

Historic

Riverside Township

27 Riverside Road - Riverside, IL 60546

Township - (708) 442-4400

Fax - (708) 447-0302

Assessor - (708) 447-7700

Fax - (708) 447-6442

www.riversidetownship.org



Vera A. Wilt, Supervisor

Jay Reyes, Clerk

Mary Jo Miller, Assessor

Trustees

Mary Rob Clarke

Timothy Heilenbach

Matthew J. Decosola

Kelly Navarro

MINUTES OF THE SCHEDULED MEETING OF THE

RIVERSIDE TOWNSHIP BOARD OF TRUSTEES

HELD ON TUESDAY, DECEMBER 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, December 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 Counsel
Frances Sitkiewicz – Township Accessor, 252 Herrick Rd., Riverside
Mary Jo Miller – Assessor-Elect, 165 Bartram Rd., Riverside
Kathi Roccanova, 240 Fairbank Rd., Riverside
Sharon Leamy, 268 Fairbank Rd., Riverside
Sarah Thompson, 232 Blackhawk Rd., Riverside
Andrew Sitkiewicz – 252 Herrick Rd., 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 Clarke to approve the November 18, 2025, Board Meeting Minutes, with these corrections: the Prairie Trail Federation and The Riverside Theater Guild should be labeled as Community Partnerships, not grants.

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

None.

SUPERVISOR'S REPORT

Supervisor Wilt presented her report to the Board:

“As of Monday, Dec. 8, we are still waiting for any of the 2nd installment tax money, as we usually start receiving funds once bills are out and people start paying. The deadline is December 15, so by next week we should receive some funds.

Donations to the Food Pantry have continued, at a little slower pace now that SNAP is up and running again. The Pack-the-Truck collection at Riverside Foods is underway, and they will bring it over the Monday before Christmas. We have had some recent generous donations that were in the category of bonus items, including: 7 huge bags of suckers, and about 6 boxes of 50 instant cocoa packets. Before Thanksgiving there were maybe a dozen prepacked roasting pans with a collection of items for side dishes dropped in our collection box. The “take what you can use” shelves have been well stocked in the past month. Hauser Jr. High school held an additional food drive for the 3 local pantries, and at the Riverside Holiday Stroll, they had a donation table at the Treehouse in the Arcade Building where they gave out hand warmers for monetary donations to the Food Pantry. A Girl Scout troop held their meeting here and packed 40 tote bags for our Food Pantry.

10 total additional gift cards (5 to Riverside Foods and 5 to Aldi) were purchased beyond the initial 80 total gift cards previously authorized by the Board, when we looked like we might run out. We can always use them for food pantry purchases if don't distribute them. We distributed 81 gift cards through last week. We may still get a few more people who did not come in November, coming during December. We did not want to have to turn anyone who needed this down and recipients have been very grateful.

No further information has been received yet from the architect about our restroom remodeling after the engineer was here for measurements.

The service window project for the front of the Township Office will hopefully be done over a weekend in January or February, per the contractor. We are trying to create the least amount of disruption possible.

The North Riverside Tree Lighting event reportedly went well, and we had several mentions of our train sponsorship.

The Riverside Holiday Stroll also had a great turnout, with the grade school choir performance in the auditorium having a large audience, as usual. The Reptile Den brought a lot more people into the Town Hall over the course of the evening, and was very popular. It also provided the Village of Riverside with some traffic to sell their discounted street signs as a final attempt to pay for their Sesquicentennial celebration.

ASSESSOR'S REPORT

Assessor Fran Sitkiewicz reported that December property tax installments are due December 15, 2025, and the Board of Review has extended their appeal session for 2025 and are taking appeals until Friday December 12, 2025. Three residents received a one-time \$1,000 rebate from the Cook County Homeowner Relief Fund and were grateful.

TRUSTEE REPORTS

Trustee Clarke reported that the senior exercise class is going well, and the senior lunch will be held Monday Dec 22, 2025.

MENTAL HEALTH BOARD'S REPORT

Trustee Heilenbach reported that the Mental Health Board met and pushed back the date for "Kids are Not OK" program from January. At the mental health meeting, Dr. Troiani discussed the negative effects of AI and reported that there are specific AI toys that are harmful to children.

Trustee Heilenbach attended the North Riverside Tree Lighting. There will be no Mental Health Board meeting in December.

UNFINISHED BUSINESS

A) Adoption of 2025 Township Tax Levy

Supervisor Wilt explained the Township may ask for a 2.9% increase over last year. The 2025-2026 levy is broken down into three categories and in these amounts: the General Town Tax in the amount of \$779,476.15, the General Assistance Tax in the amount of \$58,838.43, and the Community Mental Health Tax in the amount of \$797,809.69; for a total of \$1,636,124.27.

A Motion was made by Trustee Heilenbach to approve a 2.9% allowable increase from 2024-2025 Township Tax Levy, for a total of \$1,636,124.27 for 2025-2026.

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

NEW BUSINESS

A) Approve Resolutions for Mental Health Board Re-Appointments

a. Christine Carr

Supervisor Wilt introduced a motion to reappoint Christine Carr as a member of the Riverside Township Mental Health Board for a term commencing January 1, 2026 and terminating on December 31, 2029.

A Motion was made by Trustee Heilenbach to approve the appointment of Christine Carr to the Mental Health Board for the term commencing January 1, 2026 and terminating on December 31, 2029.

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

b. Melinda Lehman

Supervisor Wilt introduced a motion to reappoint Melinda Lehman as a member of the Riverside Township Mental Health Board for a term commencing January 1, 2026 and terminating on December 31, 2029.

A Motion was made by Trustee Heilenbach to approve the appointment of Melinda Lehman to the Mental Health Board for the term commencing January 1, 2026 and terminating on December 31, 2029.

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) Approval of Additional Holiday Gift Cards for Food Pantry as Needed

Supervisor Wilt explained that she has already purchased 10 additional \$75 gift cards in December for the Food Pantry, and there is need for more.

A Motion was made by Trustee Decosola to approve the purchase of 10 \$75 holiday gift cards for those in need who visit the Food Pantry, and several more within Supervisor Wilt's discretion if the need arises.

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

C) Approve Resolution Recognizing Assessor Fran Sitkiewicz for Years of Service

Supervisor Wilt introduced Riverside Township Resolution 2025-6, which honors Assessor Fran Sitkiewicz for her more than 25 years of service, including 16 years as an elected public officer. The resolution declares December 31, 2025 as “Fran Sitkiewicz Day” in Riverside Township. Supervisor Wilt thanked Assessor Sitkiewicz for her dedicated, professional service, and for modernizing the Assessor’s Office while maintaining high community standards. Supervisor Wilt read the resolution aloud.

A Motion was made by Trustee Navarro to approve Riverside Township Resolution 2025-6 honoring Assessor Fran Sitkiewicz for her years of service to the Township of Riverside.

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

APPROVAL OF WARRANTS:

Trustee Clarke moved to authorize and ratify payment of the bills identified on the General Warrant for December 2025 in the amount of \$20,940.08.

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

Trustee Clarke moved to authorize and ratify payment of the Utility Warrant in the amount of \$81.33; Payroll Warrant in the amount of \$20,228.15; Health Warrant in the amount of \$3,456.57; Community Partnerships in the amount of \$11,000; General Assistance Warrant in the amount of \$4,258.78; Township Radio Players in the amount of \$180.00; and the Food Pantry Warrant in the amount of \$850.03.

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

PUBLIC COMMENT

ADJOURNMENT

There being no further business to transact, Trustee Clark moved to adjourn the meeting at 7:25 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

Kelly Navarro, Township Trustee, Acting Secretary

12-9-2025