

NORMAL TOWNSHIP  
MONTHLY BOARD MEETING  
NORMAL TOWNSHIP BUILDING  
304 EAST MULBERRY  
JANUARY 21, 2021

8:15 AM

Meeting held Virtually through Zoom video/audio  
( Supervisor Sarah Grammer physically present in Township Building )

Roll Call of Attendees

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 Clerk Amy Conklin

ELECTED OFFICIALS ABSENT: None

OTHERS PRESENT: ARC Director Rick Lewis, Tim Bassett with Carle Bromenn, ARC Staff Molly Camper, Samantha Scott and Elicssha Sanders, Citizens Mary Wuhrmann and Floyd Aper

Ray Ropp made the motion to approve the December 17, 2020 Regular Board Meeting Minutes and Sally Pyne seconded

Roll call: Aye: Arlene Hosea, Sally Pyne, Dayna Schickedanz, Ray Ropp and Supervisor Sarah Grammer

Nay: None

Approved

Sally Pyne made the motion to authorize Expenditures from December 18, 2020 to January 21, 2021 and Ray Ropp seconded

Roll Call: Aye: Arlene Hosea, Sally Pyne, Dayna Schickedanz, Ray Ropp and Supervisor Sarah Grammer

Nay: None

Authorized

General Town: \$72,977.69

General Assistance: \$18,523.67

Road and Bridge: \$10,580.68

Senior Citizen: \$39,954.89

COMMUNITY ENGAGEMENT: Sally Pyne attended FOIA class on Open Meetings Act, attended a Workshop- the town of Normal citizens have the greatest need for assistance in McLean County

ASSESSOR REPORT by Rob Cranston: Budget Proposal Report included in Board Package, Board of Review is complete

CLERK REPORT by Amy Conklin: Ballot Lottery will be held next week by January 27<sup>th</sup>- will be posted soon

HIGHWAY COMMISSIONER REPORT by Arin Rader: Motor Fuel Tax will be used for Oil and Chip- met with County Engineer for which roads will be worked on- Working on 2022 Budget

ARC STAFF and ADVISORY COMMITTEE REPORT: Please see attached Rick Lewis' ARC notes: update on notes – have received \$11,180 in renewals (was \$5855)

In January the ARC mailed physical Newsletter with a Registration form

Advisory Board Member's term is ending in April: Bob Stefl

SUPERVISOR REPORT by Sarah Grammer: Please see attached notes-Solar Project should be completed by February's meeting, Security Monitoring is being updated at the Township Hall by FE Moran

Township disbursed \$8,220.00 in General Assistance to 27 clients and no monies given through Emergency Assistance The John M Scott Funds assisted Disabled residence with housing and utility

PUBLIC COMMENT: None

CLOSED MEETING: Not needed

NEW BUSINESS

Discussion of 2022 Budget- Sally Pyne would like to be open to other organizations that the Township can offer grants to and to also continue with current organizations

Consideration of MOU with Carle Bromenn for ARC to be a vaccination site- Tim Bassett spoke about the possibilities of having the ARC as a site for the vaccination for about 9-12 weeks

8500 sq feet will be used on the East side of the ARC- the Pickleball courts, Dining, Art room, café' and the exercise rooms would be used for vaccinating and for post vaccination

Bassett is working with Legal authorizing ARC for a site and what is all included and expected

This could last through April 2021

Molly Camper suggested having the vaccines on 2 or 3 days and the West side of ARC can be opened for the member's activities

Dayna Schickedanze asked about which vaccine is being used and how many days out for the second injection-

Moderna has been used and the second injection would be at 28 days afterwards

Sally Pyne would like the members and Staff of ARC to have preference- the County goes by Prioritization

Arlene Hosea stated that this would be very important to our community especially people of color

Sally Pyne made the motion for Supervisor Sarah Grammer to work with Legal Counsel and Tim Bassett (Carle Bromenn) to start an agreement, MOU, for vaccination site. Arlene Hosea seconded

Roll Call: Aye: Arlene Hosea, Sally Pyne, Dayna Schickedanz, Ray Ropp and Supervisor Sarah Grammer

Nay: None

Motion passes

Discussion of ARC operations during COVID-19- Molly Camper stated that the Silver Sneakers are participating with Digital Programming

the Digital Programming will continue "after" COVID for Homebound members

Sally Pyne asked if Proof of Vaccination would be needed to enter the ARC- ARC Director Rick Lewis stated that it would be of Legal Counsel consideration

Sally Pyne would like an update from the Solar Company at the February meeting

Supervisor Sarah Grammer and Highway Commissioner will have their budgets presented at February meeting

Meeting adjourned at 9:20 AM

NORMAL TOWNSHIP SUPERVISOR'S REPORT

Prepared by Sarah Grammer

January 21, 2021

1. **Assistance Report:** In December, 29 assistance appointments were scheduled for 29 residents. The township disbursed \$8,220.00 in General Assistance funds to 27 clients. John M Scott Funds were used to help a disabled resident with a housing and utility crisis. Note that several landlords started issuing eviction notices in January, so the office is receiving many more requests for emergency assistance this month. Incoming calls have doubled thus far in January over December.

**GENERAL ASSISTANCE AND EMERGENCY ASSISTANCE JAN - DEC 2020**

2020	GA	AMOUNT	EA	AMOUNT
20-Jan	51	\$15,269.29	12	\$8,654.44
20-Feb	48	\$14,756.94	5	\$2,330.98
20-Mar	40	\$12,067.86	3	\$1,465.29
20-Apr	40	\$11,856.00	0	0
20-May	38	\$11,856.00	0	0
20-Jun	37	\$11,544.00	0	0
20-Jul	39	\$12,031.94	0	0
20-Aug	42	\$10,429.51	0	0
20-Sep	34	\$10,608.00	11	\$5,510.32
20-Oct	33	\$9,883.37	8	\$4,105.81
20-Nov	32	\$9,584.45	0	0
20-Dec	27	\$8,220.00	0	0
<b>TOTAL</b>	<b>461</b>	<b>\$138,107.36</b>	<b>39</b>	<b>\$22,066.84</b>

**GENERAL ASSISTANCE AND EMERGENCY ASSISTANCE JAN - DEC 2019**

2019	GA	AMOUNT	EA	AMOUNT
19-Jan	47	\$11,750.00	13	\$10,352.42
19-Feb	46	\$11,368.34	9	\$6,431.39
19-Mar	47	\$11,750.00	6	\$4,033.17
19-Apr	41	\$12,464.00	10	\$4,502.42
19-May	47	\$14,288.00	16	\$8,793.43
19-Jun	40	\$11,938.02	17	\$7,636.51
19-Jul	51	\$15,369.60	25	\$13,581.64
19-Aug	43	\$12,717.80	24	\$13,683.23
19-Sep	45	\$12,781.39	33	\$18,927.43
19-Oct	42	\$12,485.00	31	\$16,223.59
19-Nov	38	\$11,552.00	18	\$9,404.40
19-Dec	42	\$12,768.00	18	\$12,913.14
<b>TOTAL</b>	<b>529</b>	<b>\$151,232.15</b>	<b>220</b>	<b>\$126,482.77</b>

2. **Fire and Security Monitoring:** Facilities Manager Preston Hill is working with FE Moran to install security cameras around the exterior of Township Hall and in the lobby and conference room this month, along with an updated intrusion and fire monitoring system to replace the old system.
3. **ARC Greenspace and Township Hall Roof:** I have contacted Farnsworth to get pricing on architectural assistance on both projects so that they can be put out to bid this spring.
4. **CURE Grant:** Our entity has finally been validated on the U.S. Government's System for Award Management (SAM.gov). The township should receive its \$17,000 CURE grant before the end of the fiscal year.
5. **W-2 and 1099:** The 2020 W-2s and 1099s have been processed and are being sent to employees and contractors.
6. **Normal Township Senior Advisory Committee:** Two committee members have terms ending in March, current chair Steven Kossman and former chair Robert Stefl. Steven is asking to be reappointed for a second term. Robert is finishing his second full term and will be celebrated at the March committee meeting. A notice has been published in the ARC newsletter asking anyone interested to send a letter of interest for the board to consider for appointment to the new term starting in April.
7. **FY 2022 Budgets:** I am in the process of working on the FY 2022 Budget proposals. Please prepare to discuss any items that you would like to have considered in the proposed budgets.
8. **Township Website:** The Department of Information Technology at ISU is looking for projects for the IT391: Directed Project In Information Technology class. I submitted the township's website update as a potential project, and Dr. Hyoil Han has taken it into consideration and will let us know soon if she has a student who would like the project.

**ARC Director of Operations Report**  
**January 21, 2021**

1. Molly, Sammi, and Elicsha have been very successful in generating more than \$5855 in membership renewals when they appealed to the membership in the January newsletter. The appeal resulted in more than 237 paid renewals and 33 SilverSneaker renewals. The Living Memorial Fund has collected more than \$4560 since December 16.
2. Straight-Up Solar began the solar panel installation on the roof of ARC on January 11. The construction crew installed racks on the roof and mounted the solar panels. The project is scheduled for completion February 9. The array will provide at least 65% savings on electric costs and an anticipated savings of \$24,934 in its first year, \$521,324 cumulatively over 15 years. The Township will own the array outright at the beginning of year seven.
3. Elizabeth Kosuth with ISU Mennonite College of Nursing is seeking ARC's support with research for a grant she received to develop a Center for Senior Advocacy. Our support would include providing access to seniors to participate in technology training. Seniors would complete a survey or participate in focus groups assessing their technology usage and needs, barriers to accessing technology, and training for using technology. Participation will be voluntary.
4. ECIAAA is working with various senior service organizations to participate as a "Dementia Friendly Community" providing training for various government agencies, community members, and clinical providers to make services more accessible for older adults with cognitive disabilities and their caregivers. Rick participated in training with the ECIAAA advisory board on November 4 and found the information beneficial to the work that ARC provides. I commented to the group that, while the mission of ARC is to support reduced social isolation and healthy aging, ARC cannot allow membership to adults who cannot function independently.
5. VITA is planning for their 2021 tax preparation season. Their goal is to complete 600-700 returns this year due to the pandemic compared to more than 1100 in previous years in the three sites. Plans are being made to coordinate a process similar to the process used in June with a limited number of tax preparers and reviewers in the building. ARC began taking reservations January 19 and will begin processing taxes in February under COVID protocols.

6. I spoke with a representative with McLean County Health Department and expressed our continued interest in hosting a COVID vaccine site at ARC. There seems to be an interest in ARC serving as a “pod” to provide vaccines to ARC members in a coordinated process. I will continue to keep the committee updated as these talks progress as I attend their Friday Zoom meetings. In our communications with other senior centers in the Illinois network, we are urging the Director of the Illinois Department on Aging to draft a letter to the director of all county health departments urging them to utilize senior centers as places to administer vaccines.
  
7. Dr. Bob Bradley was our speaker for the January 13 ARC Senior Scholar. His topic was American Democracy in Peril II speaking on the riots at the Capitol during the election certification. 45 members attended. I will be the February 25 Senior Scholar speaking on my painting.