

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, MARCH 12, 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, March 12, 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 Matthew Decosola, Trustee Tim Heilenbach.

#### **ABSENT:**

**ALSO PRESENT:** Assessor Fran Sitkiewicz, 252 Herrick Road, Riverside  
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 February 13, 2023, Board Meeting Minutes.

MOTION: Trustee Clarke

SECOND: Trustee Decosola

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

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

## **COMMUNICATIONS**

Clerk Reyes read a thank you letter from Tina Rounds of Beds Plus, thanking the Board for their grant of \$5,000 to the organization.

Clerk Reyes read another thank you letter from Desiree Scully from Aging Care Connections, thanking the Board for their grant of \$5,000 to the organization.

## **SUPERVISOR'S REPORT**

Supervisor Wilt presented her report to the Board.

### **1) 2024-2025 Budget**

Supervisor Wilt explained that she would provide draft budget numbers later in the agenda for the Board's review and consideration. She proposed that the April 2, 2024 Committee of the Whole meeting be used to review those numbers more carefully.

### **2) First Installment of Real Estate Tax revenue**

Supervisor Wilt informed the Board that there was over \$220,000 of tax revenue received in March that is not on the Revenue and Expense reports, as those reflect February month end. She noted that she still anticipated more income before fiscal year end, based on the levy, and past experience in the month of the tax deadline. She noted that the tax payment deadline is back to normal, and that has improved the township's financial position than in prior years and that it would help set aside funds for the big projects we know are coming.

### **3) Audio Equipment**

Supervisor Wilt reported that she was aware that the microphones in the auditorium have become unreliable and outdated. Her office contacted Allen Goodcase of Future Technology Systems for an estimate of costs to update the equipment and the invoice may be found in tonight's warrants. She noted that there is a correction to the account number on that warrant.

### **4) Air Conditioning System**

Supervisor Wilt indicated that the air conditioning in the office stopped working recently and required an infusion of 14 lbs. of refrigerant. She noted that the amount that had to be added has increased over the past few years, so they sought a proposal to replace the coil and condenser, etc. The upgrade would convert the system into 410-A coolant rather than the old R-22 freon. Fortunately, there should be no need to deal with the air handler, because that was custom fit for the space. The proposal is found in the packet. Supervisor Wilt noted that warm weather is ahead and time is of the essence.

5) RFP for Auditing Firm

Supervisor Wilt informed the Board that she put out a Request for Proposals to a number of auditing firms. One firm notified me they no longer do audits and one indicated they would probably not be able to put the Township on their schedule for this year, but would submit a proposal for future fiscal years. Their quote appears to be higher than the township's current audit fees, but she did encourage them to submit a proposal by March 19. The Township received data requests in preparation for this year's audit from the current firm, but had not submitted an engagement letter yet. Supervisor Wilt noted that if the engagement letter should come and there are no other proposals, she would engage them for this year and get an earlier start on RFPs for the next fiscal year.

6) IMRF

Supervisor Wilt reported that the IMRF has scheduled the Township for a remote employer compliance review, so the staff have all been pulling together reports to fulfill their requests. The Township was first alerted to review in the beginning of February, so some items were prepared then. A new IMRF online system prevented the Township from making its submissions, and they had several delays. Supervisor Wilt indicated that she received access to their system last Wednesday, and then only received the request for documents on Friday. She noted staff was especially busy complying with the request, which are generally due within a week's time. The review was supposed to be concluded by April 2<sup>nd</sup>.

## **ASSESSOR'S REPORT**

Assessor Sitkiewicz indicated that Senior Freeze applications have been sent out by the Assessor. In addition, various other exemption applications were also released, so her office would be busy in the coming weeks.

In addition, Assessor Sitkiewicz indicated that the County Assessor's office was reviewing and reassessing other properties that added additional square footage or garages. She suggested that township homeowners who receive such notices should contact her office immediately for guidance on contesting the reassessment.

## **TRUSTEE'S REPORT**

Trustee Clarke reported that the TOC conference is scheduled for June 13<sup>th</sup>. She indicated that she attended a grant writing workshop in February, which was very informative. Trustee Clarke also reported that the senior exercise classes are going well.

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

Trustee Heilenbach reported that the Mental Health Board recently met at Pillars and was impressed with the new person, who had been there for about three years. Trustee Heilenbach reported that their Finance meeting would be held to review various items including the Resource Center. Attendees were urged to review the location of the meeting of the next Mental Health Board meeting, as the location had been changed.

## **UNFINISHED BUSINESS**

### **A) Discussion of 2024-2025 Budget**

Supervisor Wilt reported on the status of the draft budget, indicating that there would be additional items including service on the bridge repair. She reported that the budget is a work in progress.

## **NEW BUSINESS**

### **A) Approve Budgetary Transfers**

Supervisor Wilt indicated that she had various transfer appropriation recommendations, taking from account: Building maintenance in the amount of \$500.00, Township Senior Citizens in the amount of \$6,500.00, Youth Programs in the amount of \$2,000.00, Maintenance Roads in the amount of \$125.00, Maintenance Bridge Base in the amount of \$4,500.00, Hangers in the amount of \$5,000.00, Equipment Durable in the amount of \$4,500.00, and Education Seminars / Staff in the amount of \$10.00 and TRANSFERRED TO Landscaping in the amount of \$500.00, Town Programs in the amount of \$6,500.00, Food Pantry in the amount of \$2,000.00, Street Light in the amount of \$125.00, Bridge Repairs in the amount of \$14,000.00, Education Seminars / Assessor in the amount of \$10.00, MAKING THE ADJUSTED APPROPRIATION TO BE: Building Maintenance the sum of \$29,500.00, Township Senior Citizens the sum of \$18,500.00, Youth Programs the sum of \$18,000.00, Maintenance Roads the sum of \$875.00, Maintenance Bridge Base the sum of \$500.00, Hangers the sum of \$0.00, Equipment Durable the sum of \$28,500.00, Education Seminars / Staff the sum of \$1,990.00, Landscaping the sum of \$2,500.00, Town Programs the sum of \$96,500.00, Food Pantry the sum of \$12,000.00, Street Lights the sum of \$750.00, Bridge Repairs / Maintenance the sum of \$447,833.00, and Education Seminars / Assessor the sum of \$1,010.00.

A Motion was made by Trustee Clarke to approve the budgetary transfers as delineated.

MOTION: Trustee Clarke

SECOND: Trustee Heilenbach

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

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

## **B) Adopt Annual Town Meeting Agenda**

Supervisor Wilt explained that the Annual Town Meeting agenda needed approval and that no citizen had come forward to propose an agenda item, so the agenda was routine.

A Motion was made by Trustee Decosola to approve the Annual Town Meeting Agenda as presented.

MOTION: Trustee Decosola

SECOND: Trustee Carroll

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

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

## **C) Riverside Plumbing Proposal for HVAC Replacements**

Supervisor Wilt explained that, as indicated in her Supervisor's Report, there were repairs necessary for the function of the system in the Township office, and because of the cost associated with the repair, she sought Board approval.

Trustee Heilenbach inquired as to whether the quoted amount was the estimate or whether that would be the total. Supervisor Wilt indicated that the quoted amount was the high end quote and the that repair was expected to be below the approved amount.

A Motion was made by Trustee Heilenbach to approve the cost of the repair \$10,650 plus 10%.

MOTION: Trustee Heilenbach

SECOND: Trustee Carroll

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

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

## **D) Special Event Requests**

### **a. Riverside Swim Club Casino Night**

A Motion was made by Trustee Clarke to approve the application for use of the Township Hall by the Riverside Swim Club. Supervisor Wilt explained that there would be alcohol served, so Board approval was sought.

MOTION: Trustee Clarke

SECOND: Trustee Decosola

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

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

**b. Private Graduation Party**

Supervisor Wilt explained that another facility use application was requested for June 29, 2024, for a private party graduation that included alcohol.

A Motion was made by Trustee Carroll to approve the application.

MOTION: Trustee Carroll

SECOND: Trustee Heilenbach

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

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

**APPROVAL OF WARRANTS:**

Trustee Clarke moved to authorize and ratify payment of the bills identified on the General Warrant for March 2024 in the amount of \$11,847.12.

Supervisor Wilt clarified that the account listed was incorrect and should read “1905”.

MOTION: Trustee Clarke

SECOND: Trustee Carroll

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

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

Trustee Clarke moved to authorize and ratify payment of the Utility Warrant in the amount of \$1,773.01; Payroll Warrant in the amount of \$18,101.33; Health Warrant in the amount of \$3,166.14; Grants Warrant in the amount of \$26,500.00; General Assistance Warrant in the amount of \$5,429.89; Township Radio Players in the amount of \$200.00, Petty Cash in the amount of \$117.94; and the Food Pantry Warrant in the amount of \$216.50.

MOTION: Trustee Clarke

SECOND: Trustee Decosola

ROLL CALL: Carroll – Yes; Clarke – Yes; Decosola – Yes; Heilenbach - 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 7:41 p.m.

MOTION: Trustee Clarke

SECOND: Trustee Carroll

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

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

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Vera A. Wilt, Township Supervisor

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Jay Reyes, Township Clerk

3-12-2024