

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, OCTOBER 14, 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, October 14, 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
Edward Tracy, Executive Vice President, Selden Fox Ltd., One Parkway
Plaza, Suite 710, Oakbrook Terrace, 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 September 9, 2025 Board Meeting Minutes.

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

COMMUNICATIONS

None.

SUPERVISOR'S REPORT

Supervisor Wilt presented her report to the Board.

1. The Farmers' Market is over, and we distributed 696 Vouchers to 67 households in the roughly 19 weeks the market ran. 25 of those receiving them never used a single voucher, but of the 46 who used them 35 used virtually every one they received. Supervisor Wilt reimbursed vendors for a total of 453 vouchers, or \$2,265. That is roughly 65% redemption.
2. Donations to the pantry have been stronger this month with schools now in session and the Shred-A-Thon event helped as well.
3. As social media has observed, the clock is fixed and functioning, Supervisor Wilt is searching for someone to now renovate the clock face, as the numbers are fading and the frame is crumbling.
4. Supervisor Wilt believes our participation in the North Riverside Autumn Fest was a good reminder to the community that we are here to serve, even if our chili did not win. It was a beautiful evening, so attendance was huge, and for the first time she can remember, we ran out of chili quickly.
5. The Shred-A-Thon event also went well, and Supervisor Wilt thanks the board members who were able to stay to the end and move the donated food to the Town Hall since she had a family commitment and had to leave.
6. Two financial assistance inquiries are currently in progress.
7. Trustee Decosola and Nina Tagliola from the staff took care of our participation in the Riverside Parks & Recreation's "Trunk-or-Treat" event last week. Supervisor Wilt was unable to be there, but understands there was a tremendous crowd, much larger than previous years, so they ran out of candy pretty quickly.
8. That evening Trustee Navarro and Supervisor Wilt attended a symposium by the Metropolitan Township Association, to which Township Officials of Cook County members were invited. It was well run, and similar to the TOCC annual event. Supervisor Wilt went to 2 breakouts, one on budgets and levies, and one on Mental Health Boards.

ASSESSOR'S REPORT

Supervisor Wilt reported on behalf of the Assessor's office, indicating that the last target date of October 15th for property tax bills to be sent out by the county has now passed, and we have not received word as to when the tax bills will be sent out. The property tax appeals cut-off date of October 10th was extended by the County until the end of the month. Cook County is also offering a \$1,000 one-time voucher to homeowners who have experienced a 30% increase in property taxes. Applications are open until October 31, 2025.

TRUSTEE REPORTS

Trustee Clarke reported that exercises classes are going well. Our upcoming Senior Fraud event is coming up and will include speakers from the Office of the Illinois Attorney General. Trustee Clarke reported she is looking for an organization to come in to give flu shots to seniors.

Trustee Decosola reported that he attended Trunk-or-Treat event and it was a great success. The line for candy was all the way around the water tower.

Trustee Navarro reported she attended the symposium by the Metropolitan Township Association with Supervisor Wilt. Trustee Navarro reported that she attended two breakout meetings: 1) Legal Issues and 2) First Amendment Issues.

Trustee Heilenbach reported the Shed-A-Thon event went well and was a nice day. Trustee Heilenbach thanked Trustee Clarke and Clerk Reyes for bringing the donated food over to the food pantry.

MENTAL HEALTH BOARD'S REPORT

Trustee Heilenbach reported that he will attend the Mental Health Board meeting tomorrow at Aging Care Connections and there will be a presentation to the North Riverside block captains. Dr. Joseph Troiani, a Riverside resident and consultant to the Riverside Township Mental Health Board will conduct the meeting and presentation.

NEW BUSINESS

A) Annual Township Audit - Ed Tracy of Selden Fox

Ed Tracy of the accounting firm Selden Fox reported that Selden Fox conducted an independent audit of Riverside Township's financial statements. He reported that it was a good year for the Township and the Township is in good financial shape. He has no bad news to report. Mr. Tracy reported that controls are good, that they made 5 adjustments to financial statements. He commended the Township for the use of an outside accounting firm, and stated that this was a good decision for a smaller office, as a firm provides oversight and a second set of eyes. A copy of the audit and the "Annual Financial Report the Year ended March 31, 2025" are available to the public for review. Trustees Heilenbach and Decosola thanked Supervisor Wilt and the Township staff for being financially responsible and good stewards of the Township resources.

B) Special Event Requests

a. Request to Waive Rental Fees - Olmsted Society Annual Meeting

Supervisor Wilt introduced a request from the Olmsted Society to waive rental fees for the use of the Township Auditorium and Room 22 in the amount of \$150. The board had previously approved the use of the Auditorium and Room 22 for the Olmsted Society's annual meeting.

A Motion was made by Trustee Clarke to approve the request to waive the \$150 rental fee for the Auditorium and Room 22 for the Olmsted Society's annual meeting. Because they will serve alcohol, they must still pay the refundable deposit and provide insurance as is customary for events where alcohol is served.

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. Special Event Request - Memorial, Sunday Oct. 26th

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

A Motion was made by Trustee Clarke to approve the request for the use of the Township building for the Memorial as long as 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

C) Township Health Insurance Renewal

Supervisor Wilt reported that the current HMO health insurance for the 2 Township employees has increased by \$280 per month. She has investigated alternatives and has found the current plan to be the most overall cost-effective.

A Motion was made by Trustee Clarke to approve and accept the health insurance increase of \$280 per month.

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

D) 2026 Township Meeting Dates & Holidays

Supervisor Wilt introduced the 2026 Township Calendar, which is substantially the same as last year.

A Motion was made by Trustee Clarke to approve the proposed 2026 Township calendar which includes holidays and meeting dates.

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

E) Purchase Holiday Gift Cards for Food Pantry Recipients

Supervisor Wilt discussed purchasing gift cards to distribute to those who visit the food pantry during the holidays. In the past she has purchased gift cards from Riverside Foods and Aldi.

A Motion was made by Trustee Decosola to purchase 80 gift cards, plus or minus 10%, at Supervisor Wilt's discretion, each with a value of \$75, to distribute to those who visit the food pantry during the holidays.

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

F) Riverside Holiday Stroll Registration

Supervisor Wilt introduced a request from the chamber for the Township to participate in the Holiday Stroll, to host the District 96 Choir in the Township building, and to provide entertainment in the Township building. Trustee Wilt is investigating entertainment options.

A Motion was made by Trustee Heilenbach to participate in the Holiday Stroll, to host the District 96 Choir, and to provide additional entertainment in the Township Auditorium, with a budget of \$700 plus 10% as necessary.

MOTION: Trustee Heilenbach
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

G) Adopt Resolution In Support of the Illinois – America's 250th Commemoration

Supervisor Wilt introduced a request to sign and adopt a resolution in support of the Illinois America250 commemoration. Supervisor Wilt read the resolution aloud.

A Motion was made by Trustee Navarro to sign and adopt the resolution in support of the Illinois America250 commemoration.

MOTION: Trustee Navarro
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

H) Initial Discussion of Township Tax Levy

Supervisor Wilt introduced the initial discussion of the township levy, explaining that she had not yet prepared the complete list of numbers. She did, however, indicate that the CPI is 2.9 and thus we will be likely seeking the maximum levy amount for 2026.

FYI

A) Annual Treasurer's Report

A summary was filed by the Clerk and is available to the public.

B) Identity Theft Presentation for Seniors - Tuesday, Oct. 21st

Free event aimed at reducing senior fraud and scams, presented by the Illinois Attorney General's office.

C) 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 October 2025 in the amount of \$31,361.97.

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

Trustee Heilenbach moved to authorize and ratify payment of the Utility Warrant in the amount of \$1,224.13; Payroll Warrant in the amount of \$23,685.66; Health Warrant in the amount of \$3,429.16; General Assistance Warrant in the amount of \$13,763.31; the Food Pantry Warrant in the amount of \$1,759.55; and the Township Players Cash Warrant in the amount of \$180.00.

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

PUBLIC COMMENT

There was no public comment

ADJOURNMENT

There being no further business to transact, Trustee Decosola moved to adjourn the meeting at 8:05 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

10-14-2025