

**NORMAL TOWNSHIP
REGULAR BOARD MEETING MINUTES FOR
THURSDAY, MAY 20, 2021
NORMAL TOWNSHIP HALL
304 E. MULBERRY NORMAL IL, 61761**

1. Meeting Opening

The meeting was held on Zoom with Supervisor Sarah Grammer at Normal Township Hall. Meeting called to order at 8:15am by Township Supervisor, Sarah Grammer.

Roll Call conducted by Clerk, Pat Turner

Trustee Floyd Aper: Present
Trustee Arlene Hosea: Present
Trustee Sally Pyne: Present
Trustee Art Rodriguez: Present
Supervisor Sarah Grammer: Present

Also Present

Elected Officials: Rob Cranston, Township Assessor

Township Staff: Rick Lewis, ARC Director of Operations
Elicsha Sanders, ARC Member Services Manager
Sammi Scott, ARC Communications Coordinator
Molly Camper, Director of Programming

Road Commissioner Arin Rader

Clerk Pat Turner

Other: Mary Wurhman, ARC Volunteer
Additional Township Citizen(s)

2. Approval of the April 15, 2021 Regular Meeting Minutes

Motion for approval: Sally Pyne
Second: Arlene Hosea

Roll Call

Aye: Sally Pyne, Art Rodriguez, Sarah Grammer, Floyd Aper, Arlene Hosea
Nay: None

3. Approval of the April 26, 2021 Special Meeting Minutes

Motion for approval: Arlene Hosea
Second: Sally Pyne

Roll Call

Aye: Sally Pyne, Art Rodriguez, Sarah Grammer, Floyd Aper, Arlene Hosea
Nay: None

Motion for Approval of Expenditures from April 16, 2021 – May 20, 2021

Motion to Discuss: Floyd Aper
Second: Art Rodriguez

Trustee Aper asked Supervisor Grammer to explain the purpose of the M.A.I.C. policy. She explained that the Medical Assistance Catastrophic Insurance (M.A.I.C) it as a policy that covers exceptional medical items for our General Assistance Clients and that it is only paid once annually.

Trustee Aper asked if there is any coordination with Normal Township, area landlords and other city, state or county governments as it relates to rental assistance. Supervisor Grammer explained that Normal Township follows all local, state, and federal guidelines including those put forth by IDHS, Medicaid, and Social Security avoiding any “double dipping”.

Trustee Rodriguez asked how the above coordination relates to landlords. Grammer explained that the assistance efforts done on behalf of clients is done directly with the landlords and that they must sign documents confirming the amount of the arrearages before receiving payments. She further noted that the April/May expenditures reflect a lower than usual amount due to the availability of COVID Pandemic relief through other agencies.

Trustee Pyne inquired regarding the purpose of the approximate \$5,600.00 paid to Town of Normal from the Road and Bridges Fund. Supervisor Grammer answered that it is most likely for an \$11,634.00 Revenue Replacement Tax representing the percentage that is legally due to the Town of Normal.

Trustee Pyne also asked if the expenditure of \$6,248.00 is from the “Sunshine Grant”. Supervisor Grammer answered in the affirmative.

Trustee Pyne requested explanation regarding expenses related to Farnsworth. Supervisor Grammer explained that the expenditure reflected billable hours regarding work by Farnsworth on the Township Roofing project and for the “Greenspace Project”.

Roll Call to approve the following expenditures from April 16, 2021-May 20, 2021:

General Town Fund:	\$142,391.14
General Assistance Fund:	\$14,343.20
Senior Citizens:	\$35,349.56
Road and Bridges Fund:	\$15,874.10

Aye: Sally Pyne, Art Rodriguez, Sarah Grammer, Floyd Aper, Arlene Hosea
Nay: None

4. Reports

A. Community Engagement –

Trustee Pyne explained that the Township includes a “Community Engagement” reporting opportunity during Township meetings in order to clarify the purpose of the Township and to help citizens in distinguishing it from the “Town of Normal”.

She encouraged Staff and Elected officials to wear their “Township” badges around town as we may have opportunity to help inform the citizenry regarding Township activity and purpose.

Art Rodriguez praised Rick Lewis regarding the Township’s Veteran’s Wall display (located at the ARC). He shared that information regarding Veterans’ engagement will soon be covered in the Normalite Newspaper.

B. Assessor- No report at this time.

C. Clerk-

Pat Turner expressed enthusiasm on beginning new term of service as Township Clerk.

D. Highway Commissioner-

Commissioner Rader shared that the architectural proposals are back and were well done, included references to similar jobs including local ones. He is still looking to get architectural plans.

Rader also reported on a bid in progress. Will have more as progresses.

Commissioner Rader is working with Jerry at the County to find pricing info on Tuesday.

The majority will be paid from motor fuel tax.

Trustee Aper asked commissioner Rader if he had considered adding surveillance systems to the proposal. Aper responded that architect qualifications could include such plans at a later time. Aper suggested that surveillance equipment be a part of the plans as opposed to a later addition.

E. ARC Staff and Senior Advisory Committee-

Rick Lewis, Director of Operations shared that the ARC is in the midst of a soft re-open and that it is going well. He gave info about the upcoming Memorial Day celebration events that will be held on June 2nd at 10:30 at the ARC. The event will feature the Veterans’ Wall Display, Flag raising/Flag folding ceremony, Commemoration of the Tomb of the Unknowns and other activities to honor Veterans.

Director Lewis reported meeting with George Wyman to train on new communication devices. He reported that Central Illinois Area on Aging funds have been released. He is looking to designate spending on communication, (Tablet programs), masks and accessibility for wheelchair bound members.

Trustee Hosea relayed that she met a woman at the local Kroger store who had wonderful things to say about the ARC. The woman, (Donna) was looking forward to returning to the ARC as new CDC guidelines roll out.

Rick encouraged Township officials to share ARC newsletters with community members as there is a lot of new member interest. He also saw it as a way to increase minority participation at the ARC.

Trustee Aper asked Director Lewis about the ARC's COVID screening process. Director Lewis explained that the process includes a symptom check inquiry and a temperature check. This type of screening may be phased out soon but will continue through the "bridge phase".

Trustee Hosea encouraged Director Lewis to share ARC information with the Black Ministerial Alliance and with local Black Churches.

Elicsha Sanders, Member Services Manager, has prepared bundles of the ARC newsletter ready for pick-up. She also shared that people are signing up online and sharing information with friends. Inquiries regarding June activities and membership are picking up. To date, some 1,050 fobs have been assigned.

Molly Camper- Director of Programming- shared that the ARC is currently offering opportunities for members to participate utilizing digital format (via Zoom), hybrid programming, in-person options and four outdoor programs including the Enthusiastic Gardening Club, relationship with Heritage Place, Drive-in Bingo and an upcoming outdoor concert with food truck.

Trustee Arlene, suggested considering future on-line cooking demos.

F. Supervisor- (See Report)

Supervisor Grammer stated that the recent decline in General Assistance clients is likely due to several factors including local employment trending upward, attrition of some clients leaving the community and other available aid during the pandemic. She expects that requests for assistance will go back up post the eviction moratorium.

Supervisor Grammer shared photos of the Veterans Wall which is on display at the ARC between the dining room and pickle ball court. The display features vinyl graphics of the flag and gold stars representing the branches of the military. A bulletin board is also included to post information of interest to and about Veterans.

Grammer shared that the Township website is being updated by ISU students and she shared a link for preview by the Trustees before the site goes live. Site improvements include quick links to ARC assistance and clear profiles and pics of Township officials. Site is set to go live in the near future.

Trustee Aper suggested assuring that the site post minutes from newest to oldest. Discussion was also held regarding the number of years minutes will be listed on the site before being archived. Currently, minutes are posted for as far back as 2015. Both Trustees Hosea and Pyne

suggest archiving after five years or so. Trustee Pyne also commented that the improvements to the site are noteworthy. Supervisor Grammer welcomed additional feedback on the site as she is able to make minor changes without professional I.T. assistance.

5. Public Comment

Mary Wurhmann, (Normal, IL) ARC Volunteer shared updates regarding ARC Quilters. She reported that they are excited about the ARC re-opening and that they appreciate the fact that masks are still in use. She expressed appreciation for the staff and every one at the ARC.

6. New Business

6A: Discussion and vote on property tax Abatement Ordinance for Brandt Industries

Supervisor Grammer reported that she and Trustee Rodriguez visited the EDC and verified metrics were met or exceeded for agreements regarding employment and salaries.

Trustee Pyne inquired about future projects and Trustee Rodrigues shared that a development project has been approved and that there are projections for others. Rodriguez suggested that there be some proactive planning as it relates to safety concerns as he is optimistic about community growth. He also shared that the school district and county have passed resolutions.

6A Roll Call

Aye: Sally Pyne, Art Rodriguez, Sarah Grammer, Floyd Aper, Arlene Hosea

Nay: None

6B Discussion and vote on contract for Township Hall roof replacement

Clerk, Pat Turner and Supervisor Grammer were present at the May 18th, Bid Opening for the Township Hall Roof Replacement project. Two mail-in bids were received with only one being fully complete. The bid from Advanced Commercial Roofing did not include an option for metal as they no longer do metal roofing. Premier Roofing, a company out of Chicago, did not do a site visit and had the job written as a school roof replacement.

Discussion was held regarding how to proceed especially in light of the low response and the fact that many roofers are swamped currently. Trustee Aper asked who did the initial inspection and inquired whether urgency was warranted. Supervisor Grammer reported that it was inspected and patched two years ago and deemed overdue for replacement as this is the original roof which was completed in 1987. It is now heavily disintegrating.

Floyd Aper put forth a motion to “Reject the current Bid and to re-bid as soon as possible”. 2nd by Sally Pyne.

Roll Call

Aye: Sarah Grammer, Floyd Aper, Arlene Hosea, Sally Pyne, Art Rodriguez

Nay: None

6C. Discussion of ARC Operations

Discussion was held regarding changes in the COVID mitigations during bridge and level-5 phases and their impact on ARC operations. Taken into consideration were CDC guidelines and possible disease variants among other things. After discussion and feedback from ARC staff, a modified hours of operation schedule that would take affect July 1st was presented as follows:

Mondays, Wednesdays	6:30am-7:00pm
Tuesdays, Thursdays	6:30am-4:00pm
Fridays	Closed
Saturday	8:00am-4:00pm

Motion for approval: Art Rodriguez

Second: Floyd Aper

Roll Call -To approve change in ARC hours of operation

Aye: Art Rodriguez, Sally Pyne, Arlene Hosea, Floyd Aper, Sarah Grammer

Nay: None

6C (continued)

Additional discussion was had regarding the use of face masks especially during the exercise programs at the ARC. At issue were safety concerns for course instructors, members, breathability during strenuous exercise and current changes in mask requirements put forth by the CDC. The issue was tabled until additional guidance could be sought by the Illinois Department on Aging during the upcoming Association of IL Senior Centers meeting. The July newsletter will be held until after a final decision can be made during the June 17th Township meeting.

6D Six-month review of closed session meeting minutes

Motion to keep closed minutes from closed meeting sessions for next 6mos.

Motion for approval: Floyd Aper

Second: Art Rodriguez

Roll Call

Aye: Sarah Grammer, Sally Pyne, Arlene Hosea, Art Rodriguez, Floyd Aper

Nay: None

6E Discussion and vote on Township Board meeting procedures

The Board discussed whether or not to resume in-person Board meetings. All favored returning to in-person as of the June 17th Board meeting provided that masks could be worn if desired and that temporary virtual options remain in place for Trustees and other attendees.

Motion to return to in-person Board meetings with options for hybrid/virtual attendance and use of masks for June 2021 meeting:

Motion for approval: Floyd Aper

Second: Art Rodriguez

Roll Call

Aye: Sally Pyne, Art Rodriguez, Sarah Grammer, Floyd Aper, Arlene Hosea

Nay: None

Suggested Items for the Next Agenda

Trustee Pyne would like to see grant recipient reports when available in June. She also suggested adding a discussion about future pandemic protocols on the June agenda. Trustee Rodriguez suggested that Rick start a committee for the purpose of planning for future pandemics. Rick agreed and intends to approach members of the advisory committee. The agenda will also include discussion on how to help citizens distinguish between the Township and Town of Normal.

7. Adjournment

Supervisor Grammer adjourned the meeting at 10:00am.

Next Normal Township Board Meeting: Thursday, June 17, 2021 – 8:15 AM

Next Senior Advisory Committee Meeting: Thursday, June 3, 2021 – 9:30 AM