

Historic

Riverside Township

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Vera A. Wilt, Supervisor
Liane J. Blauw, Clerk
Frances Sitkiewicz, Assessor

Trustees
Mary Rob Clarke
Michael C. Dropka
Timothy Heilenbach
Tom Lupfer

Minutes of Township of Riverside Board of Trustees' Meeting April 14th, 2020

This meeting was conducted via conference call, as permitted by Executive Order 2020-07 issued by Governor Pritzker on March 16, 2020 and in accordance with Executive Order 2020-10 issued on March 20, 2020 as extended by Executive Order 2020-18 issued on April 1, 2020.

Public comments are welcome when received by email or in writing at the Township Office **prior to 2:00 pm on the day of the meeting.**

Emailed comments may be sent to: supervisor@riversidetownship.org.

Written comments may be submitted to the township Office at 27 Riverside Road, Riverside IL.

Supervisor Vera A. Wilt called the Riverside Township Board of Trustees' Meeting to order at 7:00 PM on Tuesday, April 14th, 2020. The Pledge of Allegiance to the Flag was deferred. Roll Call showed the following Board members present: Clerk Liane J. Blauw, Trustees Mary Rob Clarke, Michael C. Dropka, Timothy Heilenbach, Tom Lupfer and Supervisor Wilt.

Visitors: Frances Sitkiewicz 252 Herrick, Riverside

There were two additions to the Agenda: The Approval of Minutes of the March 3rd, 2020 Committee of the Whole Meeting and Item E) under New Business.

Approval of Minutes - March 3rd, 2020 Committee of the Whole Meeting – Motion was made by Trustee Clarke and seconded by Trustee Lupfer to approve the Minutes of the March 3rd, 2020 Committee of the Whole Meeting. All Ayes heard. No Nays. Motion carried.

Approval of Minutes - March 10th, 2020 Board Meeting – Motion was made by Trustee Clarke and seconded by Trustee Heilenbach to approve the Minutes of the March 10th, 2020 meeting of the Board of Trustees. All Ayes heard. No Nays. Motion carried.

Approval of Minutes – April 7th, 2020 Committee of the Whole Meeting – These Minutes will be approved at a future meeting.

Communications

A check was received from JoAnne Kosey, President and David Moravec, Treasurer of the Riverside Township Lions Club in the amount of \$350.00 with a note dated March 25, 2020 that said: On behalf of the Riverside Township Lions Club, please accept this donation to further your endeavors in helping those in need.

Public Comments – Assessor Sitkiewicz noted that when Shelter in Place started the appeals in reassessment was suspended by the Cook County Assessor's office until April 10, 2020. Notice was received today that the Assessor's office is extending the appeal period until May 1, 2020. All Cook County properties will be reassessed to factor in market values that have been affected by Covid-19.

Supervisor's Report

- The office staff is alternating days so only one person is there at a time.
- Supervisor Wilt is in the office most days.
- The postcard was delivered over the weekend which caused an uptick in the number of Food Pantry households.
- There were phone inquiries; they were regarding the Governor's order, General Assistance applications, emergency assistance, and deferring property taxes.
- Food Pantry is being stocked. The Hauser food drive has been helpful.
- The custodians have been working on projects around the building that do not normally get done when there are people in the building all day.

Trustees' Report(s) – No Reports

Mental Health Board Report – Trustee Heilenbach reported that the Mental Health Board will have an abbreviated teleconference meeting tomorrow mainly to make sure that bills are being paid.

Unfinished Business

- A) Planning for Township Anniversary –** No contracts have been signed. The preliminary plans have been made. Trustee Dropka suggested that we keep in touch with everyone that has been booked for the event. Thursday, May 7, 2020 at 6:00 PM will be the sunflower seedling planting by the Board. Social distancing will be maintained during the planting.

- B) Discussion of 2020-2021 Township Budget** – No further discussion.
- C) Township Anniversary Logo** – There was a sample of the logo in the packet. **Motion** was made by Trustee Lupfer and seconded by Trustee Heilenbach to approve the logo design on the upper right. All Ayes heard. No Nays. Motion carried. Trustee Clarke will communicate that to the logo designer.
- D) Carry Over of Grants Previously Awarded** – Supervisor Wilt drafted a letter to grant recipients whose events were cancelled due to Covid-19, stating that they should keep the grant funds and apply the money to the purposes for which their organizations would have used any gains from their cancelled event. **Motion** was made by Trustee Clarke and seconded by Trustee Heilenbach to approve the letter and the policy. All Ayes heard. No Nays. Motion carried.

New Business

A) Special Use Room Requests

1. **Private Birthday Party** – **Motion** was made by Trustee Dropka and seconded by Trustee Lupfer to approve the room request for a private birthday party made by Frank Savaglio to be held on June 6, 2020 from 4:00 pm to 10:00 pm in the auditorium at which 120 guests are expected and there will be alcohol served. This is contingent upon the Shelter in Place rule. Roll Call Vote: Ayes: Clarke, Dropka, Heilenbach, Lupfer and Wilt. Nays: None. Motion carried.
 2. **Wedding Reception** – **Motion** was made by Trustee Dropka and seconded by Trustee Clarke to approve the room request for a wedding reception made by Christian Martinez to be held on June 26, 2020 from 11:00 AM to 11:00 PM in the kitchen and auditorium at which 100 guests are expected and there will be alcohol served. This is contingent upon the Shelter in Place rule. Roll Call Vote: Ayes: Clarke, Dropka, Heilenbach, Lupfer and Wilt. Nays: None. Motion carried. Supervisor Wilt will verify that liquor will not be served from 11:00 AM to 11:00 PM at the event.
- B) North Riverside Mayor's Golf Outing** – **Motion** was made by Trustee Dropka and seconded by Trustee Heilenbach to purchase two Eagle sponsorships if the event is able to take place and if it is not able to take place then to purchase one Eagle sponsorship at \$800.00 each at the North Riverside Mayor's Golf Outing scheduled to take place on June 8, 2020 at the Riverside Golf Club. Roll Call Vote: Ayes: Clarke, Dropka, Heilenbach, Lupfer and Wilt. Nays: None. Motion carried.
- C) Township Audit – Selden Fox Engagement Letter** – There is no change in the cost of the audit, however there needs to be a ratification of the extension of the engagement letter. **Motion** was made by Trustee Clarke and seconded by Trustee

Heilenbach to approve the engagement letter with Selden Fox for the Township audit. Roll Call Vote: Ayes: Clarke, Dropka, Heilenbach, Lupfer and Wilt. Nays: None. Motion carried.

- D) Compensation of the Township Officials for Next Term** – This would be effective after the election next year and needs to be approved 180 days prior to the election. Supervisor Wilt will research comparable salaries of positions in other townships and in real world positions so that the trustees can see how the salaries of Riverside Township elected officials compare to other similar positions.

- E) Digerati Report** – Normally Supervisor Wilt would have had a meeting with the representative from Digerati, however because of the situation there was no meeting. She did get a report from Digerati, which was in the packet.

Closed Session

Motion was made by Trustee Heilenbach and seconded by Trustee Clarke to go into Closed Session at 8:29 PM. All Ayes heard. No Nays. Motion carried.

Reconvene Regular Meeting

The Regular Meeting was reconvened at 8:40 PM. Trustee Lupfer was no longer in attendance after the Closed Session.

Motion was made by Trustee Clarke and seconded by Trustee Heilenbach to ratify the recommendation made in the Closed Session for salary increases for Township employees for the coming year. Roll Call Vote: Ayes: Clarke, Dropka, Heilenbach and Wilt. Nays: None. Motion carried.

Approval of Warrants

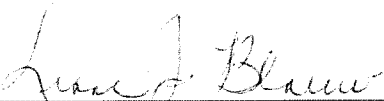
Trustee Clarke **moved** that the Board authorize and ratify payment of the bills identified on the General Warrant April 2020 in the amount of \$43,501.61 as presented to the Board this 14th day of April 2020, seconded by Trustee Heilenbach. Roll Call Vote: Ayes: Clarke, Dropka, Heilenbach and Wilt. Nays: None. Motion carried.

A **motion** was made by Trustee Clarke and seconded by Trustee Heilenbach that the Board ratify and authorize payment of the amounts indicated on the following warrants:

- 1) Utility Warrant April 2020 in the amount of \$739.12;
 - 2) Payroll Warrant April 2020 in the amount of \$20,037.60;
 - 3) Health Warrant April 2020 in the amount of \$1,693.58;
 - 4) Grants April 2020 in the amount of \$3,000.00;
 - 5) General Assistance Warrant April 2020 in the amount of \$4,766.67;
- all of the above as presented to the Board this 14th day of April 2020.

Roll Call Vote was taken on the warrants listed above. Ayes: Clarke, Dropka, Heilenbach and Wilt. Nays: None. Motion carried.

Adjournment – Motion was made by Trustee Clarke and seconded by Trustee Heilenbach to adjourn the meeting. All in favor. None opposed. Motion carried. Meeting adjourned at 8:45 PM.



Liane J. Blauw
Township Clerk