

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, NOVEMBER 19, 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, November 19, 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: Michael J. Hayes, Legal Counsel
Terri Rivera, BEDS Plus, 9601 Ogden Avenue, La Grange, IL
Melinda Lehman, 266 Lionel Road, Riverside, IL
Joseph M. Dvorak, 261 Olmsted Road, Riverside, IL
Dan Murphy, 420 Uvedale Road, Riverside, IL

Jeannie Sheehan, 320 Downing Road, Riverside, IL
Allen Goodcase, 8940 Shields Avenue, Brookfield, 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 Clarke to approve the October 8, 2024, 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

NEW BUSINESS

A) Community Partnerships

a. Prairie Trail Federation

Supervisor Wilt invited Mr. Dvorak to speak from the Prairie Trail Federation. Mr. Dvorak explained the Prairie Trail Federation and the program, including its activities such as a Secret Santa for the needy, campouts, and other bonding programs between fathers and sons and fathers and daughters.

Trustee Clarke asked how many fathers and children were from the township. Mr. Dvorak explained that all of them were from the township.

Trustee Decosola asked the age of the children that participated, and Mr. Dvorak explained that the children were from kindergarten to 5th grade.

A Motion was made by Trustee Heilenbach to approve the request in the amount of \$1,000 to Kee Wah Sheena Tribe and \$1,000 to the Kachina Tribe for a total of \$2,000 to the Prairie Trail Federation.

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

b. Riverside Brookfield High School

Supervisor Wilt explained that Riverside Brookfield High School had submitted a request for funding in the amount of \$2,000.00. Unfortunately, no one was present from RBHS, and the matter was tabled because the Trustees had questions about the request.

A Motion was made by Trustee Carroll to table the matter until next month.

MOTION: Trustee Carroll

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

c. BEDS Plus, Inc.

Supervisor Wilt invited Ms. Rivera to speak on behalf of BEDS Plus. Ms. Rivera explained that there was not a jurisdiction in the country where minimum wage alone allows a worker to afford housing. She explained that she expected the need for housing to increase as Chicago closes shelters and with cold weather approaching. Ms. Rivera also discussed BEDS Plus' capital campaign to purchase a motel to offer additional housing services, some of which Riverside residents participated in. She also explained that they also offer domestic violence assessment services and street organizers to reach out to homeless camps. Ms. Rivera sought \$5,000 in a community partnership grant.

Trustee Carroll asked for clarification on the amount of Riverside Township children that had been served by BEDS Plus, and Ms. Rivera explained that there were 31 children. Some were put into transitional foster care, or had parents who had become homeless.

Trustee Clarke asked about the medical clinic. Ms. Rivera explained that they have a walk in center in Summit, that is also a health clinic, where BEDS clients can get medical care.

A Motion was made by Trustee Decosola to approve the community partnership request in the amount of \$5,000.00.

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. Riverside Theater Guild

Supervisor Wilt introduced Ms. Sheehan from Riverside Theater Guild. MS. Sheehan explained that she started the group many years ago. She explains that she has 2 adults and several

teens working with her. They have rehearsals at her home, in her back yard during the summer. She explained that the children and teenagers play together in an "old fashioned" manner, and that theater was a great program for children, and hers was 8 weeks long. During the last week of the program they come to the Township, and put on shows for two evenings. She indicated that she would like to invite new families to the Township to participate and perhaps do more marketing on the website and related. She thanked the Township for their prior support.

Supervisor Wilt explained that the last time the Township gave a grant was in 2009, for \$1,500. Then beginning in 2010, it was added to the budget in the amount of \$4,000, and now it is \$5,000.00. Supervisor Wilt explained that for that amount there should be more transparency and more involvement in the community, advertising and inviting attendees.

Trustee Heilenbach explained that he would like to see the program open more to the public and attend the show.

Trustee Clarke asked if the grant request was for additional dollars on top of the initial \$5,000 grant and the response was that it was not.

Trustee Decosola asked if the Township had any potential liability by sponsoring the program. Counsel advised that if there were a liability concern it would be covered by the Township insurance if the matter arose. He further explained that a grant request could be conditioned on additional insurance requirements, such as when Township property is used for private events where alcohol is served.

A Motion was made by Trustee Heilenbach to approve the request for \$4,000 with the additional condition that they provide additional insured coverage to the Township.

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

B) Proposal for Auditorium ADA Compliant Listening System

Supervisor Wilt noted that Mr. Allen Goodcase was in the audience and asked him to explain the proposal. Mr. Goodcase explained the proposal, discussed the technology, and explained the ADA specifications.

Trustee Carroll asked if the proposal was to comply with ADA standards, which now needed to be met since the audio system was replaced. Mr. Goodcase explained that it was.

Mr. Goodcase explained that he would be providing the installation at no labor cost as consideration for his oversight in not previously providing this equipment in the last proposal.

Supervisor Wilt asked whether the product would work with or against existing hearing aid devices. Mr. Goodcase explained that the attendee would either use this device or alternatively use their hearing aid.

Trustee Decosola asked if last month's system and this new system would need any ongoing support or service needed. Mr. Goodcase explained that they would not, that the battery life would be good for about 10 years.

Trustee Heilenbach asked whether there was a 5 year warranty, and there was.

A Motion was made by Trustee Decosola to approve the ADA proposal in the amount of \$2,648.

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

C) Request to Waive Rental Fees for Olmsted Society Annual Meeting

Supervisor Wilt informed the Board that the Board approved the Olmsted Society's prior request and now sought an approval for the upcoming event. Mr. Dan Murphy explained that the meeting was free and open to the public, and that the Olmsted Society was an open group. Mr. Murphy asked for an explanation about the fee structure and Supervisor Wilt explained that Friday was considered a weekly event, but that alcohol changed the fee structure of the rental.

Supervisor Wilt explained that in prior years, there was no alcohol policy, so alcohol was not permitted and there was no fee. Now that there was a request for alcohol and food, the fee structure changes. Mr. Murphy asked to withdraw his request and sought to pay their appropriate charge.

D) Resolution to Appoint Melinda Lehman to the Mental Health Board

Supervisor Wilt read the resolution of appointment for Melinda Lehman. She explained her prior professional medical field experience and invited her to say a few words.

Ms. Lehman introduced herself and asked if there were any questions.

A Motion was made by Supervisor Wilt to appoint Melinda Lehman to the Mental Health Board for the term from November 20, 2024 to December 31, 2025.

MOTION: Supervisor Wilt

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

COMMUNICATIONS

There were no communications.

SUPERVISOR'S REPORT

Supervisor Wilt presented her report to the Board.

1) Warrants

Supervisor Wilt reminded the Board that if the warrants seem high this month, it is because the Board is meeting a full week later, so there is extra Township staff payroll, some utility bills reflect 2 months, as well as GA clients may have been to the Township twice since the last meeting. The food pantry account has been purchasing the gift holiday gift cards, so that too is a seasonal expense. She reminded the Board that next month those warrants will be lower since the Board will meet again in just 3 weeks.

2) Food Pantry

Supervisor Wilt reported that the food pantry clients have been very pleased with the gift cards, and as of this afternoon, the Township has distributed a total of 31 = 13 Aldi and 18 Riverside Foods cards. Supervisor Wilt purchased them 10 at a time so that the bank doesn't stop the debit card transaction. I am due to purchase more Riverside Foods cards this week. Riverside residents get the Riverside Cards and North Riverside or Brookfield clients get Aldi cards. Interestingly, we don't see Brookfield residents from Hollywood. They must utilize the other pantries that are located in Brookfield. Hauser students delivered food to the Food Pantry on the 7th and Riverside Foods will once again have a drive for our pantry during December.

3) General Assistance / Emergency Assistance

Supervisor Wilt noted that a couple of General Assistance clients "graduated" out of the program by steady employment, and one moved out of the township. There was one Emergency Assistance award since our last meeting.

4) Township Custodian

Supervisor Wilt informed the Board that she hired a part-time custodian to help with 2-person projects as well as keeping up with the cleaning better at the end of October. The new hire is a young man named Joe Price, who was introduced by Keith, the current custodian. Mr. Price came with a recommendation from a Mental Health Board member where he also works part time. Mr. Price will work at the Township 3 days per week, but also has been asked to occasionally substitute for a day off when Keith requests.

5) Township Curtain

Joe started in time to help Keith take down the stage curtain, transport it for repairs and re-hang it. Prehop cleaners was able to clean the curtain at a very reasonable price. The repair has allowed the Township additional time before a new curtain must be purchased to replace it.

There is a valance that covers the repair, so from the front, you can barely see there was a problem.

6) Theater Production

The theater production planned for this past weekend had to be cancelled by the Theater group. Supervisor Wilt noted that she had been letting them in for rehearsals as needed on weekends.

7) Township Building

Supervisor Wilt informed the Board that Town Hall is scheduled to host the District 96 choirs and a magician during the holiday stroll. The art exhibit in our lobby has requested their usual "open house" for the exhibit, which is usually on a Sunday afternoon, instead take place during the stroll. Supervisor Wilt noted that they have told them they must not block ingress and egress as a lot of people move through that hallway to get to and from the Auditorium. The art teachers of District 96 are also going to hang some of their students' work in and outside the auditorium during that event. Supervisor Wilt asked if any Township trustees would like to be here to direct traffic during the Holiday Stroll, the help would be welcome. The Township will probably have some candy to hand out, as well as the maps for all the stroll stops. The Holiday Stroll will be on Friday, December 6th, from 6:00 p.m. to 9:00 p.m.

8) Election Day

Supervisor Wilt was pleased to inform the Board that she opened the building before 5:00 AM on Election Day and saw a steady flow of voters all day. Thankfully, there were no incidents.

9) Fraud Webinar

Supervisor Wilt informed the Board that she participated in a webinar two weeks ago on fraud, offered by the Township's bank. She noted that some of the content was already known to her, but she did pick up a few pointers, including the safer use of blue gel ink to endorse checks, as it is harder to wash.

10) TOI Conference

Although Supervisor Wilt was not able to attend the recent TOI conference this year, she did take advantage of their offer of participating remotely last Tuesday. She awaits the survey to determine how well the program was received because much of it was lost in relatively poor management of the live streaming. Poor microphone use and breaks when the microphones were left on so there was random conversation picked up. Supervisor Wilt felt that as a result, it may not have been worth the \$99 fee.

ASSESSOR'S REPORT

There was no Assessor report.

TRUSTEE'S REPORT

Trustee Clarke reported that the exercise classes were going well, with over 250 attendees. She also indicated that she attended the TOI Conference in person and thought it went well, with

much excitement. She indicated that there were 518 attendees. Their project to collect DVDs, CDs, and other media, brought over 1,000 items, which would be distributed to senior homes and other places of interest.

MENTAL HEALTH BOARD'S REPORT

Trustee Heilenbach reported that the Mental Health Board would concentrate on two things: their levy, and streamlining the grant process. He explained that they were working hard to filter down the process, by reducing the paper submissions. He also reported that they would be working harder to get out in front of the community again with additional outreach and participation. He thanked Thomas Levy for his prior service.

UNFINISHED BUSINESS

A) Discussion of Township Tax Levy

Supervisor Wilt explained that the Township would seek 3.4%, the amount advised under PTELL. She further explained that she would be working the numbers related to specific areas as submitted.

APPROVAL OF WARRANTS:

Trustee Carroll moved to authorize and ratify payment of the bills identified on the General Warrant for November 2024 in the amount of \$18,851.47.

MOTION: Trustee Carroll

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 Carroll moved to authorize and ratify payment of the Utility Warrant in the amount of \$1,503.73; Payroll Warrant in the amount of \$23,335.54; Health Warrant in the amount of \$3,436.10; General Assistance Warrant in the amount of \$17,076.43; Township Radio Players in the amount of \$180.00; and the Food Pantry Warrant in the amount of \$3,903.80.

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

Supervisor Wilt informed the Board that there would be a correction to a line-item charge to the Assessor's office for audio equipment, that would be corrected and moved to it's appropriate line item.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

There being no further business to transact, Trustee Decosola moved to adjourn the meeting at 8:16 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

11-19-2024