77 Main Street Post Office Box 369 Warwick, NY 10990 www.villageofwarwick.org



(845) 986-2031 FAX (845) 986-6884 mayor@villageofwarwick.org clerk@villageofwarwick.org

VILLAGE OF WARWICK

Village of Warwick Village Board Meeting – August 3, 2020

Pursuant to Governor Cuomo's Executive Order 202.1, Village of Warwick meetings will be conducted virtually through Zoom Videoconference until further notice.

To View the Meeting:

FACEBOOK LIVE - The public may view the meeting live by going to the Village of Warwick's Facebook page: <u>https://www.facebook.com/VillageofWarwick</u>

VILLAGE'S WEBSITE – The public may view the meeting a day or so after its completion by going to the village's website: <u>www.villageofwarwick.org</u>

To Comment - During Privilege of the Floor Only:

FACEBOOK LIVE – Comments may be made during the Village Board Meeting through Facebook Live within privilege of the floor by going to the Village of Warwick's Facebook page: <u>https://www.facebook.com/VillageofWarwick</u>

TELEPHONE – Comments may be made during the Village Board Meeting by calling the Village Clerk's Office within privilege of the floor at (845) 986-2031 ext. 102.

BOARD OF TRUSTEES VILLAGE OF WARWICK August 3, 2020 AGENDA

Call to Order Pledge of Allegiance Roll Call

- 1. Introduction by Mayor Newhard.
- 2. Acceptance of Minutes: July 20, 2020

The vote on the foregoing **motion** was as follows:

Trustee Cheney ____ Trustee Lindberg ____ Trustee Patterson ____

Trustee McManus ____ Mayor Newhard ____

The vote on the foregoing **motion** was as follows:

Trustee Cheney ____ Trustee Lindberg ___ Trustee Patterson ____

Trustee McManus ____ Mayor Newhard ____

Announcement

1. Village of Warwick General Election – Tuesday, September 15, 2020.

Correspondence

- 1. Letter of retirement effective August 31, 2020 Village Assessor, Richard H. Hubner.
- 2. Letter of resignation effective August 1, 2020 DPW Laborer, John J. Allen.

Privilege of the Floor

(Please limit your comments to five (5) minutes. If reading a document, please submit a copy to the Clerk. Please note all remarks must be addressed to the Board as a body and not to individual Board members. Please state your name clearly before speaking). These rules are taken from the Handbook for Village Officials – New York State Conference of Mayors and Municipal Officials.

Motions

Trustee Cheney's Motions:

1. **MOTION** to approve the final payment in the amount of \$14,724.45 to Earth-Tec Associates, Inc. for the Barbara Drive Valve Vault Project, with the date of substantial completion established as July 15, 2020 per the recommendation of the Village Engineer, David Getz. The final contract amount is \$82,924.00. Funds are appropriated in budget code F.8340.4550 in the 2020-21 budget.

The vote on the foregoing **motion** was as follows:

Trustee Cheney ____ Trustee Lindberg ____ Trustee Patterson ____

Trustee McManus ____ Mayor Newhard ____

2. **MOTION** to approve the purchase of a new 2020 F-350 Cab and Chassis with Redding SL Steel Service Body from Leo Kaytes Ford in the amount of \$45,839.20, per the recommendation of DPW Supervisor, Mike Moser and Water Distribution System Supervisor, Christopher Bennett. This is a budgeted FY 2020-21 item to replace the W-1 truck under budget code F.8340.2350.

The vote on the foregoing **motion** was as follows:

Trustee Cheney ____ Trustee Lindberg ____ Trustee Patterson ____

Trustee McManus ____ Mayor Newhard ____

3. **MOTION** to advertise for one full-time DPW Laborer at a rate of \$17.50 per hour in accordance with the Collective Bargaining Agreement and per the DPW Supervisor's recommendation.

The vote on the foregoing **motion** was as follows:

Trustee Cheney ____ Trustee Lindberg ____ Trustee Patterson ____

Trustee McManus ____ Mayor Newhard ____

Trustee Lindberg's Motions:

4. **MOTION** to grant permission to Fit Body Boot Camp to extend the dates of their facility use permit through October 31, 2020. The original permit was approved on July 20, 2020 to use the pavilion and the surrounding grassy area in Memorial Park for outdoor fitness classes from July 21, 2020 to September 1, 2020 with daily sessions from 6:00 a.m. to 9:00 a.m. & 4:00 p.m. to 6:00 p.m., pending Governor Cuomo's Executive Orders, NYS

Regional Phased Reopening Plan, and NYS Department of Health. Completed park permit, proper insurance, and security deposit have previously been received as part of the application approved on July 20, 2020.

The vote on the foregoing **motion** was as follows:

Trustee Cheney ____ Trustee Lindberg ____ Trustee Patterson ____

Trustee McManus ____ Mayor Newhard ____

5. **MOTION** to approve the budget modification as per the Village Treasurer's letter dated July 29, 2020.

The vote on the foregoing **motion** was as follows:

Trustee Cheney ____ Trustee Lindberg ____ Trustee Patterson _____

Trustee McManus ____ Mayor Newhard ____

Trustee Patterson's Motions:

6. **MOTION** to appoint Mary-Ann Smith, Vanessa Mann, Victoria Hague, and Janet Folino as Election Inspectors and Catherine Linton as an Alternate Election Inspector for the upcoming Village Election on Tuesday, September 15, 2020 at a rate of \$13.00 per hour.

The vote on the foregoing **motion** was as follows:

Trustee Cheney ____ Trustee Lindberg ____ Trustee Patterson ____

Trustee McManus ____ Mayor Newhard ____

7. **MOTION** to appoint Michael J. Batz, Sr. and Elizabeth Doty as Machine Operators and Noel Thompson as Alternate Machine Operator for the upcoming Village Election on Tuesday, September 15, 2020 at a rate of \$13.00 per hour.

The vote on the foregoing **motion** was as follows:

Trustee Cheney ____ Trustee Lindberg ____ Trustee Patterson ____

Trustee McManus ____ Mayor Newhard ____

Trustee McManus' Motions:

8. **MOTION** to shred 37 boxes containing files from the Clerk's Office which have reached or are beyond their retention date according to the Records Retention and Disposition Schedule MU-1 & 14 boxes from the Justice Court containing files which have reached

or are beyond their retention date according to the Office of Court Administration, on Saturday, August 15, 2020 during the Warwick Lions Club Shredfest Event at a cost of \$5.00 per box. A record of the documents to be shred are on file in the Clerk's office.

The vote on the foregoing **motion** was as follows:

Trustee Cheney ____ Trustee Lindberg ____ Trustee Patterson ____

Trustee McManus ____ Mayor Newhard ____

Final Comments from the Board

Executive Session (if applicable)

Adjournment

77 Main Street Post Office Box 369 Warwick, NY 10990 www.villageofwarwick.org



(845) 986-2031 FAX (845) 986-6884 mayor@villageofwarwick.org clerk@villageofwarwick.org

VILLAGE OF WARWICK

Village of Warwick General Election - Tuesday, September 15, 2020

Pursuant to Executive Order 202.26, the Village of Warwick General Election will take place on **Tuesday, September 15, 2020**. The election will be held at the Goodwill Hook & Ladder Company, 25 Church Street Extension with polls open from 6:00 a.m. to 9:00 p.m.

The Order states that for any village election in which the ballot was fully determined when the election was postponed, the election will proceed with the same ballot. Additionally, if ballots were already printed, those ballots may be used at the September 15, 2020 election, despite displaying the original, March 18, 2020 election date.

Residents may vote in person or via absentee ballot. If individuals meet the criteria to vote absentee, they must submit an original absentee ballot application to Village Clerk's Office (electronic applications will not be accepted). Absentee ballot applications are available in the Clerk's Office, 77 Main Street, or on the Village's website: <u>www.villageofwarwick.org</u>

Important Dates

Friday, September 4, 2020 – Last day individuals may register with the Orange County Board of Elections to be eligible to vote in the village election. Please visit their website: https://www.orangecountygov.com/783/Board-of-Elections

Tuesday, September 8, 2020 – Last day for the Village Clerk to receive applications for absentee ballots *to be mailed to qualified voters*.

Monday, September 14, 2020 - Last day for the Village Clerk to receive personal applications in the Clerk's Office for an absentee ballot from applicants or applicant's agent. Upon receiving an application, the clerk will deliver the absentee ballot to the applicant or their agent named in the application.

Tuesday, September 15, 2020 – Election Day. All absentee ballots must be received by close of polls on Election Day.

If you have already requested an absentee ballot for the postponed March 18, 2020 village election and you have already cast that ballot by delivering it to the village, you DO NOT need to apply for a new absentee ballot; that ballot has been preserved and will be provided to the election inspectors to be counted on Election Day.

If you have any questions, please contact the Clerk's Office at (845) 986-2031 ext. 102 or via email at <u>clerk@villageofwarwick.org</u>.

To: Warwick Village Board From: Richard H. Hubner, Assessor Date: July 12, 2020

Please be advised that I will be retiring from my position as your Assessor effective August 31, 2020. It has been a 40+ year run and it's just time for the both myself and the Village to make a change. I will turn over all paper and electronic files in good order on or before August 31st.

Given this opportunity, you must decide whether it is in the best interest of the village to maintain its status as an assessing unit or adopt the town assessment roll as permitted by law. I have attached an additional sheet to help you understand the ramifications of each.

I am, of course, available to assist with this transition where necessary.

RECEIVED

JUL 2020

VILLAGE OF WARWICK VILLAGE CLERKS OFFICE John J. Allen 24 Oakland Avenue Apt 2R Warwick, NY 10990 July 17, 2020

Michael Moser **Public Works Supervisor** Village of Warwick 77 Main Street Warwick, NY 10990

Dear Michael Moser:

I am writing this letter of resignation to the Village of Warwick DPW. I am giving my two weeks' notice; my last day of work will be July 31, 2020.

I am grateful for having served and worked with the Village of Warwick DPW for the past few months. In these past few months, I have learned so much and worked with many great people. I am very thankful for the opportunity and all the experiences that the Village of Warwick DPW provided me with to continue on my path towards success.

Sincerely,

Je f alh

John J. Allen



JUL 17 2020

VILLAGE OF WARWICK VILLAGE CLERKS OFFICE



July 29, 2020

Village of Warwick Board of Trustees 77 Main Street Warwick, NY 10990

Att: Mayor Michael Newhard

Re: Barbara Drive Valve Vault Project L&G #1800.89

Dear Mayor Newhard and Trustees:

We have reviewed the installation of the pressure-reducing valve vault at Barbara Drive. The date of substantial completion is established as July 15, 2020. Earth-Tec Associates will be providing the Village with a one-year maintenance bond. The final contract amount is \$82,924, as itemized below:

Original Contract Amount:	\$76,760.00
Change Order #1 (insertion valve):	6,164.00
Total Contract Amount:	\$82,924.00

Sincerely,

Lehman & Getz, e.c., Village Engineers David A. Getz, P.E.

cc: Craig Rolando, Earth-Tec Associates

PAYMENT APPI ICATION	ION				Page 1
 VILLAGE OF WARWICK VILLAGE OF WARWICK VARWICK, NY 10990 Attn: Raina Abramson FROM: Earth-Tec Associates, Inc. PO Box 941 Vernon, NJ 07462 FOR: Village Of Warwick 		PROJECT VII NAME AND Ba LOCATION: VII VII ARCHITECT: LE LE	VILLAGE OF WARWICK-Barbara Dr. Barbara Dr. Pressure Reducing Valve/Vault Re VILLAGE OF WARWICK PO BOX 369 WARWICK, NY 10990 LEHMAN & GETZ, P.C LEHMAN & GETZ, P.C 17 RIVER STREET WARWICK, NY 10990	APPLICATION # PERIOD THRU: PROJECT #S: DATE OF CONTRACT:	3 Final Distribution to: 07/16/2020 X OWNER X ARCHITECT 02/06/2020 X CONTRACTOR
CONTRACTOR'S SUMMARY OF WORK Application is made for payment as shown below. Continuation Page is attached.	ARY OF WORK wn below.		Contractor's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) the Work has been performed as required in the Contract Documents, (2) all sums previously paid to Contractor under the Contract have been used to pay Contractor's costs for labor, materials and other obligations under the Contract for Work previously paid for, and (3) Contractor is legally entitled to this payment.	ance to Owner, concerning the stequired in the Contract Do ve been used to pay Contract for Work previously paid for,	he payment herein applied for, bouments, (2) all sums previously ctor's costs for labor, materials , and (3) Contractor is legally
 CONTRACT AMOUNT SUM OF ALL CHANGE ORDERS SURRENT CONTRACT AMOUNT CURRENT CONTRACT AMOUNT TOTAL COMPLETED AND STORED 	(Line 1 +/- 2)	\$76,760.00 \$6,164.00 \$82,924.00 \$82,924.00	By: CONTRACTOR: Earth, Tec Associates, Inc. By: Craig E. Rolando, Vice President State of: New Jersey County of: Sussex	Inc.	ite: 7/a/20
 (Column G on Continuation Page) 5. RETAINAGE: a. 0.00% of Completed Work a. 0.00% of Completed Work b. 0.00% of Material Stored b. 0.00% of Material Stored (Column F on Continuation Page) 	r Page)	\$0.00	Subscribed and sworn to before me this 16th day of Ju Notary Public: Gretchen Huttick My Commission Expires: 02/04/2025	July 2020 25	
Total Retainage (Line 5a + 5b or Column 1 on Continuation Page) 6. TOTAL COMPLETED AND STORED LESS RETAINAGE (Line 4 minus Line 5 Total) 7. LESS PREVIOUS PAYMENT APPLICATIONS 8. PAYMENT DUE) ED LESS RETAINAGE LICATIONS	\$0.00 \$82,924.00 \$68,199.55 \$14,724.45	 ARCHITECT'S CERTIFICATION Architect's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) Architect has inspected the Work represented by this Application, (2) such Work has been completed to the extent indicated in this Application, and the quality of workmanship and materials conforms with the Contract Documents, (3) this Application for Payment accurately states the amount of Work completed and payment due therefor, and (4) Architect knows of no reason why payment should not be made. 	ATION ance to Owner, concerning th rk represented by this Applic r Application, and the quality (3) this Application for Paym erefor, and (4) Architect know	the payment herein applied for, cation. (2) such Work has been of workmanship and materials nent accurately states the amount ws of no reason why payment
9. BALANCE TO COMPLETION (Line 3 minus Line 6) SUMMARY OF CHANGE ORDERS	\$0.00 ADDITIONS	DEDUCTIONS	s different fi iged to mat	the payment due, you should he certified amount.)	d attach an explanation. Initial all
Total changes approved in previous months	\$6,164.00 \$0.00	00.02	ARCHITECT: By: Neither this Application nor paym	Karen H. Emmerich ent applied for herein is assignab	Date: Date: De or negotiable. Payment shall be
TOTALS NET CHANGES	\$6,164.00 \$6,164.00	\$0.00		ut prejudice to any rights or u	rights of Owner of Contractor under the Dirantium Software Solutions, Inc. Document

PAYMENT APPLICATION

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SidewalkCurb \$6,000.00 \$0.00 \$6,000.00 \$5,000.00 \$1,000.00 \$20,00	5	Valve Pit/Valve Install	\$34,135.00	\$30,000.00	\$4,135.00	\$0.00	\$34,135.00		\$0.00	
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		TOTALS	\$82,924.00			\$0.00				

CONTINUATION PAGE

77 Main Street Post Office Box 369 Warwick, New York 10990 www.villageofwarwick.org



(845) 986-2031 FAX (845) 986-6884 mayor@villageofwarwick.org clerk@villageofwarwick.org

DATE: July 30, 2020

TO: Mayor Newhard and Board of Trustees

FROM: Christopher Bennett Distribution System Supervisor

RE: Approval to Purchase New 2020 Ford F-350 Cab and Chassis with Redding SL Steel Service Body - \$45,839.20

For your approval, I am requesting to purchase the 2020 Ford F350 truck as listed above from Leo Kaytes Ford in the amount of \$45,839.20. Please see attached letter and specifications from Leo Kaytes. This is a properly budgeted item in the 20-21 budget to replace the W-1 truck under budget code F.8340.2350.

Originally to save money, we were going to use the old service body from the current W-1 truck and purchase a 2020 cab/chassis. However due to unforeseen structural changes on the 2020 model (difference in the wheelbase between the old and new trucks), a new service body must be purchased, which is included in the total purchase price of \$45,839.20. I was informed by Leo Kaytes that this price reflects the \$6,600 Fleet discount pricing which is the same as if it were part of the State Bid Program. By purchasing now, we avoid pricing increases when the 2021 models come out in 2 weeks.

Thank you for your time.



July 28, 2020

Village of Warwick Water Dept Warwick, NY 10990

Re: Bid -2020 Ford F-350 Cab and Chassis with Redding SL Steel Service Body

As per the attached specifications - here is the pricing for the vehicle requested.

2020 Ford F-350 Cab and Chassis with Redding SL Steel Service Body - \$45,839.20 This price reflects the \$6600 Fleet discount pricing which is the same as if it were part of the state bid program.

Upon approval please sign and date - specification sheets to be included with the purchase order.

Contact -

Sean Ryan Leo Kaytes Ford 845-986-1131 sean@kaytes.com



Preview Order W12D - F3H 4x4 Reg Chas Cab DRW : Order Summary Time of Preview: 07/19/2020 16:55:16

Dealership Name : Leo Kaytes Ford, Inc.

Sales Code : F13508

Dealer Rep.	d-ryan27		Туре	Retail		Vehicle Line	Superduty	Order Code	W12D
Customer Name	V Water Dept				-			Price Level	040
			Priority Code	19		Model Year	2020		
								-	
DESCRIPTION		MSRP			DI	ESCRIPTION		MSRP	
F350 4X4 CHASSIS	S CAB DRW/145	\$39610			JC	B #2 ORDER		\$0	
145 INCH WHEELE	BASE	\$0			U	PFITTER INTER	RFACE MODULE	\$295	
OXFORD WHITE		\$0			Pl	ATFORM RUN	NING BOARDS	\$320	
VINYL 40/20/40 SE	ATS	\$0			14	000# GVWR P/	ACKAGE	\$0	
MEDIUM EARTH G	BRAY	\$0			50	STATE EMISS	IONS	\$0	
PREFERRED EQU	IPMENT PKG.640A	\$0			BA	ACKGLASS DEI	FROST	\$60	
.XL TRIM		\$0			S	NOW PLOW PA	CKAGE	\$250	
AIR CONDITIONIN	IG – CFC FREE	\$0			TF	RAILER BRAKE	CONTROLLER	\$270	
.AM/FM STEREO N	/IP3/CLK	\$0			40	GAL AFT OF A	XLE FUEL TNK	\$0	
6.2L EFI V-8 ENGI	NE	\$0			E)	TERIOR BACK	UP ALARM	\$140	
10-SPEED AUTOM	IATIC	\$0			PF	RIVACY GLASS	;	\$0	
.LT245/75R17E BS	WALL-SEASON	\$0			Fl	JEL CHARGE		\$0	
4.30 RATIO LIMITE	ED SLIP AXLE	\$350			P	RICED DORA		\$0	
POWER EQUIPME	NT GROUP	\$915			A	OVERTISING A	SSESSMENT	\$0	
TELESCPNG TT M	IIRR-POWR/HTD	\$0			DI	ESTINATION &	DELIVERY	\$1695	
								MODD	

TOTAL BASE AND OPTIONS	
DISCOUNTS	
TOTAL	

MSRP \$43905 NA

\$43905

This order has not been submitted to the order bank.

This is not an invoice.

Raina Abramson

To: Subject: Richard Jarer Jr RE: FBBC Approval

From: Richard Jarer Jr <jarer1on1training@icloud.com> Sent: Wednesday, July 29, 2020 10:07 AM To: Raina Abramson <clerk@villageofwarwick.org> Subject: Re: FBBC Approval

To Mayor Newhard,

I recently was approved to use the Memorial Park pavilion for my fitness classes through September, 1 2020. Due to the current restrictions on fitness studios reopening I would like to extend that permit through October 31, 2020. I have been closed since March 15, 2020 and struggling to keep my business afloat. I would appreciate the consideration to extend the use as this is my only option. Thank you!

Stay well, Richard Jarer Jr Warwick Fit Body Boot Camp 917-796-4654 77 Main Street Post Office Box 369 Warwick, NY 10990 www.villageofwarwick.org



(845) 986-2031 FAX (845) 986-6884 mayor@villageofwarwick.org clerk@villageofwarwick.org

VILLAGE OF WARWICK

Budget Modification Request

For Board of Trustees Approval - Meeting on 8/3/2020

For approval to transfer available appropriations for the following budget account lines:

GENERAL FUND

To Account Code	Account Description	Budget Approp. Balance	Transfer Request	Reason	From Account Code	Account Description	Budget Approp. Balance	Transfer Amount
IIA 1620 1000 I	VILLAGE HALL PERSONAL SERV.	(1,741.55)	10,000.00	VLG HALL RENOVATIONS BY DPW STAFF	A.5110.1000	STREETS PERSONAL SERV.	562,961.67	10,000.00
	TOTAL		10,000.00			TOTAL		10,000.00

WATER FUND

To Account Code	Account Description	Budget Approp. Balance	Transfer Request	Reason	From Account Code	Account Description	Budget Approp. Balance	Transfer Amount
IE 8320 2000	PUMP STATION EQUIPMENT	7,000.00	32,000.00	BID FROM POWER GENERATOR APPROVED BY BOARD 6/1/2020. PROJECT BUDGETED FY19-20 BUT DELAYED START (COVID) & NOT BUDGETED FOR IN FY20-21.		TRANS/DIST. WATER LINE REPAIRS	344,740.03	32,000.00
	TOTAL		32,000.00			TOTAL		32,000.00

Respectfully submitted,

Cathy M. Richards Village Treasurer

Backup Documentation:

Copy of Motion Approval Dated 6/1/2020

Report Date: 7/29/2020

Trustee Cheney Aye Trustee Lindberg Aye Trustee Patterson Aye

Trustee McManus Aye Mayor Newhard Aye

Barbara Drive Valve Vault - Change Order No. 1

A MOTION was made by Trustee Cheney, seconded by Trustee Lindberg and carried to approve Change Order No. 1 to the Barbara Drive Valve Vault contract with Earth-Tec Associates in the amount of \$6,164 per the recommendation of Village Engineer, Dave Getz.

The vote on the foregoing motion was as follows: APPROVED

Trustee Cheney Aye Trustee Lindberg Aye Trustee Patterson Aye

Trustee McManus <u>Aye</u> Mayor Newhard <u>Aye</u>

Award of Bid, Ridgefield Pump Station Emergency Generator

A MOTION was made by Trustee Cheney, seconded by Trustee Lindberg, and carried to accept the bid from Power Generator Service, LLC of Newburgh, NY in the amount of \$31,895 for the Ridgefield Pump Station generator based on the recommendation of Matthew Blake, P.E., engineer for the replacement project and DPW Supervisor Michael Moser.

The vote on the foregoing motion was as follows: APPROVED

Trustee Cheney Aye Trustee Lindberg Aye Trustee Patterson Aye

Trustee McManus Aye Mayor Newhard Aye

Executive Session

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A MOTION was made by Trustee Patterson, seconded by Trustee McManus, and carried to go into executive session for discussions regarding proposed, pending, or current litigation.

The vote on the foregoing motion was as follows: APPROVED

Trustee Cheney Aye Trustee Lindberg Aye Trustee Patterson Aye

Trustee McManus Aye Mayor Newhard Aye

Mayor Newhard stated that the Village Board will be going into executive session and when the Board returns to the regular meeting, no motions will be made by the Village Board.

Return to Regular Meeting

BOARD OF TRUSTEES VILLAGE OF WARWICK August 3, 2020 AGENDA ADDENDUM

9. **MOTION** to amend the motion made on July 20, 2020 to hold the General Village Election at the Goodwill Hook & Ladder Company, 25 Church Street Extension, on Tuesday, September 15, 2020. **The polls will be open from 9:00 a.m. to 9:00 p.m.**

The vote on the foregoing **motion** was as follows:

Trustee Cheney ____ Trustee Lindberg ___ Trustee Patterson ____

Trustee McManus ____ Mayor Newhard ____