

**NORMAL TOWNSHIP  
MONTHLY BOARD MEETING MINUTES  
THURSDAY, January 19 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:**

**Discussion:** Approval tabled, until February 2023, due to Dayna's absence.

6. **Approval of the December 15, 2022, Regular Meeting Minutes:**

**Motion:** Sally Pyne

**Second:** Arlene Hosea

**Discussion:** Floyd Aper requested minutes be amended to include that, when attending remotely, the reason for such attendance be noted. Sally recommended pen and ink changes to correct errors in spelling of named persons.

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

**Nay:** None

**7. Approval of General Township Expenditures from December 15, 2022-January 19, 2023:**

**General Town:** \$99,343.97

**General Assistance:** \$16,629.49

**Senior Citizen Fund:** \$41,282.89

**Road & Bridge:** \$78,301.47

**Motion:** Art Rodriguez

**Second:** Sally Pyne

**Discussion:** Sally inquired about the \$9,200 paid to Cirrone Consulting. Rob Cranston verified that the amount was the annual software fee for the assessing program used in the Assessor's office.

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

**Nay:** None

**8. Approval of General Assistance Expenditures from December 15, 2022-January 19, 2023:**

**Motion:** Art Rodriguez

**Second:** Floyd Aper

**Discussion:** Sally Pyne inquired about the notation of petty cash and how it would be used. Jess clarified it would be used for items such as laundry and other miscellaneous client items.

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

**Nay:** None

**9. Approval of Senior Citizen Fund Expenditures from December 15, 2022-January 19, 2023:**

**Motion:** Art Rodriguez

**Second:** Sally Pyne

**Discussion:** None

**Aye:** Arlene Hosea, Jess Ray, Art Rodriguez, Floyd Aper, Sally Pyne  
**Nay:** None

**10. Approval of Road and Bridge Fund Expenditures from December 15, 2022-January 19, 2023:**

**Motion:** Art Rodriguez  
**Second:** Floyd Aper

**Discussion:** Floyd questioned where the approval, for the purchase of the above-mentioned Kenworth truck, was recorded. Jess and Arin confirmed that, per the township attorney, verbal approval combined with ratification would be sufficient documentation.

- a. Ratify payment to purchase Kenworth plow truck for \$11, 358 and including trade-in of two trucks.**

**Motion:** Sally Pyne  
**Second:** Art Rodriguez

**Discussion:** Per Arin – due to timeliness of making the trade-in for our trucks, combined with anticipated weather, he called the Township attorney for guidance on how to appropriately proceed with the purchase. The attorney advised that if all trustees were on board with ratifying the purchase, at the January meeting, the purchase could go forth.

**Aye:** Arlene Hosea, Jess Ray, Art Rodriguez, Floyd Aper, Sally Pyne  
**Nay:** None

**11. Reports**

**a. Community Engagement**

Art Rodriguez attended a Gold Star event at the CIRA. It was impactful to see the names of all the troops KIA over the past year. He is working on the transportation committee for veterans attending this year's state NAACP conference, which will be taking place in Bloomington-Normal. Lastly, he is working with the Susan B. Komen Foundation to develop a pilot fundraising program.

Arlene Hosea attended the ARC Senior Advisory Committee meeting via Zoom. She also attended a TOI Q & A session as well as training on Township Employee Handbooks. She attended the Martin Luther King, Junior Awards ceremony, where she was seated with the Town of Normal's award recipient. Arlene is on the Freedom Banquet committee for the NAACP state conference, which is scheduled for September 23, 2023. Lastly, she volunteered at the ARC where

she, and members of her sorority (Zeta Phi Beta, Inc.), participated in a service project of making ornaments to be donated to Evergreen Village residents.

Sally Pyne attended the ARC Senior Advisory Committee meeting.

Jess Ray attended some TOI trainings on intergovernmental agreements as well as training and bidding. He attended a Housing Coalition sub-committee meeting on cold weather planning, which continues to be a community need. Right now, Home Sweet Home and Salvation Army are the only true spaces for overnight housing. Due to ingress/egress requirements, Salvation Army may need to reduce occupancy for next year. Cold weather housing will continue to be an issue unless alternative options can be found. Church clergy, and other organizations, are working for alternative solutions. He continued attendance at the monthly McLean County Reducing Social Isolation Initiative Committee meetings where he gave an update regarding the Township participation for the Sunshine Grant. Lastly, he attended the McLean County Senior Services Council meeting which afforded the opportunity to learn more about the services provided by the Salvation Army (guest speaker) and share what Normal Township is currently doing in this area. During this meeting he heard of a grant available for those who have not received evictions/shut off notices.

Floyd Aper attended a Republican Party event at the Double Tree where all Normal Republican Town Council candidates were present. Along with Alene, he also attended the TOI training on Township Employee Handbooks and commented on the need to be very specific and accurate when interpreting it and completing employee evaluations. There have also been changes to the Federal mandate regarding much paid leave is guaranteed to employees. We should be aware of any pending State mandates and make sure our handbook reflects those changes.

**b. Assessor**

Rob Cranston submitted the Assessor's budget for the next fiscal year. No substantial changes are anticipated in the office so the requested budget is being kept identical to the 2022/2023 budget. Board of Review valuation has been completed and he will report on the final valuation for the Township at the February meeting. The year/year increase is typically around 1% but, preliminarily, this year is looking more like 5-6%. There has also been a noticeable increase in the amount of new construction in the Township.

**c. Clerk**

No report

**d. Highway Commissioner**

Arin Rader reported he is happy with the newly purchased Kenworth truck. It is set up to do all the functions that, previously, took two trucks to do. Road permits for weight limits have begun to be issued and the limits are in effect from January 15-April 15. Posting of weight limit signs will take place within the next week, per county guidelines. Depending on the weather, restrictions may be lifted earlier than April 15. Normal Township shares a contract, with multiple other townships, for a county sheriff to perform extra patrols on the posted roads. Jess asked if Arin sees issues with people exceeding weight limits and Arin confirmed that it does occur, especially on Raab Road. Arin met with the contractor of the new building on 1-17-23. The interior metal work is in progress, and they hope to start drywalling soon. Anticipated completion date is April 10. Sally asked about the check to CAAD construction and Arin explained that it was what we pay out for the new building construction, based on actual expenses. Floyd asked about allocating for security cameras. Arin said the architect suggested a wi-fi based system and Arin feels this would be a good route to take.

**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. 95 ARC memberships were set to expire in December and 306 were set to expire in January. Of the January memberships, 31 have renewed so far. In the month of December, 9 bereavement and 7 get well cards were sent out, and 173 birthday calls were made. December programming revenue was \$6279, which is an increase of more than \$600 from November. Van ridership remained constant from November to December, 23 members riding in November and 21 riding in December.

January coffee hour is sponsored by Institute for Financial Education. Sammi Scott reported that, last month, the ARC received an anonymous \$600 donation of coffee sponsorship; it has been assigned to March. A contract has been completed with Health Alliance Medical Plans for August sponsorship. That only leaves July to fill. The Arc is just under \$600 shy of the phase 1 green space fundraiser goal. General Support is at \$8,899.15, Fitness Programming Upgrades and Additions is at \$3,365 and Classroom Updates have raised \$335. There will be a "Dine to Donate" event on Monday, March 27, from 3-10 pm at Texas Roadhouse. An additional leaf was added to the Giving Tree to honor the generous donation, from the ARC Quilters, for the Celebrate the Seasons Art & Craft Sale. 81 % of our current members are receiving emails, with an increase of 62 people since last report. There have been 32 net new contacts made in the last 30 days. The ARC Facebook page has 2,114 followers and 12 new likes in the last 28 days and there has been an increased page reach of 15.8% for the month of November.

**f. Supervisor**

Jess Ray reported the Township has renewed its MOU with the RSVP program as well as our TON business certification. W-2 and 1099 forms have been processed and are being distributed to employees. We have our TOIRMA Annual Review Packet. Both the Supervisor and Commissioner need to review the documents and sign/return the appropriate pages by March 1.

Vita will, once again, be doing taxes for ARC members starting Feb. 1. The sprinkler system update is on hold while we await the necessary part to arrive and the Town has been notified of this delay. Inspections for the elevator are scheduled for February 22 and there will be brief outages to elevator service during that time. In reference to the Board's question about the December Comcast bill, clarification was made that the increased amount was because it was for two months (due to timing of the bills being sent out) and the need for some service calls. Regarding SHIP and Open Enrollment, we have concluded with 7 SHIP volunteers (including on trainee) seeing 403 clients. It is estimated that the program helped save each client approximately \$1,014 (\$125,714 total). The SHIP Basic Contract provides the ARC with \$2,079 to continue providing SHIP activities. Discussion was made, with ARC management team, about the upcoming fiscal year's goals and there were 15 items for review. Some of them included software solutions, replacing/updating fitness equipment and program enhancements. The management team also discussed staffing options with a variety of recommendations suggested. The Senior Advisory Board has asked ARC to consider offering guest passes, options will be forthcoming. They have also started recruiting new Board members as several current members will see their terms expire, soon.

**12. Public Comment**

None

**13. New Business**

- a. **Approval of Date Change to Senior Advisory Board Meeting: Move March 2 meeting to March 9.**

**Motion:** Art Rodriguez

**Second:** Floyd Aper

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

**Nay:** None

- b. **FY 2024 Budget Discussion**

**Motion:** Art Rodriguez

**Second:** Sally Pyne

**Discussion:** Jess has talked with ARC staff and identified areas on the budget that are no longer in use. Discussion was made as to how this money could be reallocated. He and Floyd will be going to the budget training session to get a better understanding of the process. Sally recommended not only reviewing areas of the budget that could be reduced but, also, areas that could be added or expanded upon (i.e. mental health coalition membership). Floyd suggested planning for technology and system updates. Jess confirmed that replacement of some computers have already been allocated for through this year's budget. Art suggested that since the ARC Director position remains unfilled, that the money allocated for that salary be used to hire more employees and "spread the wealth" among existing employees. He also asked Arin about budgeting to increase visibility, such as fluorescent trim or flashing lights, on road signs. Arin stated he would investigate the cost and that the signs that currently have funded through a grant secured by the County.

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

**Nay:** None

c. **Discussion of Township Policies and Procedures**

**Motion:** Sally Pyne

**Second:** Arlene Hosea

**Discussion:** The last update to the handbook occurred in March 2022, in which whistleblower and social media policies were added to the manual. When asking about further revisions, Jess clarified that we utilize the Normal Township Personnel Manual which includes the Township policies and procedures; we do not have a sperate policy and procedure manual.

Suggested discussions for the policies/procedures included:

- Sending everyone a copy of the handbook and 2022 staff training that took (Jess Ray)
- Clarifying the Township calendar and policies related to it (Sally Pyne)
- Adding remote work procedures (Arlene Hosea)
- Procedure for reporting sexual harassment (Art Floyd) – Jess thought this was already in the current manual, and everyone agreed that the handbook should be reviewed to make sure our policies match current regulations.
- Make sure we are adhering to the FSLA guidelines and conduct human rights training on a regular schedule (Arlene Hosea)

- Annual CPR/AED training and having Narcan available (Jess Ray)
- Proper use, security, and disposal of copyrights, patents and intellectual property; specifically who is liable if it is misused or taken without permission (Art Rodriguez)
- Making sure the social media policies are clear and current
- Procedure for annual reviews (Floyd Aper and Arlene Hosea)

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

**Nay:** None

d. **Six-month review of Closed Session meeting minutes**

Discussion tabled until February meeting due to Clerk absence.

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

- Continued discussion about revisions to Township policies and procedures
- Continue to try and schedule a speaker from the McLean County Health Department
- Continue to work with the EDC regarding housing
- Review and approval of November and closed session meeting minutes

**15. Adjournment**

**Motion:** Arlene Hosea

**Second:** Floyd Aper

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

**Nay:** None

Meeting adjourned at 9:45 am

**Next Normal Township Board Meeting: Thursday, February 16, 2023 – 8:15 AM**

**Next Senior Advisory Committee Meeting: Thursday, February 2 – 9:30 AM**

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Becca Rice – Deputy Clerk, Normal Township

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Date