

Historic

Riverside Township

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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, JANUARY 9, 2024

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, January 9, 2024, 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 Tim Heilenbach.

ABSENT: Trustee Matthew Decosola

ALSO PRESENT: Michael J. Hayes, Counsel

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 December 12, 2023, Board Meeting Minutes, as corrected.

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

COMMUNICATIONS

The Clerk referred to a Best Buddies Winter 2023 Update, provided by Adam Wilt, State Director of Best Buddies. Trustee Clarke noted that he was recently named State Director of the Year by Best Buddies.

SUPERVISOR'S REPORT

Supervisor Wilt presented her report to the Board.

1) Emergency Assistance

Supervisor Wilt reported that since the last meeting she had several inquiries for emergency assistance that received application packets but never followed up. She was able to approve 5 new applicants for Emergency Assistance and completed a previously opened case which included emergency safety repairs, water termination notices and several potential evictions. One case involved coordinating with the St. Vincent de Paul Society on a case where Township funds would not have avoided eviction. Supervisor Wilt also reported that she terminated one general assistance client she discovered had moved from the township. In addition, she met regularly with other general assistance clients.

2) Facilities Use

Supervisor Wilt noted that several rentals were held in the Township building over the last several weeks and she came in on the weekend to open the facility, review the procedures, and ensure that they had her contact information, if any matter arose.

3) Professional Services

Supervisor Wilt informed the Board that there were some matters that required her to work with the accountants and legal counsel, related to the regular course of business.

4) Decennial Committee Report

Supervisor Wilt reported that an increased number of assistance cases, caused her to postpone the preparation of the Decennial Committee packet prepared for delivery to the County. Supervisor Wilt reminded the Board that there was an abundance of time to have the Report submitted to the County and would do so well within the statutory required period. She further noted that since the Board had previously approved the submission, she would appreciate further approval once the packet was all printed and bound.

5) **Budget Preparations for Capital Expenditures related to Building Repairs**

Supervisor Wilt indicated that she will be completing budget preparation, which will take a view toward the repayment of the loan for bridge repairs, and replenishing capital reserves for future building repairs. Supervisor Wilt recommended that the Board carefully consider grant requests in the coming fiscal year because the Township building must take more priority, as a place that serves the community and many of its organizations. She urged that preservation of this asset be the focus of the Board, and some applicants may have to find other sources of support.

ASSESSOR'S REPORT

There was no Assessor's Report.

TRUSTEE'S REPORT

Trustee Clarke reported that the exercise class was going well and would like to offer a cyber scam related program in the future.

MENTAL HEALTH BOARD'S REPORT

Trustee Heilenbach reported that the Mental Health Board would meet next week.

UNFINISHED BUSINESS

A) **Approve Decennial Committee's Report for Submission to Cook County**

Supervisor Wilt indicated there would likely be no more than typographical errors to the edits for the report and urged passage of the final draft.

Trustee Heilenbach moved to approve adoption of the Decennial Committee's Report for Submission to the Cook County.

MOTION: Trustee Heilenbach

SECOND: Trustee Carroll

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

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

NEW BUSINESS

A) **Preliminary Discussion of 2024-2025 Township Budget**

Supervisor Wilt asked that Board to consider that if there were additional expenses they chose to make to the budget to bring them forward. Trustee Clarke and Heilenbach asked about a special budget meeting for Tuesday, February 6, 2024.

Clerk Reyes inquired about adding a line item for digitizing paper and audio records. Counsel recommended working with the Illinois Secretary of State's office on record retention guidelines.

B) Discussion of Senior Exercise Program

Supervisor Wilt reported that she received notice from the instructor of the program that rates would increase. After providing 149 sessions, even a small increase would be a substantial additional cost. There are approximately 49 individuals that have attended the class at some point during the last year and it has become more challenging to gauge participation at any given session. Supervisor Wilt wondered if there should be an agreement in place with the instructor, with more defined terms.

Trustee Heilenbach inquired whether the Township hired him, individually, to teach the class or an entity. Trustee Clarke indicated that it was the individual that was hired, and expressed concern that another person was teaching the class about 50% of the time. Trustee Heilenbach reminded the Board that seniors love the class and would like to see it continue.

There was a general discussion related to the terms of the program and residency requirements.

APPROVAL OF WARRANTS:

Trustee Heilenbach moved to authorize and ratify payment of the bills identified on the General Warrant for January 2024 in the amount of \$18,283.18.

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

Trustee Heilenbach moved to authorize and ratify payment of the Utility Warrant in the amount of \$1,593.05; Payroll Warrant in the amount of \$17,906.26; Health Warrant in the amount of \$3,166.14; Grants in the amount of \$5,341.00; General Assistance Warrant in the amount of \$15,215.65; Township Radio Players in the amount of \$200.00, and the Food Pantry Warrant in the amount of \$266.44.

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

PUBLIC COMMENT

There was no additional public comment.

ADJOURNMENT

There being no further business to transact, Trustee Heilenbach moved to adjourn the meeting at 7:36 p.m.

MOTION: Trustee Heilenbach

SECOND: Trustee Carroll

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

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

Vera A. Wilt, Township Supervisor

Jay Reyes, Township Clerk

1-9-2024