. Assessor’s Report  
D. Trustees’ Committee Reports  
E. Department Reports

VI. Bill Paying

VII. Unfinished Business

VIII. New Business  
A. Regular Meeting Minutes of June 19, 2018  
B. Ordinance Providing for Emergency Interim Executive Succession  
C. Resolution Authorizing Execution of an Employment Agreement between Hanover Township and James C. Barr  
D. Resolution Authorizing Execution of a Civil Engineering Services Agreement for the Walters-Lenoci Reserve Path Construction Project  
E. Resolution to Adopt an Early Retirement Incentive Program for Employees in the Illinois Municipal Retirement Fund

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.
Department of Administrative Services
Report for June 2018

<table>
<thead>
<tr>
<th>Service Provided</th>
<th>June 2018</th>
<th>June 2017</th>
<th>FYTD 2019</th>
<th>FYTD 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passports</td>
<td>436</td>
<td>521</td>
<td>1,295</td>
<td>1,683</td>
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<tr>
<td>Photo fees</td>
<td>$3,090</td>
<td>$2,910</td>
<td>$9,410</td>
<td>$9,800</td>
</tr>
<tr>
<td>Fee deposits</td>
<td>$11,600</td>
<td>$9,840</td>
<td>$32,140</td>
<td>$32,885</td>
</tr>
<tr>
<td>Fishing/Hunting licenses</td>
<td>10</td>
<td>15</td>
<td>57</td>
<td>50</td>
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<tr>
<td>Handicap Placards</td>
<td>20</td>
<td>16</td>
<td>66</td>
<td>46</td>
</tr>
<tr>
<td>Cook County vehicle stickers</td>
<td>220</td>
<td>184</td>
<td>243</td>
<td>187</td>
</tr>
<tr>
<td>Human Resources Requests</td>
<td>152</td>
<td>141</td>
<td>434</td>
<td>450</td>
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<tr>
<td>New Employee Orientations</td>
<td>2</td>
<td>0</td>
<td>9</td>
<td>5</td>
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<tr>
<td>Technology work orders</td>
<td>59</td>
<td>45</td>
<td>145</td>
<td>143</td>
</tr>
<tr>
<td>Resident Contacts</td>
<td>1,497</td>
<td>2,130</td>
<td>4,798</td>
<td>6,012</td>
</tr>
<tr>
<td>Percent of Budget Expended (25% of year)</td>
<td>6.6%</td>
<td>4.4%</td>
<td>16.8%</td>
<td>15.7%</td>
</tr>
</tbody>
</table>

Department Highlights
- Assistant Administrator Powers, Administrative Specialist Callahan, and Receptionist Symanska completed the Fiscal Year 2019 Annual Operating and Capital Budget for submission to the Government Finance Officers Association for the Distinguished Budget Award Program. This will be the seventh submission for the award for the Township.
- Administrative Services coordinated all staff sexual harassment prevention training on June 26th and 28th which was conducted by Karla Dobbeck of Human Resource Techniques, Inc. An additional training will be conducted on July 24th for those staff who were unable to attend the initial trainings.
- Administrative Specialist Callahan assisted Director Spejcher with a review of disposal contracts for Township buildings to identify cost savings for a new contract period.
- Administrative Services staff conducted first and second round interviews for the Receptionist position.
- Assistant Administrator Powers participated in first round interviews for the Community Health Nurse and for Youth and Family Services Family Therapist position.
- On June 29th, Call One installed a new system for phone service to the Township. The new service is provided via a digital subscriber line (DSL) circuit and should provide more stability and allow the Township to resume normal phone services.
- Assistant Administrator Powers attended a training coordinated by the Illinois Counties Risk Management Trust on June 12, which focused on Illinois tort immunity and First Amendment issues.
- The Wellness Workgroup coordinated a lunch and learn on June 13th. Jennifer Lamlough, Director of Nutrition Programs and Executive Chef for Northern Illinois Food Bank, returned to conduct a cooking demonstration on making heart healthy meals.

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

## Department Highlights
- Extended Tuesday hours, open until 6:00 p.m. June had a total of 2 visitors after 4:30pm.
- We have a total of 2,577 e-mails on our contact list. Seven e-mails were added in June.
- 134 taxpayers were called to remind them they did not renew their seniorfreeze exemptions. The process for how to get an adjusted tax bill was also explained.
- Chief Deputy Assessor Glascott participated in the interviews for the Administrative Services Receptionist position on June 15, 18 & 19.
- Chief Deputy Assessor Glascott and Deputy Assessor Deyne attended an Illinois Property Assessment Institute continuing education class “Evaluating Real Estate Appraisals” at Northern Illinois University Rockford June 20 and 21.
- Deputy Assessor Christopher attended a Cook County Township Assessor Association meeting June 21 at the Cook County Assessor’s office in Chicago. Tyler Technologies showed members the proposed computer system for the Cook County Assessor’s office.
- Cook County Assessor’ office is no longer accepting 2013 Certificate of Errors.
- All staff attended the sexual harassment prevention training.
- Deputy Assessor Christopher attended the Employee Wellness workgroup on June 27.
- Cook County 2017 2nd installment real estate tax bills will have a due date of August 1st, 2018.

### Administration

<table>
<thead>
<tr>
<th>Service Provided</th>
<th>June 2018</th>
<th>June 2017</th>
<th>FYTD 2019</th>
<th>FYTD 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office visits</td>
<td>162</td>
<td>171</td>
<td>562</td>
<td>530</td>
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<tr>
<td>Building permits processed</td>
<td>590</td>
<td>565</td>
<td>1,563</td>
<td>1,424</td>
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<tr>
<td>Change of Name*</td>
<td>2</td>
<td>3</td>
<td>10</td>
<td>14</td>
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<tr>
<td>Property tax appeals</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Certificate of Errors</td>
<td>88</td>
<td>144</td>
<td>158</td>
<td>299</td>
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<tr>
<td>Property location updates</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>4</td>
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<tr>
<td>Sales Recording</td>
<td>204</td>
<td>NA</td>
<td>388</td>
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<tr>
<td>New owner mailing</td>
<td>16</td>
<td>NA</td>
<td>263</td>
<td>NA</td>
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</table>

### Exemptions

- Homeowner exemptions 18 9 32 91
- Senior homeowner exemptions 42 78 118 158
- Senior Freeze exemptions 18 34 76 79
- Disabled person & Veteran exemptions 10 23 27 55
- Miscellaneous exemptions 3 3 7 11

* Denotes notary requirement
Office of Community Health

Report for June 2018

<table>
<thead>
<tr>
<th>SERVICE PROVIDED</th>
<th>JUNE 2018</th>
<th>JUNE 2017</th>
<th>FYTD 2019</th>
<th>FYTD 2018</th>
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</thead>
<tbody>
<tr>
<td>Appointments</td>
<td></td>
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<tr>
<td>ProTimes</td>
<td>9</td>
<td>20</td>
<td>33</td>
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<td>TB skin test</td>
<td>8</td>
<td>11</td>
<td>18</td>
<td>24</td>
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<tr>
<td>Cholesterol</td>
<td>1</td>
<td>1</td>
<td>5</td>
<td>6</td>
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<tr>
<td>Pharmaceutical Assistance Programs</td>
<td>0</td>
<td>0</td>
<td>7</td>
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<td>Miscellaneous labs</td>
<td>11</td>
<td>14</td>
<td>35</td>
<td>34</td>
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<tr>
<td>Wellness Screening (BP, diabetes, anemia)</td>
<td>24</td>
<td>24</td>
<td>101</td>
<td>148</td>
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<tr>
<td>Other</td>
<td>23</td>
<td>39</td>
<td>75</td>
<td>107</td>
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<tr>
<td>Clinic Clients</td>
<td></td>
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<td></td>
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<tr>
<td>Senior Center/ home visits</td>
<td>60</td>
<td>80</td>
<td>238</td>
<td>250</td>
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<tr>
<td>Astor Avenue</td>
<td>3</td>
<td>7</td>
<td>10</td>
<td>17</td>
</tr>
<tr>
<td>Elgin, Izaak Walton Center</td>
<td>0</td>
<td>8</td>
<td>4</td>
<td>11</td>
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<tr>
<td>Offsite clinics</td>
<td>10</td>
<td>6</td>
<td>29</td>
<td>32</td>
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<tr>
<td>Total clients (unduplicated)</td>
<td>29</td>
<td>44</td>
<td>163</td>
<td>156</td>
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<tr>
<td>Public Education &amp; Health Promotion</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Media coverage</td>
<td>4</td>
<td>4</td>
<td>8</td>
<td>8</td>
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<tr>
<td>Informational seminars/Program</td>
<td>7</td>
<td>3</td>
<td>21</td>
<td>21</td>
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<tr>
<td>Program Participants</td>
<td>63</td>
<td>73</td>
<td>691</td>
<td>730</td>
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<tr>
<td>Primary Care Provider Support</td>
<td>4</td>
<td>4</td>
<td>17</td>
<td>11</td>
</tr>
</tbody>
</table>

Department Highlights

- Nurses provided 2 home visits for residents in the month of June.
- Director Smith conducted interviews for the Community Health Nurse position.
- On June 8, Director Smith educated residents and raised awareness of the importance of CPR for National CPR and AED Awareness Week.
- Director Smith presented on stress reduction at the Senior Services Yoga Retreat on June 18.
- The Office of Community Health partnered with IntersectENT and Dr. Plein from the Specialty Care Institute to host free sinus screenings for 32 residents on June 21.
- Director Smith provided blood pressure, diabetes and anemia screenings at the Streamwood Park District on June 25.
- Director Smith provided a CPR for the healthcare provider class on June 28.

Office of Community Health Mission Statement:

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

Report for June 2018

<table>
<thead>
<tr>
<th>Service Provided</th>
<th>June 2018</th>
<th>June 2017</th>
<th>FYTD 2019</th>
<th>FYTD 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Website Visit (total)</td>
<td>5,802</td>
<td>4,925</td>
<td>15,109</td>
<td>10,721</td>
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<td>Website Visits (unique)</td>
<td>4,110</td>
<td>3,595</td>
<td>12,323</td>
<td>4,461</td>
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<tr>
<td>Facebook Likes</td>
<td>80</td>
<td>34</td>
<td>136</td>
<td>83</td>
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<tr>
<td>Facebook Reach*</td>
<td>23,692</td>
<td>N/A</td>
<td>37,782</td>
<td>N/A</td>
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<td>Twitter Followers</td>
<td>0</td>
<td>72</td>
<td>28</td>
<td>140</td>
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<tr>
<td>YouTube Views</td>
<td>180</td>
<td>213</td>
<td>786</td>
<td>859</td>
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<tr>
<td>Media Releases</td>
<td>0</td>
<td>5</td>
<td>8</td>
<td>12</td>
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<tr>
<td>Veteran Contacts</td>
<td>58</td>
<td>26</td>
<td>218</td>
<td>11</td>
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<tr>
<td>Total Veterans served</td>
<td>53</td>
<td>20</td>
<td>208</td>
<td>38</td>
</tr>
<tr>
<td>Total Resident Contacts (Elgin office)</td>
<td>1,182</td>
<td>1,480</td>
<td>1,711</td>
<td>2,124</td>
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</tbody>
</table>

*Facebook Reach: The number of people who had any posts from the Township page enter their screen (mobile & desktop).

Department Highlights

- The Northern Illinois Food Bank Summer Lunch program began at the Izaak Walton Center on June 7. The program averaged between 20-25 lunches per day for June 2018.
- Director Kuttenberg attended the June 2 Sikh-American cultural event at the William Tiknis Campus along with Township officials.
- Director Kuttenberg presented at the Elgin Heritage Commission on June 5 on the Heritage Marker for Civil War Generals John Wilcox and William Lynch. The Heritage Marker was approved unanimously. The Heritage Marker dedication is planned for the Fall.
- Director Kuttenberg attended a presentation on Public Information Officer crisis response to the Ferguson, Missouri police shooting on June 13 at the Chicago FBI headquarters. The presentation was sponsored by the Northeast Illinois Public Information Officers Association.
- Director Kuttenberg and Director Smith attended the Knights of Columbus 5k planning meeting on June 14 to discuss best practices and event marketing for the organization’s 5k in October which benefits the Township Food Pantry.
- The Izaak Walton Center and Reserve hosted a senior archery program on June 15 for 13 seniors to learn how to shoot with range instructors from the Izaak Walton League of America – Elgin Chapter.
- Community and Veterans Affairs staff completed sexual harassment prevention training on June 26 and 28.

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### Department of Emergency Services

Report for June 2018

#### Service Provided

<table>
<thead>
<tr>
<th></th>
<th>June 2018</th>
<th>June 2017</th>
<th>FYTD 2019</th>
<th>FYTD 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Volunteers</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total volunteers</td>
<td>33</td>
<td>30</td>
<td>33</td>
<td>30</td>
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<tr>
<td>New volunteers</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td><strong>Hours</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Volunteer Detail Hours</td>
<td>256.5</td>
<td>381.5</td>
<td>1,084.5</td>
<td>929.5</td>
</tr>
<tr>
<td>Volunteer Work Hours</td>
<td>166.5</td>
<td>201.75</td>
<td>781.5</td>
<td>577.75</td>
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<tr>
<td>Volunteer Training Hours</td>
<td>351</td>
<td>317</td>
<td>1,064</td>
<td>835</td>
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<tr>
<td><strong>Total Volunteer Hours</strong></td>
<td>774</td>
<td>900.25</td>
<td>2,930</td>
<td>2,342.25</td>
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<tr>
<td><strong>Details</strong></td>
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<td></td>
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<tr>
<td>Emergency Call Outs</td>
<td>1</td>
<td>8</td>
<td>20</td>
<td>17</td>
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<tr>
<td>Safety Patrols</td>
<td>4</td>
<td>4</td>
<td>11</td>
<td>10</td>
</tr>
<tr>
<td>Township Sponsored Events</td>
<td>2</td>
<td>1</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>Other Community Events</td>
<td>8</td>
<td>5</td>
<td>14</td>
<td>11</td>
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<tr>
<td>Miscellaneous</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Details</strong></td>
<td>15</td>
<td>18</td>
<td>48</td>
<td>47</td>
</tr>
</tbody>
</table>

**Department Highlights:**

- HTES received notification that the certification from the Cook County Department of Homeland Security and Emergency Management (CCDHS) has been extended through December 31, 2018. CCDHS conducts recertification reviews in November and December, for an effective date of January 1, which is a new process. HTES has completed the requirements for recertification and developed a revised Emergency Operations Plan. HTES remains the only emergency management agency certificated by CCDHS.
- On June 26th, HTES removed several feet of water from a crawl space at a home on Alexander Avenue in Streamwood. The resident was referred to HTES by the Streamwood Fire Department.
- HTES assisted with the Cultural Job Fair at the Senior Center on June 7th.
- HTES assisted Welfare Services with a mobile food pantry event at St. Johns on June 26th.
- On June 1st, HTES participated in the Hanover Park Touch-A-Truck event.
- HTES participated in the Village of Roselle’s Annual Rose Parade on June 3rd.
- On June 8th, HTES assisted the Hanover Park Police Department with lighting for a “Movie in the Park” event.
- On June 9th, HTES assisted with traffic contract at the annual Streamwood Stride 5k/10k run.
- June 10th, HTES participated in the Village of Wayne 50th anniversary Flag Day Parade.
- HTES provided overnight security for the annual Global Arts Festival in downtown Bartlett.
- HTES assisted the Village of Bellwood Office of Emergency Management with mutual aid support for 5k run on June 30th.
- Safety patrols were conducted on June 1st, 8th, 15th, and 29th.

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Department of Facilities & Road Maintenance

Report for June 2018

<table>
<thead>
<tr>
<th>Service Provided</th>
<th>June 2018</th>
<th>June 2017</th>
<th>FYTD 2019</th>
<th>FYTD 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Vehicle service calls</td>
<td>11</td>
<td>4</td>
<td>65</td>
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<tr>
<td>Work orders</td>
<td>31</td>
<td>71</td>
<td>83</td>
<td>196</td>
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<tr>
<td>Event set-ups/tear downs</td>
<td>212</td>
<td>175</td>
<td>640</td>
<td>567</td>
</tr>
<tr>
<td>Energy Efficiency – Electricity (Kw)</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Astor Avenue Community Center</td>
<td>5,360</td>
<td>5,075</td>
<td>14,129</td>
<td>13,431</td>
</tr>
<tr>
<td>Town Hall</td>
<td>8,340</td>
<td>5,512</td>
<td>19,620</td>
<td>18,652</td>
</tr>
<tr>
<td>Senior Center</td>
<td>38,573</td>
<td>33,298</td>
<td>91,387</td>
<td>89,438</td>
</tr>
<tr>
<td>Energy Efficiency – Gas (Thersms)</td>
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<tr>
<td>Astor Avenue Community Center</td>
<td>14.49</td>
<td>30.06</td>
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<td>Town Hall</td>
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<td>3,636.66</td>
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<tr>
<td>Road Maintenance</td>
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</tr>
<tr>
<td>Salt Usage (Tons)</td>
<td>0</td>
<td>0</td>
<td>71</td>
<td>0</td>
</tr>
</tbody>
</table>

Department Highlights

- Rain continued to be a challenge over the last month. May and June have been the wettest months on record with 8.21 inches in May and 7.58 inches in June. Due to the rains, staff continue to mow twice a week.
- Painting and updates began to the main office of Emergency Services Station 1. A new ceramic flooring and workstation countertop will be installed as part of the updates.
- Automatic Doors Inc. has completed the installation of the automatic magnetic door locks at the Astor Avenue Community Center. The remote magnetic locking system will also be installed at the Senior Center entrances in July.
- Facilities Technician O’Neil completed the repairs to the garden pond in the Committee on Youth garden outside the Youth and Family Services side entrance.
- Operations Manager Nelson continues working on all emergency lighting and security alarm system, running system checks on a monthly basis. Manager Nelson has also coordinated the ordering and installation of the additional panic buttons at the Senior Center, Youth and Family Services and Izaak Walton Center.
- Road Maintenance Manager Santangelo successfully received four quotes for crack filling for the unincorporated road system with Black Pearl sealcoating as the lowest responsible quote. The project is anticipated to be completed mid-July.
- The bathroom vanities and sinks were replaced in two bathrooms at the Astor Avenue Community Center.
- Director Spejcher continues working with Sam Banks, Assistant to the Commissioner Department of Building and Zoning, on unincorporated township code concerns. A new field inspector for the Department of Building and Zoning has been assigned to the Hanover Township area.

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Office of the Mental Health Board
Report for June 2018

Department Highlights

- The Mental Health Board will not meet in the months of June and July. The next scheduled meeting of the Board is August 28th at 6:00 PM in Downey Hall.
- The last two focus groups for the needs assessment will be completed on July 23 and 24. The group on July 23rd will take place at Centro de Informacion and be facilitated in Spanish. The group on July 24th will take place at the Poplar Creek Library at 6:00 PM.
- Arranged a site visit to Little City Foundation for the Hanover Township inter-departmental Wrap Group on June 7th. A tour of the facility took place and staff were informed of services and programming available.
- Manager Vana conducted a site visit to Gigi’s Playhouse with Board Member Kristen Cruthers. Gigi’s offers a professional development program to individuals with a Down Syndrome diagnosis, part of which is working in their Hugs and Mugs café selling coffee and gelato. Gigi’s Playhouse received $25,000 in challenge (new program) funding earlier this year.
- FY 20 annual funding applications were posted to the Hanover Township website and correspondence was sent to all agencies informing them that the annual application is available online. All agencies must submit full applications electronically by Friday, September 14th.
- Manager Vana continues to work with agencies and the website developer to resolve issues with the new reporting website as they arise.
- Manager Vana met with an agency interested in applying for new program funding to discuss the application process.
- Manager Vana is in the process of filling the vacant office at the Community Resource Center. Kenneth Young Center has expressed interested in the office and an agreement is currently being reviewed.
- Manager Vana and Facilities and Road Maintenance staff continue to walk the Community Resource Center every other week to address any maintenance needs. The oldest of 3 roof-top HVAC units will be replaced this summer.

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

<table>
<thead>
<tr>
<th>Service Provided</th>
<th>May 2018</th>
<th>May 2017</th>
<th>FYTD 2019</th>
<th>FYTD 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grant Funding</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New clients</td>
<td>287</td>
<td>156</td>
<td>1,389</td>
<td>1,099</td>
</tr>
<tr>
<td>Ongoing Clients</td>
<td>427</td>
<td>578</td>
<td>NC</td>
<td>NC</td>
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<tr>
<td>Closed Cases</td>
<td>70</td>
<td>148</td>
<td>122</td>
<td>197</td>
</tr>
<tr>
<td>Prevention Programming Presentations</td>
<td>85</td>
<td>45</td>
<td>139</td>
<td>95</td>
</tr>
<tr>
<td>Number in audience</td>
<td>977</td>
<td>1,143</td>
<td>1,671</td>
<td>3,611</td>
</tr>
<tr>
<td><strong>TIDE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Participants</td>
<td>16</td>
<td>17</td>
<td>16</td>
<td>17</td>
</tr>
<tr>
<td>Rides</td>
<td>139</td>
<td>107</td>
<td>260</td>
<td>239</td>
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<tr>
<td><strong>Resource Center</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organizations providing services</td>
<td>5</td>
<td>5</td>
<td>5</td>
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</tr>
<tr>
<td>Clients served</td>
<td>65</td>
<td>76</td>
<td>126</td>
<td>160</td>
</tr>
</tbody>
</table>
## Senior Services Mission Statement:

*Enriching Lives, Fostering Friendships, Promoting Independence.*

### Department Highlights:
- Twenty-six clients from the waitlist attended the Chinatown Tour as an additional motor coach was added due to the popularity of the trip.
- The Transportation division provided a shuttle on Thursday, June 7th for the Cultural Job Fair.
- Transportation Manager Steininger conducted a focus group on June 12th to promote the transportation programs and solicit client feedback.
- Senior Services received 150 energy efficiency kits from CEDA and the Energy Resources Center of University of Illinois. The kits contain 6 LED light bulbs, a power strip, a night light, and energy education brochures and are provided free to LIHEAP eligible older adults.
- Megan Conway, Social Services Manager of 6 years, accepted a position at Schaumburg Township as Director of Senior and Disability Services. Megan’s last day at Hanover Township was Friday, June 29. Diana Mondragon, Social Services Specialist, will be serving as Interim Social Services Manager.
- Recruitment has begun for the Kitchen Aide Assistant for the Nutrition Services Division.
- Director Colagrossi presented at the National Council on Aging annual educational conference held in South Carolina on June 6. The topics was Reframed Aging, a workshop session and resources for state Senior Center Associations across the country.

### Programming Division

<table>
<thead>
<tr>
<th>Service Provided</th>
<th>June 2018</th>
<th>June 2017</th>
<th>FYTD 2019</th>
<th>FYTD 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planned programs</td>
<td>246</td>
<td>227</td>
<td>732</td>
<td>648</td>
</tr>
<tr>
<td>Participants</td>
<td>3,343</td>
<td>3,175</td>
<td>9,830</td>
<td>8,950</td>
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<tr>
<td>Participants (unduplicated)</td>
<td>709</td>
<td>683</td>
<td>1,050</td>
<td>1,102</td>
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<tr>
<td>Wait listed (unduplicated)</td>
<td>64</td>
<td>78</td>
<td>158</td>
<td>277</td>
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<tr>
<td>Art &amp; Computer classes</td>
<td>64</td>
<td>45</td>
<td>186</td>
<td>142</td>
</tr>
<tr>
<td>Art &amp; Computer class participants</td>
<td>359</td>
<td>340</td>
<td>1,102</td>
<td>1,036</td>
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<tr>
<td>New volunteers</td>
<td>9</td>
<td>4</td>
<td>17</td>
<td>13</td>
</tr>
<tr>
<td>Total volunteers (unduplicated)</td>
<td>143</td>
<td>139</td>
<td>206</td>
<td>188</td>
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<tr>
<td>Volunteer hours reported</td>
<td>1,994</td>
<td>2,599</td>
<td>6,418</td>
<td>7,851</td>
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<tr>
<td>Meals Served</td>
<td>1,256</td>
<td>1,070</td>
<td>3,897</td>
<td>3,121</td>
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<tr>
<td>Meals delivered by volunteers</td>
<td>2,028</td>
<td>1,218</td>
<td>5,621</td>
<td>3,261</td>
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</table>

### Social Services Division

<table>
<thead>
<tr>
<th>Service Provided</th>
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<th>June 2017</th>
<th>FYTD 2019</th>
<th>FYTD 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clients served (unduplicated)</td>
<td>100</td>
<td>177</td>
<td>369</td>
<td>392</td>
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<tr>
<td>Clients served (duplicated)</td>
<td>198</td>
<td>149</td>
<td>653</td>
<td>448</td>
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<tr>
<td>Energy Assistance</td>
<td>1</td>
<td>3</td>
<td>29</td>
<td>25</td>
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<tr>
<td>Prescription drugs &amp; health insurance assistance</td>
<td>77</td>
<td>111</td>
<td>304</td>
<td>285</td>
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<tr>
<td>Social Service programs</td>
<td>12</td>
<td>9</td>
<td>38</td>
<td>29</td>
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<tr>
<td>Social Service program participants</td>
<td>160</td>
<td>58</td>
<td>424</td>
<td>267</td>
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<tr>
<td>Lending Closet transactions</td>
<td>126</td>
<td>93</td>
<td>353</td>
<td>308</td>
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</table>

### Transportation Division

<table>
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<tr>
<th>Service Provided</th>
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<th>June 2017</th>
<th>FYTD 2019</th>
<th>FYTD 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>One way rides given</td>
<td>1,678</td>
<td>1,736</td>
<td>5,247</td>
<td>5,315</td>
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<tr>
<td>Individuals served (unduplicated)</td>
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<td>219</td>
<td>387</td>
<td>347</td>
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<tr>
<td>New riders</td>
<td>70</td>
<td>59</td>
<td>387</td>
<td>347</td>
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<tr>
<td>Unmet requests for rides</td>
<td>61</td>
<td>19</td>
<td>132</td>
<td>90</td>
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</tbody>
</table>
Welfare Services Mission Statement:
Hanover Township Welfare Services is committed to improving the welfare of Hanover Township residents experiencing hardships. Providing resources and support to empower residents in achieving self-sustainability; to serve promptly with dignity and respect.

Department of Welfare Services
Report for June 2018

<table>
<thead>
<tr>
<th>SERVICE PROVIDED</th>
<th>JUNE 2018</th>
<th>JUNE 2017</th>
<th>FYTD 2019</th>
<th>FYTD 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Assistance</td>
<td></td>
<td></td>
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<tr>
<td>General Assistance clients</td>
<td>12</td>
<td>10</td>
<td>36</td>
<td>33</td>
</tr>
<tr>
<td>Emergency Assistance appointments</td>
<td>18</td>
<td>18</td>
<td>55</td>
<td>45</td>
</tr>
<tr>
<td>Emergency Assistance approved</td>
<td>6</td>
<td>3</td>
<td>11</td>
<td>4</td>
</tr>
<tr>
<td>Crisis intake clients</td>
<td>109</td>
<td>109</td>
<td>309</td>
<td>333</td>
</tr>
<tr>
<td>Access to Care</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>LIHEAP Applications/PIPP Re-certifications</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office</td>
<td>0*</td>
<td>0*</td>
<td>62</td>
<td>79</td>
</tr>
<tr>
<td>Circuit Breaker</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Social Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ComEd Hardships</td>
<td>15</td>
<td>11</td>
<td>26</td>
<td>11</td>
</tr>
<tr>
<td>Weatherization</td>
<td>0*</td>
<td>0*</td>
<td>0*</td>
<td>0*</td>
</tr>
<tr>
<td>Food Pantry</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Served (Households)</td>
<td>663</td>
<td>730</td>
<td>1,849</td>
<td>2,078</td>
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<tr>
<td>New applications</td>
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<td>33</td>
<td>65</td>
<td>65</td>
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<tr>
<td>Food Donations</td>
<td>31</td>
<td>36</td>
<td>128</td>
<td>121</td>
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<tr>
<td>Community Center Walk-Ins</td>
<td>143</td>
<td>176</td>
<td>552</td>
<td>606</td>
</tr>
</tbody>
</table>

* Program Closed

Department Highlights:
- LIHEAP application period closed on May 31st.
- Two Salvation Army applications were submitted and approved in the month of June. Although Hanover Township exhausted funds again, Salvation Army has replenished funds so we are able to continue to serve the residents.
- The Multi-Cultural Job Fair took place on June 7th with 50 employers and 104 job seekers in attendance.
- Director Imperato participated in a strategic planning meeting at the Village of Streamwood on June 12.
- Director Imperato and Case Manager Carstensen attended a Cook County General Assistance Caseworkers Association meeting at Maine Township on June 13.
- Director Imperato and the Illinois Association of General Assistance Caseworkers hosted a workshop at Thornton Township on “Dealing with Difficult Clients” and “Suicidal Ideation” on June 14.
- St. John’s hosted a mobile pantry on June 26 serving 75 families.
- Welfare Services staff completed sexual harassment prevention training coordinated by the Township.
- Summer lunch began June 4 at the Astor Avenue Community Center. 455 lunches were served in the month.
- CEDA bi-lingual Spanish speaking staff continue office hours and are onsite every Wednesday from 8:30am – 4:30pm assisting residents with dental, auto, vision, housing and employment needs.
- Senator Castro’s office continue to be onsite every Tuesday from 1:30pm to 6:00pm to assist residents with state programs.
Youth and Family Services Mission Statement:

Our mission is the prevention of juvenile delinquency and the promotion of positive development in young people. We strengthen families, provide outreach to youth at risk of school failure and contribute to the building of a healthier Township community.
<table>
<thead>
<tr>
<th>Subtotal</th>
<th>Alexian Invoices</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Town Fund</td>
<td>93,732.36</td>
<td>1,066.19</td>
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<tr>
<td>Total Senior Center</td>
<td>51,828.92</td>
<td>255.59</td>
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<tr>
<td>Total Welfare Services</td>
<td>15,404.81</td>
<td>255.59</td>
</tr>
<tr>
<td>Total Road Maintenance</td>
<td>6,770.38</td>
<td>165.00</td>
</tr>
<tr>
<td>Total Mental Health Board</td>
<td>150,068.15</td>
<td>1,127.80</td>
</tr>
<tr>
<td>Total Retirement</td>
<td>4,071.03</td>
<td>4,071.03</td>
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<tr>
<td>Total Vehicle</td>
<td>200.00</td>
<td>200.00</td>
</tr>
<tr>
<td>Total Capital</td>
<td>7,018.03</td>
<td></td>
</tr>
<tr>
<td><strong>Total All Funds</strong></td>
<td><strong>329,093.68</strong></td>
<td><strong>2,614.58</strong></td>
</tr>
</tbody>
</table>

The above "Subtotal" column has been approved for payment this 16th day of July.

The above "Total" column has been approved for payment this 16th day of July.
# Hanover Township

## Board Audit Report

**June 19 through July 16, 2018**

<table>
<thead>
<tr>
<th>Type</th>
<th>Date</th>
<th>Num</th>
<th>Name</th>
<th>Memo</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1014 - Town Fund - Expenditures</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>101CAP - Capital Expenditures</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1014410 - Equipment Purchases</td>
<td>07/10/2018</td>
<td>127060</td>
<td>Fox Valley Fire &amp; Safety</td>
<td>Inv# IN00174502 Security Panel Upgrade to Wireless</td>
<td>1,130.00</td>
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<tr>
<td>Check</td>
<td>07/10/2018</td>
<td>127092</td>
<td>ProxIT Technology Solutions</td>
<td>Inv# 19346 Server Backup Battery</td>
<td>979.54</td>
</tr>
<tr>
<td>Check</td>
<td>07/10/2018</td>
<td>127092</td>
<td>ProxIT Technology Solutions</td>
<td>Inv# 19361 Phone System Backup Battery</td>
<td>219.00</td>
</tr>
<tr>
<td>Check</td>
<td>07/13/2018</td>
<td>127108</td>
<td>Access 1 Source</td>
<td>Inv# 68830 Monthly Base Clock Connection Fee (2)</td>
<td>264.00</td>
</tr>
<tr>
<td>Check</td>
<td>07/13/2018</td>
<td>127149</td>
<td>ProxIT Technology Solutions</td>
<td>Inv# 19392 Computer Replacement/IT Support</td>
<td>1,361.67</td>
</tr>
<tr>
<td>Check</td>
<td>07/13/2018</td>
<td>127149</td>
<td>ProxIT Technology Solutions</td>
<td>Inv# 19364 Network Labor - July</td>
<td>2,720.00</td>
</tr>
<tr>
<td>Total 1014410 - Equipment Purchases</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,130.00</td>
</tr>
<tr>
<td>1014430 - Computer Equipment &amp; Software</td>
<td>07/10/2018</td>
<td>127092</td>
<td>ProxIT Technology Solutions</td>
<td>Inv# 19346 Server Backup Battery</td>
<td>979.54</td>
</tr>
<tr>
<td>Check</td>
<td>07/10/2018</td>
<td>127092</td>
<td>ProxIT Technology Solutions</td>
<td>Inv# 19361 Phone System Backup Battery</td>
<td>219.00</td>
</tr>
<tr>
<td>Check</td>
<td>07/13/2018</td>
<td>127108</td>
<td>Access 1 Source</td>
<td>Inv# 68830 Monthly Base Clock Connection Fee (2)</td>
<td>264.00</td>
</tr>
<tr>
<td>Check</td>
<td>07/13/2018</td>
<td>127149</td>
<td>ProxIT Technology Solutions</td>
<td>Inv# 19392 Computer Replacement/IT Support</td>
<td>1,361.67</td>
</tr>
<tr>
<td>Check</td>
<td>07/13/2018</td>
<td>127149</td>
<td>ProxIT Technology Solutions</td>
<td>Inv# 19364 Network Labor - July</td>
<td>2,720.00</td>
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<tr>
<td>Total 1014430 - Computer Equipment &amp; Software</td>
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<td></td>
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<td>5,544.21</td>
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<tr>
<td>Total 101CAP - Capital Expenditures</td>
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<td></td>
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<tr>
<td>101CHN - Community Health</td>
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<tr>
<td>1014456 - Community Affairs</td>
<td>07/10/2018</td>
<td>127024</td>
<td>Clowing Around Entertainment</td>
<td>Inv# 35073 Food Truck Festival - Game Rental</td>
<td>251.50</td>
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<tr>
<td>Total 1014456 - Community Affairs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>251.50</td>
</tr>
<tr>
<td>1014457 - Furniture and Computer Equip</td>
<td>07/13/2018</td>
<td>127143</td>
<td>Leaf (618-008)</td>
<td>Inv# 8506092 Lower Level Copier Lease</td>
<td>60.00</td>
</tr>
<tr>
<td>Total 1014457 - Furniture and Computer Equip</td>
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<td></td>
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<td>60.00</td>
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<tr>
<td>1014459 - Professional Services</td>
<td>06/26/2018</td>
<td>126852</td>
<td>Alexian Brothers Health System</td>
<td>Acct# 242152 Employee Annual Screenings</td>
<td>449.19</td>
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<tr>
<td>Total 1014459 - Professional Services</td>
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<tr>
<td>1014466 - Communications</td>
<td>07/10/2018</td>
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<td>Verizon Wireless (00002)</td>
<td>Inv# 9809313478 Monthly Charges</td>
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<td>Total 1014466 - Communications</td>
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<td>1014491 - Health Insurance</td>
<td>07/13/2018</td>
<td>127155</td>
<td>United Healthcare</td>
<td>Inv# 53002973328 Major Medical Premiums August 2018</td>
<td>2,043.96</td>
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<td>1014492 - Dental, Vision &amp; Life Insurance</td>
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<td>127130</td>
<td>Euclid Managers</td>
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<tr>
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<td>Euclid Managers</td>
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<tr>
<td>Check</td>
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<td>127153</td>
<td>Vision Service Plan</td>
<td>Vision Insurance Monthly Premium</td>
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<td>Total 1014492 - Dental, Vision &amp; Life Insurance</td>
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<td>Total 101CHN - Community Health</td>
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<td>2,953.84</td>
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Page 1
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<th>Num</th>
<th>Name</th>
<th>Memo</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>101CVA · Community &amp; Veteran Affairs</td>
<td>07/03/2018</td>
<td>126988</td>
<td>Jordan Schmidt</td>
<td>Intern Stipend - June 2018</td>
<td>500.00</td>
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<tr>
<td>101CMA · Community Relations</td>
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<td>500.00</td>
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<tr>
<td>1014608 · Salaries</td>
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<tr>
<td>Check</td>
<td>07/03/2018</td>
<td>126988</td>
<td>Jordan Schmidt</td>
<td>Intern Stipend - June 2018</td>
<td>500.00</td>
</tr>
<tr>
<td>Total 1014608 · Salaries</td>
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<td></td>
<td>500.00</td>
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<tr>
<td>1014617 · Equipment &amp; Furniture</td>
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<tr>
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<td>127074</td>
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<td>Inv# 8407490 Copier Lease - IWC June</td>
<td>103.30</td>
</tr>
<tr>
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## Hanover Township
### Board Audit Report
#### June 19 through July 16, 2018

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Hanover Township
Board Audit Report
June 19 through July 16, 2018
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# Hanover Township
## Board Audit Report
### June 19 through July 16, 2018

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Total 1105551 · Congregate Food

1105553 · Congregate Supplies

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1105558 · Home Delivered Meals Food

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### 1105560 · Home Delivered Meals Supplies

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2024HOM · Home Relief

2024102 · Rent

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Total 2024102 · Rent 4,776.47

2024103 · Utilities

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2024105 · Personal Essentials

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- **Name**: Wood Dale Electrical Const., Inc.
- **Memo**: Inv# 2826 Street Light Repair Bridlewood
- **Amount**: 260.00

### Check 07/13/2018 127148
- **Name**: RRA, Inc.
- **Memo**: Inv# 5892-4 Chipper Adapter
- **Amount**: 85.00

### Check 07/06/2018 127010
- **Name**: Launch Digital Marketing
- **Memo**: Inv# 30128 Monthly Web Hosting
- **Amount**: 50.00

### Check 06/19/2018 126756
- **Name**: Nicor (MHB 84)
- **Memo**: Acct# 84-67-77-1000 Monthly Charges 5/16-6/12
- **Amount**: 92.90

### Check 07/10/2018 127085
- **Name**: Opp. Franchising Inc DBA Jani-King of IL
- **Memo**: Inv# CHC07180267 Monthly Contract Billing July 2018
- **Amount**: 414.00

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- **Amount**: 291.34

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- **Amount**: 6,935.38

### Total 303EQM · Equipment
- **Amount**: 2,920.72

### Total 3034609 · Maintenance Vehicles & Equip
- **Amount**: 2,920.72

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- **Amount**: 47.90

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- **Amount**: 97.90

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- **Amount**: 203.81

### Total 5054213 · Janitorial
- **Amount**: 414.00

### Total 5054210 · Utilities
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### Total 5054213 · Janitorial
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### Total 5054210 · Utilities
- **Amount**: 203.81

### Total 5054250 · Building Maintenance
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**Hanover Township**  
**Board Audit Report**  
**June 19 through July 16, 2018**
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Hanover Township
Board Audit Report
June 19 through July 16, 2018
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Total 8084425 · Building & Perm Improvements

Total 8084 · Capital Projects - Expenditures

TOTAL

331,708.26
I. Call to Order/Roll Call: Supervisor McGuire called the meeting to order at 7:00 p.m. Clerk Dolan Baumer called the roll; present were Trustees Benoit, Moinuddin, and Martinez, and Supervisor McGuire. Absent: Trustee Essick.

Other Elected Official present was Assessor Smogolski.

Others present included Administrator James Barr, Youth & Family Director John Parquette, Community & Government Relations Director Tom Kuttenberg, Emergency Services Director Bill Burke, Welfare Services Director Mary Jo Imperato, Community Health Director Kristen Smith, Senior Services Director Tracey Colagrossi, Facilities and Road Maintenance Director Steve Spejcher, Mental Health Board Manager Kristin Vana, Assistant Administrator Suzanne Powers, and Mr. Sebastian Kuehner of Streamwood.

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 and Mr. McGuire closed the Town Hall.

IV. Presentation: The Board was invited forward to recognize and install PVT2 Sebastian Kuehner of Streamwood, who served in the U.S. Army from 1953 to 1955 and received the National Defense Service Medal, the Army of Occupation Medal (Germany), and the Good Conduct Medal, into the Veterans Honor Roll, where his name will be prominently displayed on the Honor Roll plaque in Veterans Hall, he will be invited to the biannual Veterans dinners, his name will be recorded in the Clerk’s Office, and his photo posted to the website.

V. Reports

A. Supervisor McGuire noted that the Bartlett 4th of July festivities on July 7 need volunteers to staff the Beer Booth from 5:30 p.m. The parade would be held on the 8th and if you are planning on marching please let Director Imperato know. Happy birthday to Director Imperato. Congratulations to Director Colagrossi for becoming a chair on the National Institute of Senior Centers Association. Hanover Township is a fireworks sponsor for the Hoffman Estates FourthFest and our Emergency Services will be supplying manpower to assist with crowd and traffic control.

B. Clerk Dolan Baumer attended the Artis Senior Living Memory Care center grand opening on Thursday and is happy to report that management has already been in contact with Director Colagrossi’s staff.

C. Assessor Smogolski reported that his staff is making calls to seniors who have not applied for the senior exemptions yet this year.

D. Department Reports: Reports were submitted for review by the Board. Highlights included Director Spejcher noting that the new chipper is working faster and providing better than expected results for the residents. He also noted that we lost a pine tree in front of the township campus and it will be replaced this fall. Director Burke reported that members of the department have once again attended the College of DuPage Homeland Security Training and that they would be providing services for the Hoffman Estates FourthFest. Director Smith reported that they are conducting interviews to fill the outreach position. Also, sinus screenings have been going well. Director Imperato noted that the Summer Lunch program is feeding
about 30-35 children per day. U46 is putting on family programming during the lunch. Director Colagrossi offered that June 23-24, the Township would participate in the Bartlett Global Arts display. Ms Conaway accepted a position with Schaumburg Township and we wish her good luck; Ms Mondragon is filling in until someone is hired. Manager Vana reported that the Mental Health Board is continuing to conduct needs assessment focus groups this summer. Assistant Administrator Powers reported that the CEO of our phone service offered the Township a credit for service since the beginning of the year due to the number of issues we have had with the service, and they would pay for the new circuit to be installed. Director Kuttenberg reported that he is now president of the township communications group. The City of Elgin has cleared the way for the Township to establish a Heritage Marker at the cemetery. Administrator Barr reminded everyone that our next meeting is July 17.

VI. Bill Paying: Mr. Barr presented the bills from June 5, 2018 to June 18, 2018 payable to Alexian Brothers, as follows:

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<th>Description</th>
<th>Amount</th>
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<tr>
<td>a. Town</td>
<td>$137.00</td>
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<tr>
<td>b. Road Maintenance</td>
<td>165.00</td>
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<tr>
<td>c. Mental Health Board</td>
<td>1,230.64</td>
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<tr>
<td>Total All Funds</td>
<td>$1,532.64</td>
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Trustee Martinez moved and Trustee Moinuddin seconded the motion to approve payment of the bills as presented for the period June 5, 2018 to June 18, 2018 payable to Alexian Brothers, as presented. Roll call: Ayes: Trustees Martinez, and Moinuddin, and Supervisor McGuire. Nays: None. Abstain: Trustee Benoit. Motion carried and the bills will be paid.

The second set of bills from June 5, 2018 to June 18, 2018 is as follows:

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<th>Description</th>
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<td>b. Senior Center</td>
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<tr>
<td>c. Welfare Services</td>
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<tr>
<td>d. Road Maintenance</td>
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<td>e. Mental Health Board</td>
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<td>f. Vehicle</td>
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<td>g. Capital</td>
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Trustee Martinez moved and Trustee Benoit seconded the motion to approve payment of the bills as presented for the period June 5, 2018 to June 18, 2018. 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.

VIII. New Business

A. Meeting Minutes of June 5, 2018: Clerk Dolan Baumer presented the meeting minutes of June 5, 2018 for review and approval. A motion was made by Trustee Martinez to approve the meeting minutes of June 5, 2018 as presented, with a second by Trustee Benoit. Roll call: Ayes: Trustees Martinez, and Moinuddin, and Supervisor McGuire. Abstain: Trustee Benoit. Nays: None. Motion carried.
B. Executive Session Minutes of June 5, 2018: Clerk Dolan Baumer presented the executive session minutes of June 5, 2018 for review and approval. A motion was made by Trustee Martinez to approve the executive session minutes of June 5, 2018 as presented, with a second by Trustee Moinuddin. Roll call: Ayes: Trustees Martinez, and Moinuddin, and Supervisor McGuire. Abstain: Trustee Benoit. Nays: None. Motion carried

C. Consideration of Authorization for Senior Services Nutrition Div. Staff Request: Staff is looking to add a 25-hour per week Kitchen Assistant at $19,500 per year, salary to be partially funded by AgeOptions, a funding request from the MHB, and other fundraising events and donations. Trustee Martinez moved that the Board authorize additional staff as presented; Trustee Benoit seconded the motion. Roll call: Ayes: Trustees Benoit, Martinez, and Moinuddin, and Supervisor McGuire. Nays: None. Motion carried.

D. Consideration of Authorization to Purchase Two Replacement Senior Services Transportation Div. Buses: Trustee Martinez moved that the Board authorized purchase of two replacement Senior Services Transportation Div. buses, as recommended by staff, and Trustee Benoit seconded the motion. The buses under consideration are two 14-passenger, 5-wheelchair position 2018 Glaval Universal Passenger buses with a Ford E450 chassis from national Auto Fleet Group, partner of National Joint Powers Alliance, a government-purchasing cooperative. The cost is approximately $143,970 total for both vehicles. Roll call: Ayes: Trustees Benoit, Essick, 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: Supervisor McGuire noted that we are part sponsor of the Arts in Bartlett at Bartlett Park.

XI. Adjournment: There being no further business to come before this Board, a motion to adjourn at 7:29 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
AN ORDINANCE PROVIDING FOR
EMERGENCY INTERIM EXECUTIVE SUCCESSION

WHEREAS, Section Six of the Emergency Interim Executive Succession Act (the “Act”), 5 ILCS 275/1 et seq., authorizes the Board of Trustees of Hanover Township (the “Township Board”) to enact resolutions or ordinances providing for emergency interim executive successors to the elected and appointed offices of Hanover Township (the “Township”) that are consistent with the provisions of the Act; and

WHEREAS, because of the threats of attack upon the United States of unprecedented size and destructiveness, and in order, in the event of such an attack, to assure continuity of government through legally constituted leadership, authority, and responsibility in the offices of the government of the Township, to provide for the effective operation of the Township government during an emergency, to assure the continuity of the Township government in the event of other natural or manmade disasters, and to facilitate the early resumption of functions temporarily suspended, the Township Board finds and declares that it is necessary to provide for additional officers who can exercise the powers and discharge the duties of the incumbents thereof (and their deputies, assistants or other subordinate officers authorized, pursuant to law, to exercise all of the powers and discharge the duties of such offices, hereinafter referred to as deputies) are unavailable to perform the duties and functions of such offices;

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

SECTION ONE: RECITALS. The facts and statements contained in the preambles to this Ordinance are found to be true and correct and are hereby adopted as part of this Ordinance.

SECTION TWO: DEFINITIONS. Unless otherwise clearly required by context, the definition of any terms appearing in this Ordinance which are also used in the Act shall be the same as in said Act.
SECTION THREE: SUCCESSORS FOR THE TOWNSHIP SUPERVISOR.

Except as otherwise designated in writing by the Township Supervisor, the designated emergency interim successors for the office of Township Supervisor shall be the following persons, in the order listed, who are present in the Township and available to serve as such an emergency interim successor.

(1) Township Trustees as designated as such and in successive order by the Township Supervisor at the commencement of the Township Supervisor’s term of office and as may be changed from time-to-time by the Township Supervisor after the start of his or her term of office;
(2) Township Assessor;
(3) Township Clerk;
(4) Township Administrator;
(5) Assistant Township Administrator.

SECTION FOUR: FORMALITIES OF TAKING OFFICE. At the time of their designation, emergency interim successors for any Township office shall take such oath as may be required for them to exercise the powers and discharge the duties of the office to which they may succeed. Notwithstanding any other provision of law, no person, as a prerequisite to the exercise of the powers or discharge of the duties of an office to which he or she succeeds, shall be required to comply with any other provision of law relative to taking office.

SECTION FIVE: PERIOD IN WHICH AUTHORITY MAY BE EXERCISED.

Officials authorized to act pursuant to this Ordinance as emergency interim successors are empowered to exercise the offices, powers, and discharge the duties of an office as herein authorized only after an attack upon the United States or during a disaster within the Township. The Township Board may at any time terminate the authority of such emergency interim successors to exercise the powers and discharge the duties of office as herein provided.
SECTION SIX: REMOVAL OF DESIGNEES. Until such time as the persons designated as emergency interim successors are authorized to exercise the powers and discharge the duties of an office in accordance with this Ordinance, such persons shall serve in their existing designated capacities at the pleasure of the designating authority and may be removed or replaced by said designating authority at any time, with or without cause.

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

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

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

ROLL CALL VOTE:
AYES:
NAYS:
ABSENT:
PASSED: July 17, 2018
APPROVED: July 17, 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 Resolution ____________, enacted on July 17, 2018, and approved on July 17, 2018, as the same appears from the official records of Hanover Township.

__________________________
Katy Dolan Baumer, Township Clerk
RESOLUTION ______

A RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT BETWEEN
HANOVER TOWNSHIP AND JAMES C. BARR

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

SECTION ONE: The Employment Agreement (the “Agreement”) between
Hanover Township (the “Township”) and James C. Barr (the “Mr. Barr”), a copy of which is
appended hereto and expressly incorporated herein by this reference, is hereby approved.

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

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

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

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

AYES:

NAYS:

ABSENT:

PASSED: July 17, 2018

APPROVED: July 17, 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 Resolution ______________, enacted on July 17, 2018, and approved on July 17, 2018, as the same appears from the official records of Hanover Township.

____________________________________
Katy Dolan Baumer, Township Clerk
EMPLOYMENT AGREEMENT

This Employment Agreement (the “Agreement”), is made and entered into this ___ day of ____________, 2018, by Hanover Township, Cook County, Illinois (the “Township”) and James C. Barr (“Mr. Barr” or “Employee”) (collectively, the “Parties”).

WITNESSETH:

WHEREAS, the Township desires to continue to employ the services of Mr. Barr as Township Administrator of the Township; and

WHEREAS, it is the desire of the Supervisor and Board of Trustees of the Township (the “Township Board”) to provide certain benefits, to establish certain conditions of employment, and to set working conditions of said Employee; and

WHEREAS, Mr. Barr desires to continue to accept employment as Township Administrator of the Township pursuant to the terms and conditions set forth in this Agreement, and pursuant to the usual and customary duties carried out by the Township Administrator;

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the Parties agree as follows:

1. Employment. The Township hereby agrees to employ Mr. Barr as Township Administrator of the Township. Mr. Barr agrees to act as the Township Administrator for Hanover Township and to carry out to the best of his abilities all of the duties imposed upon that office in the ordinances of the Township and the statutes of the State of Illinois, and to perform such other legally permissible and proper duties and functions as the Township Board shall from time-to-time assign. The provisions of the Township’s Personnel Policy or other rules applicable to employees of the Township (the “Township Policies”) are applicable to Mr. Barr, but only to the extent that they do not conflict with the terms of this Agreement. Where the Township Policies and this Agreement are in conflict, the terms of this Agreement shall control. Mr. Barr acknowledges and agrees that the Township Policies are not part of this Agreement and are modifiable by the Township Board at will during the term of this Agreement.

2. Hours of Work. Mr. Barr agrees to perform the duties and functions of the Township Administrator as a full-time, exempt employee of the Township. It is recognized and agreed that Employee must devote a great deal of time outside the normal office hours to the business of the Township.

3. Outside Activities. Employee shall not engage or participate in non-Township connected business, including, but not limited to, such matters as teaching or consulting, without the prior approval of the Township Supervisor.

4. Salary and Benefits. The Township agrees to provide Mr. Barr with salary and benefits as set for below:
a. **Salary.** Mr. Barr shall be provided an annual base salary as set forth in the attached Exhibit A, payable in installments at the same time as other full-time, exempt employees of the Township are paid. Mr. Barr shall receive increases to his annual base salary in the percentage amount of the annual merit pool for full-time, exempt employees and at the same time as are provided to other full-time, exempt employees.

b. **Discretionary Bonus.** Following the end of each fiscal year, the Township Supervisor, in consultation with the Township Board, may award Employee a discretionary bonus (the “Discretionary Bonus”) based on Employee’s performance and other factors deemed relevant by the Township Supervisor, in consultation with the Township Board. Such Discretionary Bonus shall be payable as determined by the Township Supervisor and only if Employee is employed by the Township as of the date such Discretionary Bonus is paid.

c. **Retirement.** Mr. Barr shall continue to participate in the Illinois Municipal Retirement Fund, in accordance with applicable law and Township Policies. Mr. Barr shall pay the Employee's contributions from his salary, and the Township shall contribute on Mr. Barr's behalf the employer's required payments, as required by applicable law and Township Policies.

d. **Deferred Compensation.** In addition to the compensation to be paid Mr. Barr under Section 4(a) and 4(b), the Township shall contribute a percentage of Mr. Barr’s annual base salary, as set forth in the attached Exhibit A, to a deferred compensation plan or into other eligible investments, such as a mutual fund, certificate of deposit, bank savings, etc., as determined by the Township. The contribution to such deferred compensation plan or other eligible investments shall be payable on a semi-annual basis at the first (1st) and thirteenth (13th) pay periods of the fiscal year and only if Employee is employed by the Township as of the date such contribution is paid.

e. **Insurance and Other Benefits.** Except as otherwise provided herein, Mr. Barr will receive all health insurance benefits and other benefits provided to full-time, exempt employees of the Township under the Township Policies, and as those benefits may change from time-to-time.

f. **Vacation and Leave.** Mr. Barr shall receive twenty-five (25) vacation days each year and shall receive the same sick leave and personal days as are provided to regular full-time employees of the Township under the Township Policies, as those benefits may change from time-to-time.

g. **Vehicle Allowance.** The Township shall provide an automobile allowance to Employee as set forth in the attached Exhibit A, during the term of this Agreement. In exchange for this Vehicle Allowance, Employee will not be eligible for reimbursement for gasoline, maintenance, or per mile rate allowances which may be in effect from time-to-time under the Internal Revenue Service regulations. Employee shall carry property damage, liability, and comprehensive insurance for the vehicle with minimum liability coverage limits of two-hundred and fifty thousand dollars ($250,000.00) per person and five-hundred thousand dollars ($500,000.00) per accident. Such insurance shall be primary and noncontributory with respect to
any applicable coverage maintained by the Township.

h. **Dues and Subscriptions.** The Township agrees to consider and budget for and to pay for professional dues and subscriptions of Employee necessary for his continuation and full participation in national, regional, state, and local associations and organizations necessary and desirable for his continued professional participation, growth, and advancement, and for the good of the Township.

i. **General Expenses.** The Township recognizes that certain expenses of a non-personal and generally job-affiliated nature are incurred by Employee, and hereby agrees to reimburse or to pay said general expenses, up to an amount as approved by the Township Board in the annual budget, and the Township Board is hereby authorized to disburse such monies upon receipt of duly executed expense or petty cash vouchers, receipts, statements or personal affidavits.

j. **Indemnification.** In addition to that required under state and local law, the Township shall, to the extent permitted by law, defend, save harmless, and indemnify Employee against any tort professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties as Township Administrator. Any such claim, demand, or legal action shall be defended by legal counsel of the Township's choosing. The Employee shall not compromise and/or settle any such claim, demand or legal action without the written consent and the approval of the Township. The Township will, to the extent permitted by law, pay the amount of any settlement or judgment of any such claim, demand, or legal action, as it is legally required to do so.

5. **Performance Evaluation.** The Township Board may review and evaluate the performance of the Employee at such times and in accordance with criteria as determined by the Township Board. A satisfactory or above performance evaluation does not entitle Employee to a pay increase, promotion, bonus, or guarantee of continued employment.

6. **Term and Termination.** This Agreement is for an indefinite term. Notwithstanding anything to the contrary herein, this Agreement and Employee’s employment with the Township may be terminated at any time by the Township, acting through the Township Board, with or without cause. This Agreement may also be terminated by Mr. Barr upon written notice to the Township Board, at least thirty (30) days before, but not more than sixty (60) days before, the effective date of said notice of termination, unless otherwise agreed to in writing by the Township Board.

7. **Severance Pay.** In the event Employee is terminated by the Township during such time that Employee is willing and able to perform his duties under this Agreement, the Township agrees to pay Employee as severance pay an amount equal to six (6) months of Employee’s annual base salary and six (6) months of premiums for major medical insurance (collectively, the “Severance Amount”). The Severance Amount will be paid to Employee in substantially equal installments over six (6) months, in accordance with and at the same time as
the Township’s regular payroll practices for other full-time, exempt employees. Employee shall also be compensated for all accrued paid leave benefits according to the Township Policies.

In the event the Township Board determines that Employee has been terminated for cause, the Township shall have no obligation to pay the Severance Amount. For purposes of this Agreement, “cause” shall mean: (i) Employee commits a felony or a crime involving dishonesty, breach of trust, or physical harm to any person; (ii) Employee willfully engages in conduct that is in bad faith or materially injurious to the Township, including, but not limited to, fraud or embezzlement; (iii) Employee engages in conduct that constitutes a threat to the health, safety, or welfare of any person; or (iv) Employee dies or becomes disabled and is no longer able to perform the essential functions of the Township Administrator with or without reasonable accommodation. Employee shall be deemed to have become disabled under this section after he has been awarded long-term disability benefits by the Township’s long-term disability benefits provider for a period to exceed one (1) year.

In the event Employee voluntarily resigns from his position as Township Administrator of the Township or otherwise terminates this Agreement, the Township shall have no obligation to pay the Severance Amount.

8. **Notices.** Notices pursuant to this Agreement shall be in writing and shall be delivered in person or by certified mail, return receipt requested, postage prepaid, and addressed as follows:

If to the Township:

Hanover Township  
250 S. IL Route 59  
Bartlett, IL 60103  
Attn: Supervisor

with a copy to:

Michael A. Airdo  
Kopon Airdo, LLC  
233 S. Wacker Dr., Ste. 4450  
Chicago, IL 60606

If to Employee:

James C. Barr  
0 N 550 Wellington Court  
Geneva, Illinois 60134

9. **General Provisions.**

a. **Entire Agreement.** This Agreement, including matters incorporated herein, represents the entire agreement between the Parties. There are no other covenants, warranties, representations, promises, conditions, or understandings, either oral or written, other than those contained herein.

b. **Binding Effect.** This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of Employee.
c. **Modifications.** The Parties may modify this Agreement from time-to-time in writing through the execution of a separate Agreement or through the execution of a rider or other amendatory document.

d. **No Waiver.** The failure of the Township or Employee object to or to take affirmative action with respect to any conduct of the other that is in violation of this Agreement shall not be construed as a waiver of that violation or any future violations of the provisions of this Agreement.

e. **Governing Law.** The validity, interpretations, construction and performance of this Release shall be governed by the laws of the State of Illinois, without giving effect to conflict of laws principles.

f. **Dispute Resolution.** In the event any dispute shall arise with respect to any matter related to or arising out of this Agreement, the Parties shall use their best efforts to resolve the dispute through an informal dispute resolution process, to include, but not limited to mediation. In the event that the Parties are unable to resolve the dispute informally within thirty (30) days, both Parties agree to waive their right to a jury trial and agree that either Party may elect to have the matter resolved by binding arbitration before a neutral arbitrator to-be-agreed upon by both Parties. In the event that both Parties are unable to agree upon a third party neutral arbitrator, the matter will be submitted by the Parties to a mutually determined neutral arbitration firm. In the event the Parties are unable to mutually agree upon such a neutral arbitration firm, the matter will be submitted by the Parties to the American Arbitration Association. Each Party shall be responsible for its own costs and expenses related to the arbitration, including, but not limited to, attorneys’ fees, but the costs of the arbitration shall be shared equally by both Parties. The decision of the arbitrator shall be final and not appealable and subject to enforcement as a judgment under the Illinois Code of Civil Procedure. All rules of procedure, discovery, and evidence as set forth in the rules of employment arbitration as adopted by the American Arbitration Association, at the time that arbitration is required, shall be applicable to the proceedings, except to the extent those rules conflict with the requirements of applicable Illinois law. Any arbitration pursuant to this Agreement shall take place in Cook County, Illinois. This dispute resolution provision shall survive any termination of this Agreement.

g. **Effective Date.** This Agreement shall become effective upon the mutual signature of this Agreement by all Parties.

h. **Counterparts.** This Agreement may be executed in separate counterparts. It shall be fully executed when each Party whose signature is required has signed at least on (1) counterpart, even though no one (1) counterpart contains the signature of all the Parties.

i. **Severability.** If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid, or unenforceable, the remainder of this
Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

IN WITNESS WHEREOF, Hanover Township, Cook County, Illinois has caused this Agreement to be signed and executed in its behalf by its Supervisor, and duly attested by its Township Clerk, and James C. Barr has signed and executed this contract, both in duplicate, the day and year first above written.

HANOVER TOWNSHIP

Supervisor

Date: __________________________

ATTEST:

______________________________

Township Clerk

JAMES C. BARR

Date: __________________________
EXHIBIT A

Salary, Deferred Compensation, and Benefits

Annual Base Salary: $___________ per year, retroactive to April 1, 2018

Deferred Compensation: ___% of Annual Base Salary per year

Monthly Vehicle Allowance: $_____ per month
RESOLUTION ______

A RESOLUTION AUTHORIZING EXECUTION OF A CIVIL ENGINEERING SERVICES AGREEMENT FOR THE WALTERS-LENOCI RESERVE PATH CONSTRUCTION PROJECT

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

SECTION ONE: The Civil Engineering Services Agreement (the “Agreement”) between Hanover Township (the “Township”) and 2IM Group, LLC, for civil engineering services in connection with the construction of a paved path on the Walters-Lenoci Reserve, a copy of which is appended hereto and expressly incorporated herein by this reference, is hereby approved.

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

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

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

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

AYES:

NAYS:

ABSENT:

PASSED: July 17, 2018

APPROVED: July 17, 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 Resolution ___________, enacted on July 17, 2018, and approved on July 17, 2018, as the same appears from the official records of Hanover Township.

____________________________________
Katy Dolan Baumer, Township Clerk
CIVIL ENGINEERING SERVICES AGREEMENT

This Agreement entered into this _____ day of June, 2018, between, 2IM Group, LLC, (hereinafter, “Design Professional”), and Hanover Township (hereinafter “Client”), agree to the following proposal, rate schedule, and general conditions for the project described herein.

The Client and Design Professional agree as set forth below:

1. **Understanding of Project.** The project is located the Hanover Township Walters-Lenoci Reserve, 735 Stowell Avenue, Streamwood, IL. The project is to consist of construction of a paved walking path on the Walters-Lenoci Reserve.

Design professional will provide civil design aspects for the project, as set forth in Section 2 herein. Electricity, water, and telephone/cable locations shall be provided by others and will be shown on the Existing & Proposed Site Utility Plan. Design Professional will use a GPS to collect the topographic survey for existing conditions.

2. **Scope of Services.** The Scope of Services includes the following:

   a. **Gathering Existing Data (18 hours)**

      i. Utility search includes gathering all the utility information around the site as provided by the utility owners and per the topographic survey.
      ii. Site visits.
      iii. GPS topographic survey of existing elevations, fence, trees, and other surface features.

   b. **Path Design (42 hours)**

      i. Path layout and grading plan.
      ii. Path plan, profile, and details per Illinois Department of Transportation standards.
      iii. Design of Erosion and Sediment Control (ESC) and implementation of Best Management Practices for stormwater quality and prepare permit, if required.
      iv. 2IM will not show any vertical location of the utilities, unless provided by utility owners.
      v. 2IM will not perform any structural design for the site.
      vii. Solicitation of bids.
      viii. Address RFI’s during the bidding process.
      ix. Provide bid addendums and project scope of work clarifications as needed.
      x. Preparation of bid tabulation.
      xi. Assist in reviewing the scope of work by solicited contractors.
      xii. Assist with reference checks on contractors under consideration for the project.
      xiii. Review bid results and make contractor recommendations.
      xiv. Prepare cost estimates.
      xv. Review and assist with contractor field orders, change orders, and clarifications.
      xvi. Review and comment on contractor provided closeout documents including warranties, manuals, and as-built drawings.
xvii. The hours include a total of three submittals for approval. Any changes to site plan will require additional submittals, therefore an increase in hours will be negotiated with the client.

c. **Coordination and Meetings (12 hours)**
   i. Streamwood Water Department
   ii. Other meetings and coordination (Streamwood, MWRD, Client, etc.).
   iii. Attend pre-bid meeting to answer contractor questions and discuss the extent of civil engineering work required by the bid documents.
   iv. Meeting with preferred contractor to stakeout path layout, ESC plan, and landscape area.

3. **Fee Proposal.** Design Professional estimates compensation for services described in Section 2 herein not to exceed **$7,830.00**, as follows:

<table>
<thead>
<tr>
<th>Payroll Classification</th>
<th>Hourly Pay Rate</th>
<th>Hours for Project</th>
<th>Fee for Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Professional</td>
<td>$150.00</td>
<td>12</td>
<td>$1,800.00</td>
</tr>
<tr>
<td>Project Engineer I</td>
<td>$112.00</td>
<td>40</td>
<td>$4,480.00</td>
</tr>
<tr>
<td>Junior Engineer I</td>
<td>$76.00</td>
<td>18</td>
<td>$1,520.00</td>
</tr>
<tr>
<td>Administration</td>
<td>$65.00</td>
<td>2</td>
<td>$130.00</td>
</tr>
</tbody>
</table>

**TOTAL HOURS = 72**

**TOTAL FEE FOR PROJECT = $7,830.00**

Any additional design work will be charged per the Hourly Pay Rates specified above, with approval by the Client.

4. **General Terms and Conditions.**

   a. **Agreement.** This Agreement constitutes the full and complete agreement between Design Professional and Client, and may be amended, added to, superseded or waived only if both parties specifically define in writing an official amendment of this Agreement.

   b. **Billing and Payment.** Client agrees to compensate Design Professional for services completed per the fixed fee pricing set forth in Section 3 herein. All incurred fees for direct costs related to existing information retrieval, agency permits, and printing for permits will be invoiced to Client. Services and expenses will be invoiced monthly. Invoice amounts are due within thirty (30) days. In the event any amount becomes past due, Design Professional may give seven (7) days notice of intent to suspend or terminate the Agreement.

   c. **Changes in Scope.** Except as otherwise provided herein, the Fee Proposal constitutes Design Professional’s estimate to perform the services required to complete the Project. However, all required services are not always definable in the initial planning. Accordingly, circumstances may dictate a change in the scope of services to be performed. Where this occurs, changes to the Agreement shall be negotiated and an equitable adjustment shall be made.

   d. **Dispute Resolution.** In the event any dispute shall arise with respect to any matter related to or arising out of this Agreement, the parties shall use their best efforts to resolve
the dispute through an informal dispute resolution process, to include, but not limited to mediation. In the event that the parties are unable to resolve the dispute informally within thirty (30) days, both parties agree to waive their right to a jury trial and agree that either party may elect to have the matter resolved by binding arbitration before a neutral arbitrator to-be-agreed upon by both parties. In the event that both parties are unable to agree upon a third party neutral arbitrator, the matter will be submitted by the parties to a mutually determined neutral arbitration firm. In the event the parties are unable to mutually agree upon such a neutral arbitration firm, the matter will be submitted by the parties to the American Arbitration Association. Each party shall be responsible for its own costs and expenses related to the arbitration, including, but not limited to, attorneys’ fees, but the costs of the arbitration shall be shared equally by both parties. The decision of the arbitrator shall be final and not appealable and subject to enforcement as a judgment under the Illinois Code of Civil Procedure. All rules of procedure, discovery, and evidence as set forth in the rules adopted by the American Arbitration Association, at the time that arbitration is required, shall be applicable to the proceedings, except to the extent those rules conflict with the requirements of applicable Illinois law. Any arbitration pursuant to this Agreement shall take place in Cook County, Illinois. This dispute resolution provision shall survive any termination of this Agreement.

e. **Nonconforming Work.** Based upon its site observations pursuant to the terms of the Agreement, Design Professional shall bring any known nonconforming work to the attention of Client as soon as reasonably possible.

f. **Right of Access.** Design Professional shall have access to the job site whenever work is in preparation or in progress.

g. **Standard of Care.** The standard of care for all professional services performed or furnished by Design Professional under this Agreement will be the skill and care used by members of the Design Professional's profession practicing under similar circumstances at the same time and in the same locality.

h. **Termination.** The Agreement may be terminated by Client for cause with seven (7) days written notice to Design Professional. The project may be suspended by Client with thirty (30) days written notice. In the event of suspension, the Client shall pay all fees and expenses incurred prior to the date of notice.

i. **Insurance.** Design Professional agrees to procure and maintain at its own expense, Automobile Liability, Comprehensive General Liability, and Professional Liability insurances for itself and its employees as follows:

<table>
<thead>
<tr>
<th>Types of Insurance</th>
<th>Limits of Liability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comprehensive General Liability</td>
<td>$ 1,000,000.00</td>
</tr>
<tr>
<td>Automobile Liability</td>
<td>$ 500,000.00</td>
</tr>
<tr>
<td>Professional Liability (Errors and Omissions)</td>
<td>$ 1,000,000.00</td>
</tr>
<tr>
<td>Workmen's Compensation</td>
<td>$ 500,000.00</td>
</tr>
</tbody>
</table>
Hanover Township, and each of its respective officers, officials, directors, employees, volunteers, agents, and invitees (collectively, the “Additional Insured”), shall be included as an additional insured under the Comprehensive General Liability coverage and the Automobile Liability coverage for claims arising out of, or in association with, this Agreement. All such coverage shall be primary with respect to claims made, and any similar or additional coverage maintained by Client shall be excess to any coverage carried by Design Professional, including any excess coverage carried by Design Professional. Design Professional will, upon request, furnish appropriate insurance certificates to Client. Any failure on the part of Client to insist upon the receipt of a certificate of coverage and applicable endorsements is not a waiver of any rights that Client has under this paragraph. In the event that Design Professional fails to purchase or procure coverage, as required above, the parties expressly agree that Design Professional shall be in default under this Agreement and the Agreement will be terminated. Design Professional will provide not less than thirty (30) days written notice to Client prior to any cancellation of the above insurance policies.

j. Indemnification. Design Professional shall indemnify and hold harmless Hanover Township, and each of its respective officers, officials, employees, agents, and volunteers, from and against all claims, suits, liabilities, damages, losses, judgments, and expenses, including, but not limited to, legal fees (attorneys' and paralegals' fees and court costs), arising out of or related to the Design Professional's work under this Agreement, and/or any acts and/or omissions of or on behalf of the Design Professional, its employees, contractors, and/or agents and/or any person and/or entity acting on behalf of any of them, including those claims, causes of action, injuries, illnesses, damages, and/or cost of expenses based on death, bodily injury, or property damage, except to the extent caused by the negligence of a party indemnified hereunder.

k. Mutual Waiver. To the fullest extent permitted by law, Client and Design Professional waive against each other and the other's employees, officers, directors, agents, insurers, partners, and consultants any and all claims for or entitlement to special, incidental, indirect or consequential damages arising out of, resulting from, or in any way related to the project.

l. Non-Enforcement. A party's non-enforcement of any provision shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this Agreement.

m. Assignment. A party can assign its rights or obligations only with the express written permission of the other party. This Agreement shall be binding upon and inure to the benefit of any permitted assigns.

n. Survival. All express representations, waivers, indemnifications, and limitations of liability included in this Agreement will survive its completion or termination for any reason.

o. Third Parties. Nothing in this agreement shall be construed to create, impose, or give rise to any duty owed by Client or Architect to any Contractor, Contractor's subcontractor, supplier, other individual or entity, or to any surety for or employee of any of them. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of the Client and Design Professional and not for the benefit of any other party.

p. Severability. Any provision or part of the Agreement held to be void or unenforceable under the Laws or Regulations shall be deemed stricken, and all remaining provisions shall continue to be deemed binding upon the Client and Design Professional, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with
a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

q. **Governing Law.** This Agreement shall be construed, governed, and enforced according to the laws of the State of Illinois.

r. **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.

s. **No Waiver of Immunities or Privileges.** Nothing herein shall be construed as an express and/or implied waiver of any common law and/or statutory immunities and/or privileges of Hanover Township, and/or its officials, officers, employees, volunteers and/or agents.

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

HANOVER TOWNSHIP

________________________________________

Date: ______________________

ATTEST:

________________________________________

Township Clerk

2IM GROUP, LLC

________________________________________

Date: ______________________ July 5, 2018
Memorandum

Date: July 17, 2018

To: Hanover Township Board

From: James C. Barr, Township Administrator
      Suzanne Powers, Assistant Township Administrator

Re: IMRF Early Retirement Incentive Resolution

The Illinois Municipal Retirement Fund (IMRF) offers the Early Retirement Incentive (ERI) as a permanent part of the IMRF benefit program. IMRF states it is a tool employers can use, if and when they need to, to save fringe benefits and payroll costs by providing an incentive for long-term members to retire. Without the ERI, Tier 1 members can retire at age 55. With the ERI, those members can retire at age 50 provided they have 20 years of service credit before adding the incentive. Without the ERI, Tier 1 members receive reduced benefits if they are less than age 60 with less than 35 years of service credit when they retire. Under ERI, Regular Tier 1 members age 55 to 60 can avoid the reduction by purchasing sufficient service/age to reach age 60 or 35 years.

**Actuarial Analysis**
IMRF conducted an actuarial analysis of the proposed ERI window of July 31, 2018 to July 31, 2019. Based on the eligibility requirements, four Hanover Township employees would be eligible to activate the ERI through July 31, 2019. IMRF automatically chooses a 10 year amortization for the ERI, however the Township can make additional payments to pay the ERI off as early as five years. The estimated additional liability created by the ERI is $579,419. Assuming a 10-year amortization period and all four employees activating the ERI, the total liability to the Township is $825,992. The complete IMRF Actuarial Analysis is attached to this memo.

**Cost Savings**
The ERI allows the Township to save fringe benefits and payroll costs by providing long-term employees an incentive to retire. If all four employee continued employment with the Township for 10 years, the total cost of salary alone is $3,894,810. This assumes an average 2.5 percent annual merit increase across the 10 year period and does not include any other personnel costs such as FICA, IMRF, unemployment, and health insurance. If the Township were to refill the four positions, the replacement salaries and vacation accruals will be lower. Newly hired personnel salary costs are approximately 10 percent to 25 percent lower than the retiring employees. The total new hire salary costs are estimated to be $2,922,393 across a 10 year period. The estimated savings on salary expenses is $972,417, not factoring in additional fringe benefits of FICA, IMRF, unemployment, and health insurance. Factoring the 10-year amortization costs, the total savings to the Township is estimated to be approximately $123,669 across the ten year period.
**Recommendation**

Staff is recommending the Township Board approve the proposed ERI resolution with a window of July 31, 2018 to July 31, 2019 with a 10 year amortization period. Across the life of the ERI, the projected savings on salary costs are estimated to be $146,425 assuming all four eligible employees enrolled. Additional moderate savings on fringe benefits would also be achieved due to the lower salary costs for newly hired employees.

Should you have any questions or concerns, please do not hesitate to contact Assistant Township Administrator Suzanne Powers at spowers@hanover-township.org or (630) 837-0301 ext. 2124. Thank you for your time and consideration of this matter.
RESOLUTION ______

A RESOLUTION TO ADOPT AN EARLY RETIREMENT INCENTIVE PROGRAM FOR
EMPLOYEES IN THE ILLINOIS MUNICIPAL RETIREMENT FUND

WHEREAS, the Illinois Pension Code (the “Code”), 40 ILCS 5/7-141.1, provides that a
participating employer may elect to adopt an early retirement incentive program offered by the
Illinois Municipal Retirement Fund (the “IMRF”) by adopting a resolution or ordinance; and

WHEREAS, the goal of adopting an early retirement program is to realize a substantial
savings in personnel costs by offering early retirement incentives to employees who have
accumulated many years of service credit; and

WHEREAS, the IMRF has prepared an actuarial estimate of the cost of an early
retirement incentive program for Hanover Township (the “Township”), and the additional liability
created by the early retirement incentive is estimated to be $579,419.00; and the ten (10) year
amortization cost is estimated to be $825,992.00.

WHEREAS, the Supervisor and Board of Trustees of the Township (collectively, the
“Township Board”) have reviewed the cost estimate and determined that the adoption of an
early retirement incentive is in the best interests of the Township

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

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

SECTION TWO: The Township Board hereby adopts the IMRF early
retirement incentive program as provided in the Code. The early retirement incentive program
shall take effect on July 31, 2018.
SECTION THREE: In order to help achieve a true cost savings, an employee who retires under the early retirement incentive program shall lose those incentives if he or she later accepts employment with any IMRF employer in any position; except that an employee can hold an elected position if he or she chooses to not participate in IMRF and the pension is not based on any service earned in that position during any term of office.

SECTION FOUR: In order to utilize an early retirement incentive as a budgeting tool, the Township will use its best efforts either to limit the number of employees who replace the employees who retire under the early retirement program or to limit the salaries of the employees who replace the employees who retire under the early retirement program.

SECTION FIVE: The effective date of each employee’s retirement under this early retirement incentive program shall be set by the Township and shall be no earlier than the effective date of the program and no later than one year after that effective date; except that the employee may require that the retirement date set by the Township be no later than the June 30 next occurring after the effective date of the program and no earlier than the date upon which the employee qualifies for retirement.

SECTION SIX: To be eligible for the early retirement incentive provided for herein, the employee must have attained age fifty (50) and have at least twenty (20) years of creditable service by his or her retirement date; and

SECTION SEVEN: As of the date of the adoption of this Resolution, the Board is not aware of any pending dissolution of the Township.

SECTION EIGHT: The Township Clerk shall promptly file a certified copy of this resolution with the Board of Trustees of the IMRF.
SECTION NINE: 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 TEN: 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 ELEVEN: EFFECTIVE DATE. This Resolution shall be in full force and effect upon its passage and approval.

ROLL CALL VOTE:
AYES:
NAYS:
ABSENT:
PASSED: July 17, 2018
APPROVED: July 17, 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 Resolution _____________, enacted on July 17, 2018, and approved on July 17, 2018, as the same appears from the official records of Hanover Township.

____________________________________
Katy Dolan Baumer, Township Clerk
Actuarial Analysis of

The Potential Effect of

IMRF’s Early Retirement Incentive Program

For

05785 - HANOVER TOWNSHIP

(Regular Members)

1 Year Window Beginning

7/31/2018
IMRF Retirement Incentive 5-Year Window Program
Actuarial Analysis for
05785 - HANOVER TOWNSHIP
(Regular Members)
Summary of Valuation Results and Input Variables
Window Period: 07/31/2018 Through 07/31/2019

<table>
<thead>
<tr>
<th>EMPLOYEES AFFECTED BY WINDOW *</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Presently eligible to retire with full or reduced benefits</td>
<td></td>
</tr>
<tr>
<td>a. Number</td>
<td>2</td>
</tr>
<tr>
<td>b. Annual Payroll</td>
<td>$131,504</td>
</tr>
<tr>
<td>2. Number newly eligible to retire</td>
<td></td>
</tr>
<tr>
<td>a. Number</td>
<td>2</td>
</tr>
<tr>
<td>b. Annual Payroll</td>
<td>$166,804</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INPUT VARIABLES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Employees presently eligible to retire, who</td>
<td></td>
</tr>
<tr>
<td>a. Would have retired without this window</td>
<td>0</td>
</tr>
<tr>
<td>b. Are induced to retire during this window **</td>
<td>2</td>
</tr>
<tr>
<td>4. Employees newly eligible to retire who are induced to retire during window period **</td>
<td>2</td>
</tr>
<tr>
<td>5. Total number assumed to retire during window period: (3a) + (3b) + (4)</td>
<td>4</td>
</tr>
<tr>
<td>6. Total across-the-board pay increase since 12/31/2017</td>
<td>3.00%</td>
</tr>
</tbody>
</table>

* Persons covered by Elected County Official benefit provisions with this employer were not included in this study.

** Inducement to retire is consistent with the assumptions for the Reserve Transfer Program.
### IMRF Retirement Incentive 5-Year Window Program

**Actuarial Analysis for 05785 - HANOVER TOWNSHIP (Regular Members)**

Summary of Valuation Results

Window Period: 07/31/2018 Through 07/31/2019

#### IMRF COSTS

1. Unpaid ERI Liability Exists?
   - No
   (See Note Below)

2. Additional Liability Created by Window
   - 579,419

3. Schedule of Increase in Employer Contribution to IMRF based on indicated amortization of liability increase

<table>
<thead>
<tr>
<th></th>
<th>Amortization Years</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5 Years</td>
</tr>
<tr>
<td>First Year</td>
<td>131,831</td>
</tr>
<tr>
<td>Second Year</td>
<td>135,127</td>
</tr>
<tr>
<td>Third Year</td>
<td>138,505</td>
</tr>
<tr>
<td>Fourth Year</td>
<td>141,967</td>
</tr>
<tr>
<td>Fifth Year</td>
<td>145,516</td>
</tr>
<tr>
<td>Sixth Year</td>
<td>149,159</td>
</tr>
<tr>
<td>Seventh Year</td>
<td></td>
</tr>
<tr>
<td>Eighth Year</td>
<td></td>
</tr>
<tr>
<td>Ninth Year</td>
<td></td>
</tr>
<tr>
<td>Tenth Year</td>
<td></td>
</tr>
<tr>
<td>Total Estimate Cost</td>
<td>692,946</td>
</tr>
</tbody>
</table>

#### NOTE:

An employer cannot adopt an ERI program until the cost of a previous ERI program is paid in full. A resolution adopting ERI with an effective date prior to the pay-of date is void. Call 1 800 ASK IMRF and ask to speak with Corey Lockwood, Employer Account Analyst, to request a written confirmation of the current balance.
# IMRF Retirement Incentive 5-Year Window Program

## Actuarial Analysis for

**05785 - HANOVER TOWNSHIP**

*(Regular Members)*

Window Period: 07/31/2018 Through 07/31/2019

## Individual Member Results

<table>
<thead>
<tr>
<th>Name</th>
<th>ID No.</th>
<th>New Salary</th>
<th>Lump Sum Wages</th>
<th>Total Service</th>
<th>ERI Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>COHEN, MICHAEL</td>
<td></td>
<td>69,804.13</td>
<td>0.00</td>
<td>23.33</td>
<td>131,315.64</td>
</tr>
<tr>
<td>PARQUETTE, JOHN</td>
<td></td>
<td>97,000.25</td>
<td>0.00</td>
<td>26.08</td>
<td>187,660.72</td>
</tr>
<tr>
<td>SPEJCHER, STEVE</td>
<td></td>
<td>91,202.38</td>
<td>0.00</td>
<td>25.92</td>
<td>196,786.92</td>
</tr>
<tr>
<td>TORRANCE, CRISTAN</td>
<td></td>
<td>40,301.84</td>
<td>0.00</td>
<td>21.67</td>
<td>63,655.65</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>298,308.60</td>
<td>0.00</td>
<td></td>
<td>579,418.92</td>
</tr>
</tbody>
</table>
### IMRF Early Retirement Incentive Analysis

<table>
<thead>
<tr>
<th>Position</th>
<th>Current Pay</th>
<th>Year 1*</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Year 6</th>
<th>Year 7</th>
<th>Year 8</th>
<th>Year 9</th>
<th>Year 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilities &amp; Road Maintenance Director</td>
<td>100,535</td>
<td>103,048</td>
<td>105,625</td>
<td>108,265</td>
<td>110,972</td>
<td>113,746</td>
<td>116,590</td>
<td>119,505</td>
<td>122,492</td>
<td>125,554</td>
<td>128,693</td>
<td>131,911</td>
</tr>
<tr>
<td>Outreach and Prevention Manager</td>
<td>70,201</td>
<td>71,956</td>
<td>73,755</td>
<td>75,599</td>
<td>77,489</td>
<td>79,426</td>
<td>81,412</td>
<td>83,447</td>
<td>85,533</td>
<td>87,671</td>
<td>89,863</td>
<td>92,110</td>
</tr>
<tr>
<td>Bus Driver**</td>
<td>37,044.80</td>
<td>37,971</td>
<td>38,920</td>
<td>39,893</td>
<td>40,891</td>
<td>41,913</td>
<td>42,961</td>
<td>44,035</td>
<td>45,135</td>
<td>46,264</td>
<td>47,420</td>
<td>48,606</td>
</tr>
<tr>
<td><strong>Annual Totals</strong></td>
<td>304,388</td>
<td>311,997</td>
<td>319,797</td>
<td>327,792</td>
<td>335,987</td>
<td>344,387</td>
<td>352,997</td>
<td>361,821</td>
<td>370,867</td>
<td>380,139</td>
<td>389,642</td>
<td>399,383</td>
</tr>
</tbody>
</table>

*Assumes a 2.5% merit increase across the 10 years

**Hourly pay = 17.81

<table>
<thead>
<tr>
<th>Position</th>
<th>New Hire Position Pay</th>
<th>Year 1*</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Year 6</th>
<th>Year 7</th>
<th>Year 8</th>
<th>Year 9</th>
<th>Year 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilities &amp; Road</td>
<td>75,000</td>
<td>76,875</td>
<td>78,797</td>
<td>80,767</td>
<td>82,786</td>
<td>84,856</td>
<td>86,977</td>
<td>89,151</td>
<td>91,380</td>
<td>93,665</td>
<td>96,006</td>
<td>98,406</td>
</tr>
<tr>
<td>Director of Youth and Family Services Outreach and Prevention Manager</td>
<td>80,000</td>
<td>82,000</td>
<td>84,050</td>
<td>86,151</td>
<td>88,305</td>
<td>90,513</td>
<td>92,775</td>
<td>95,095</td>
<td>97,472</td>
<td>99,909</td>
<td>102,407</td>
<td>104,967</td>
</tr>
<tr>
<td>Outreach and Prevention Manager</td>
<td>60,000</td>
<td>61,500</td>
<td>63,038</td>
<td>64,613</td>
<td>66,229</td>
<td>67,884</td>
<td>69,582</td>
<td>71,321</td>
<td>73,104</td>
<td>74,932</td>
<td>76,805</td>
<td>78,725</td>
</tr>
<tr>
<td>Bus Driver**</td>
<td>33,280</td>
<td>34,112</td>
<td>34,965</td>
<td>35,839</td>
<td>36,735</td>
<td>37,653</td>
<td>38,595</td>
<td>39,559</td>
<td>40,548</td>
<td>41,562</td>
<td>42,601</td>
<td>43,666</td>
</tr>
<tr>
<td><strong>Annual Totals</strong></td>
<td>248,280</td>
<td>254,487</td>
<td>260,849</td>
<td>267,370</td>
<td>274,055</td>
<td>280,906</td>
<td>287,929</td>
<td>295,127</td>
<td>302,505</td>
<td>310,068</td>
<td>317,819</td>
<td>325,765</td>
</tr>
</tbody>
</table>

*Assumes a 2.5% merit increase across the 10 years

**Hourly pay = 15.00

<table>
<thead>
<tr>
<th></th>
<th>Total Salary Savings</th>
<th>10 Year Amortization Cost</th>
<th>ERI Estimated Savings</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Annual Totals</strong></td>
<td>972,417</td>
<td>825,992</td>
<td>146,425</td>
</tr>
</tbody>
</table>