

**NORMAL TOWNSHIP
REGULAR BOARD MEETING MINUTES
THURSDAY, DECEMBER 16, 2021 AT 8:15 AM
304 E MULBERRY, NORMAL, IL**

The meeting was held at the Normal Township Hall, with the option to join remotely via Zoom.

1. Call to Order

The meeting was opened at 8:15 by Township Supervisor, Sarah Grammer.

2. Land Acknowledgement

As is customary, Supervisor Grammer started the meeting with a brief statement acknowledging indigenous groups who currently live or have lived in the Normal Township area.

3. Roll Call

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

Additional Township Elected Officials

Pat Turner: Clerk
Rob Cranston: Assessor
Arin Rader: Road Commissioner

ARC Staff Also Present:

Rick Lewis: Director of Operations
Molly Camper: Director of Programming (via Zoom)
Sammi Scott: ARC Communications Director (Via Zoom)
Elicsha Sanders: Director of Member Services

Also Present: Attorney John Redlingshafer (via Zoom)

4. Pledge of Allegiance

5. Approval of the November 18, 2021 Regular Meeting Minutes

Motion to Approve Meeting Minutes

Motion: Floyd Aper
Second: Sally Pyne

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

6. Approval of Expenditures from November 19, 2021 – December 16, 2021

Motion to approve expenditures as presented below;

General Town Fund	\$59,417.69
General Assistance	\$11,860.16
Road & Bridge Fund	\$12,680.94
Senior Citizen's Fund	\$22,732.01

After a question regarding a line on the Senior Citizen Fund and clarifying response from the Township Supervisor, a motion was made and seconded to approve the expenditures as recorded. Approval was unanimous.

Motion to Approve Expenditures from November 19, 2021 – December 16, 2021

Motion: Sally Pyne

Second: Art Rodriguez

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

Nay: None

7. Reports

A. Community Engagement

In addition to sharing that Sarah Grammer's "Elected Official of the Year" award was acknowledged in the current edition of the Township Magazine "Perspectives", Sally Pyne reported that she attended the December 7th annual review of TIFs on behalf of the Township. She particularly noted the 5 TIFs that the Township is involved with including, the "Main I-55 TIF", the Osage Fire Station TIF, the One Normal Plaza TIF, the Uptown Normal TIF, and the North Normal Warehouse TIF.

Floyd Aper attended all three presentations for the potential candidates for the ARC Director of Operations position. He also had lunch with each of the candidates along with Sarah and found the experience insightful. He complimented the committee on choosing such qualified candidates. Aper also met with an active Lieutenant Colonel who created a not-for-profit organization which will offer a retreat for Veterans including free counselling, horseback riding and other activities. It is called Moraine View R&R. The grand opening is expected to be in June or July. He expects that they will be reaching out for grants for sustainability.

Sally appreciated the involvement of each of the Trustees as all took time to attend some part of the hiring process.

Art Rodriguez continues working with Representative West of Rockford IL, as they are preparing to introduce a bi-partisan supported House Bill regarding home modifications. Art will also be at the V.A. Clinic for the presenting of a plaque featuring Central IL Medal of Honor honorees. This is the first step for the naming the clinic. Art met with Prairie Legal and is working with them on Fridays in an effort to help more veterans access affordable housing.

B. Assessor: Rob Cranston reported that the Board of Review had their last hearing last week. He expects to hear from them in the near future and will report back to the board next month.

C. Clerk: No Report

D. Highway Commissioner: Arin Rader gave updates on the process of the new maintenance building as he has been going through logistics at the building site. He reported things are moving along in a timely manner. Commissioner Rader looks to break ground in the spring. He is also in the process of getting equipment ready for the winter.

E. ARC Staff and Senior Advisory Committee: Director of Operations, Rick Lewis reported that Nicor is installing gas pipes along Beech and Willow streets. They will install new bollards, around the meters for protection and will paint them yellow to help with visibility. The side walk had to be moved a few inches for the work leaving it curve shaped instead of straight. Director Lewis also commended the work of the Senior Health Insurance Program counsellors at the ARC as they saw a 77% increase in enrollments. He especially applauded volunteer Ralph Morgan who is 90 yrs. old and yet counselled 142 of those served. Their work helps many of our ARC members and other seniors see considerable collective savings. Supervisor Grammer emphasized that the SHIP counsellors who are unpaid volunteers and go through extensive training, devoting a sizeable amount of time and effort to their service, not to mention the value they bring through matching grants for their service via the “Good Neighbor Grant program offered by State Farm. Grammer added that VITA, tax prep volunteers will be coming in February.

Elicsha Sanders, shared memberships stats for the ARC of 2,485 current members. She expects more renewals in January as people customarily make new year resolutions.

F. Supervisor: Supervisor Grammer reported that Krelling Roofing Co. performed a water test on the ARC roof which revealed a need to seal around a vent pipe in the boiler room. She is hopeful that this may be the final fix in the leak problems the building has experienced. Grammer pointed out that the warranty is drawing to an end and encouraged the Board to keep in mind that the membrane on the metal roof is aging and may need re-coating in a couple of years. Regarding requests for Township assistance, Sarah explained the holiday closures may account for lower numbers in November as compared to October. Sarah informed the board that LIHEAP is now being processed through Tazwood Community Service which now has a local office in Bloomington.

8. Public Comment: No public comment offered.

9. Old Business

A. Six-month review of Closed Session meeting minutes

Sally Pyne motioned not to release either of the two closed session meeting minutes at this date.

Motion: Sally Pyne

Second: Art Rodriguez

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

10. New Business

A. Discussion and Vote to approve hiring new ARC Director of Operations

(Supervisor Grammer asked permission to move agenda item A to the end of meeting. Board Consented.)

B. Consideration of Bids for ARC Greenspace Project

The board reviewed bid tabulations for the ARC Greenspace Project reflecting the following two bids:

Stark Excavating Inc.	\$139,850.00
F& W Lawncare & Landscape Co.	\$160,750.00

Motion was put forth by Floyd Aper to approve contract with Stark Excavating. Sarah will follow-up with Farnsworth representative.

Motion: Floyd Aper
Second: Art Rodriguez

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

C. Discussion of Normal Township Policies and Procedures

A brief discussion ensued regarding policy for reviewing and signing off on the personnel manual. Sarah explained that all staff receive a copy of the manual and sign a document verifying that they have reviewed it. This is also the case for the sexual harassment training which board members also attend and sign off on. Sarah will make this same opportunity available to the board for the personnel manual.

Return to Agenda Item "A" Discussion & Vote to Approve a New ARC Director of Operations

A motion was made to move to closed session to deal with issues related to hiring and compensation.

Motion: Floyd Aper
Second: Art Rodriguez

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

Meeting transitioned to closed session to discuss employment and compensation for the ARC Director of Operation position in accordance with: [5 ILCS 120/2a](#).

The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee that is subject to the Local Government Wage Increase Transparency Act may not be closed and must be open to the public. 5 ILCS 120/2(c)(1)

Closed Session began at 8:57 a.m.

Motion and Vote to Close “Closed Session” Township Meeting of December 16, 2021

Motion: Floyd Aper

Second: Sally Pyne

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

Nay: None

Closed Meeting Session Ended at 9:54 a.m.

Regular meeting resumed 9:54 a.m.

The Board will defer on ARC Director of Operations hiring until subsequent meeting.

11. Suggested Items for the Next Agenda: No additional agenda items presented

12. Adjournment: Meeting was adjourned at 9:55 a.m.

Next Regular Normal Township Board Meeting:

Thursday, January 20, 2022 - 8:15am

Next Senior Advisory Committee Meeting:

Thursday, January 6, 2022 – 9:30 am