

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, SEPTEMBER 10, 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, September 10, 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:

Monika Milewski of Selden Fox, One Parkview Plaza, Suite 710
Oakbrook Terrace, 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 August 13, 2024, Board Meeting Minutes.

MOTION: Trustee Decosola

SECOND: Trustee Carroll

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

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

COMMUNICATIONS

There were no communications.

SUPERVISOR'S REPORT

Supervisor Wilt presented her report to the Board.

1) Increase in Assistance Requests

Supervisor Wilt reported that since our last meeting she had multiple inquiries, resulting in 2 Emergency Assistance and 3 new General Assistance clients. She noted that one GA application is currently pending. Additionally, some packets are either out or waiting to be picked up by candidates. She is finding that State and County agencies referring people to Townships more often. She noted she gets few calls that were referred that way and had to send them on to the appropriate township.

2) Food Pantry

Supervisor Wilt informed the Board that the Food Pantry is busy as well. She ran some numbers because one of the groups which supports the Township asked how many clients we serve and some other information about the pantry. There were 82 distinct households who have visited our pantry at least once in 2024, and 61 of those have come in the months offering Farmers' Market vouchers, so since June. Nearly half of the voucher recipients have used at least some of the vouchers. There is roughly one more month for people to use the vouchers, so there will likely be more usage by the end. Stocking the pantry, filling the bags, issuing vouchers, and redeeming them and maintaining order in the pantry keep us busy.

3) Riverside Chamber Holiday Stroll

Supervisor Wilt reported that the Riverside Chamber has asked the Township to open the Town Hall and pay for the magician who performs between school singing programs during the Holiday Stroll. I have encouraged them to break up the choruses into 3 groups instead of just 2, because the auditorium becomes dangerously crowded during the school portion. The budget allowed for the hiring of the magician, and the cost is within my spending authority, so as long as there are no objections to that expenditure, she'll notify the Chamber of the Township's

participation. Supervisor Wilt noted that the new leadership at the Chamber is on top of things for the event.

4) Township Building Repairs

Supervisor Wilt noted that she would like to get some bids to repair the plaster in the southern sections of the east wall of the Auditorium, because the diversion of a downspout has stopped the moisture invasion previously experienced. There doesn't seem to be new moisture. She sought recommendations for a good plasterer/painter who would deal well with an old building.

She noted that if the Township wanted to keep renting the space, the bathrooms should be the next project.

5) Riverside Community Caucus Access

Supervisor Wilt noted that the Riverside Community Caucus would be meeting and would need someone to come and open the building on Sunday, October 6th at 1:00 PM. She noted that she would be out of town.

ASSESSOR'S REPORT

Township Assessor Fran Sitkiewicz provided a written report to the Board.

TRUSTEE'S REPORT

Trustee Clarke reported that she attended a training session related to Caucuses. She also attended a TOI training session in Springfield. She informed the Board that exercise classes were going well.

MENTAL HEALTH BOARD'S REPORT

Trustee Heilenbach noted that the Mental Health Board would resume meetings the coming Wednesday and that the Board would be seeking candidates for filling a vacancy on the Board.

NEW BUSINESS

A) Annual Township Audit – Monical Milewski from Seldon Fox

Ms. Milewski presented to the Board that she was providing a positive report, with no significant findings. She noted that staff was prepared and cooperative and helped complete an accurate report.

Trustee Clarke asked if there were any areas of concern. Ms. Milewski noted that there were no areas of concern on the financial reports.

Trustee Heilenbach noted that, being professionally in the area of financial auditing, this was one of the best audit reports the Township had ever received.

A Motion was made by Trustee Clarke to accept the report and additional information provided.

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) Elected Officials' Compensation for Next Term 2025-2029

Supervisor Wilt noted that the Board had time to consider the matter, with a deadline not occurring until the November meeting.

She indicated that there was likely no need to raise Supervisor or Clerk salaries, being in range with comparable townships in the area, such as River Forest, though they outsource some of their services.

Supervisor Wilt also noted that increases could also be staggered rather than to be in effect immediately. Finally, she noted that there is a travel stipend for the Township Supervisor and Clerk, which has become unnecessary and should likely be transferred to the Assessor, which travels more throughout the Township for building and parcel inspection and related activities.

A Motion was made by Trustee Heilenbach to take this matter up at a Committee of the Whole meeting in October.

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) Township Health Insurance Renewal

Supervisor Wilt explained the content of the information provided related to costs for premiums and policies for employees. She explained that the options included fees that could potentially double the deductible. Trustee Heilenbach noted that keeping existing rates would only be a small monthly increase. Trustee Carroll inquired about the defined terms related to the materials presented. Supervisor Wilt explained her understanding of the “out of pocket” costs. She noted that she anticipated an increase in preparing the budget and the matter should not be concerning.

A Motion was made by Trustee Heilenbach to approve the renewal of the insurance policy plan from November 1, 2024, to October 31, 2025.

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

D) Special Event Requests

a. Olmsted Society Annual Meeting (1/17/2025)

Supervisor Wilt explained that the application was for the Olmsted Society to have their meeting, which would include alcohol. Trustees discussed the Olmsted Society's mission and goals, which included preservation efforts in like with Frederick Law Olmsted's vision for Riverside.

A Motion was made by Trustee Decosola to approve the request.

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

E) North Riverside Players - Sponsorship Ad

Supervisor Wilt explained that the North Riverside Players were seeking advertising support for their North Riverside production.

A Motion was made by Trustee Carroll to approve the request for the purchase of a half page advertisement at the cost of \$60.00.

MOTION: Trustee Carroll

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

F) NORTH RIVERSIDE AUTUMN FEST & CHILI COOK-OFF - SEPT. 20TH

Supervisor Wilt explained that she informed the group that the Township would participate in the Chili Cook-Off. She noted that there was no cost for participating and Trustee Heilenbach would be preparing the Township's batch of chili, which had previously won the cook-off on three different occasions.

G) LIONS CLUB PERSON OF THE YEAR DINNER - SEPT. 25TH

Supervisor Wilt explained that Ms. Janice Foley is the Director of the Riverside Library and would be honored by the Lions Club. She inquired of the Board whether they would be interested in attending.

A Motion was made by Trustee Clarke to purchase tickets to attend the event.

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

FYI

A) NORTH RIVERSIDE MONARCH BUTTERFLY FESTIVAL - SEPT. 28TH

B) TOI Annual Educational Conference - Nov. 11th - 13th

APPROVAL OF WARRANTS:

Trustee Clarke moved to authorize and ratify payment of the bills identified on the General Warrant for September 2024 in the amount of \$16,344.19.

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

Trustee Clarke moved to authorize and ratify payment of the Utility Warrant in the amount of \$1,042.87; Payroll Warrant in the amount of \$20,006.59; Health Warrant in the amount of \$3,168.55; Community Partnerships Warrant in the amount of \$17,504.00; General Assistance Warrant in the amount of \$13,929.91; and the Food Pantry Warrant in the amount of \$1,634.76.

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

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

There being no further business to transact, Trustee Decosola moved to adjourn the meeting at 7:46 p.m.

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

Vera A. Wilt, Township Supervisor

Jay Reyes, Township Clerk

9-10-2024