

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 9, 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, September 9, 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, Trustee Mary Rob Clarke, Trustee Matt Decosola, Trustee Tim Heilenbach, and Trustee Kelly Navarro.

ABSENT: Clerk Jay Reyes

ALSO PRESENT: Michael J. Hayes, Township Attorney
Mary Jo Miller, Township Assessor-Elect, 165 Bartram Road, Riverside

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 12, 2025 Board Meeting Minutes, with the one correction made on page 6.

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

COMMUNICATIONS

None.

SUPERVISOR'S REPORT

Supervisor Wilt presented her report to the Board.

- 1) Supervisor Wilt reported that the Food Pantry continues to be busy. Use of the Farmers' Market vouchers are unpredictable, but 53% of people who received them used them. We have issued 548 to date and more than 200 have been redeemed.
- 2) Supervisor Wilt reported that General and Emergency Assistance has also been busy. Two people graduated due to increased income, one was terminated for failure to report. Three Emergency Assistance cases have been approved and paid out, one is pending approval, and Supervisor Wilt reported that several applications for assistance are out but have not yet been returned.
- 3) Supervisor Wilt reported that on August 30th, she represented the Township at the Health and Wellness Fair coordinated by the Riverside Township Community Resource Center, held at the North Riverside Village Commons. She also set up a table at the Community Organization Fair on September 6th that was coordinated by the Riverside Public Library and held in our Town Hall building.
- 4) Supervisor Wilt reported that upcoming community events include: Autumn Fest and the Monarch Festival in North Riverside this weekend, and our Shred-A-Thon paper shredding event scheduled for September 20th.
- 5) Supervisor Wilt met with the Village of Riverside Finance Director, Yvette Zavala, about several matters including the fact they have failed to bill the Township for the filming of meetings for the past few years. They will now bill us for what they failed to bill us for, but are not going all the way back. In exchange for back charges not billed, Supervisor Wilt asked for consideration when seeking improvement project permit fees. The Village Manager will get back to Supervisor Wilt about this. The Finance Director questioned the amount of water we are using to irrigate the lawn. As part of a conservation effort, they recommended the Township to cut back quite a bit.
- 6) The newsletter is in the mail, with apologies to the Mental Health Board. It appears that the new logo image was used, but was missing the words "Riverside Township Mental Health Board". This will be corrected in the future.

ASSESSOR'S REPORT

Assessor Elect / Deputy Assessor Mary Jo Miller reported that 2nd installment property tax bills are still delayed. Our Assessor's office anticipates an October 1st mail date and November 1st due date, but Cook County has not yet confirmed these dates. The 2025 tax rates also have not yet been released. The Assessor's Office has already received several requests to be added to

our contact list by both phone and email as a result of the Township newsletter article. Assessor Sitkiewicz and Deputy Assessor Miller will be attending the Legal Symposium for continuing education at the end of the month.

TRUSTEE REPORTS

Trustee Clarke reported that exercises classes are going well but attendance on Wednesdays has gone down a bit, perhaps as a result of the fact another event is held at the same time that is creating a lack of parking. Our upcoming Senior Fraud event will include speakers from the Office of the Illinois Attorney General and we have asked local law enforcement to attend. On June 18th, 2026, the TOI conference will be held at the Double Tree. Trustee Clarke reported that the American Suicide foundation reports that a growing number of grandparents are dying by suicide and would like to set up a program about this. Trustee Clarke reported she was elected Secretary of the TOI Board as of August, and as a result, will be stepping down as President of the TOI Trustees' Division.

MENTAL HEALTH BOARD'S REPORT

Trustee Heilenbach reported that the Mental Health Board held its Health and Wellness Fair on August 30th. Shawn Lewis from Aging Care Connections, and from our Community Resource Center, did a nice job organizing this event. It was very well attended, and Trustee Heilenbach thanked Supervisor Wilt and Trustee Clarke for their attendance and support. Next year the event will be held one week earlier, on August 29, 2026.

NEW BUSINESS

A) Special Event Requests

a. Birthday Party - Saturday Nov. 8, 2025

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

A Motion was made by Trustee Clarke to approve the request for the birthday party, provided they provide insurance as is customary for events where alcohol is served.

MOTION: Trustee Clarke

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. Olmsted Society Annual Meeting - Friday Jan. 16, 2026

Supervisor Wilt introduced a special event request for the Olmsted Society to hold their annual meeting in the auditorium.

A Motion was made by Trustee Decosola to approve the request for the Olmsted Society to use the Township Hall for their annual meeting.

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

B) Expansion of Nurse's Closet Service Area

Supervisor Wilt introduced a request to expand the service area for the Township's medical equipment loan program, the Nurse's Closet. Trustee Wilt explained that the St. Barbara's nurse's closet has closed, although they will continue to hold their food pantry. In researching nurse's closets, Supervisor Wilt found that this service is limited in our area. We have the physical space available for the medical items, but we may need to re-organize a bit.

A Motion was made by Trustee Clarke to open the closet to all of Brookfield, North Riverside, and Riverside.

MOTION: Trustee Clarke

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

C) Approval of Building Projects

a. Town Hall Clock Repair - The Time Center

Supervisor Wilt introduced a request to pay for the refurbishment of the clock. The project has been scheduled and includes lubrication and cleaning at a cost of \$8,550.00.

A Motion was made by Trustee Heilenbach to approve the cleaning cost of \$8,550.00 and to move forward with the refurbishment.

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. Township Office Service Window - J. Andersen Construction

Supervisor Wilt introduced a request for \$16,590.00 for the installation of a new service window. The cost includes labor, materials, and equipment. The installation date has not been set.

A Motion was made by Trustee Heilenbach to move forward to approve the cost of the \$16,590.00 to install the service window for the Township Office.

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

FYI

- A) North Riverside Autumn Fest & Chili Cook-off - Friday, Sept. 12th**
- B) North Riverside Monarch Butterfly Festival - Saturday, Sept. 13th**
- C) Lions Club Person of the Year Dinner - Wednesday, Sept. 17th**

A Motion was made by Trustee Clarke to purchase 4 tickets to the Lion's Club "Person of the Year Dinner".

MOTION: Trustee Clarke
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

- D) Shred-A-Thon - Saturday, Sept. 20th**
- E) Identity Theft Presentation for Seniors - Tuesday, Oct. 21st**
- F) TOI Annual Educational Conference - Nov. 10 - 12th**

APPROVAL OF WARRANTS:

Trustee Heilenbach moved to authorize and ratify payment of the bills identified on the General Warrant for September 2025 in the amount of \$25,948.09.

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 \$1,219.63; Payroll Warrant in the amount of \$20,568.34; Health Warrant for September 2025, in the amount of \$3,311.04; General Assistance Warrant in the amount of \$8,783.99; and the Food Pantry Warrant in the amount of \$1,826.66; Community Partnership Warrant in the amount of \$18,810.66; and the Petty Cash Warrant in the amount of \$109.82.

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

There was no public comment. Trustee Heilenbach announced that starting Monday, September 15, until Monday September 22, First Avenue will be closed to all traffic just south of Forest Avenue/Ridgewood to allow BNSF to complete repairs on the railroad underpass. Traffic through town may increase because of this.

Trustee Clarke announced that she believes the Township should look into enacting an AI (Artificial Intelligence) policy. She also announced that next year the country will be 250 years old, and TOI would like all townships to pass a resolution to acknowledge this.

ADJOURNMENT

There being no further business to transact, Trustee Decosola moved to adjourn the meeting at 7:47 p.m.

MOTION: Trustee Decosola

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

Vera A. Wilt, Township Supervisor

Kelly Navarro, Township Trustee, Acting Secretary

9-10-2025