

NORMAL TOWNSHIP
MONTHLY BOARD MEETING
NORMAL TOWNSHIP BUILDING
304 EAST MULBERRY
OCTOBER 15, 2020
8:17 AM
MEETING HELD VIRTUALLY THROUGH ZOOM VIDEO
(Supervisor Sarah Grammer physically present in Township Building)

BOARD MEMBERS PRESENT: Supervisor Sarah Grammer, Trustees Arlene Hosea, Sally Pyne, Ray Ropp and Dayna Schickedanz (arrived at 8:22 am) (Roll Call)

BOARD MEMBERS ABSENT: None

ELECTED OFFICIALS PRESENT: Assessor Rob Cranston, Highway Commissioner Arin Rader and Clerk Amy Conklin (Roll Call)

ELECTED OFFICIALS ABSENT: None

Ray Ropp made the motion to approve the September 17, 2020 Regular Meeting Minutes and Sally Pyne seconded. Roll Call: Yea: Arlene Hosea, Sally Pyne, Dayna Schickedanz, Ray Ropp and Supervisor Sarah Grammer Minutes are approved

Ray Ropp made the motion to approve the expenditures for September 17, 2020 through October 15, 2020 and Sally Pyne seconded

Roll Call: Yea: Arlene Hosea, Sally Pyne, Dayna Schickedanz, Ray Ropp and Supervisor Sarah Grammer Expenditures are approved

General Town \$135,451.97
Senior Citizen \$22,551.97
General Assistance \$19,099.83
Road and Bridge \$20,700.81

COMMUNITY ENGAGEMENT- Sally Pyne informed the Board that Supervisor Sarah Grammer will be recognized by the YWCA as a nominee for the Women of Distinction Award

ASSESSOR REPORT by Rob Cranston- Appeals have been accepted since October 5 - 93 appeals, 20 are of home sales

CLERK REPORT by Amy Conklin- advised that the 2021 Election Caucus will be held on December 1, 2020 and will inform of the location and time at the November meeting

HIGHWAY COMMISSIONER REPORT by Arin Rader- Levy numbers still in process due to the upcoming projects. New building site plan has been revised and has been submitted to Darryl's office for approval

ARC STAFF and ADVISORY COMMITTEE REPORT- please see ARC Director Rick Lewis' written report Open Enrollment for SHIP will begin today. Molly Camper – a majority of members have been donating their missed class fees back to the ARC

SUPERVISOR REPORT by Sarah Grammer- please see attached written Report

No Public Comment
No Closed Session

OLD BUSINESS- Discussion and vote on resumption of limited, onsite programming at ARC

Ray Ropp made the motion to give authority to the ARC Staff to decide when it is safe to open safely in November with all the protocols set up and Sally Pyne seconded

Roll Call: Yea: Arlene Hosea, Sally Pyne, Ray Ropp and Supervisor Sarah Grammer

Authority approved

Discussion of Township Official salaries for the 2021-2025 term which includes reducing the Township Supervisor's salary by over \$10,000/year to start at \$80,000/year in May 2021 and reducing the Township Trustees' salaries from \$5,000/year to \$2,496/year, saving Normal Township over \$20,000/year in elected official salaries during the next term.

Sally Pyne made the motion to approve the attached Township Officials Salary Resolution 20/21-1 and Ray Ropp seconded

Roll Call: Yea: Arlene Hosea, Sally Pyne, Ray Ropp and Supervisor Sarah Grammer

Resolution 20/21-1 approved

Discussion of Board Meeting Time- ARC members would like the meeting time to be 9:30 am

Ray Ropp made the motion retain the current Board Meeting time of 8:15 am and Sally Pyne seconded

Roll Call: Yea: Arlene Hosea, Sally Pyne, Ray Ropp

Nay: Supervisor Sarah Grammer

Meeting remains at current time 8:15am

NEW BUSINESS

Discussion of 2020 Tax Levy for General Town and Road and Bridge

General Town levy of \$2,031,000.00 was presented by Supervisor Grammer, which includes an increase of \$8,500 due to increased insurance costs.

Ray Ropp made the motion to announce the board's intention to adopt the \$2,031,000 General Town levy at the November board meeting. Sally Pyne seconded.

Roll Call: Yea: Arlene Hosea, Sally Pyne, Ray Ropp and Supervisor Sarah Grammer

Road Commissioner Arin Rader discussed lowering the Road and Bridge levy. He has a resurfacing project estimate that needs to be included before final levy numbers are presented. Arin Rader will present the levy at the November meeting.

Meeting was adjourned at 9:34am

ARC Director of Operations Report
October 15, 2020

1. Terry Brown joined the SHIP counselors via Zoom for their October meeting. She completed her training and certification to join the team. Terry will be paired with Tarry Plattner to mentor her over the next six months as she transitions. She will also observe client meetings held on Zoom during open enrollment.
2. Eleven referrals have been completed recommending digital devices for members needing connectivity through the Illinois Department on Aging. Three referrals have received devices and eight are being reviewed.
3. McLean County Health Department has invited ARC to participate in planning meetings for the COVID-19 Mass Vaccination Program in preparation for COVID-19 vaccinations once a vaccine has been approved for distribution. I attend their first GoToMeeting and will keep Sarah informed of any plans that involve ARC and senior populations.
4. The East Central Illinois Area Agency on Aging approved using \$500 of Sunshine Program grant funds to purchase webcams as assistive devices for members who want to access ARC digital programs. Two ARC members completed the intake process and received webcams. The agency is also renewing the grant for the Sunshine program for FY21
5. More than 30 ARC members have signed up to participate in the Virtual Evergreen Cemetery Walk sponsored by the McLean County Museum of History. The museum offered ARC 30 logins and a museum member donated 20 additional logins. The virtual walk is viewable October 3 through November 2.
6. Kathleen Kirk was the October 14 ARC Senior Scholar. Kathleen is a local poet and works at Normal Public Library. She recently won the Patricia Dobler Award and her work is published widely in literary journals, and author of eight poetry chapbooks.
7. The Quilting group have completed the Quarantine Quilt that will be raffled for the Living Memorial Fund in the Spring. The group are excited about the project and we appreciate the groups time, energy and talents used to benefit ARC. I am drafting a press release accompanied with a pic of the quilters displaying the quilt.
8. Planning continues for a Virtual Veterans Day program. The second planning meeting was held on October 6. Colonel Terrinoni will be videotaping his presentation on October 23 and I will work with former ARC member Jim Knightwright to edit other footage for a final product for presentation on Veterans Day.

NORMAL TOWNSHIP SUPERVISOR'S REPORT

Prepared by Sarah Grammer

October 15, 2020

1. **Assistance Report:** In September, 56 assistance appointments were scheduled for 52 residents. The township disbursed \$10,608.00 in General Assistance funds to 34 clients; several clients left the program due to finding work or being awarded unemployment. Note that a state moratorium on evictions has been extended until October 17, 2020. Utility disconnection notices were sent out in September. The township disbursed \$5,510.32 in Emergency Assistance to restore or prevent utility disconnection for 11 families in Normal.

GENERAL ASSISTANCE AND EMERGENCY ASSISTANCE OCT 2019 -SEPT 2020

2019/20	GA	AMOUNT	EA	AMOUNT
OCT	42	\$12,485.00	31	\$16,223.59
NOV	38	\$11,552.00	18	\$9,404.40
DEC	42	\$12,768.00	18	\$12,913.14
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
TOTAL	491	\$147,224.54	98	\$56,502.16

GENERAL ASSISTANCE AND EMERGENCY ASSISTANCE OCT 2018 - SEPT 2019

2018/19	GA	AMOUNT	EA	AMOUNT
OCT	50	\$12,000.00	37	\$21,325.56
NOV	51	\$12,527.99	16	\$8,323.27
DEC	49	\$12,250.00	10	\$7,356.62
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
TOTAL	557	\$151,205.14	216	\$124,947.09

2. **Levy Discussion:** I have included financial projections for the Normal Township funds based on increasing the levy slightly to ensure the smaller funds like can meet the necessary obligations. The financial projections sheet for Road and Bridge shows the funding based on current spending and if the same levy is passed this year as the previous year. 56The board needs to approve both levies on or before the December 17, 2020 meeting.
3. **ARC Operations Discussion:** In July, the board tabled a decision on when to reopen ARC for limited, in-person programs. Staff would like to resume this discussion now that more is known and the weather is changing.
4. **Salary Ordinance:** Our attorney has prepared an ordinance for setting elected official salaries for the next four-year term. The board may make changes to the ordinance but should plan to pass a final version at the October meeting in order to meet the November deadline.
5. **Board Meeting Time:** In June 2017, a discussion of changing the board meeting time was tabled until closer to the next four-year term so that those elected could attend meetings at the time that had been set when they were running for office. We have recently had requests from several seniors, including ARC members and members of the township's Senior Advisory Committee, to change the time of the Normal Township Board meetings to later than 8:15 a.m. so that they may attend.

**NORMAL TOWNSHIP RESOLUTION 20/21 – 1
SETTING COMPENSATION OF ELECTED OFFICIALS
FOR THE FOUR-YEAR TERMS STARTING MAY 17, 2021,
NORMAL TOWNSHIP, MCLEAN COUNTY, ILLINOIS**

WHEREAS, according to 60 ILCS 1/65-20 of the Township Code and 50 ILCS 145/2 of the Local Government Officer Compensation Act, the compensation of township officers shall be set by the Township board at least 180 days before the beginning of the terms of office.

WHEREAS, according to 60 ILCS 1/65-20, the compensation for the road district treasurer shall be fixed by the township board and shall not be less than \$100 or more than \$1,000 per year.

WHEREAS, according to 605 ILCS 5/6-207, the compensation of the highway commissioner shall be fixed by the township board at an annual salary of not less than \$3,000 to be paid in equal monthly installments, or a per diem amount for each day he or she is necessarily employed in the discharge of official duties;

WHEREAS, according to 35 ILCS 200/2-70, the compensation of the township assessor shall be set by the township board at the same time the board sets the compensation of its supervisor.

NOW, THEREFORE, BE IT RESOLVED that the Normal Township Board of Trustees meeting on Thursday, October 15, 2020, at a duly noticed and called regular monthly meeting do hereby adopt the following salary schedule for the Township’s elected officials for the upcoming terms of office along with additional benefits listed. The salary schedule will take effect for the terms of those officials commencing on the third Monday in May of 2021. By law, Township Assessors do not take office until the 1st of January the year after the election or January 1, 2022, and therefore, that salary schedule will begin on that date (as indicated below).

SECTION 1: the salaries for the township officials shall be as follows:

TERM OF OFFICE MAY 17, 2021 – MAY 18, 2025

OFFICE	2021/22	2022/23	2023/24	2024/25
Supervisor	80,000.00	81,000.00	82,000.00	83,000.00
Rd. Dist. Tr.	1,000.00	1,000.00	1,000.00	1,000.00
Highway Comm	52,260.72	53,305.92	54,372.00	55,459.44
Clerk	7,000.00	7,000.00	7,000.00	7,000.00
Trustee	2,496.00	2,496.00	2,496.00	2,496.00

TERM OF OFFICE JANUARY 1, 2022 – DECEMBER 31, 2025

Assessor	100,491.36	102,501.12	104,551.20	106,642.32
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SECTION 2: Other benefits:

In addition to the above salaries, the Township will provide the following additional benefits, but ONLY to the Supervisor, Assessor, and Highway Commissioner ("Officials"), as outlined herein:

1) Health Insurance

The Township shall purchase health insurance for the Officials consistent with that described in the personnel manual for Township employees.

Upon a voluntary retirement by one or more of the Officials during this term, they may still be eligible to continue medical coverage as outlined under Illinois' various continuation laws (i.e., mini-COBRA, etc.).

Further, should any of these Officials have served the Township for fifteen continuous years or more at the time of their retirement AND who are also age 55 or older at the time of their retirement, can continue to participate in the Township's group health insurance plan at retirement and until they are eligible for Medicare insurance coverage. The retiree shall be responsible for paying 75% of the monthly premium and must submit payment to the Township by the 15th of the month prior to the month of coverage (for example, premiums for June coverage must be received by May 15th). A retiring official must notify the Township in writing about the decision to continue coverage at least two weeks prior to the last day of service. Coverage may not be resumed once discontinued unless otherwise required by law.

2) Disability and Life Insurance**

The Township shall purchase disability insurance for the Officials consistent with that described in the personnel manual for Township employees.

3) Dental Health Plan**

The Township shall purchase a dental health plan for the Officials consistent with that described in the personnel manual for Township employees.

**No disability insurance, life insurance, and/or a dental health plan shall be extended upon the retirement of any of the Officials during this term.

Illinois Municipal Retirement Fund

The Officials will also be considered full time and be eligible for participation in the Illinois Municipal Retirement Fund, a defined benefit pension program.

4) Vehicle

The highway commissioner will be provided with a vehicle for daily use in patrolling the roads.

PASSED THIS 15th day of October, 2020 by the Board of Trustees of Normal Township, McLean County, Illinois, by a vote of _____ AYES, _____ NAYS, and _____ ABSTENTIONS.

SEAL

Township Supervisor

Town Clerk