



# VILLAGE OF POPLAR GROVE

*"A Great Place to Call Home"*

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## VILLAGE BOARD OF TRUSTEES

**Wednesday, September 11, 2024 - 7:00 PM**

200 N. Hill Street, Poplar Grove, IL 61065

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### **CALL TO ORDER**

President Sattler called the meeting to order at 7:01 pm.

### **ROLL CALL**

#### **PRESENT**

Village President Don Sattler  
Admin Chairman Owen Costanza  
Finance Chairman Jeff Goings  
Trustee Dan Cheek  
Trustee Austin Davies  
Trustee Bruce Moore  
Trustee Betsy Straw via phone  
Attorney Stewart Diamond  
Public Works Director David Howe  
Deputy Clerk Katie Jaster

### **PLEDGE OF ALLEGIANCE**

### **APPROVAL OF PHONE PARTICIPATION (Roll Call)**

Motion made by Admin Chairman Costanza for phone participation of Trustee Straw, Seconded by Trustee Moore.

Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek, Trustee Davies, Trustee Moore, Trustee Straw

### **APPROVAL OF AGENDA (Voice Vote)**

Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.

Motion made by Trustee Moore to have a moment of silence in remembrance of 911, Seconded by Admin Chairman Costanza.

Motion made by Admin Chairman Costanza to reverse items 3&4, Seconded by Finance Chairman Goings.

Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek, Trustee Davies, Trustee Moore, Trustee Straw

Motion made by Trustee Davies to approve the agenda as amended, Seconded by Admin Chairman Costanza.

Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek, Trustee Davies, Trustee Moore, Trustee Straw

**A moment of silence was recognized for 911 attack on the United States.**

### **APPROVAL OF MINUTES (Voice Vote)**

1. Motion to approve Public Hearing Minutes from August 14, 2024  
Motion made by Admin Chairman Costanza, Seconded by Trustee Moore.

Motion made by Trustee Davies to amend adjournment section from Richardson to Moore, Seconded by Admin Chairman Costanza.

Voting Yea as amended: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek, Trustee Davies, Trustee Moore, Trustee Straw

2. Motion to approve Board of Trustees Meeting minutes from August 14, 2024  
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.

Motion made by Trustee Davies to amend June 19 minutes to reflect Trustee Davies and Trustee Straw requested changes and to also include Clerk requested changes to be made in writing, Seconded by Trustee Straw.

Voting Yea as described: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek, Trustee Davies, Trustee Moore, Trustee Straw

**PUBLIC COMMENT** *Public Comment is encouraged. The Village Board will receive comments from the public, pursuant to State Statutes. Comments will be limited to five minutes on topics relating to the Village of Poplar Grove. Be further advised that matters brought up at this time may be referred to the appropriate committee or individual for further discussion or consideration.*

No public comment.

### **NEW BUSINESS**

3. Motion to discuss and possible action on preliminary forensic audit report.  
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.

James Edmonstone from Greene Forensic Accounting Solutions presented the preliminary forensic audit report.

Topics discussed throughout the presentation between Mr. Edmonstone, Board of Trustees, and Village Attorney:

Invoice/Credit Cards

Expense Reports

Stipends

Purchases under and over \$2,500

Gifts/Donations

Travel Summary

Rental Car Policies

The Village Board decided at the end of the presentation that the Village Attorney's office can help draft some new policies and procedures to adopt.

4. Motion to discuss/approve the release of Greene Forensic Accounting Solutions accounts payable check in the amount of \$14,835.25.

Motion made by Admin Chairman Costanza, Seconded by Trustee Davies.

Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek, Trustee Davies, Trustee Moore, Trustee Straw

5. Motion to discuss/approve quote from Monroe Truck Equipment, Inc to purchase replacement dump body on the 2016 Chevrolet 1 ton in the amount of \$12,014.

Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.

Director Howe spoke about the reasons for the upgrade to the truck bed.

Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek, Trustee Davies, Trustee Moore, Trustee Straw

6. Motion to discuss/approve to get notification system for residents.

Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.

Trustee Goings spoke on what types of system are out there and what the Village Board would like to see moving forward.

Trustee Cheek also spoke on how he has reached out to a few companies and will send out the information as he receives them.

## **NEW BUSINESS**

7. Motion to go into executive session pursuant to 5 ILCS 120/2(c) (1) Personnel - The appointment, employment compensation, discipline, performance, or dismissal of specific employees of the public body, or legal counsel for the public body.

Motion made by Admin Chairman Costanza, Seconded by Trustee Davies.

Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek, Trustee Davies, Trustee Moore, Trustee Straw

Entered into executive at 8:52 pm.

**NEW BUSINESS**

8. Motion to discuss/approve an applicant to fill Accounting and Billing Clerk vacancy.

Village Board postponed to next weeks meeting.

**ADJOURNMENT (Voice Vote)**

Motion made by Admin Chairman Costanza, Seconded by Finance Chairman Goings.  
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek, Trustee Davies, Trustee Moore, Trustee Straw

Meeting adjourned at 9:25 pm.