

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, NOVEMBER 18, 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, November 18, 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: Michael J. Hayes, Township Counsel
Mary Jo Miller, Township Assessor-Elect, 165 Bartram Rd., Riverside, IL
Joe Dvorak, 261 Olmsted Rd., Riverside, IL
Jeanne Sheehan, 320 Downing Rd., Riverside, IL
Jeanmarie Hajer-O'Connor, 2401 S. Des Plaines Ave., North Riverside, IL
Terri Rivera, BEDS PLUS, 9601 Ogden Ave., LaGrange, IL
Laura Rubio, 312 Eastgrove Rd., 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 Clarke to approve the October 14, 2025, Board Meeting Minutes.

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

NEW BUSINESS

A) Prairie Trail Federation

Supervisor Wilt introduced a representative from the Prairie Trail Federation, Joe Dvorak. Mr. Dvorak introduced himself and the organization, explaining the mission of the group – father / son and father / daughter activities.

Trustee Clarke asked how many families would be helped with their requested grant. Mr. Dvorak explained that they worked to service as many families as possible and keep costs down to help more Township children to participate.

A Motion was made by Trustee Navarro to approve the request for the Prairie Trail Federation in the amount of \$2,000.

MOTION: Trustee Navarro

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) Riverside Theater Guild

Supervisor Wilt introduced Dr. Jeanne Sheehan, who discussed her work with the Riverside Theater Guild. Dr. Sheehan explained that her program was a lengthy 8 week program versus other area programs that were only 2 weeks long. She sought a \$4,000 grant to support her program.

Trustee Clarke inquired whether the group was a Not For Profit organization. Dr. Sheehan explained that she had different projects, some of which were NFP activities.

Trustee Heilenbach explained that it was previously a township activity and that it had been running for approximately 20 years.

Trustee Decosola inquired whether there were any issue with the performance and Supervisor Wilt noted that there were not.

A Motion was made by Trustee Heilenbach to approve the request in the amount of \$4,000.

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

C) North Riverside Parks and Recreation

Supervisor Wilt introduced North Riverside Parks and Recreation representative, Jeanmarie Hajer-O'Connor. She invited the Board to attend their various activities during the winter, including indoor and outdoor activities involving s'mores, tree lighting ceremony, and other fun activities. The NRPR sought sponsorship to support a train ride in the amount of \$2,019.00 at Winterfest.

A Motion was made by Trustee Navarro to fund the request.

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

D) BEDS Plus

Supervisor Wilt introduced Terri Rivera, from BEDS Plus. Ms. Rivera explained that minimum wage earned about enough for the average cost of monthly rent, which made it difficult for participants to stay housed. She noted the group had worked with approximately 106 Riverside Township families. Her group sought \$5,000 to support her program.

Supervisor Wilt inquired about how often the group turned people away. Ms. Rivera explained that the walk-in center helped improve their response and also improve the services offered including food assistance and related programs.

A Motion was made by Trustee Heilenbach to grant the \$5,000 request.

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

E) Approval of Budgetary Transfer – Assessor’s Division

Supervisor Wilt explained that there was a request for a budgetary transfer from the Maintenance Equipment and the Postage / Printing line items.

A Motion was made by Trustee Clarke to make the budgetary transfer for \$500.

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

COMMUNICATIONS

Clerk Reyes reported that the Riverside Lions Club sent a nice certificate to the Township, acknowledging their support for their Candy Day event.

SUPERVISOR’S REPORT

Supervisor Wilt presented her report to the Board.

1) Food Pantry

Supervisor Wilt reported that much of the month centered on the food pantry. November really kick-started donations, when SNAP benefits were suspended and more of the community heard of the plight of residents in the community. The Village of Riverside put out an e-flash and set up depository boxes in their various buildings around town, and at the library to supplement the Town Hall boxes. The boxes in our building are full every morning. Riverside Foods set up a donation box and matched those donations, besides the holiday drive they will have as usual. Hauser has organized another food drive besides the one they now do in the spring. Ames had a food drive, Blackhawk neighbors, the Radio Players and the exercise class have scheduled drives. She noted that the Township had received \$2,775 in donations since the first of November, besides \$200 in Jewel Gift cards. Large donations in that amount included \$500 from the Knights of Columbus and \$1,000 from All Day Breakfast LLC., but there were checks in the hundreds from individuals as well. Supervisor Wilt expressed many thanks to this generous community. As of today, the Township has already distributed 51 of the authorized holiday gift

cards. Since the beginning of the year, we have had 46 new clients on the food pantry roster, and 17 of them started this month.

2) General Assistance

Supervisor Wilt noted that there have also been new applicants for General and Emergency assistance. She currently has 14 GA clients with whom she was meeting monthly. Many are waiting for disability, and others are searching for work.

3) TOCC

Supervisor Wilt reported that she participated in the TOCC Supervisor's quarterly meeting in Oak Park, and participated in the TOI conference remotely on the Tuesday of the conference last week. She also logged in to a TOI Zoom discussion of the possible ways townships can help people during the shutdown, and what funds can and should not be used. She explained that the Township was doing all we can. The SNAP recipients she deals with have had varying degrees of catching up, but several had already experienced a reduction in what they were getting even before the government shutdown thanks to the Covid boosts going away.

4) Attorney General

Supervisor Wilt reported that they held the Attorney General's program on scams and had about 25 participants who all seemed grateful for the information.

5) North Riverside Neighborhood Services

Supervisor Wilt reported that she had attended the North Riverside Neighborhood Services block captain meeting where among other information, our Mental Health Board had a presentation about what they do and the various resources available to the community.

6) Architectural Services

Supervisor Wilt reported that the architectural firm that Trustee Clarke has connected us with sent out one of their engineers who spent about ½ day measuring and analyzing the situation with our Town Hall restrooms.

7) Property Tax Bills

Supervisor Wilt noted that tax bills are out, but came with the announcement that due to the lateness, the first installment of taxes for the 2025 tax year will not be due until mid-April, which is beyond the Township's fiscal year. She hoped they would be sent early enough for most people to pay them within this fiscal year. Supervisor Wilt noted that the county had caused the Township to lose 3 months of interest income we would have had if they were on time for this 2nd installment.

8) Copy Machine

Supervisor Wilt informed the Board that the copier was not working at all, and will very likely need to be replaced. She noted that the copier was 14 years old, and the parts need to repair the machine are no longer made. The Canon Service repair person is trying to hunt down the part, but it has been nearly a week with no word. Supervisor Wilt expected the potential purchase to be a large investment, but hopefully will have some updates for efficiency.

Trustee Clarke inquired about whether the Township had a continuing need for donations and Supervisor Wilt noted that the holidays were a time of strong need and such donations would always be welcome, though the Food Pantry is not in a crisis situation. She noted that proteins, cereal, vegetables, fruits, were always in need. She also welcomed spaghetti sauce, preferably not in glass containers. She noted that Riverside Foods had been very helpful and agreed to match donations.

Trustee Navarro asked about evening hours to sign up for food pantry services. Supervisor Wilt noted that they generally request an hour's notice to provide food services but don't turn away walk ins. She noted that there had not been inquiries for evening services.

Trustee Decosola mentioned that Supervisor Wilt had been interviewed in the newspaper related to Food Pantry services.

ASSESSOR'S REPORT

Assessor-Elect Mary Jo Miller reported that tax bills had been mailed out by the county last Friday and were arriving in the mail. She noted that bills were due on December 15th but partial payments would be permitted. She clarified that the second installments would be due April 15th instead of March 15th.

TRUSTEE REPORTS

Trustee Clarke reported that she attended the TOI conference in Springfield, with approximately 700 participants. She also reported that she would be doing a Senior Christmas Lunch with a date to be determined. She also reported that the exercise classes were going well. Finally, she mentioned the Attorney General program that was held, with a positive turnout from residents.

MENTAL HEALTH BOARD'S REPORT

Trustee Heilenbach reported that the Mental Health Board was busy, with community engagement at the North Riverside Block Captain's Meeting. The PPT presentation was well received and would like to present again to the Township Board as well. He also mentioned The Kids Aren't All Right, a television production, discussing mental health needs on Riverside TV with Dr. Troiani. The program will be presented and video recorded on January 31st, 2026.

Trustee Decosola inquired about Riverside TV programming and whether it was on YouTube. Supervisor Wilt explained that there is a channel. Trustee Heilenbach explained that the program would be available there as well.

UNFINISHED BUSINESS

A) Discussion of Township Tax Levy

Supervisor Wilt explained that the cost-of-living increase was 2.9% and suggested that the Township stay to that amount rather than seeking a greater increase, to keep costs down. Counsel reminded the Board of the various deadlines associated with the presentation of the proposed levy.

APPROVAL OF WARRANTS:

Trustee Decosola moved to authorize and ratify payment of the bills identified on the General Warrant for November 2025 in the amount of \$6,470.34.

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 \$1,540.60; Payroll Warrant in the amount of \$20,908.21; Health Warrant in the amount of \$3,716.19; General Assistance Warrant in the amount of \$13,914.89; Township Radio Players in the amount of \$919.14 and the Food Pantry Warrant in the amount of \$674.06.

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

PUBLIC COMMENT

Ms. Laura Rubio, 312 Eastgrove Road, Riverside, on behalf of the Riverside Public Library thanked the Board for their support of their event, which generated \$6,000 for the library.

ADJOURNMENT

There being no further business to transact, Trustee Clarke moved to adjourn the meeting at 7:56 p.m.

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

Vera A. Wilt, Township Supervisor

Jay Reyes, Township Clerk

11-18-2025