

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 13, 2025

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 13, 2025, 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, and Trustee Tim Heilenbach.

ABSENT:

ALSO PRESENT: Patrick Roberts, Legal Counsel
Honorable Justice David R. Navarro, First Appellate District
Fran Sitkiewicz, Township Assessor, 252 Herrick Road, Riverside, IL
Mary Jo Miller, Township Assessor-Elect, 165 Bartram Rd, Riverside, IL
Diane Silva, Riverside Public Library, 365 Addison Road, Riverside, IL
Andrea Kitamura, Junior Woman's Charity, 369 Downing Rd., Riverside
Douglas Asbury, Presbyterian Church, 111 Scottswood Rd., Riverside, IL
Susan Carrol, 370 Downing Road, Riverside, IL

Faith Carrol, 370 Downing Road, Riverside, IL
Jack Carrol, 370 Downing Road, Riverside, IL
Gretchen Reyes, 285 Gage Road, Riverside, IL
Jacob Reyes, 285 Gage Road, Riverside, IL
Jack Wiaduck, 165 Bartram Road, Riverside, IL
Joan Wiaduck, 165 Bartram Road, 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 Carroll to approve the April 8, 2025, Board Meeting Minutes.

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

APPROVAL OF MINUTES

A Motion was made by Trustee Carroll to approve the April 8, 2025, Closed Session Meeting Minutes.

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

NEW BUSINESS

A) Request to Waive Event Rental Fee – Riverside Library / Community Fair

Supervisor Wilt read the application request and informed the Board of the specifics. She noted that Ms. Diane Silva was present if there were questions.

Ms. Silva clarified that this was not a fundraising event.

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

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

B) Community Partnerships

a. Riverside Public Library

Supervisor Wilt explained that the Riverside Library sought a translator iPad with programming for translation services.

Ms. Silva explained that a person could be speaking, and the device would explain the language. The device translates closed captioning.

Trustee Decosola sought a demonstration of the device and share with other entities as needed.

A Motion was made by Trustee Clarke to approve the request in the amount of \$1,599.

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

b. Riverside Junior Women's Charity

Supervisor Wilt recognized Andrea Kitamura, from Riverside Junior Women's group, which sought \$2,000 to help support the Riverside Fest Event, a community event to bolster downtown business patronage.

Trustee Clarke asked various logistical questions about set up, music, cost of tickets, and related matters from the event.

Trustee Decosola inquired about other sponsors for the event.

A Motion was made by Trustee Carroll to approve the request in the amount of \$2,000.

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

c. Riverside Presbyterian Church – Little Food Pantry

Supervisor Wilt introduced the representative from Riverside Presbyterian, who spoke in support of the request. Mr. Douglas Asbury explained the program, indicating that they receive food and other donations for area grocers to distribute to those in need in the community. His group sought \$5,000 to support the program.

Trustee Clarke inquired about the food providers they patronize and Mr. Asbury explained the entities and the products obtained from them.

Trustee Decosola inquired about the other sponsors, and whether the Township was the largest donor. Mr. Asbury indicated that besides the Church, the Township was the second largest contributor to the program. Trustee Decosola further inquired how the Church determines the location or residence of those customers that receive the donations. Mr. Asbury explained that they may expand their survey.

A Motion was made by Trustee Clarke to approve the request from the Riverside Presbyterian Church Food Pantry in the amount of \$5,000.

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

C) Approval of Seldon Fox Engagement Letter for Township Audit

Supervisor Wilt indicated that she provided an engagement letter for the Township Audit for the Board's review.

A Motion was made by Trustee Decosola to approve the contract as provided in the engagement letter in the amount of \$10,000.

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

D) Town Hall Roof Management & Maintenance Agreement

Supervisor Wilt reported on the proposal presented by the group. The Board, after deliberation decided not to pursue the proposal.

E) North Riverside Mayor's Golf Outing

Supervisor Wilt reported that the cost of the Mayor's Golf Outing had increased. She inquired whether there was interest of supporting the event and at what level.

A Motion was made by Trustee Clarke to approve 2 eagle sponsorships for the event.

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

F) Food Pantry Vouchers for Riverside Farmer's Market

Supervisor Wilt explained that the Township regularly supports the Farmer's Market by providing vouchers for Food Pantry customers to use there.

The Board considered establishing additional guidelines related to the voucher program.

A Motion was made by Trustee Decosola to approve four \$5.00 vouchers per month through the Farmer's Market season.

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

G) Independence Day Parade Applications

Supervisor Wilt noted that applications for Independence Day parades began to come in for Riverside, North Riverside, and Brookfield.

She entertained a motion to participate in the parades. She noted that Riverside begins at 8:45, and North Riverside and Brookfield begin at 10:00 a.m., with a change in the parade route and afterparty location.

A Motion was made by Trustee Heilenbach to participate in the three community parades for North Riverside, Riverside, and Brookfield.

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

COMMUNICATIONS

Clerk Reyes reported that there were no communications.

SUPERVISOR'S REPORT

Supervisor Wilt presented her report to the Board.

1) General Assistance

Supervisor Wilt reported that in the past month she had been working on various General Assistance related matters.

2) Township Officials of Cook County

Supervisor Wilt noted that she participated in a TOCC Supervisors meeting on April 17, where they elected new officers. All the officers had reached term limits, so she will no longer be treasurer of that group. She explained that she still needed to transition accounts to her successor. She noted that there was a very good discussion among the supervisors, and she always learned something new. She encouraged all board members to get involved in their divisions, at least on this County level.

She noted for the Board that there will be a TOCC conference on Thursday, June 26. This conference takes place at the Double Tree Hilton on Spring Road in Oak Brook with break out sessions and dinner. She asked the Board to let her know if they would like to attend.

3) Clock Tower Repair

Supervisor Wilt reported to the Board that the Clock Tower would be repaired as soon as possible, with the repair team scheduled for their first available slot on July 9th.

4) Lions Club Chicken Dinner

Supervisor Wilt informed the Board that she helped with the Lions Club Chicken Dinner, which had a pretty steady flow of diners, although not as large as the "olden days" pre-covid. She expected that turnout was almost the same amount as last year.

5) Aging Care Connections

Supervisor Wilt noted that she attended a reception by Aging Care Connections where they recognized donor organizations for making their services possible.

6) Food Pantry Donations

Supervisor Wilt informed the Board that Hauser and Ames schools held food drives for the Food Pantry and recently dropped off donations, for which we are very grateful. She noted that the

Township also received a drop off of fortified oatmeal packets filled by a crew at Hauser Jr. High. This was instead of the fortified pasta of past years. She expected it to be more practical for the Food Pantry. Last Saturday was the Letter Carriers "Stamp Out Hunger" food drive, and she expressed her gratitude to the Public Works Dept. of North Riverside for picking up the food on Monday and bringing the truckload of it to the Town Hall. She also thanked the residents who donated unexpired food for the annual drive. There were so many donations that it took 2 days to sort and shelve them.

7) Shred Event

Supervisor Wilt reminded the Board that the Township Shed Event is scheduled for this coming Saturday between 9AM and noon at the Masonic Lodge parking lot on Forest Avenue. It is free but appreciate any food pantry donations there as well. She urged Township residents to come out with their documents needing destruction on site.

8) Nurse's Closet

Supervisor Wilt noted that the nurse's closet has been very busy lately as well. She noted that Spring brings out orthopedic surgeries that were put off in winter.

9) Cook County Elected Officials Directory

Supervisor Wilt indicated that she had received a request from Cook County to update the directory for our elected officials. She presented the Board with a printout for members to update their information as needed. She asked Board members to see her after the meeting to check their information.

ASSESSOR'S REPORT

Assessor Sitkiewicz congratulated the Board on their upcoming election. She reported that second installment tax bills had been delayed but received no communication from the County related to it. She indicated that they would normally have a multiplier by now. She noted that Board of Review would likely open for appeals in July.

TRUSTEE REPORTS

Trustee Clarke reported that she traveled to Springfield for Lobby Day on April 29th. She also attended a TOCC meeting, which would likely be returning to their various training programs. She noted that the Exercise classes were going fine.

Trustee Carroll noted that they were contacted for a comprehensive community funding project deadline from Congressman Garcia's office. Unfortunately, they did not receive a response yet related to extending the deadline.

Trustee Decosola reported that the Lions Club Chicken dinner, the Township was able to facilitate the compost bins, which were used successfully. The Lions Club looked forward to using them again in the future.

MENTAL HEALTH BOARD'S REPORT

Trustee Heilenbach reported that a new group, THRIVE, was grateful to be cooperating with the Township after having met with them.

He thanked North Riverside for their cooperation and flexibility with the Township.

Trustee Clarke inquired about the date of the event, and Trustee Heilenbach noted that it was August 31st.

Supervisor Wilt noted that the Senior Fair at North Riverside would be next Thursday, from 10:00 am to 12:00 pm.

UNFINISHED BUSINESS

A) Adopt 2025-2026 Township Budget Ordinance

Supervisor Wilt explained that the Township held a hearing on the Budget proposal.

A Motion was made by Trustee Carroll to approve the 2025-2026 Budget Ordinance as listed in the attachment.

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

FYI

A) SHRED-A-THON-SATURDAY, MAY 17TH, 9 AM - NOON

D) NORTH RIVERSIDE SENIOR FAIR-THURSDAY, MAY 22ND, 10 AM -NOON

E) OLDER AMERICAN ACT DAY OF ACTION – WEDNESDAY, MAY 28TH, 8:30 AM

APPROVAL OF WARRANTS:

Trustee Heilenbach moved to authorize and ratify payment of the bills identified on the General Warrant for May 2025 in the amount of \$42,569.32.

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 \$1,541.99; Payroll Warrant in the amount of \$25,350.54; Health Warrant in the amount of \$3,436.10; General Assistance Warrant in the amount of \$12,491.45; Township Radio Players Warrant in the amount of \$240; and the Food Pantry Warrant in the amount of \$871.43.

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 were no public comments.

SWEARING IN OF ELECTED OFFICIALS FOR NEW TERM 2025-2029

The Honorable David Navarro, Cook County Judge swore in the new Riverside Township Board of Trustees.

ADJOURNMENT

There being no further business to transact, Trustee Decosola moved to adjourn the meeting at 8:10 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

5-13-2025