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Borough of Litchfield
Board of Warden & Burgesses
Regular Meeting Minutes
Tuesday, March 12, 2024

Present: Gayle Carr, Warden; Lara Hillman, Burgess; Stephan Krucker, Burgess Peter Vermilyea, Burgess; Rebecca Parilla, Burgess; Cassandra Simoncelli; Borough Clerk

Also Present: Nancy Southard, Treasurer, Peter Vittero, Elisa Bauer.

I. Call to order: The meeting was called to order at 6:01 p.m. by G. Carr.

II. Approval of Minutes:

- a. Motion to approve the Regular Minutes from March 12, 2024 made by L. Hillman with minor changes. Seconded by P. Vermilyea. All in favor. Motion carried. (Spelling of Renee Vetar)
- b. Motion to approve the Special Meeting Minutes from March 27, 2024 made by P. Vermilyea and seconded by L. Hillman. All in favor. Motion carried.

III. Communications

Nothing to report at this time

IV. Public Participation:

- a. Applicants-
 - i. James Ammerich- American Legion for the Memorial Day Ceremony Placed on 27th and removed on. Town Resident trooper for the parade. Temporary street order. Motion to approve application made by S. Krucker and seconded by P. Vermilyea. All in favor. Motion carried.
- b. Public Comment-

None at this time.

V. New Business:

- a. Appoint Elisa Bauer as a Burgess- Motion to appoint Elisa Bauer made by P. Vermilyea and seconded by L. Hillman. All in favor. Motion carried. Officially Sworn in by C. Simoncelli.
Motion to move item 6.b ahead of 6.a made by P. Vermilyea and seconded by L. Hillman. All in favor. Motion carried.

VI. Old Business:

- a. Budget-
 - i. Moving Employees to W-2 from 1099 and other changes for review and possible recommendation of budget for 2024-25- 10% added to cover Medicare, workers comp etc. and COLA.
 - ii. Adopt Budget for Recommendation at Annual Meeting- S. Krucker provided a breakdown of the proposed budget. Discussion on the breakdown of the numbers allocated to each line item of the budget and the reasoning behind each allocation. Adoption of budget will happen at the next meeting in May on May 14, 2024 after a few more items are taken into consideration.
- b. Heritage Plan/Green Conservatory Committee-
 - i. Attendance of Peter Vittero Re: Hydrology Study and Recommendation for East Green. Peter presented his findings on Hydrology study that was conducted along the East Green regarding the lack of drainage areas. Explanation of the various layers of soil that were drawn as samples along the

DRAFT

Green given. Proposed plan of how to mitigate the water issue presented. Proposal of where fins will be placed and the proposed piping placement for drainage given. Overall plan will take place in multiple phases. Discussion on how this plan will affect the Green overall along with the benefits of addressing these issues. Multiple steps need to take place before any type of decision can be finalized.

- c. Codebook Review Section-
 - i. Continued Discussion Blight Ordinance- Recommendation for adoption. – postponed.
 - ii. Continued Discussion of Convenience Restaurants and Outdoor Dining in Borough- Recommendation for Adoption. – Discussion regarding the recommendations on the drafted Restaurant Ordinance along with where it should fall within the Code Book. Further discussion on verbiage of certain items pertaining to the Ordinance. Subject to the changes discussed herein motion to approve moving forward for adoption of Restaurant Ordinance made by P. Vermilyea and seconded by R. Parilla. All in favor. Motion carried.

VII. Committee Updates

- a. Budget- see above.
- b. Sidewalks and Monument- Letters sent to houses on North Street.
- c. Trees- nothing to report at this time.
- d. Beautification- nothing to report at this time.
- e. Website- nothing to report at this time
- f. Use of Green- Fee Structure and Applications- S. Krucker will be working on re-creating everything that was previously done.

VIII. Wardens Report & Requests

Nothing to report on at this time.

IX. Tax Collector's refund requests/recommendation: if any

None at this time

X. Treasurer's Report

- a. Monthly Financial Statements, Payments of Bills, and Treasurer's request, if any.

Motion to approve the monthly bills in the amount of \$14,679.68 made by P. Vermilyea and seconded by L. Hillman. All in favor. Motion carried.

XI. Adjournment.

Motion to adjourn made by L. Hillman at 8:33pm and seconded by P. Vermilyea. All in favor, motion approved.

Cassandra Simoncelli, Clerk