

NORMAL TOWNSHIP  
BOARD OF TRUSTEES SPECIAL MEETING  
MARCH 19, 2020 AT 9:00 AM  
NORMAL TOWNSHIP HALL  
304 EAST MULBERRY, NORMAL, IL

BOARD MEMBERS PRESENT: Supervisor Sarah Grammer, Trustees Arlene Hosea, Sally Pyne, Dayna Schickedanz and Ray Ropp

BOARD MEMBERS ABSENT: None

ELECTED OFFICIALS PRESENT: Assessor Rob Cranston, Highway Commissioner Arin Rader and Township Clerk Amy Conklin

ELECTED OFFICIALS ABSENT: None

OTHERS PRESENT: ARC Director of Operations Rick Lewis and ARC Members Deb Shaw and Terri Morgan by phone.

Sally Pyne made the motion to approve the February 20, 2020 Board Meeting Minutes and Ray Ropp seconded and was passed

Sally Pyne made the motion to approve the Expenditures from February 21- March 19, 2020. Arlene Hosea seconded and was passed

EXPENDITURES

|                    |              |
|--------------------|--------------|
| General Assistance | \$19,884.38  |
| General Town       | \$292,823.32 |
| Road and Bridge    | \$9,679.54   |
| Senior Citizen     | \$77,470.11  |

Final payment to contractors will be in April 2020

COMMUNITY ENGAGEMENT: Arlene Hosea attended a Town of Normal Census Meeting- they were to have events scheduled at the ARC and have cancelled due to COVID- 19. They are planning on conducting the census in September so that Illinois State University students can be counted.

ASSESSOR REPORT by Rob Cranston: Nothing to report

CLERK REPORT by Amy Conklin: Reminded Board to complete their Economic of Interest Statement which is due by May 1, 2020

ROAD COMMISSIONER REPORT by Arin Rader: Weight Limits were lifted county wide. Has been filling potholes from winter. Township has been using salt to penetrate the ice. Stated that when located in the new building, he will try Buckshot and will keep all ingredients separately- salt and sand.

SUPERVISOR REPORT by Sarah Grammer: The graphic design for the ARC bus will emphasize phone number and have website address on bumper. The Budget Hearing will take place at the beginning of the April Board Meeting.

GENERAL ASSISTANCE REPORT by Sarah Grammer:

In February there were 88 assistance appointments with 76 residents  
February 2020 GA with 48 clients for \$14,756.94  
February 2019 GA with 46 clients for \$11,368.34  
February 2020 EA with 5 clients for \$2,330.98  
February 2019 EA with 9 clients for \$6,431.39  
4 families received \$1,108.63 from the John M Scott Grant

ARC STAFF and ADVISORY BOARD: ARC Director of Operations Rick Lewis' report is attached

Deb Shaw stated that the staff are trying to hand the Peace Meals to the members outside of the ARC Building. There have been 10-12 meals handed out per day

PUBLIC COMMENT: Terri Morgan who was present by audio: Thanked the board for having the teleconference and would like it available for future meetings. She stated that at the Town of Normal Council Meeting -there is no designated person directing the 55+years activities. Asked if Township has the same fiscal year as Town of Normal- Supervisor Grammer stated that they are the same.

No Closed Session Meeting  
No Old Business

NEW BUSINESS: Sally Pyne made the motion to approve the recommended new senior advisory committee members of Faye Sanders of Normal and Barbara Singer of Bloomington and to reappoint committee members Rich Farr, Uday Deoskar, and Carol Plotkin. Arlene Hosea seconded and motion passed.

Discussion of transfer of funds between budget lines  
Sally Pyne made the motion to approve Resolution 2020- 01 Transfer of funds between budget lines. Arlene Hosea seconded and went into Roll Call for full vote:

| ROLL CALL                | yea | nay |
|--------------------------|-----|-----|
| Arlene Hosea             | X   |     |
| Sally Pyne               | X   |     |
| Dayna Schickedanz        | X   |     |
| Ray Ropp                 | X   |     |
| Supervisor Sarah Grammer | X   |     |

Resolution 2020-01passed

Ray Ropp made the motion to pass the Audit Contract which will be for 3 years. Sally Pyne seconded and it passed

Discussion of refinancing the ARC loan with Morton Bank – Supervisor Sarah Grammer will ask about current rates as of today and near future as rates have dropped again

Ray Ropp made the motion to pass the solar program for the ARC and Sally Pyne seconded and motion passed

Sally Pyne made the motion to pass The Annual Township Meeting Agenda and Arlene Hoses seconded and motion passed

Will Table discussion and vote of the Senior Advisory Committee Guidelines

Suggest items for next meeting agenda: Update on Veteran’s Wall and ARC Crisis Response Team  
April 4- Special Meeting at 9AM  
April 2- Advisory Committee meeting at 9:30

\_\_\_\_\_  
Normal Township Clerk- Amy Conklin

\_\_\_\_\_  
Date

**ARC Director of Operations Report**  
**March 19, 2020**

1. The first week of suspension of programs and activities has been spent preparing for the anticipated challenges from normal operations. A sample of calls to the members has revealed the value of ARC to the senior community with everyone stating how much they miss coming to the center to socialize with their friends. We are creating spreadsheets of member participation to assign staff names to contact for wellness checks.
2. Sammi has prepared posts to place on ARC's social media through April 16. Posts will involve a variety of information as well as fun activities such as challenges, resources, virtual tours of museums and zoos, and online cams. Exercise instructor Lucy Croft and yoga instructor Ada Rediger are video taping messages for their participants. Sammi is also monitoring FB responses on ARC's page to respond to questions and concerns.
3. The newsletter was postponed for print last week to include updates on ARC's suspension of programs and use space to share information and resources. We expect more members will read the newsletter looking for information. We also included information on the John M. Scott Trust, 2020 Census, and SHIP. The newsletter will be delivered in the coming days.
4. The facility staff have been spending the time conducting deep cleaning of all the public spaces and activity rooms. Preston is also using the time to look for parts for repairing fitness center equipment and researching service contracts.
5. Desk staff are conducting account maintenance in My Senior Center to update member information, emergency contacts. Staff are monitoring traffic in the café and ensuring we are enforcing the temporary closure.
6. O'Brien has been following up with an inspection on one of the new condensers that services the Rec Room. Indicators are reading high pressure and shuts down the unit before the room is cool.
7. We had a drive-thru food pickup for members who indicated they need food during the suspension of programs. More than 25 bags of food were distributed to members.
8. The 2020 Honor Flights have been postponed impacting James Williams who was scheduled for April 7 and Bryan Hodgson scheduled for May 12. I will continue to collect cards and letters for their Mail Call and send to Springfield once flights are confirmed resumed.
9. American Red Cross is still holding their Blood Drive March 20. We will be careful to practice social distancing and 18 people have signed up to give over the period.