

**NORMAL TOWNSHIP  
MONTHLY BOARD MEETING MINUTES (Amended 1-19-23)  
THURSDAY, December 15, 2022, AT 8:15 AM  
304 EAST MULBERRY, NORMAL, IL**

1. **Call to Order** – The meeting was called to order at 8:15 by Township Supervisor Jess Ray
2. **Land Acknowledgement** - Supervisor Jess Ray read a statement acknowledging the ancestral history of the Township land.

3. **Roll Call**

Trustee Art Rodriguez	Present
Trustee Floyd Aper	Present
Supervisor Jess Ray	Present
Trustee Arlene Hosea	Present
Trustee Sally Pyne	Present

***Additional Elected Township Officials Present***

Becca Rice	Deputy Clerk
Arin Rader	Road Commissioner
Rob Cranston	Assessor

***Others Present***

Elicsha Sanders	ARC Membership Director
Molly Camper	ARC Director of Programming (Via Zoom)
Sammi Scott	ARC Communications Director (Via Zoom)

4. **Pledge of Allegiance**
5. **Approval of the November 17, 2022, Regular Meeting Minutes** – Dayna was unable to get them completed prior to today’s meeting so approval was tabled, until January 2023, by Jess Ray.
6. **Approval of the November 21, 2022, Special Meeting Minutes:**

**Motion:** Sally Pyne

**Second:** Floyd Aper

**Discussion:** Floyd made a request to amend meeting criteria to include the ability to attend/vote remotely if necessary and that reason for such attendance be noted. Sally recommended the minutes be amended to reflect that Floyd attended/voted at the special meeting via Zoom.

**Aye:** Floyd Aper, Art Rodriguez, Jess Ray, Arlene Hosea, Sally Pyne

**Nay:** None

**7. Approval of General Township Expenditures from November 18, 2022-December 15, 2022.**

**Normal Town:** \$485,581.65

**General Assistance:** \$13,468.78

**Senior Citizen Fund:** \$25,415.23

**Road & Bridge:** \$92,385.58

**Motion:** Floyd Aper

**Second:** Sally Pyne

**Discussion:** The Board discussed the months expenditures and gained clarification about line items before voting to approve the following expenditures from November 18, 2022-December 15, 2022. Floyd Aper asked about a specific line item appearing on the General Town Fund Check Register #9098 which listed "U.S. BANK" as the Payee. Caseworker Jill Schaab explained that \$5249.12 was paid to Gym Masters to cover the cost of replacement entry fobs (\$865) and our annual membership technology fee (\$4384.12). Elicsha clarified that, typically, fobs need to be replenished twice a year.

Sally Pyne made mention that she was glad to see the grant money had been disbursed.

**Aye:** Arlene Hosea, Jess Ray, Art Rodriguez, Floyd Aper, Sally Pyne

**Nay:** None

**8. Approval of General Assistance Expenditures from November 18, 2022-December 15, 2022.**

**Motion:** Sally Pyne

**Second:** Floyd Aper

**Discussion:** Floyd Aper questioned the upticks in assistance requested from September to present. Jess Ray could not name a specific event that would have caused this but pointed out that some of the other personal assistance funding may be expiring. He also mentioned that the Township has seen some "unique" requests come through with new clients requesting assistance.

**Aye:** Arlene Hosea, Jess Ray, Art Rodriguez, Floyd Aper, Sally Pyne

**Nay:** None

**9. Approval of Senior Citizen Fund Expenditures from November 18, 2022-December 15, 2022**

**Motion:** Arlene Hosea

**Second:** Sally Pyne

**Discussion:** Sally Pyne asked if Comcast expenditures included wi-fi or only cable subscription as it seems that the expense is higher than it should be. She asked for a review of costs/renegotiation of subscription.

**Aye:** Arlene Hosea, Jess Ray, Art Rodriguez, Floyd Aper, Sally Pyne

**Nay:** None

**10. Approval of Road and Bridge Fund Expenditures from November 18, 2022-December 15, 2022**

**Motion:** Arlene Hosea

**Second:** Art Rodriguez

**Aye:** Arlene Hosea, Jess Ray, Art Rodriguez, Floyd Aper, Sally Pyne

**Nay:** None

**11. Reports**

**a. Community Engagement**

Art Rodriguez attended a Pearl Harbor ceremony at the county courthouse and said it was very interesting. He attended the most recent NAACP executive meeting where Mess Attendant Doris Miller was highlighted. MA Miller was awarded the highest Naval honor, the Iron Cross, during Pearl Harbor for his medical assistance to fellow crewmen and then taking up arms to defend the ship.

Sally Pyne nominated the ARC for Green Top Groceries "Round Up" program. There is an application process and, if selected, ARC would receive proceeds from all "rounded up" receipts for a month. In addition to funding, it would make the ARC more visible to the community.

Jess Ray has been attending the Housing Coalition meetings. The next one is December 16 where Bloomington Township will be giving an update on their Housing Emergency Relief Efforts (HERE) program. This program is designed to offer assistance to when EA/GA funds run out and to those who may not qualify for that assistance. At the last HC meeting, the Cold Weather sub-committee talked about issues in getting staff into warming shelters when road conditions are unfavorable. There is also some concern about the capacity and accessibility

of some locations. To that issue, Art reminded Jess that in the past, both the LeRoy and Normal American Legion buildings have served as warming stations. These may be “forgotten” locations but viable for future use. Jess Ray attended the annual TIF Joint Review Board meeting where 5 TIFS were reviewed. He has been contacted by Brad Ruppert, with Township Professionals, about using the ARC for an Education District event on June 8, 2023. Jess provided a tour of the ARC to the new director of Lifespan, a senior center serving the Charleston/Mattoon areas and they had very positive things to say about facility and programming. He will be offering another tour, next month, to the leadership team of the Decatur-Macon County Senior Center. Jess reported that we are in the process of updating our MOU with the YWCA RSVP program. ARC had 5 volunteers complete 993.5 hours in 2022.

Floyd Aper asked if there were disaster/emergency policies and procedures in place for emergency situations at the ARC. Elicsha confirm there are policies in place for physical emergencies (fire, active shooter, etc.). Jess confirmed that emergency closures, for inclement weather, were discussed at the December 14 manager’s meeting.

**b. Clerk**

No report

**c. Assessor**

Rob Cranston reported that we are finished with Board of Review action. Bloomington is still active so, once the final values are confirmed, he will share it with the Township Board.

**d. Highway Commissioner**

Arin Rader reported that he met with the architect and CAD coordinator for an update on December 13. For the new building construction, the crew has had to juggle the phases based on availability of materials. The last of the metal and insulation are in progress and next work will focus on interior completion. Some electrical panels are on backorder, but he is anticipating a May completion date. Regarding road maintenance – he has begun throwing down salt. Floyd asked about fuel storage and potentially working out an agreement with Love’s. Arin mentioned that we have a 500-gallon storage tank and the larger equipment, (mowers, graders, backhoe) which use diesel fuel, may be difficult to into the pump space at Love’s.

**e. ARC Staff and Senior Advisory Committee**

Elicsha Sanders reported The ARC has added a new insurance-based membership: “Active and Fit”. It runs along the same premise as Silver and Fit but is available to those up to age 64. ARC membership is almost to 3000

members. In the month of November, 8 bereavement and 5 get well cards were sent out, which is less than previous months.

Sammi Scott reported The ARC received an anonymous \$600 donation of coffee sponsorship; it has been assigned to March. A contract has gone out for August sponsorship so that only leaves July to fill. The Arc is just over \$1900 shy of the green space fundraiser goal and she anticipates some more deferments and State Farm matching grants to come in. Bob Evans "Dine to Donate" fundraiser still needs to be confirmed but would be at the IAA location.

Floyd Aper asked if ARC was receiving any Silver Sneakers money. Jess confirmed that contact has been made with 3 different ISU groups to explain the program and inform participants of its benefits at ARC. Elicsha confirmed efforts are being made to directly contact those who are eligible but, if any changes have occurred, the individual member needs to notify ARC.

Floyd Aper asked if it was possible to define shuttle ridership by number of van runs, in addition to individual riders. Elicsha clarified that most riders are "regulars" who use it on specific days of the week. Jess added that Elicsha also got Connect Transit to come to ARC and explain the benefits of utilizing Connect Transit services, including free ridership for those 65+ and "One fare for all".

**f. Supervisor**

Jess Ray reported a lot of fun programs have taken place at the ARC including bell ringers and other live music. He has been working with the ARC management team to develop a staffing plan and assess future and current staffing needs. He has contacted our bank regarding the ARC mortgage and received confirmation that splitting the annual payment into semi-annual payments would save on daily interest. There are no pre-payment penalties so he will look further into making these changes. The township was awarded a grant, from the East Central Illinois Area Agency on Aging, for \$14,700 to continue work on pilot program to reduce social isolation and is in the process of on-boarding Barb Dallinger to work on the grant. There was a request by the Senior Advisory Board to change the March meeting and that will appear on the January Township Board meeting agenda. The ARC boiler room is still experiencing issues. The township's insurance company did an inspection and determined that, for sprinkler compliance with the Town and the EPA, we need to repair two backflow assemblies at the anticipated cost of \$14,750. Two quotes were received. The best quote will address and fix the issue by repairing one backflow valve and removing the second. This will require the ARC to be shut down for a day and it must be completed by January 15.

**12. Public Comment**

Floyd Aper asked about the progress of the windows at the ARC. Jess Ray confirmed that all that needs to be done are punch-list items.

### **13. New Business**

**Approval of the ordinance authorizing the 2022 Township Levy for the 2023 receipts of \$2,031,000.**

**Motion:** Floyd Aper

**Second:** Arlene Hosea

**Aye:** Arlene Hosea, Jess Ray, Art Rodriguez, Floyd Aper, Sally Pyne

**Nay:** None

**Approval of the ordinance authorizing the 2022 Road and Bridge levy for the 2023 receipts of \$755,454.**

**Motion:** Sally Pyne

**Second:** Arlene Hosea

**Aye:** Arlene Hosea, Jess Ray, Art Rodriguez, Floyd Aper, Sally Pyne

**Nay:** None

**Closed session review** – With Dayna gone, Jess Ray suggested tabling the 6-month review. This will allow Dayna the opportunity to bring any review information to the Board once she is recovered.

### **14. Suggested Items for the Next Agenda**

- a. Invite the Director of Behavior Health for McLean County to give an overview of services and how Normal Township can engage with this agency (via grant money and visibility).
- b. Report on affordable housing and warming center availability in the community.
- c. McLean County Department of Health Covid update – particularly pertaining to senior population.

### **15. Adjournment**

**Motion:** Art Rodriguez

**Second:** Arlene Hosea

**Aye:** Arlene Hosea, Jess Ray, Art Rodriguez, Floyd Aper, Sally Pyne

**Nay:** None

Meeting adjourned at 9:20am.

**Regular Normal Township Board Meeting: Thursday, January 19, 2022 – 8:15**

**AM Next Senior Advisory Committee Meeting: Thursday, January 5, 2022 – 9:30 AM**

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**Becca Rice – Deputy Clerk, Normal Township**

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**Date**