

Historic

Riverside Township

27 Riverside Road - Riverside, IL 60546

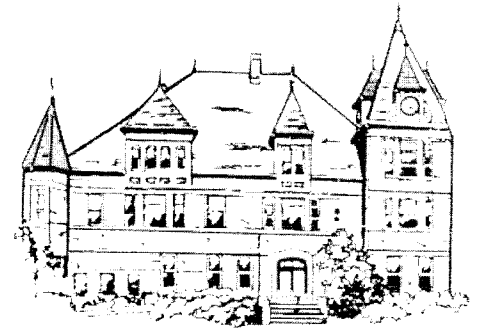
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www.riversidetownship.org



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, JANUARY 13, 2026

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, January 13, 2026, 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, 165 Bartram Rd., Riverside
Lorenzo Cordova, 367 Lawton Rd., Riverside
Sarah Pelton, 182 Northgate 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 Navarro to approve the December 9, 2025, Board Meeting Minutes.

MOTION: Trustee Navarro

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 there were no communications.

SUPERVISOR'S REPORT

Supervisor Wilt presented her report to the Board.

1) Food Pantry

Supervisor Wilt reported that Food Pantry donations were very generous over the holiday season. She noted that the shelves are full, with many deposits of shelf stable goods. The “extras” shelves are also full. She also noted that some items may have to be shared with other pantries, because the Township doesn't get many requests for baby food or diapers. She also reported that monetary donations exceeded \$1,800 in December. Utilization was high as well. By year end, the Township Food Pantry had 127 households use our pantry at least once. The Township provided 90 of the \$75 gift cards approved by the Board, plus 2 smaller cards for people who came right before Christmas when the Township had run out of the allocated ones. The smaller cards were for \$50 and had been donated to the pantry.

2) County Treasurer

Supervisor Wilt reported that the County Treasurer's office sent two lump sum payments, each representing “20% of billed taxes” at the end of the year. Two payments of \$154,118.66 for a total of \$308,237.32 were much appreciated, but the notice also indicated they do not have the system for regular payment working yet. They also said the money disbursed to principal taxing bodies was to acknowledge that we needed operating funds, but was only to the General Fund, and nothing was sent to General Assistance. Supervisor Wilt noted that she presumed nothing yet had come to the Mental Health fund. The disbursement reporting system has not shown any updates since October 31st, so she was unable to verify.

3) Scheduling Architect

Supervisor Wilt reported that she hoped to schedule the architect to review proposed plans for restrooms soon. She intended to meet with him in December, but illness prevented the meeting.

4) Township Assessor

Supervisor Wilt noted that Township staff had a small luncheon on December 30th to celebrate Fran Sitkiewicz's retirement. Supervisor Wilt mentioned that Fran's friends celebrated "Fran Sitkiewicz Day" with a sign in front of her house to call attention to the day. The Supervisor sent a press release to the RB Landmark about the retirement and the day of honor. The newspaper reached out to Fran for an interview and the front page of the paper had the story on her retirement, featuring a picture of her, Trustees Decosola and Navarro, and along with a Higgins Glass bowl that the Board gifted to her.

Supervisor Wilt then welcomed Mary Jo Miller to her official capacity as Township Assessor. Unfortunately, Mary Jo got sick her first full week in the role, so we wish her a speedy recovery.

5) Office Copy Machine

Supervisor Wilt reminded the Board that she reported in November that our 14-year old copy machine was starting to fail. At the time it was out of service, but the part we needed was found, and we were up and running for a while, but were given no guarantees on whether the next problem will be repairable. She requested and has been waiting for a proposal from Canon for a replacement. The proposal came mid-day on Monday of this week, after the Township Board agenda had to be posted. Late last week, the copier started to show some over-print that you can see on some of the pages in your binders. The estimate is about \$9,400 to purchase the new machine, but it looks like our new service agreement will be less than ½ the cost of the current one. Since the purchase is not on the agenda, the Board cannot approve it at this meeting, but Supervisor Wilt noted that she considers this an emergency and will need to go forward with ordering a new one even if it is outside her usual spending limit. She had hoped it could wait for a while, but there are funds in the current budget.

6) American 250 Commemoration

Supervisor Wilt reminded the Board that it had passed a resolution in October of last year in support of the Illinois America 250 Commemoration with a general plan to do some volunteer project. She noted that perhaps the discussion of such a project can be placed on an agenda for a committee of the whole meeting in February, if Board members were available.

ASSESSOR'S REPORT

Assessor Mary Jo Miller reported that there were some transitions in the office. Barbara was staying on, which was great. She noted that she was appointed to the Township Assessors Board. She also noted that she still awaits information from the County on tax refunds and other information. Lastly, she noted that the Senior Tax Deferral program deadline is March 1st.

TRUSTEE REPORTS

Trustee Clarke reported that the exercise classes were going well. She also hosted the Senior Holiday Lunch with Trustee Navarro. She also reported that TOI Lobby Day is Wednesday, April 15, 2026. She also reported that the TOC Board has been working to reinvigorate the Trustee Section with a meeting, which was cancelled for lack of participation.

Trustee Navarro reported that the Senior Lunch and Exercise program were wonderful and that she enjoyed participating with them.

MENTAL HEALTH BOARD'S REPORT

Trustee Heilenbach reported that the Mental Health Board postponed their presentation for TV in January, which has been rescheduled for February 21st in the Township Auditorium. He noted that they partnered with Chief Buckley and will include AI. The name of the program is *The Kids Aren't Okay*. He noted that there were refresher courses for CIT certified officers. Their next meeting will be at the Way Back Inn.

NEW BUSINESS

A) Special Event Requests

a. Birthday Party- Saturday, January 31st

Supervisor Wilt introduced a request for use of the facility for a birthday party event including alcohol, which included alcohol for use of the auditorium and kitchen. Supervisor Wilt noted that because it was for a family member, she would abstain from the vote.

A Motion was made by Trustee Clarke to approve the request.

MOTION: Trustee Clarke
SECOND: Trustee Heilenbach
ROLLCALL: Clarke - Yes; Decosola - Yes; Heilenbach - Yes; Navarro - Yes
Supervisor Wilt - Abstain
VOICE VOTE: Yes - 4 No - 0 Abstention - 1 MOTION CARRIED

b. Ames PTA Fundraiser- Friday, February 20th

Supervisor Wilt introduced a request from Ames School PTA, for use of the facility for an Ames PTA fundraiser for the alcohol, and for the waiver of fees.

A Motion was made by Trustee Heilenbach to approve the request

MOTION: Trustee Heilenbach
SECOND: Trustee Navarro
ROLLCALL: Clarke - Yes; Decosola- Yes; Heilenbach - Yes; Navarro - Yes
Supervisor Wilt - Yes
VOICE VOTE: Yes - 5 No - 0 Abstention - 0 MOTION CARRIED

c. Baby Shower – Saturday, March 7th

Supervisor Wilt introduced the request for a special use of the facility, which would include alcohol.

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

MOTION: Trustee Navarro

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) Preliminary Discussion of 2026-2027 Board Budget

Supervisor Wilt explained that she was taking notes about the Township's needs for 2026-2027 and urged the Board to consider the same. She noted that she still did not have a budget for the bathroom renovation in the building.

Trustee Clarke noted that she would be attending a TOI webinar on community block grants.

Trustee Navarro noted that she received community inquiry about the Township Clock face. Supervisor Wilt noted that the original donors of the clock have agreed to pay the expenses for renovation.

FYI

A. TOI 2026 Scholarship Opportunity

APPROVAL OF WARRANTS:

Trustee Heilenbach moved to authorize and ratify payment of the bills identified on the General Warrant for January 2026 in the amount of \$14,736.29.

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 \$2,261.05; Payroll Warrant in the amount of \$20,493.20; Health Warrant in the amount of

\$3,656.00; General Assistance Warrant in the amount of \$10,200.00; Township Radio Players Warrant in the amount of \$180.00 and the Food Pantry Warrant in the amount of \$345.81.

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 were no public comments.

ADJOURNMENT

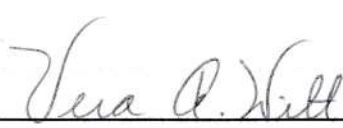
There being no further business to transact, Trustee Decosola moved to adjourn the meeting at 7:29 p.m.

MOTION: Trustee Decosola

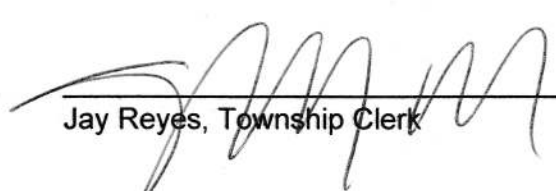
SECOND: Trustee Clarke

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



Jay Reyes, Township Clerk

1-13-2026