

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, AUGUST 12, 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, August 12, 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 Matt Decosola, Trustee Tim Heilenbach, and Trustee Kelly Navarro.

ABSENT:

ALSO PRESENT: Pat Robbins, Legal Counsel
Fran Sitkiewicz, Township Assessor, 252 Herrick Rd., Riverside
Mary Jo Miller, Township Assessor-Elect, 165 Bartram Rd., Riverside
Judy Mantel, PeopleCare Inc., 273 Nuttall Rd., Riverside
Jack Savage, North Riverside Parks & Rec, 2401 S. Des Plaines Ave.

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 July 8, 2025, Board Meeting Minutes.

MOTION: Trustee Decosola
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

NEW BUSINESS

A) Community Partnerships

a. PeopleCare Inc.

Supervisor Wilt introduced a representative from PeopleCare, Judy Mantel, its Executive Director. Ms. Mantel explained that they provide transportation services and are much sought after for their services, which are “booming” with new clients. She explained that they have instituted a new program that helps track clients, which showed an increase of Riverside / Brookfield residents, approximately 2-3 per week. Ms. Mantel also explained that her group would promote the completion of Healthcare Powers of Attorney forms. Finally, Ms. Mantel noted that approximately 97% of their clients originate from Riverside Township. PeopleCare sought \$14,000 for their initiatives.

Trustee Decosola asked how PeopleCare advertises its services. Ms. Mantel explained that they advertise at various libraries and other government buildings and that the local police departments and the Township refer clients to them.

Trustee Navarro thanked Ms. Mantel for PeopleCare’s services.

A Motion was made by Trustee Heilenbach to approve the grant request in the amount of \$14,000.

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

b. North Riverside Parks & Recreation

Supervisor Wilt introduced a representative from North Riverside Parks and Recreation, Mr. Jack Savage, Director of Parks and Recreation, Village of North Riverside. Mr. Savage explained that they would have an event, Autumn Fest, on September 12th, and sought the funding to defray the cost of their "Kids Corner", which would include face painting and other children's related activities. Mr. Savage explained that the event would draw approximately 2,000 people and sought \$4,810 for the program.

Trustee Clarke asked about a date change and Mr. Savage indicated there were calendar conflicts with other community events.

Trustee Decosola inquired about the increase in price from last year's request. Mr. Savage explained that they are expanding their "Kids Corner" activities to have more interactive items.

Trustee Decosola also inquired about other sponsors and recognition of sponsors. Mr. Savage indicated that the event would have other sponsors as well and all would be recognized in their event brochures and other advertising.

Trustee Heilenbach expressed his appreciation to the Village of North Riverside for their steadfast support of the Township, involving the Township in their activities. He thanked Mayor Joe Mengoni for their friendship.

A Motion was made by Trustee Clarke to approve the grant in the amount of \$4,810.

MOTION: Trustee Clarke

SECOND: Trustee Heilenbach

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

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

B) North Riverside Chili Cook Off

Supervisor Wilt introduced a request to participate in the North Riverside Chili Cook-off. Trustee Heilenbach indicated he would participate. Trustee Clarke indicated she would also participate.

C) Special Event Request – Baptism, Sunday, September 14th

Supervisor Wilt introduced a special event request for use of the Township building.

A Motion was made by Trustee Clarke to approve the request, provided they provide insurance as customary for events serving alcohol.

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

COMMUNICATIONS

Clerk Reyes reported that there was one communication from Illinois Comptroller Suzanna Mendoza, congratulating the Township slate on their election.

SUPERVISOR'S REPORT

Supervisor Wilt presented her report to the Board.

1) Farmers' Market

Supervisor Wilt reported that vouchers for the Farmers' Market are getting used by roughly half of the recipients. She noted that some recipients save them for a higher cost purchase such as meat, so it is too early to predict utilization. As of today, the Township has distributed 380 vouchers at \$5 each and as of last week, she has redeemed 131, including 14 that were from prior years, 2 of them from 2023! She reminded the Board that only people participating in the food pantry receive them, and so far, that means a payout of \$655. Supervisor Wilt expressed an interest in changing the color on them next year, to more easily spot old ones. She noted that if they do change the color, she will ask the vendors to only accept current vouchers. Right now, they have looked the same for at least 3 years, probably longer. For the record, 76 households have utilized the pantry in 2025.

2) Funds Transfers

Supervisor Wilt noted that there has been some money movement in the past month related to Township funds. A General Assistance CD matured in July, and the renewal rates were lower than what is being earned in the Township Money Market account, so the CD funds were rolled into the GA Money market account in mid-July. There was a separate savings account opened when the Township received the Bond funds for the Bridge project, but since the funds were used to pay the contractors, the savings account was being charged fees that exceeded the interest earned, so general funds were moved to that account from the money market to avoid fees, and the accounts both earn the same rate.

3) Supervisors of Cook County

Supervisor Wilt reported that she attended the July quarterly meeting of the Supervisors of Cook County. There are several new supervisors, so they had a good turnout. She noted that she has completed her term as treasurer of the organization, so she also met with two of the new officers to change the signers on the organization's bank account. She noted that she highly encourages all of the board members to participate in their divisions to get acquainted with their counterparts in other townships and acquire new ideas.

4) Building Maintenance

Supervisor Wilt reported that the wall repair in the auditorium was completed, but she expected a call back from a company that does the kind of dentil plaster work needed at the very top of the wall. She wondered if the job was too small, as she'd not yet received a response from them.

She noted that she and the team were working on a water invasion concern by the front entrance. When there is a very hard rain, as experienced several times this season, the gutters from the roof up above the front entrance get overwhelmed and the water pours over them to the portico over the front door. Although there is a drain on the portico, it too cannot drain fast enough, and the water comes through to bubble the paint and spill onto the floor at the entrance. She encouraged the Board to make any recommendations they had for the problem.

Supervisor Wilt noted that she sought an updated estimate to put in a service window to replace our makeshift counter. She reminded the Board that the last estimate is nearly a year old. She expressed an interest in having the work done soon, as the temporary solution is several years old and they do not want to return to people walking into the office for services.

She reported that the clock specialist finally came out this week and provided an estimate for repairs of \$8,550, to get the clock working, and does not include the cosmetic refresh on the outside where the face is faded, and mortar around it is chipped away.

5) Sesquicentennial Soiree

Supervisor Wilt noted that two trustees, the current and incoming assessors, and her utilized the tickets to the Sesquicentennial Soiree that were included with sponsorship of the orchestra. She noted that Clerk Reyes also attended. She recalled that it was a lovely evening and the orchestra the Township sponsored was very good. She sent a note to the co-chairs of the 150th committee to compliment their work. She expressed a bit of envy that the Township was unable to do any big celebrations of our 150th due to COVID, and we may be recognized for our 155th by the Village, in some way.

6) Ad Purchase Refund

Supervisor Wilt informed the Board that the ad that the Board approved for the commemorative issue of Delaplaine Magazine was inadvertently omitted when they went to press, so they will be issuing a refund of the cost. They did offer ad space in the magazine for the rest of the year, but she could not see comparable value in that, since the Township is not a business that needs to advertise.

7) Mental Health Board

Supervisor Wilt informed the Board that she spent some time with the secretary for the Riverside Township Mental Health board to help acclimate her to an Apple computer after her laptop was hacked and she replaced it. She got her through the process of finding her old files, creating distribution lists, and getting her minutes from the June meeting completed. She has now resigned for health reasons, having taken the minutes and filed their documents for 39 years! She thanked Joan Labak for her many years of service.

ASSESSOR'S REPORT

Assessor Fran Sitkiewicz reported that the Board of Review 2025 appeal session has closed. They helped 245 people. She noted that they were also busy with exemption applications. 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 in the month of July. She noted that the Lions Club Person of the Year dinner will be Wednesday September 17th. She also reported that the TOCC is reorganizing, with information coming soon on Trustee meetings.

MENTAL HEALTH BOARD'S REPORT

Trustee Heilenbach reported that the Mental Health Board is off in the months of July and August. He also echoed Supervisor Wilt related to her comments on Joan Labak, and that she will certainly be missed. He noted that their event will be Saturday, August 30th at the Village of North Riverside Commons.

FYI

TOCC Township Symposium, Thursday, October 9th

Registration for TOI Meeting in November 10-12th, 2025 in Springfield, IL

APPROVAL OF WARRANTS:

Trustee Decosola moved to authorize and ratify payment of the bills identified on the General Warrant for August 2025 in the amount of \$27,348.77.

MOTION: Trustee Decosola

SECOND: Trustee Heilenbach

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

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

Trustee Decosola moved to authorize and ratify payment of the Utility Warrant in the amount of \$1,797.04; Payroll Warrant in the amount of \$19,965.68; Health Warrant in the amount of \$3,242.48; General Assistance Warrant in the amount of \$14,592.89; and the Food Pantry Warrant in the amount of \$1,049.90.

MOTION: Trustee Decosola

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

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

There being no further business to transact, Trustee Clarke moved to adjourn the meeting at 7:52 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

8-12-2025