

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



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, DECEMBER 12, 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, December 12, 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

ROLL CALL

PRESENT: Supervisor Vera Wilt, Clerk Jay Reyes, Trustee John Carroll, Trustee Mary Rob Clarke, Trustee Matthew Decosola, Trustee Tim Heilenbach.

ABSENT:

ALSO PRESENT: Michael J. Hayes, Counsel

Amy Jacksic, 340 Olmsted Road, Riverside, IL 60546

Fran Sitkiewicz, 252 Herrick Road, Riverside, IL 60546

Michael Kuruvilla, Village of Brookfield Police Department, Brookfield, IL 60513

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 Clarke to approve the November 21, 2023, Board Meeting Minutes, as corrected.

MOTION: Trustee Clarke
SECOND: Trustee Decosola
ROLL CALL: Clarke – Yes; Carroll – Yes; Heilenbach - Yes; Decosola – Yes;
Supervisor Wilt - Yes
VOICE VOTE: Yes – 5 No - 0 Abstention - 1 MOTION CARRIED

A Motion was made by Trustee Heilenbach to approve the December 5, 2023, Committee of the Whole Meeting Minutes.

MOTION: Trustee Heilenbach
SECOND: Trustee Clarke
ROLL CALL: Clarke – Yes; Carroll – Yes; Heilenbach - Yes; Decosola – Yes;
Supervisor Wilt - Yes
VOICE VOTE: Yes – 5 No - 0 Abstention - 0 MOTION CARRIED

NEW BUSINESS

A) Community Partnerships a. Brookfield Police Department

Supervisor Wilt recognized Michael Kuruvilla, Chief of Police at the Village of Brookfield, who sought a grant for a pole mounted radar unit. Chief Kuruvilla explained that traffic activity could become serious, with common complaints from residents related to traffic crashes and safety.

Trustee Heilenbach asked various questions related to the number of staff hours used responding to citizen safety complaints, and others related to the device, to which Chief Kuruvilla responded, having spent nearly 100 hours addressing the concerns.

Trustee Carroll asked whether the device would issue citations, to which the answer was no, simply providing data on areas of concern.

Trustee Decosola asked whether the device was mobile, which it is. Additionally, he asked whether the device provides real time data, and it does.

Supervisor Wilt noted that the Township does not provide funding to other government entities, so if approved, payment would be made directly to the vendor.

Trustee Heilenbach moved to approve the grant as presented in the amount of \$5,341.00.

MOTION: Trustee Heilenbach

SECOND: Trustee Carroll

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

VOICE VOTE: Yes – 5 No - 0 Abstention - 0 MOTION CARRIED

At the request of Trustee Clarke, the Communications portion of the meeting be moved to allow a citizen to speak.

Supervisor Wilt recognized Amy Jacksic, a Riverside resident and organizer of the Riverside Farmer's Market. Ms. Jacksic thanked the Board for their support of the Farmer's Market, noting how much it helps local residents.

Additionally, Ms. Jacksic thanked the Board on behalf of the Riverside Friends of the Library for waiving their room fee for their event. The savings and event helped raise funds for the Library, providing additional programming and services.

B) Special Event Requests

a. Baptismal Reception 1/20/2024

Supervisor Wilt reported that a Township resident sought to use Township space for a private baptismal reception.

Trustee Clarke moved to approve the request according to usual Township requirements.

MOTION: Trustee Clarke

SECOND: Trustee Decosola

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

VOICE VOTE: Yes – 5 No - 0 Abstention - 0 MOTION CARRIED

C) Approve Resolution for Mental Health Board Appointments

- a. Adam Wilt
- b. Cynthia Kaczmarczyk

Supervisor Wilt explained that there is one current member of the Board, who was appointed mid term, and was now up for appointment to a full four year term beginning January 1, 2024 and ending on December 31, 2027.

Trustee Heilenbach moved to approve the appointment of Adam Wilt to the Mental Health Board for a four year term starting January 1, 2024, in Riverside Township Resolution #2023-7.

MOTION: Trustee Heilenbach

SECOND: Trustee Clarke

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

VOICE VOTE: Yes – 4 No - 0 Abstention - 1 MOTION CARRIED

Supervisor Wilt gave background information on another nominee to the Mental Health Board for the additional slot for a full four year term beginning January 1, 2024 and ending on December 31, 2027.

Trustee Heilenbach moved to approve the appointment of Cynthia Kaczmarczyk to the Mental Health Board for a four year term starting January 1, 2024 and ending on December 31, 2027 in Riverside Township Resolution #2023-8.

MOTION: Trustee Heilenbach

SECOND: Trustee Carroll

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

VOICE VOTE: Yes – 5 No - 0 Abstention - 0 MOTION CARRIED

D) Action on Ordinance to Amend Township's Paid Leave Policy

Supervisor Wilt noted that there was a new state law related to paid leave and asked Counsel to explain the law. Mr. Hayes explained the new criteria for the Illinois law and its effects on the Township's leave policy, including the use of personal time and the parameters of such time off eligibility.

Trustee Decosola asked whether there was a minimum amount of time needed to work in order to invoke the new law. Counsel explained that there was not a minimum amount of time required for the new law to apply and perhaps new employees could abuse the new structure.

Trustee Clarke asked whether employees would be paid for that time off, and Counsel noted that employees would be paid up to 40 hours per year for the use of such time, noting that an employee could take in as little as 2-hour increments or the whole time together. Counsel further noted that employers would not be permitted to inquire as to the employee's use of that time.

There were questions related to whether the policy would allow employees to carry over the time from year to year. Counsel explained that the Township's policy would not allow carrying over of time in such a manner.

Trustee Carroll moved to approve Ordinance 2023-9, an ordinance amending the Township's leave policy.

MOTION: Trustee Carroll

SECOND: Trustee Decosola

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

VOICE VOTE: Yes – 5 No - 0 Abstention - 0 MOTION CARRIED

COMMUNICATIONS

The Clerk read a thank you letter from the Riverside Public Library, which thanked the Township for their recent approval of a grant to allow for the purchase of iPads for resident use. In addition, Clerk Reyes noted that Joe Iniguez thanked the Supervisor and Township board for his appointment to the Decennial Committee. Finally, Clerk Reyes read from a flyer advertising a food drive at Riverside Foods in support of the Riverside Township Food Pantry.

SUPERVISOR'S REPORT

Supervisor Wilt presented her report to the Board.

1) The Decennial Committee Report

Supervisor Wilt reported that the Decennial Committee report will be prepared in final form for the January meeting. She noted that there was one aspect which was discussed but not in the report. In particular, the Committee toured the building and discussed maintenance and infrastructure issues of the Town Hall and asked for an analysis of the cost of maintaining the Town Hall. Preliminary analysis showed the annual cost of owning the building varies as emergency repairs and replacements are needed, though she had not provided the committee with the actual numbers she calculated. Large scale and necessary repairs and replacements, like the roof, will be coming due in the near future. Supervisor Wilt noted that the Decennial Committee report should perhaps recommend to the Board, an analysis of the building's current and future costs to set up a funding plan. Supervisor Wilt will communicate that to the entire committee for their approval before the final draft is submitted to the county.

2) Food Pantry

Supervisor Wilt reported that the Food Pantry is about to benefit from the Riverside Foods now annual collection, which has been going on since last week. She only saw it publicized this week. Next week, she expects to receive a load of food from that food drive. St. Peter and Paul's Lutheran church brought over a carload of items this week. She noted that although there have been donations in the box in the hallway, she reminded everyone that the Food Pantry cannot hand out items that have passed the expiration date. When folks drop off outdated items in the donation box, that slows our process for sharing, and simply forces the Township to throw them out. Supervisor Wilt further noted that although some people may question the meaningfulness of the dates on packaging, in order to join a larger network like the Greater Chicagoland Food Depository, the Township cannot distribute food past the printed dates.

Additionally, Supervisor Wilt noted that Pantry clients continue to receive holiday gift cards if they have not yet received one. As of the date of this reporting, the Township has handed out 61 cards, with limited additional availability, in case more clients come in. Supervisor Wilt

reminded the group that any cards that were not distributed can be used to replenish the pantry. She noted that the gift cards were purchased with the Township credit card, and on the warrants, they appear under Town Programs. The Food Pantry funding comes from general funds, so it wasn't necessary to transfer money from the general funds bank account to the food pantry bank account, just to pay for gift cards.

3) Assistance

Supervisor Wilt informed the Board that the past month has required a lot of time spent with residents needing Assistance in one form or another. She noted that this typically happens when the villages crack down and post water shut off notices. Supervisor Wilt explained that once residents come to the Township for assistance, there is a lot of conversation and counseling about various help available, besides just giving forms and considering the applications, which can be a time-consuming process.

4) Holiday Stroll

Supervisor Wilt reported that the Holiday Stroll brought many people to the town hall. She noted that she reached out to the Chamber committee to split up the school choruses next year because there were way too many people in the room at once. But, once families cleared out there was only a small audience for the magician. If the school program could be broken up into two sessions, not all kids at once, people would come to see their own kids and enjoy the rest of the entertainment too. The community did not know the choirs were only at the beginning and were coming in later to hear them too.

5) St. Vincent De Paul Society

Supervisor Wilt attended the meeting of the local St. Vincent DePaul Society last week, to learn more about each other's assistance programs. As a result, she gained a valuable understanding of each other's processes, and they are really pretty similar. She noted that on some cases, they could work together to get the problem solved, especially when the amount needed to fix the situation exceeds the Emergency Assistance level. In combination with their help, the two organizations can solve the problem and give people a fresh start.

6) Mental Health Board

Supervisor Wilt reported that she and Trustee Heilenbach interviewed 5 candidates for upcoming openings on the Mental Health Board last week. She noted that all applicants had a passion for mental health, but selected two excellent candidates that the Board just approved.

7) Seniors' Christmas Party

Supervisor Wilt informed the Board that she attended the Seniors' Christmas party last week at the Riverside Golf Club, which provided good food and entertainment.

8) New Revenue

Supervisor Wilt noted that there was a recent influx of revenue from local taxes, generating \$208,000 to the General Revenue Fund.

Supervisor Wilt responded to a question related to the use of the gift cards, including their general use.

Trustee Clarke asked about the number of people that attended the magic show. Supervisor Wilt indicated that the first show had approximately 50 people and the second show had approximately 30 people. She noted that perhaps staggering the presentations would increase the turnout and participation. She felt that overall the program was a success, but one show had too many people. Trustee Carroll noted that the rainy weather drew more people than usual.

ASSESSOR'S REPORT

Township Assessor Fran Sitkiewicz reported that her office has been having a steady stream of residents seeking corrections to their tax assessments. She noted that taxpayers could go back three years to correct assessments. She noted that some residents were pleased with their reassessment and others were not.

Additionally, she reported that she would be attending a TOC event via Zoom.

Supervisor Wilt noted that it may be helpful to provide training to local elected officials to understand the local property tax process.

Clerk Reyes thanked the Assessor for her office's assistance in submitting his appeal.

TRUSTEE'S REPORT

Trustee Clarke reported that she attended the Senior Luncheon at the Riverside Golf Club, which was well received by the approximately 20 residents that attended. She also went to Springfield last week to attend the TOI meeting. Additionally, she reported that she researched the criteria for submitting the Decennial Committee report and found nothing.

MENTAL HEALTH BOARD'S REPORT

Trustee Heilenbach reported that the Mental Health Board held their 50th Anniversary event, with approximately 25 people attending. He indicated that the event was a success and available on YouTube for public viewing. He further reported that they had very good candidates for the Mental Health Board. Trustee Heilenbach indicated he would be meeting with the Superintendent related to teen texting and NAMI. He noted that Director Buckley would provide statistics on students at Hauser and other local schools on emergency assistance calls.

Supervisor Wilt indicated that she attended the Mental Health Board event and noted how many people commented on learning how many mental health services are available.

UNFINISHED BUSINESS

A) Adopt 2023 Township Tax Levy

Supervisor Wilt indicated there was a minor accounting correction that was corrected, but that the amounts were still

The total anticipated amounts are: General Town levy - \$732,600; General Assistance levy - \$55,300; Community Mental Health levy - \$751,081.00; for a total levy of \$1,538,981.00.

Trustee Carroll moved to approve Township Tax Levy in the amount of \$1,538,981.00.

MOTION: Trustee Carroll

SECOND: Trustee Decosola

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

VOICE VOTE: Yes – 5 No - 0 Abstention - 0 MOTION CARRIED

APPROVAL OF WARRANTS:

Trustee Heilenbach moved to authorize and ratify payment of the bills identified on the General Warrant for December 2023 in the amount of \$17,584.11.

MOTION: Trustee Heilenbach

SECOND: Trustee Clarke

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

VOICE VOTE: Yes – 5 No - 0 Abstention - 0 MOTION CARRIED

Trustee Heilenbach moved to authorize and ratify payment of the Utility Warrant in the amount of \$1,502.57; Payroll Warrant in the amount of \$18,378.63; Health Warrant in the amount of \$3,109.49; Grants in the amount of \$17,500.00; General Assistance Warrant in the amount of \$5,013.83; and the Food Pantry Warrant in the amount of \$630.12.

MOTION: Trustee Heilenbach

SECOND: Trustee Decosola

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

VOICE VOTE: Yes – 5 No - 0 Abstention - 0 MOTION CARRIED

PUBLIC COMMENT

There was no additional public comment.

ADJOURNMENT

There being no further business to transact, Trustee Clarke moved to adjourn the meeting at 8:06 p.m.

MOTION: Trustee Clarke

SECOND: Trustee Carroll

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

VOICE VOTE: Yes – 5 No - 0 Abstention - 0 MOTION CARRIED

Vera A. Wilt, Township Supervisor

Jay Reyes, Township Clerk

12-12-2023