

Historic

# Riverside Township

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[www.riversidetownship.org](http://www.riversidetownship.org)

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  
January 12<sup>th</sup>, 2021  
7:00 PM - Auditorium**

**This meeting will be conducted in accordance with Executive Order 2020-74 issued by Governor Pritzker on December 11<sup>th</sup>, 2020. Members of the public will be allowed into the meeting for comments, but all must wear a face mask and adhere to CDC and IDPH guidelines for social distancing.**

Public comments are encouraged to be submitted by email to [supervisor@riversidetownship.org](mailto:supervisor@riversidetownship.org) or submitted in writing to Riverside Township at 27 Riverside Road, Riverside, IL 60546. Public comments must be received prior to 2:00 PM on the day of the meeting.

Supervisor Vera A. Wilt called the Riverside Township Board of Trustees' Meeting to order at 7:00 PM on Tuesday, January 12<sup>th</sup>, 2020. The Pledge of Allegiance to the Flag was led by Clerk Blauw. Roll Call showed the following Board members present: Clerk Liane J. Blauw, Trustees Mary Rob Clarke, Michael C. Dropka, Timothy Heilenbach, Tom Lupfer (arrived at 7:07 PM) and Supervisor Wilt.

**Visitors:** Tom Morrissey 276 Nuttall, Riverside  
Fran Sitkiewicz 252 Herrick, Riverside

**Approval of Minutes - December 1<sup>st</sup>, 2020 Committee of the Whole Meeting – Motion was made by Trustee Clarke and seconded by Trustee Heilenbach to approve the Minutes of the December 1<sup>st</sup>, 2020 Committee of the Whole Meeting. All Ayes heard. No Nays. Motion carried.**

**Approval of the Minutes - December 8<sup>th</sup>, 2020 Board of Trustees' Meeting – Motion** was made by Trustee Heilenbach and seconded by Trustee Clarke to approve the Minutes of the December 8<sup>th</sup>, 2020 Board of Trustees' Meeting. All Ayes heard. No Nays. Motion carried. Trustee Lupfer later requested that there be several changes to the December 8<sup>th</sup>, 2020 Board of Trustees' Meeting. **Motion** was made by Trustee Heilenbach and seconded by Trustee Clarke to amend the Minutes with the changes as requested by Trustee Lupfer, who will submit in writing to Clerk Blauw the exact wording of his request. All Ayes heard. No Nays. Motion carried.

**Approval of Minutes - January 5<sup>th</sup>, 2021 Committee of the Whole Meeting – Motion** was made by Trustee Clarke and seconded by Trustee Heilenbach to approve the Minutes of the January 5<sup>th</sup>, 2021 Committee of the Whole Meeting. All Ayes heard. No Nays. Motion carried.

### **Communications**

A letter was received from Tina Rounds, Executive Director of Beds Plus thanking Riverside Township for the \$5,000.00 grant to help reduce and end homelessness in our communities.

A thank you card was received from Natasha Pelka of Brookfield addressed to “Riverside Township and Mr. Heilenbach especially” for the delivery of masks to her front door. She greatly appreciated the kind gesture of care and concern.

A Christmas card was received from Mary Sordel with a check for \$100.00 to help the needy in memory of her husband, Henry Sordel, Jr.

A thank you card was received from Nicole of the North Riverside Recreation Center for the grant to be used for a projector and movie screen.

**Public Comments** – Assessor Fran Sitkiewicz spoke about what the Assessor's Office has been doing.

### **Supervisor's Report**

- The Food Pantry received many generous gifts of food and money during the holidays.
- There has been an increase in General Assistance inquiries. Currently there are nine active General Assistance recipients and additional applications are out and pending return.
- The number of people requesting notary services has increased.
- Supervisor Wilt has raised the maximum amount of Emergency Assistance to \$2,000.00.
- Room 3 is prepared for painting and the replacement of flooring. The chairs from that room and from the hallway need to be reupholstered.
- The bridge and building projects may begin now that dependable legal counsel has been secured.
- API has been selected to do the bridge project.
- A grant application was made for COVID-19 funding through Cook County from the CARES Act. Supervisor Wilt is awaiting their decision.

- A fraudulent IDES unemployment application was made, and all benefits associated with the claim have been stopped. Supervisor Wilt reported the fraud to IDES immediately upon notification of the application.

### **Trustees' Reports**

Trustee Lupfer reported that he has been working on the mental health crisis team and the traumatic event response team, of which the Mental Health Board has taken ownership. They are starting to provide information to the Community Resource Center, which will be working with the police department.

Trustee Heilenbach reported that the Mental Health Board has not yet met this month and will do so next week.

Trustee Clarke noted that the senior events are on hold due to Covid. The filming of the exercise classes is on hold also, pending permission from the village to film. She went to Springfield for the State Board of Trustees' meeting and it was decided that dues will be charged for 2021 and dues notices will go out at the end of January.

### **Unfinished Business**

- A) **Appointment of New Township Law Firm** – Supervisor Wilt announced the appointment of Odelson, Sterk, Murphey, Frazier & McGrath, Ltd. as the Township's new law firm. She thanked the board members who participated in interviews with two law firms that were being considered. The new firm will be engaged on an hourly basis unless otherwise agreed to for specific projects. **Motion** was made by Trustee Clarke and seconded by Trustee Dropka to approve the Supervisor's appointment of the new law firm. Roll Call Vote: Ayes: Clarke, Dropka, Heilenbach, Lupfer and Wilt. Nays: None. Motion carried.
- B) **Approval of Swinging Bridge Project Management Firm** – **Motion** was made by Trustee Heilenbach and seconded by Trustee Dropka to approve API's proposal in the amount of \$7,600.00 plus or minus 10%, for the swinging bridge project. Roll Call Vote: Ayes: Clarke, Dropka, Heilenbach, Lupfer and Wilt. Nays: None. Motion carried.
- C) **Town Hall Building Repairs** – There was nothing additional to report. The projects will be prioritized and a meeting with the village will be necessary because some areas overlap.
- D) **Township Communications Policy** – This will be on the Agenda for the Committee of the Whole meeting to discuss what priorities will be going forward.

## New Business

**A) Mental Health Board Reappointment Resolutions** – Supervisor Wilt made a resolution to reappoint two Riverside Township Mental Health Board members whose terms expired as of January 1<sup>st</sup>, 2021; Timothy Heilenbach was reappointed for the term of 1-1-21 to 12-31-24 and Les MacDonald for the term of 1-1-21 to 12-31-24. **Motion** was made by Trustee Clarke and seconded by Trustee Dropka to approve the resolution as noted above. This motion and second were rescinded in order to approve the two appointments individually.

**Motion** was made by Trustee Clarke and seconded by Trustee Dropka to approve the reappointment of Timothy Heilenbach to the Riverside Township Mental Health Board for the term of 1-1-21 to 12-31-24. Roll Call Vote: Ayes: Clarke, Dropka and Wilt. Nays: Lupfer. Abstain: Heilenbach. Motion carried.

**Motion** was made by Trustee Clarke and seconded by Trustee Dropka to approve the reappointment of Les MacDonald to the Riverside Township Mental Health Board for the term of 1-1-21 to 12-31-24. Roll Call Vote: Ayes: Clarke, Dropka, Heilenbach and Wilt. Nays: None. Abstain: Lupfer. Motion carried.

**B) Lions Club Donation** – The Riverside Township Lions Club sent a letter expressing appreciation of past support and asking for support this year with a monetary donation.

**Motion** was made by Trustee Dropka and seconded by Trustee Heilenbach to suggest to the Lions Club that they use the grant process and ask for a specific dollar amount for a specific purpose. Roll Call Vote: Ayes: Clarke, Dropka, Heilenbach, Lupfer and Wilt.

**Motion** was made by Trustee Lupfer and seconded by Trustee Clarke to replace the donation that Riverside Township made to the Lions Club last year for an ad placemat for their chicken dinner fundraiser, but the check was presented to the bank late and was declared a stale check, so was not ever cashed. Roll Call Vote: Ayes: Clarke, Dropka, Heilenbach, Lupfer and Wilt. Nays: None. Motion carried.

**C) Emergency Assistance Policy Notice** – Supervisor Wilt notified the Board of a policy change that she made, increasing the maximum amount that can be paid for Emergency Assistance from \$1,500.00 to \$2,000.00 per occurrence. This policy change was effective as of December 29<sup>th</sup>, 2020.

**D) Preliminary Discussion of 2021-2022 Township Budget** – A copy of the 2020-2021 Budget Ordinance was in the packet for Trustees to peruse and then to be discussed at the next Committee of the Whole meeting on February 2<sup>nd</sup>.

## **Approval of Warrants**

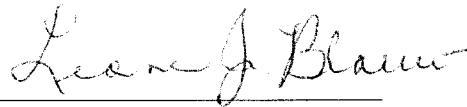
Trustee Heilenbach **moved** that the Board authorize and ratify payment of the bills identified on the General Warrant January 2021 in the amount of \$9,414.96 as presented to the Board this 12<sup>th</sup> day of January 2021, seconded by Trustee Clarke. Roll Call Vote: Ayes: Clarke, Dropka, Heilenbach, Lupfer and Wilt. Nays: None. Motion carried.

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

- 1) Utility Warrant January 2021 in the amount of \$2,085.74;
  - 2) Payroll Warrant January 2021 in the amount of \$21,928.26;
  - 3) Health Warrant January 2021 in the amount of \$1,017.85;
  - 4) Grants Warrant January 2021 in the amount of \$9,355.20;
  - 5) General Assistance Warrant January 2021 in the amount of \$6,977.44;
  - 6) Township Radio Players Warrant January 2021 in the amount of \$281.95;
  - 7) Food Pantry Warrant January 2021 in the amount of \$1,088.16;
- all of the above as presented to the Board this 12<sup>th</sup> day of January 2021.

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

**Adjournment – Motion** was made by Trustee Dropka and seconded by Trustee Clarke to adjourn the meeting. All Ayes heard. No Nays. Motion carried. Meeting adjourned at 8:08 PM.



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Liane J. Blauw  
Township Clerk