

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, MAY 14, 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, May 14, 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 Matt Decosola, Trustee Tim Heilenbach.

ABSENT:

ALSO PRESENT: Fran Sitkiewicz, Riverside Township Assessor
Michael J. Hayes, Township Counsel
Douglas Asbury, 111 Scottswood Rd., Riverside, IL
Peter Falk, 332 E. Quincy St., Riverside, IL
Fred Falk, 343 Herrick Rd., Riverside, 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 Heilenbach to approve the April 9, 2024, Board Meeting Minutes.

MOTION: Trustee Heilenbach

SECOND: Trustee Clarke

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

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

A Motion was made by Trustee Clarke to approve the April 9, 2024, Closed Meeting Minutes.

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

NEW BUSINESS

A) Community Partnerships

a. Little Food Pantry

Supervisor Wilt introduced a representative from the Little Food Pantry. Mr. Douglas Asbury presented on behalf of the Little Food Pantry. He provided the Board with a handout that demonstrated the pantry's purchases. Mr. Asbury further explained the Little Food Pantry's operation and donations that had been made to it. He sought \$5,000 in the form of gift cards to Aldi, Costco, Target, and Mariano's.

Trustee Clarke asked whether the operating budget of \$25,000 included the Township assistance. Mr. Asbury explained that the sum included the Township contribution.

Trustee Decosola asked whether the pantry was able to identify township resident use and whether there were additional donations from other entities. Mr. Asbury explained that they did not track whether all recipients were township residents. Mr. Asbury further explained that they accept donations from other entities. Trustee Decosola expressed some concern about the monetary award in light of not knowing the various funding sources for the pantry or the level of usage by Township residents.

Trustee Heilenbach noted that the food pantry was in Riverside Township and likely helped pick up the slack from the Township's food pantry, which only makes food available once per month.

Supervisor Wilt inquired whether the General Assistance fund line item was an appropriate use for grants of this nature. Trustee Carroll asked what consequence would occur to making such

a grant from the line item and it being in error. Counsel indicated that if it was in error, there would likely be recourse for area residents whereby the funds would need to be appropriately transferred.

A Motion was made by Trustee Clarke to approve the \$5,000 grant request.

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

b. Jr Bulldog Football and Cheer

Supervisor Wilt sought input from the Jr. Bulldog Football and Cheer organization. There was not a representative from the group present.

Supervisor Wilt sought a motion on their request for the grant. Hearing none, the grant request was not acted upon.

B) Special Event Requests

a. Baby Shower – Saturday, July 27

A Motion was made by Trustee Decosola to approve the request with the appropriate insurance and related requirements.

MOTION: Trustee Decosola

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. Wedding Reception – Saturday, September 14

A Motion was made by Trustee Heilenbach to approve the request with the appropriate insurance and related requirements.

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

C) North Riverside Mayor's Golf Outing

Supervisor Wilt introduced the North Riverside Golf Outing and reminded the Board that the event supports student scholarships. She noted that last year the Board approved 3 eagle sponsorships.

A Motion was made by Trustee Decosola to purchase 3 eagle sponsorships at \$800 each.

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

D) Food Pantry Vouchers for Riverside Farmers' Market

Supervisor Wilt introduced the Food Pantry Voucher program and explained their use at the Riverside Farmers' Market. Trustee Heilenbach inquired what the percentage of use for the voucher program. Supervisor Wilt explained that it was appropriately 65%, and the program began the first Wednesday in June.

A Motion was made by Trustee Heilenbach to approve the voucher program again at the same rate, four \$5 vouchers each (\$20).

MOTION: Trustee Heilenbach

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

E) Riverside Library – "Riversideopoly" Game Board Sponsorship

Supervisor Wilt explained that the Riverside Library and the Friends of the Library was putting together a "Riversideopoly" board game and sought \$225 sponsorships for a square.

A Motion was made by Trustee Heilenbach to approve the sponsorship request for \$225.

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

F) Independence Day Parade Application

Supervisor Wilt explained that the Village of Brookfield had released their Fourth of July parade application and would likely also involve the other municipalities as well. She suggested that any motion of support for the parades involve all parades.

A Motion was made by Trustee Decosola to approve Township participation in the Riverside, North Riverside, and Brookfield Fourth of July parades and purchase appropriate giveaway items (beads) for the events.

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

COMMUNICATIONS

There were no communications.

SUPERVISOR'S REPORT

Supervisor Wilt presented her report to the Board.

1) Overflow Room

Supervisor Wilt explained that the overflow room was recently cleaned up of various file cabinets containing items belonging to a former Riverside band. A neighboring band accepted the materials.

2) Food Drives

Supervisor Wilt reported that the Hauser Junior High Food Drive generated 35 cases of pasta packets, which thankfully went into the recently cleaned overflow room. Supervisor Wilt reminded the Board that they purchased sturdy shelving like in the food pantry to accommodate those donations.

In addition, the postal carrier food drive was this past weekend, which resulted in more donations. The Township engaged the North Riverside Public Works department to pick up the collected food at the post office and deliver it to the Township. She thanked Vince Ranieri and his crew for helping with that once per year project.

Finally, she reminded the Board that Central School Best Buddies program held their friendship walk today and brought over their collection of food pantry donations.

3) IMRF Audit

Supervisor Wilt reported that she and staff had been busy correcting the findings from the first-ever audit by IMRF. Unfortunately, the timing of the audit and the roll out of their new online system complicated the process. Their new system is apparently overwhelmed with people learning to use it, and their own staff is unsure about a lot of the operations. Supervisor Wilt noted that some things had to be corrected going back 4 years, and each month's entry for each person affected has to be done individually. The process is further exacerbated by the system taking a while to process the change. She further noted that every action also triggers 2 emails to each of two people in the Township office, and then requires that Township staff mail hard copies of each correction made. Supervisor Wilt wondered whether the new system was more efficient than the old, but noted that the process was nearly complete. She notified the Board that they had to engage the accountants for some of the process, including issuing corrected W-2s and getting Paychex to set up our payroll input correctly.

4) TOCC Supervisors' Meeting

Supervisor Wilt informed the Board that she attended the TOCC Supervisor Meeting and that Riverside Township would be hosting the next meeting of that group for lunch in July.

5) Senior Fraud event

Supervisor Wilt informed the Board that the Senior Fraud event scheduled by Trustee Clarke went very well, and that the Attorney General's representative and the Riverside Police Department were very informative. She noted that seniors that attended the event were still raving about it days later.

6) North Riverside Senior Fair

Supervisor Wilt indicated that she, Trustee Clarke, and Assessor Sitkiewicz participated in the North Riverside Senior Fair on May 9th.

ASSESSOR'S REPORT

Township Assessor Fran Sitkiewicz presented her report, indicating that in April she did not attend the Annual Meeting because she was at her conference. She noted that in March she assisted 450 taxpayers with appeals. Not everyone was happy with their results, and so would likely see additional rounds of activity with the Board of Review.

She noted that the second installment of property tax bills would likely be mailed on time, some time in July. It's been approximately 2 years since they were on time, usually receiving them around October.

Township Assessor Sitkiewicz noted that the County did not usually adjust their valuations and they liked to defend their numbers. The Board of Review, she noted, is usually better about reductions.

TRUSTEE'S REPORT

Trustee Clarke reported that she attended a Lobby Day in Springfield on April 17th, with approximately 5,000 others, primarily related to HB 5050 being of primary concern. She was pleased to report that the bill was tabled. She noted that she had been in Washington DC the prior week, with various other Illinois representatives, to lobby related to other bills pending that would affect smaller townships, particularly related to township size, weights permitted on local roads, and connectivity such as access to broadband.

She also reported that she attended the April 30th Senior Fraud event at Riverside Township Hall, which went well with 17 participants. She thanked Trustee Carroll for the Attorney General Office's participation. She also thanked the Riverside Police and their officers for their participation.

She also noted that the TOC Spring conference is scheduled for June 13th and mentioned that registration program was still open. She also mentioned that an informational contained the content of the program. Trustee Clarke also reported that the senior exercise classes are going well with additional participation.

MENTAL HEALTH BOARD'S REPORT

Trustee Heilenbach reported that he was absent from the last Mental Health Board meeting because of a work emergency but noted that there would be some changes to their process related to funding.

He also noted that on June 8th they would be in North Riverside for the Health and Wellness Fair. Trustee Heilenbach reminded the group that the Township Shred event would also be on June 8th.

UNFINISHED BUSINESS

A) 2024-2025 Township Budget

Supervisor Wilt reported on the status of the Budget Meeting and read the budget figures into the record.

A Motion was made by Trustee Clarke to approve the Riverside Township Budget Ordinance for the 2024-2025 period, with Town Fund in the amount of \$1,190,370.00, General Assistance Fund in the amount of \$226,410 and the Community Mental Health Fund in the amount of \$891,436.88.

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

Supervisor Wilt reminded the Board that:

- A) Shred-A-Thon event was scheduled for June 8th from 9:00 a.m. to Noon.
- B) CRC Health and Wellness Fair on June 8th from 10:00 a.m. to 1:00 p.m.
- C) TOCC Spring Conference June 13th
- D) TOI Educational Workshops

APPROVAL OF WARRANTS:

Trustee Heilenbach moved to authorize and ratify payment of the bills identified on the General Warrant for May 2024 in the amount of \$40,931.68.

MOTION: Trustee Heilenbach

SECOND: Trustee Clarke

ROLL CALL: Carroll – Yes; Clarke – Yes; Decosola – Yes; Heilenbach - 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 \$1,510.06; Payroll Warrant in the amount of \$21,895.20; Health Warrant in the amount of \$3,038.52; Grants Warrant in the amount of \$1,500.00; General Assistance Warrant in the amount of \$9,229.89; Township Radio Players in the amount of \$200.00; and the Food Pantry Warrant in the amount of \$1,131.92.

MOTION: Trustee Heilenbach

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 public comment.

ADJOURNMENT

There being no further business to transact, Trustee Decosola moved to adjourn the meeting at 8:09 p.m.

MOTION: Trustee Decosola

SECOND: Trustee Clarke

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

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

Vera A. Wilt, Township Supervisor

Jay Reyes, Township Clerk

5-14-2024