

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, JULY 8, 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, July 8, 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 Mary Rob Clarke, Trustee Tim Heilenbach, and Trustee Matt Decosola.

ABSENT:

ALSO PRESENT: Michael Hayes, Legal Counsel
Fran Sitkiewicz, Township Assessor, 252 Herrick Rd., Riverside, IL
Kelly Navarro, 37 South Delaplaine Rd., Riverside, IL
Janice Foley, Riverside Public Library, 1 Burling Rd., Riverside, IL
Diane Silva, Riverside Public Library, 365 Addison Rd., Riverside, IL

Therefore, Supervisor Wilt declared a quorum and opened the Scheduled Meeting for the transaction of business.

AGENDA CHANGE

A Motion was made by Trustee Heilenbach to amend the Agenda to move New Business item A for consideration after approval of the minutes.

MOTION: Trustee Heilenbach
SECOND: Trustee Clarke
ROLL CALL: Clarke – Yes; Decosola – Yes; Heilenbach – Yes Supervisor Wilt - Yes
VOICE VOTE: Yes – 4 No - 0 Abstention – 0 MOTION CARRIED

APPROVAL OF MINUTES

A Motion was made by Trustee Clarke to approve the June 10, 2025, Board Meeting Minutes.

MOTION: Trustee Clarke
SECOND: Trustee Decosola
ROLL CALL: Clarke – Yes; Decosola – Yes; Heilenbach – ABS Supervisor Wilt - Yes
VOICE VOTE: Yes – 3 No - 0 Abstention – 1 MOTION CARRIED

A Motion was made by Trustee Heilenbach to approve the July 1, 2025, Committee of the Whole Meeting Minutes.

MOTION: Trustee Heilenbach
SECOND: Trustee Decosola
ROLL CALL: Clarke – Yes; Decosola – Yes; Heilenbach – Yes Supervisor Wilt - Yes
VOICE VOTE: Yes – 4 No - 0 Abstention – 0 MOTION CARRIED

A Motion was made by Trustee Clarke to approve the July 1, 2025, Committee of the Whole Closed Session Meeting Minutes.

MOTION: Trustee Clarke
SECOND: Trustee Heilenbach
ROLL CALL: Clarke – Yes; Decosola – Yes; Heilenbach – Yes Supervisor Wilt - Yes
VOICE VOTE: Yes – 4 No - 0 Abstention – 0 MOTION CARRIED

NEW BUSINESS

A) Resolution to Appoint Kelly A. Navarro as Township Trustee

1) Oath of Office

Supervisor Wilt read the Resolution, 2025-2, to appoint Kelly A. Navarro to fill the vacancy for Township Trustee.

A Motion was made by Trustee Clarke to approve the Resolution.

MOTION: Trustee Clarke

SECOND: Trustee Heilenbach

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

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

SWEARING IN OF KELLY A. NAVARRO FOR THE TERM EXPIRING IN 2029

The Honorable David Navarro, Cook County Judge swore in Kelly Navarro to the Riverside Township Board of Trustees, for the term expiring on May 20, 2029.

COMMUNICATIONS

Clerk Reyes reported that there was a correspondence from Riverside Public Library Director Janice Foley, who thanked the Board for their approval of a Township grant in support of the Riverside Public Library for the purchase of a Caption Companion tablet, enabling real-time captioning.

SUPERVISOR'S REPORT

Supervisor Wilt presented her report to the Board.

1) Farmer's Market

Supervisor Wilt reported that the Farmers' Market is in full swing, and that customers have been redeeming vouchers each week. So far, they have redeemed 47 current vouchers and 8 that were issued last year. The amount of vouchers is equal to \$275 paid out, and there are still 212 vouchers in circulation issued to 42 people, 15 of whom have used at least some of those issued to them.

2) Summer Holidays

Supervisor Wilt noted that the Township had 2 holiday closings since the last board meeting, and she was out of the office for the better part of the last week in June. She noted that staff managed everything necessary, and that she checked in regularly.

3) Trustee Vacancy

Supervisor Wilt reported that her office received some applications for the Trustee vacancy and the Board interviewed the candidates a week ago tonight. She noted that the Board was pleased to appoint a new trustee tonight. She extended a warm welcome to Kelly A. Navarro.

4) Building Maintenance

Supervisor Wilt informed the Board that the East wall of the auditorium is currently being repaired, and that this coming weekend the second-floor carpeting will be professionally shampooed by Dunne Cleaning Specialists. She noted that there will be a need to replace that carpeting soon, preferably with a more practical floor covering, but she preferred not to do that until the restroom renovations are complete, so as not to ruin it.

5) Township Clock

Supervisor Wilt noted that the clock technician was supposed to come this week but will be delayed due to a family emergency. He will be out in about a month instead. Supervisor Wilt noted that the task involved a rare specialty skill and that the Township is familiar with this company's work.

6) Township Audit

Supervisor Wilt informed the Board that the auditor was here during the month of June, and the Township staff provided most information electronically. She noted that the auditors are waiting for the Tax Extension report, but the County has been delayed in publishing it, which is all connected to the late issuance of the second installment tax bills. Supervisor Wilt has been diligent in checking to see when it is posted.

ASSESSOR'S REPORT

Assessor Fran Sitkiewicz reported that the Board of Review has begun the 2025 appeal session. The Assessor gave notice to her mail list of the opening. The appeal session will end on August 5th. She reported that there is no date yet for the late tax bills.

TRUSTEE REPORTS

Trustee Clarke reported that the exercise class was going well, with 250 participants in June. She noted that she would have a luncheon for seniors sometime this summer.

MENTAL HEALTH BOARD'S REPORT

Trustee Heilenbach reported that the Mental Health Board concluded its year successfully at the end of June. There would be no meeting in July and August. He noted that there were some new additions to the Board. He noted that the Health and Wellness Fair would be August 30th.

NEW BUSINESS (CONTINUED)

2) Riverside Public Library – Demo of Caption Companion Device

Supervisor Wilt introduced a representative from the Riverside Public Library, who explained the new device, a Caption Companion, and how it worked. She explained that it picked up sounds in addition to words and would give descriptions, including for knocking, whistling, and other sounds.

APPROVAL OF WARRANTS:

Trustee Heilenbach moved to authorize and ratify payment of the bills identified on the General Warrant for July 2025 in the amount of \$15,867.63.

MOTION: Trustee Heilenbach

SECOND: Trustee Decosola

ROLL CALL: Clarke – Yes; Decosola – Yes; Heilenbach – Yes; Navarro – 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 \$652.39; Payroll Warrant in the amount of \$19,605.98; Health Warrant in the amount of \$3,370.10; General Assistance Warrant in the amount of \$8,429.89; and the Food Pantry Warrant in the amount of \$1,077.09.

MOTION: Trustee Heilenbach

SECOND: Trustee Clarke

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

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

PUBLIC COMMENT

Diane Silva indicated that they would gladly keep a collection box for the Food Pantry at their location.

Janice Foley also thanked the Board for their joint blood drive, noting that it was a good turnout.

ADJOURNMENT

There being no further business to transact, Trustee Clarke moved to adjourn the meeting at 7:26 p.m.

MOTION: Trustee Clarke

SECOND: Trustee Navarro

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

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

Vera A. Wilt, Township Supervisor

Jay Reyes, Township Clerk

7-8-2025