

Historic

# Riverside Township

27 Riverside Road - Riverside, IL 60546

Township - (708) 442-4400

Fax - (708) 447-0302

Assessor - (708) 447-7700

Fax - (708) 447-6442

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



Vera A. Wilt, *Supervisor*  
Jay Reyes, *Clerk*  
Frances Sitkiewicz, *Assessor*

*Trustees*  
Mary Rob Clarke  
Timothy Heilenbach  
John P. Carroll, Jr.  
Matthew J. Decosola

## MINUTES OF THE SCHEDULED MEETING OF THE

### RIVERSIDE TOWNSHIP BOARD OF TRUSTEES

HELD ON TUESDAY, OCTOBER 10, 2023

AT THE RIVERSIDE TOWNSHIP HALL, 27 RIVERSIDE ROAD, RIVERSIDE

#### CALL TO ORDER

Minutes of the Scheduled Meeting of the Riverside Township Board of Trustees, held on Tuesday, October 10, 2023, at the Riverside Township Hall located at 27 Riverside Road; Riverside, Illinois. The meeting was called to order by Supervisor Wilt at 7:00 p.m.

#### PLEDGE OF ALLEGIANCE

#### MOMENT OF SILENCE

A moment of silence was held to remember long time Riverside resident Joanne Kosey, who recently passed away.

#### ROLL CALL

PRESENT: Supervisor Vera Wilt, Clerk Jay Reyes, Trustee Matt Decosola, Trustee John Carroll, Trustee Tim Heilenbach.

ABSENT: Trustee Mary Rob Clarke

ALSO PRESENT: Michael J. Hayes, Counsel

Ed Tracy, Selden Fox, 619 Enterprise Drive, Oak Brook, IL

Therefore, Supervisor Wilt declared a quorum and opened the Scheduled Meeting for the transaction of business.

## **APPROVAL OF MINUTES**

A Motion was made by Trustee Decosola to approve the September 12, 2023, Board Meeting Minutes.

MOTION: Trustee Decosola

SECOND: Trustee Carroll

ROLL CALL: Heilenbach - Yes; Carroll - Yes; Decosola – Yes; Supervisor Wilt - Yes

VOICE VOTE: Yes – 4      No - 0      Abstention - 0 MOTION CARRIED

## **COMMUNICATIONS**

The Clerk read a thank you letter from Village of Brookfield Fire Chief James Adams related to a Township grant for the purchase of a battery powered evacuation chair.

At the request of Supervisor Wilt, the Board deferred their reports to allow a presentation on the Annual Township Audit.

## **OLD BUSINESS**

### **A) Annual Township Audit – Ed Tracy of Selden Fox**

Mr. Tracy, representing Selden Fox presented to the Board on the Annual Township Audit. Mr. Tracy explained the structure of the various reports and directed the Board to various items within the audit including township retirement and funding levels, pension liability versus assets, and rate of growth.

Mr. Tracy indicated that the three funds for the current year were in a comfortable position, although some had increases in spending, increases in returns, and changes in budgeting.

Mr. Tracy indicated that there were some adjustments related to property tax increases and additional payables including grants.

Finally, Mr. Tracy indicated that there were no concerns related to internal controls.

A Motion was made by Trustee Heilenbach to approve the annual township audit report.

MOTION: Trustee Heilenbach

SECOND: Trustee Carroll

ROLL CALL: Carroll - Yes; Decosola – Yes; Heilenbach – Yes; Supervisor Wilt - Yes

VOICE VOTE: Yes – 4      No - 0      Abstention - 0 MOTION CARRIED

## **SUPERVISOR'S REPORT**

Supervisor Wilt presented her report to the Board.

### **1) Farmer's Market**

Supervisor Wilt reported that the Farmer's Market was over for another year. She indicated that the Township distributed 600 \$5.00 vouchers, and redeemed approximately 389, with some additional coming from vendors who forgot to turn them in. She indicated that approximately 68% of recipients used at least some of them and about 65% were redeemed. Supervisor Wilt mentioned Amy Jacksic for her work on the Farmer's Market and relayed her thanks related to the Township's support of the Market.

### **2) General Assistance**

Supervisor Wilt reported that general assistance was still busy with 2 cases of Emergency Assistance since the last meeting as well.

### **3) North Riverside Autumn Fest**

Supervisor Wilt was pleased to report that the Township participated in the Chili Cook Off, particularly Trustee Heilenbach who made excellent chili. The chili was a success with local participants.

### **4) Public Safety Director Buckley**

Supervisor Wilt reported that a number of members of the Township Board participated in honoring Public Safety Director Buckley at the Person of the Year Awards.

### **5) Joanne Kosey**

Supervisor Wilt remembered Riverside resident Joanne Kosey, who recently passed away, and indicated that she attended her wake. She was known to be a big supporter of Riverside Township.

## **ASSESSOR'S REPORT**

Township Assessor Fran Sitkiewicz was not present for the Board meeting. Supervisor Wilt noted that Assessor Sitkiewicz was on official business at the county related to the deadline, October 10<sup>th</sup>, for submission of Board of Review appeals for Riverside Township.

## **TRUSTEE'S REPORT**

Trustee Carroll reported that he attended the wake for Joanne Kosey, and the Person of the Year Award dinner honoring Public Safety Director Buckley.



## **MENTAL HEALTH BOARD'S REPORT**

Trustee Heilenbach reported that the Mental Health Board anniversary was coming up and he would be contacting local media for recognition. Trustee Heilenbach further relayed the desire to review their core functions and goals. He recognized new member Adam Wilt, who had great ideas for the Board. There were also new proposed members brought forth from Supervisor Wilt.

## **NEW BUSINESS**

### **A) Riverside Chamber of Commerce – Holiday Stroll Registration**

Supervisor Wilt noted that the Holiday Stroll is scheduled for Friday, December 1st. Supervisor Wilt reminded the Board that the Township normally supports the event with entertainment and refreshments. She asked the Board's opinion on continuing the Township's involvement.

Trustee Carroll moved to approve the \$500 expense for the Holiday Stroll.

MOTION: Trustee Carroll

SECOND: Trustee Decosola

ROLL CALL: Carroll - Yes; Decosola – Yes; Heilenbach – Yes; Supervisor Wilt - Yes

VOICE VOTE: Yes – 4      No - 0      Abstention - 0 MOTION CARRIED

### **B) Purchase Holiday Gift Cards for Food Pantry Recipients**

Supervisor Wilt noted that the Township Board previously gave gift cards during the holiday season in the amount of \$50.00 to food pantry recipients. She indicated that utilization had slightly increased but expected that a continuation of last year's level of support would likely be sufficient.

Trustee Heilenbach moved to approve the purchase of sixty \$50 gift cards for the holidays for food pantry recipients, with unused cards to be used to purchase food for the food pantry.

MOTION: Trustee Heilenbach

SECOND: Trustee Carroll

ROLL CALL: Carroll - Yes; Decosola – Yes; Heilenbach – Yes; Supervisor Wilt - Yes

VOICE VOTE: Yes – 4      No - 0      Abstention - 0 MOTION CARRIED

### **C) Employee Health Insurance Renewal**

Supervisor Wilt noted that many insurers were getting out of the "Small Group" policy business. She noted that to stay with the current insurance plan would for the coming year, the Township



would need to renew the plan, which would require a \$200 increase. Supervisor Wilt noted that alternatively the Township could pursue an alternate plan, though the Township recently switched plans during the prior year.

Supervisor Wilt recommended staying with the existing plan and moved to approve the renewal with the premium increase.

MOTION: Supervisor Wilt  
SECOND: Trustee Carroll  
ROLL CALL: Carroll - Yes; Decosola – Yes; Heilenbach – Yes; Supervisor Wilt - Yes  
VOICE VOTE: Yes – 4 No - 0 Abstention - 0 MOTION CARRIED

#### D) 2024 Township Meeting Dates and Holidays

Supervisor Wilt presented the 2024 calendar meeting dates and noted that the proposed schedule followed 2023's prior schedule of holding meetings on the second Tuesday of the month except November and some holidays. She proposed changing the March and December dates.

Trustee Carroll moved to approve the new calendar dates as presented.

MOTION: Trustee Carroll  
SECOND: Trustee Decosola  
ROLL CALL: Carroll - Yes; Decosola – Yes; Heilenbach – Yes; Supervisor Wilt - Yes  
VOICE VOTE: Yes – 4 No - 0 Abstention - 0 MOTION CARRIED

Supervisor Wilt further relayed the proposed dates for the Township Committee of the Whole, mentioning that the November date should be removed because of the November election date and the use of the meeting space.

Supervisor Wilt moved to approve the new calendar dates as presented.

MOTION: Supervisor Wilt  
SECOND: Trustee Carroll  
ROLL CALL: Carroll - Yes; Decosola – Yes; Heilenbach – Yes; Supervisor Wilt - Yes  
VOICE VOTE: Yes – 4 No - 0 Abstention - 0 MOTION CARRIED

#### E) Initial Discussion of Township Tax Levy

Supervisor Wilt sought comments related to the Township Tax Levy, which she would be working on next month and anticipated a rate of approximately 5% to keep pace with increased inflation and related expenses.

Supervisor Wilt reminded everyone that there would be an upcoming Shre-A-Thon event on Saturday, October 21<sup>st</sup> from 9 am to noon at the Riverside Masonic Lodge. She asked that participants bring a non-perishable food item in support of the Food Pantry.

Supervisor Wilt also mentioned that the TOI Annual Education Conference would be taking place from November 12 to the 14<sup>th</sup> in Springfield.

#### **APPROVAL OF WARRANTS:**

Trustee Carroll moved to authorize and ratify payment of the bills identified on the General Warrant for October 2023 in the amount of \$31,654.45.

MOTION: Trustee Carroll

SECOND: Trustee Decosola

ROLL CALL: Carroll - Yes; Decosola – Yes; Heilenbach – Yes; Supervisor Wilt - Yes

VOICE VOTE: Yes – 4      No - 0      Abstention - 0 MOTION CARRIED

Trustee Carroll moved to authorize and ratify payment of the Utility Warrant in the amount of \$1,234.21; Payroll Warrant in the amount of \$19,212.59; Health Warrant in the amount of \$2,983.42; Radio Flyers in the amount of \$200; General Assistance Warrant in the amount of \$9,480.60; and the Food Pantry Warrant in the amount of \$1,923.33.

MOTION: Trustee Decosola

SECOND: Trustee Carroll

ROLL CALL: Carroll - Yes; Decosola – Yes; Heilenbach – Yes; Supervisor Wilt - Yes

VOICE VOTE: Yes – 4      No - 0      Abstention - 0 MOTION CARRIED

#### **PUBLIC COMMENT**

There was no public comment.

#### **ADJOURNMENT**

There being no further business to transact, Trustee Decosola moved to adjourn the meeting at 7:40 p.m.

MOTION: Trustee Decosola

SECOND: Trustee Heilenbach

ROLL CALL: Carroll - Yes; Decosola – Yes; Heilenbach – Yes; Supervisor Wilt - Yes

VOICE VOTE: Yes – 4      No - 0      Abstention - 0 MOTION CARRIED

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Vera A. Wilt, Township Supervisor

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Jay Reyes, Township Clerk

10-10-2023