

**BOARD OF TRUSTEES
VILLAGE OF WARWICK
December 2, 2019
AGENDA**

**Call to Order
Pledge of Allegiance
Roll Call**

1. Introduction by Mayor Newhard.
2. Acceptance of Minutes: November 18, 2019.

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

Trustee Cheney ____ Trustee Lindberg ____ Trustee Patterson ____

Trustee McManus ____ Mayor Newhard ____

3. Authorization to Pay all Approved and Audited Claims #_____ – _____ in the amount of \$_____.

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

Trustee Cheney ____ Trustee Lindberg ____ Trustee Patterson ____

Trustee McManus ____ Mayor Newhard ____

Announcement

1. 2020 Village of Warwick list of Holidays, Village Board Meetings and Work Sessions.
2. Santa's Toy Box Annual Toy Drive for the children of Orange County, November 25 through December 23, 2019.

Correspondence

1. Letter from NYS DEC – Village of Warwick Reservoir Dam Inspection. The full report is on file in the Clerk's office.
2. Report from Village Engineer, David Getz, regarding the proposed zone change at the Warwick Feed and Grain property located at 15 Elm Street.

3. Notice of Public Scoping Session for Pulpit Rock Inn, West Street Extension, SBL 43-1-48.
4. Scoping Document for Pulpit Rock Inn - Draft Environmental Impact Statement.
5. Letter of resignation – Joe Schweizer.

Discussion

1. Chase Parking Lot Revisions.
2. Village of Warwick Policy Against Discrimination and Harassment.

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 return the Planning and Zoning Department Board escrow balance of \$557.50 to M & L Equities, LLC in connection with the Warwick Carwash, 18 Elm Street. All invoices have been billed and paid as per Village Engineer, Dave Getz and Planning Board Attorney, Robert Dickover.
2. **Resolution Approving Stormwater Control Facility Maintenance Agreement For The Forester Avenue Apartments Development Project.**

WHEREAS, Forester Avenue LLC, is in the process of developing certain real property located at 77 Forester Avenue in the Village of Warwick; and

WHEREAS, one of the conditions imposed upon the approval of the project was that the property owner provide the Village with a Stormwater Control Facility Maintenance Agreement under which the property owner and its successors would be obligated to maintain and repair the stormwater control facilities proposed for the said development; and

WHEREAS, the property owner has submitted a proposed Stormwater Control Facility Maintenance Agreement for the project to the Village, a copy of which is attached hereto;

NOW, THEREFORE, BE IT RESOLVED as follows:

1. That the Village Board hereby approves the proposed Stormwater Control Facility Maintenance Agreement on condition that at the end of the first paragraph therein the words "located at 77 Forester Avenue in the Village of Warwick" are added after the words "below named project"; and

2. That the Village Board hereby authorizes the Mayor to sign the said agreement and any other and further documents necessary to implement the terms thereof.

_____ presented the foregoing resolution which was seconded by _____,

The vote on the foregoing resolution was as follows:

Barry Cheney, Trustee, voting _____

William Lindberg, Trustee, voting _____

George McManus, Trustee, voting _____

Eileen Patterson, Trustee, voting _____

Michael Newhard, Mayor, voting _____

3. **MOTION** to advertise and receive bids for 'Replacement of the Barbara Drive Valve Vault'.
4. **MOTION** to advertise for one full-time DPW Laborer at a rate of \$17.00 per hour in accordance with the Collective Bargaining Agreement and per the DPW Supervisor's recommendation.

Trustee Lindberg's Motions:

5. **RESOLUTION APPROVING THIRD LEASE MODIFICATION AGREEMENT**

WHEREAS, in 1989 the Village of Warwick entered into an agreement with the Bank of New York under which the Bank leased certain portions of the parking area at 21-27 South Street to the Village for nominal consideration, and

WHEREAS, the said lease agreement was thereafter extended multiple times on essentially the same terms as the original lease; and

WHEREAS, JPMORGAN CHASE BANK, NA, as the successor in title to the said property of the Bank of New York, has provided the Village with a proposed Modification Agreement, a copy of which is attached, under which the Village will be allowed to use an additional twenty (20) parking spots in the lot on essentially the same terms as the existing lease agreement;

NOW, THEREFORE, BE IT RESOLVED as follows:

1. That the Modification Agreement proposed by JPMORGAN CHASE BANK, NA, constitutes a Type II Action under SEQRA;
2. That the Village Board approves and accepts the Modification Agreement proposed by JPMORGAN CHASE BANK, NA; and
3. That the Mayor is hereby authorized to sign the Modification Agreement and any documents necessary to put the same into effect.

_____ presented the foregoing resolution which was seconded by _____,

The vote on the foregoing resolution was as follows:

Barry Cheney, Trustee, voting _____

William Lindberg, Trustee, voting _____

Michael Newhard, Mayor, voting _____

Eileen Patterson, Trustee, voting _____

George McManus, Trustee, voting _____

6. **MOTION** to accept funding in the amount of \$4,000 from the New York State Office of Children and Family Services through the Orange County Youth Bureau for the 2020 Village of Warwick 'Project for Youth' Recreation Program.
7. **MOTION** to adopt The Village of Warwick Policy Against Discrimination and Harassment effective December 2, 2019. This policy will replace section 9.6 of the Village of Warwick Employee Handbook entitled 'Sexual Harassment' and the Village of Warwick Sexual Harassment Policy for All Employers that was adopted on October 15, 2018.

Final Comments from the Board

Executive Session (if applicable)

Adjournment

**VILLAGE OF WARWICK
2020 LIST OF HOLIDAYS**

Village Hall will be closed on the following days:

Wednesday, January 1 st	New Year's Day
Monday, January 20 th	Martin Luther King, Jr.
Monday, February 17 th	Presidents' Day
Friday, April 10 th	Good Friday
Monday, May 25 th	Memorial Day
Friday, July 3 rd	Independence Day
Monday, September 7 th	Labor Day
Monday, October 12 th	Columbus Day
Wednesday, November 11 th	Veterans' Day
Thursday, November 26 th	Thanksgiving Day
Friday, November 27 th	
Friday, December 25 th	Christmas Day

**2020 Village of Warwick Board Meetings
Village Hall – 77 Main Street, Warwick, NY**

January 6th - 7:30 p.m.
January 21st (Tuesday) Work Session - 7:00 p.m.
January 21st (Tuesday) - 7:30 p.m.

February 3rd - 7:30 p.m.
February 18th (Tuesday) Work Session - 7:00 p.m.
February 18th (Tuesday) - 7:30 p.m.

March 2nd - 7:30 p.m.
March 16th Work Session - 7:00 p.m.
March 16th Meeting - 7:30 p.m.

April 6th - 7:30 p.m.
April 20th Work Session – 7:00 p.m.
April 20th Meeting – 7:30 p.m.

May 4th - 7:30 p.m.
May 18th Work Session – 7:00 p.m.
May 18th Meeting – 7:30 p.m.

June 1st - 7:30 p.m.
June 15th Work Session – 7:00 p.m.
June 15th Meeting – 7:30 p.m.

July 6th – 7:30 p.m.
July 20th Work Session – 7:00 p.m.
July 20th Meeting – 7:30 p.m.

August 3rd – 7:30 p.m.
August 17th Work Session – 7:00 p.m.
August 17th Meeting – 7:30 p.m.

September 8th (Tuesday) – 7:30 p.m.
September 21st Work Session – 7:00 p.m.
September 21st Meeting – 7:30 p.m.

October 5th – 7:30 p.m.
October 19th Work Session – 7:00 p.m.
October 19th Meeting – 7:30 p.m.

November 2nd – 7:30 p.m.
November 16th Work Session – 7:00 p.m.
November 16th Meeting – 7:30 p.m.

December 7th – 7:30 p.m.
December 21st Work Session – 7:00 p.m.
December 21st Meeting – 7:30 p.m.



SANTA'S TOY BOX

ANNUAL TOY DRIVE FOR THE CHILDREN OF ORANGE COUNTY

November 29 – December 23



-TOY BOX SITES-

- *Graham M. Skea Lodge, Thomas Bull Memorial Park, Rt. 416, Montgomery, 615-3831 *Goshen Public Library
366 Main Street, Goshen
*Boces Regional Education Center at Arden Hill, 4 Harriman Dr., Goshen, 291-0200 294-6606
*Boces Special Ed. Center, 53 Gibson Road, Goshen, 291-0200
*Town of Newburgh Recreation Dept., intersection of Routes 32 & 300, Newburgh, 564-7815 *Greenwood Lake
*Town of Newburgh Town Hall, 1496 Route 300, Newburgh, 564-4554 Elementary & Middle
*City of Middletown Recreation Department, 47 Academy Ave., Middletown, 346-4180 School
*New Windsor Recreation Department, 555 Union Avenue, New Windsor, 565-7750
*Chester Town Hall, 1786 Kings Highway, Chester, 469-7000 *Desmond Campus, 6 Albany Post Rd.,
*Blooming Grove Town Hall, 6 Horton Road, Blooming Grove, 496-5223 Balmville, 569-3560
*Union Avenue Community Fitness Center, 565 Union Avenue, New Windsor, 561-4700
*Hamptonburgh Town Hall, 18 Bull Road, Campbell Hall, 427-5012
*Port Jervis Youth Community Center, 134 Pike Street, Port Jervis, 858-4000
*Newburgh Free Library, 124 Grand Street, Newburgh, 563-3619 *Newburgh Library -Newburgh Mall Branch-
*Warwick Village Hall, 77 Main Street, Warwick, 986-2031 Route 300, 566-0460
*Gold's Gym (Newburgh), 15 Raquet Road, Newburgh, 564-7500
*Monroe Town Hall, 1464 Orange Turnpike, 783-1900
*Albert Wisner Public Library, 1 McFarland Drive, Warwick, 986-1047 *Cornwall Town Hall
*Montgomery Town Hall, 110 Bracken Road, Montgomery, 457-2660 183 Main Street, Cornwall 534-3760



Donations go to Orange County families

We are accepting NEW toys only! Please contact sites directly for hours of operation and/or directions.
For more information, contact OC Dept. of Parks at (845) 615-3831, or, TQuinlisk@orangecountygov.com



Sponsored by Orange County Department of Parks, Recreation & Conservation

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION

Division of Water, Bureau of Flood Protection and Dam Safety
625 Broadway, Albany, New York 12233-3504
P: (518) 402-8185 | F: (518) 402-9029
www.dec.ny.gov

RECEIVED

NOV 21 2019

CERTIFIED MAIL – RETURN RECEIPT REQUESTED

November 19, 2019 VILLAGE OF WARWICK
VILLAGE CLERKS OFFICE

Honorable Michael J. Newhard, Mayor
Village of Warwick
77 Main Street
P.O. Box 369
Warwick, New York 10990

Re: Lower Warwick Reservoir Dam
DEC Dam ID#: 180-0397 (Class C – High Hazard)
Condition Rating: Unsound, Fair

Middle Warwick Reservoir Dam
DEC Dam ID#: 180-0396 (Class A – Low Hazard)
Condition Rating: Unsound, Fair

Upper Warwick Reservoir Dam
DEC Dam ID#: 180-0395 (Class A – Low Hazard)
Condition Rating: Unsound, Fair
Town of Warwick, Orange County

Dear Mayor Newhard:

I conducted a routine inspection, along with Mr. Berhanu Gonfa, of the three referenced reservoir dams on October 22, 2019 as part of the Department of Environmental Conservation's (Department) ongoing Dam Safety program. I would like to thank Mr. Chris Bennett for meeting with us on-site and discussing the particulars of the dams during the inspections.

I am writing to you because it is my understanding that, as the Village Chief Executive Officer, you represent the owner of these structures. A copy of the visual observations generated from the inspections are enclosed. The left/right nomenclature used in this letter and in the enclosed Visual Observation Reports (VOR) are based on looking downstream from the middle of each dam.

Inspection

The inspections revealed that, in general, the maintenance efforts at each of the dams have improved from the Department's inspections in 2017 and that each of the



Department of
Environmental
Conservation

dams appear to be generally well maintained. More detailed observations of each dam are included on the enclosed Visual Observation reports.

Regulations

Lower Reservoir

This dam has a hazard classification of "Small, Class C - High Hazard." The dam safety regulations, effective on August 19, 2009, require a dam owner to develop a dam safety program for their dams. The following table summarizes the current status of compliance for these dams for those sections of the regulations that have specific deadlines for compliance.

Compliance Status Table

<u>Citation</u>	<u>Requirement</u>	<u>Status</u>
673.6	Develop and implement an Inspection & Maintenance (I&M) Plan by August 19, 2010.	An I&M Plan must be available for review, if requested.
673.7	Develop and submit to the Department an Emergency Action Plan (EAP) no later than August 19, 2010, and review and update annually thereafter.	Our records show that the latest revision of the EAP for this dam is dated 3/5/2019.
673.8	Submit an Annual Certification (AC) to the Department by January 31 st of each year (covering the previous calendar year).	An AC for calendar year 2018 was received.
673.13	The first Engineering Assessment (EA) of a Small, Class C dam was due no later than August 19, 2014, and a full Engineering Assessment is due every 10 years thereafter.	The EA, last revised June 2014, has been accepted. The next EA update is due no later than June 2024.

Upper and Middle Reservoirs

These dams are currently considered to be "Class A - Low Hazard" dams. The owners of Class A - Low Hazard dams are required to:

1. Operate and maintain the dam and all appurtenant structures in a safe condition at all times.
2. Maintain in good order all available records regarding the dam and provide those records to any new owner.
3. Develop and implement an Inspection and Maintenance (I&M) Plan for each structure no later than August 19, 2010.

The full text of the revised 6 NYCRR Part 608 and Part 673, along with technical guidance, templates and forms can be downloaded from the Dam Safety webpage at: <http://www.dec.ny.gov/lands/4991.html>.

Condition Ratings

On March 12, 2015, you were notified that the Department assigned a Condition Rating of "**Unsound, Fair**" to all three dams as the result of the Reservoir Systems Analysis dated March 2015. The Condition Rating was assigned based on the findings in the report that all three dams have inadequate spillway capacity as defined in the Department's Guidelines for Design of Dams. This Condition Rating means that the deficiencies at these dams are of such a nature that the safety of the dams cannot be assured; however, the dams are expected to perform adequately under normal loading conditions. However, rare or extreme hydrologic loading events may result in unacceptable performance. **This condition rating will remain in effect until such time that the dams have been brought into conformance but may be upgraded if conditions worsen.** The owner of a dam with a condition rating of Unsound is in violation of 6 NYCRR Part 673 and ECL Article 15 Section 0507.

Please keep in mind that any repair or construction related to the dam may require permits from the Department. Well in advance of beginning work at the dam, please check with the Regional Permit Administrator in the Schenectady office (518-357-2398) to see if any permits are needed.

If you have any questions regarding the above or the Dam Safety program in general, please contact me at 518-402-8252 or by e-mail at Warren.Shaw@dec.ny.gov.

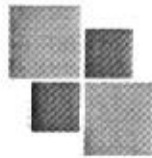
Sincerely,



Warren Shaw, P.E.
Professional Engineer 1
Dam Safety Section

ec: Chris Bennett, Water Distribution Supt. water@villageofwarwick.org
Alon Dominitz, NYSDEC, Dam Safety Section, Chief
Berhanu Gonfa, NYSDEC, Region 3, Water
Alan Mack, Orange Co. Dept. Emergency Management, amack@orangecountygov.com
Dominick Greene, Orange Co. Dept. Emg Management, dgreen@orangecountygov.com

bc: Project file
Daybook



LEHMAN & GETZ
CONSULTING ENGINEERS

November 21, 2019

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

Re: Warwick Feed & Grain Property
15 Elm Street
Section 210, Block 7, Lot 3
L&G #1803.5

Dear Mayor Newhard and Trustees:

We have reviewed the following documents prepared by Joe Irace, AIA LEED AP, for the proposed zone change at the Warwick Feed & Grain property located at 15 Elm Street. The applicant requests a zone change from Light Industrial (LI) to Central Business (CB). The attached documents were submitted as part of his petition:

- Letter to the Board requesting a zone change, dated 9/26/19
- Copy of a letter to the Board dated 7/28/19
- Copy of the Owner's Authorization 7/28/19
- A schematic drawing of the property boundaries
- A conceptual site plan, dated 7/29/19.

The property includes approximately 1.1 acres. It has public road frontage along Elm Street and also at a driveway connection at West Street. Its location on the Village's zoning map is shown in Figure 1.

Both the LI and CB zoning districts allow many general, business, and service uses, such as educational facilities, libraries, retail uses, professional offices, restaurants, service stations, hotels, and motels. The proposed zone change from LI to CB would allow a wider variety of uses than what LI currently allows, and specifically, residential uses. The lists provided on the following page provide a summary of the change in allowed uses. Several pages from Article III of the zoning code are attached at the end of this report to provide additional detail on uses and bulk requirements.

ZONE CHANGE FROM LIGHT INDUSTRY (LI) TO CENTRAL BUSINESS (CB)

USES THAT WOULD NOW BE ALLOWED:

Residential Uses

- all residential uses

Mixed Uses

- home occupations
- residences on 2nd and 3rd floors of existing buildings

General Uses

- churches / places of worship
 - annual membership clubs / outdoor recreation
 - fraternal organizations
 - cemeteries
 - volunteer ambulance service facilities
 - hospitals / nursing homes
 - fire stations.
-

USES THAT WOULD NOW BE EXCLUDED:

General Uses

- public utility facilities
- health clubs, spas, fitness centers, gymnasiums
- medical offices / medical facilities

Business & Service Uses

- agriculture
 - manufacturing / assembly / finishing
 - research and design facilities
 - contractor's storage yards
 - indoor recreation
 - warehouses.
-

We provide the following comments on the proposed zone change:

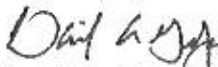
1. The CB zone could expand to include Lot 210-7-3 without being considered "spot zoning", since properties in CB zone are located immediately adjacent to the property.
2. Because both the LI and CB zones allow a wide range of uses, the impacts of the zone change on the local infrastructure, traffic volumes, economics, environment, and other resources cannot be clearly defined. Any proposed development of the property would be subject to SEQR review by the Village on a case-by-case basis. Because the previous uses of the property included several large buildings and paved areas, it is unlikely that any new development would increase the development coverage above previous levels.

3. Much of the property is located within the flood plain. All development must meet FEMA and Village flood plain regulations.
4. It appears that many aspects of the zone change would be consistent with recommendations made in the Village's Comprehensive Plan and Countryside Exchange Report (2000):
 - a. Providing affordable housing for singles and single parents at or below the median income of the region.
 - b. Providing a mix of housing sizes and values to encourage diversity and provide affordable housing.
 - c. Encouraging infill projects where existing but underutilized sites are developed at a scale and mix of land uses complementary to immediate neighboring property.
5. Residents of the site would live within easy walking distance of downtown restaurants, shops, bus stop, etc.

We provide the following comments on the applicant's conceptual site plan:

1. The plan includes a multi-family residence with 12 one-bedroom apartments. In addition, the existing tower would be converted to office space and a possible apartment. All of these uses are allowed in the CB zone. If the zone change is approved and the project moves forward, the applicant will be expected to comply with the code for multi-family residences, and the Village's Design Standards for architectural design, signage, lighting and landscaping.
2. Multiple residences are allowed in the CB zone, but it appears that the current design would require several area variances in addition to the zone change. It appears that variances would be needed for side and rear yards and setbacks, for the number of dwelling units per building, for building length, and for lot coverage.
3. Section 145-127 of the code includes various conditions that would be discussed during the site plan review process. These include providing a suitably fenced children's play area not less than 100 sf of ground area for each dwelling unit. The proposed plan appears to meet the Village's parking requirements for one-bedroom apartments (1.5 spaces/dwelling unit), although setback distances and screening requirements would need to be addressed. Due to the proposed density of development, stormwater management through the use of green infrastructure should be considered to offset impacts from the lot coverage issue.
4. The plan includes the placement of many feet of fill material so that the new buildings would be constructed in accordance with flood plain regulations.

Sincerely,



David A. Getz, P.E.

Lehman & Getz, P.C., Village Engineers

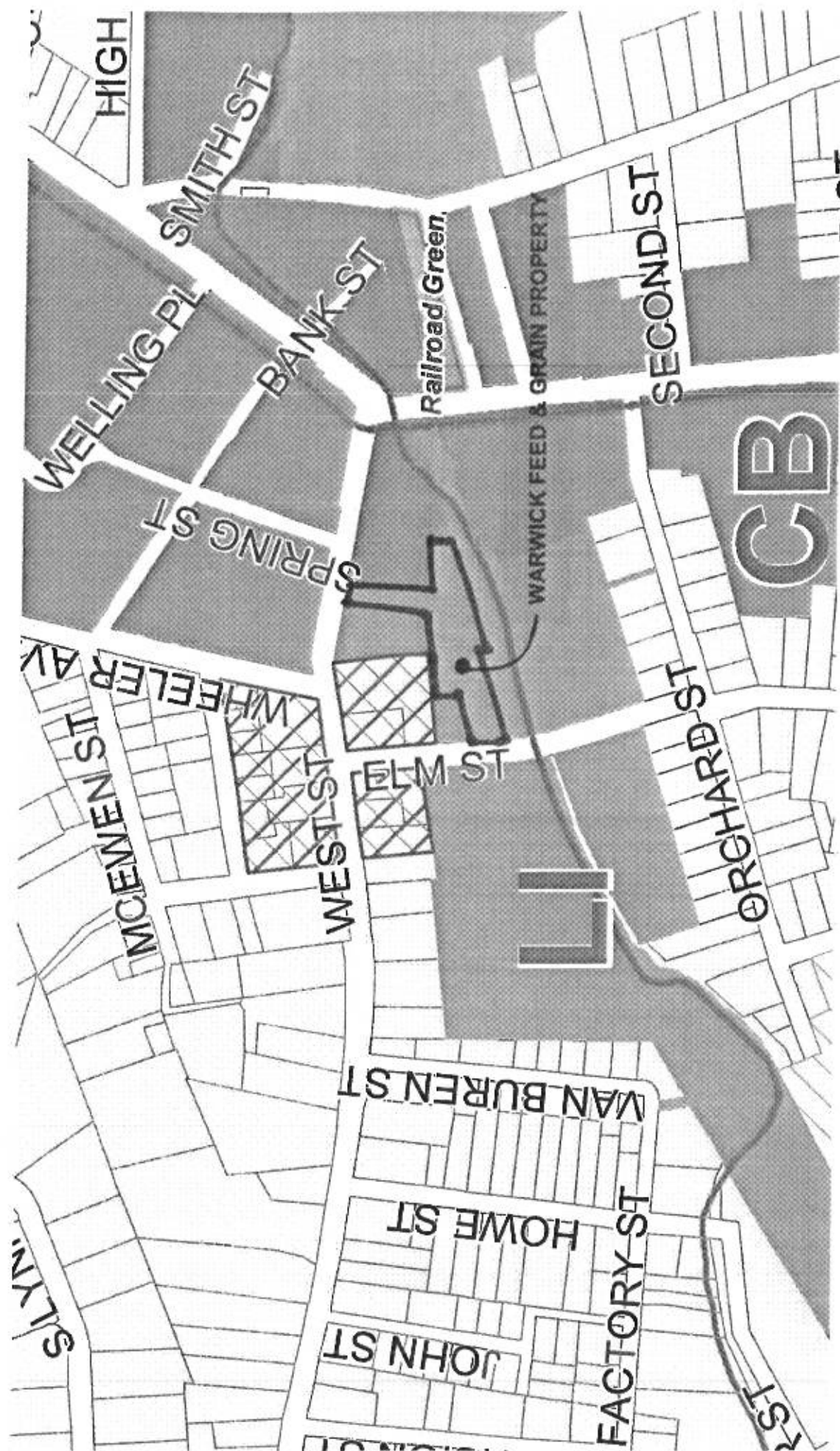


FIGURE 1

ARTICLE III Use Regulations

145-30 General Requirements

The general requirements affecting the use of buildings, structures and land for each of the districts established by Article II are hereby established and set forth in this Article.

145-31 Use Table

The accompanying table entitled "Table of General Use Requirements" shall be deemed part of this chapter and is referred to herein as the "Use Table".

145-32 Utilization of Use Table

- A. The Use Table, included herein, is divided into columns with each column headed by a capital letter(s) represent the respective Zoning Districts for reference. Vertical lines divide the requirements for one (1) district from those of another.

Village of Warwick Zoning Law

B. In the Use Table, all uses are indicated as follows:

- P** Uses permitted by right and subject to the bulk and supplemental requirements as applicable.
- C** Uses permitted only upon approval of the Planning Board and are conditional thereon pursuant to Article XI and Article XII of this Zoning Law.
- S** Special uses permitted on approval of the Village Board in accordance with Article XVI.
- *** All uses denoted by an asterisk (*), including all special permit uses and conditional uses, also require Site Plan approval by the Planning Board in accordance with Article IX.

C. The uses identified in Structure/Land Use column have a corresponding letter designating a Use Group for reference to the Table of Bulk Requirements. Certain uses do not have respective Bulk Requirements and are designated with "n/a" in the Use Group column. For uses where there is no respective Use Group identified, applicants are encouraged to provide the Planning Board with a proposal for a Use Group related to a similar structure or use as the one being proposed.

D. Any use not identified in the Use Table shall be deemed prohibited. Any use indicated as conditional shall be deemed prohibited unless approved in a manner specified by this chapter. Where conditional uses are identified by generic word or description, the Planning Board shall determine whether a specific use shall be construed to be part of such generic class. In making such determination, the Planning Board shall consider to what extent the proposed use is alike, in land use impacts, the class of use indicated in the Use Table.

145-33 Prohibited Uses

The uses which are listed in this section are prohibited in the Village, subject to the qualifications set forth in § 145-23D.

A. Manufacturing uses involving primary production of the following products from raw materials:

1. Asphalt, cement, charcoal and fuel briquettes.
2. Chemicals: aniline dyes, ammonia, carbide, caustic soda, cellulose, chlorine, carbon black and bone black, creosote, hydrogen and oxygen, industrial alcohol, nitrates (manufactured and natural) of an explosive nature, potash, plastic materials and synthetic resins, pyroxilin, rayon yarn and hydrochloric, nitric, phosphoric, picric and sulfuric acids.
3. Coal, coke and tar products, including gas manufacturing; explosives; fertilizers; gelatin, glue and size.
4. Linoleum and oilcloth; matches; paint; varnish and turpentine.
5. Rubber (natural and synthetic); soaps, including fat-rendering; starch.

Table of Use Requirements												
Land Use District	R	LO	MR-SC	CCRC	CB	SC	LI	TND ¹	PAC ²	AD ³	Use Group ⁴ (See Bulk Tables)	Special Conditions ⁵
Residential Uses												
One family residence	P*	P*			P*						b	
One-family residence semi-attached/lot	C*	C*			C*						h	\$145-128
Two-family detached residence ⁵	P*	P*			P*						g	
Community residence facilities ⁶	P*	P*			P*						c	
Multiple Residence	S*	S*			S*							
Senior Citizen Housing Development	C*	C*	C*		C*						g	\$145-127
Accessory Apartment (one)	C*	C*			C*						i	\$145-124
Guesthouse/Servant Caretaker Dwelling	C*	C*			C*						b	\$145-120.4
Apartment	S*	S*			S*						n/a	\$145-120
Family/Group Care Facilities	C*	C*			C*						g	\$145-120
											c	\$145-120
Mixed Uses												
Residential Professional Office	C*	C*									p	\$145-120
Bed & Breakfast Establishments	C*	C*									n/a	\$145-120.2
Home Occupation	C*	C*			C*	C*					b	\$145-120.3
Residences on 2nd & 3rd Floor of existing bldg.					C*	C*					j	\$145-120
General Uses												
Public utility facilities ⁷	P*	P*									n/a	
Public utility buildings	C*	C*			C*	C*	P*				n/a	\$145-120
Wireless telecommunication facilities					S*	S*	S*				n/a	\$145-110.1
Village of Warwick uses and buildings	P	P			P	P	P				n/a	
Churches/Places of worship	C*	C*			C*	C*					d	\$145-120

Table of Use Requirements

Land Use District	R	LO	MR-SC	CCRC	CB	CS	LI	TND ¹	PAC ²	AD ³	Use Group ⁴ (See Table)	Special Conditions ⁵
Educational Facilities	S*	S*			S*	S*	S*				d	\$145-120
Annual membership clubs/Outdoor recreation	C*	C*			C*	C*					d	\$145-120
Fraternal Organization	C*	C*			C*	C*					k	\$145-120
Cemeteries	S*	S*	S*		S*	S*					e	\$145-120
Volunteer ambulance service facilities	S*	S*	S*		S*	S*					b	\$145-120
Hospitals/Nursing homes	S*	S*	S*		S*	S*					e	\$145-120
Ambulatory Care Center	S*	S*	S*	S*	S*	S*					c	\$145-120
Fire stations	S*	S*		S*	S*	S*					n/a	\$145-120
*Health club, spa, fitness center, gymnasium (*adopted 10/7/13)											n	
Medical offices/medical facilities				S*		P*	P*				c	\$145-120
Skilled Nursing/Rehabilitation Facility				S*			S*				e	\$145-120
Adult home/Assisted living facilities				S*							c	\$145-120
Congregate housing	S*			S*							c	\$145-120
Adult day care				S*							c	\$145-120
Libraries/Museum/Art galleries	S*				P*	P*	P*				k	\$145-120
Business & Service Uses												
Agriculture	P*	P*									a	
Nursery school	C*	C*	S*	S*	C*	C*					b	\$145-120
Day care	C*	C*	S*	S*	C*	C*					b	\$145-120
Buildings or stands for agricultural product sales ⁶	P*	P*			P*	P*					n/a	
Business/Professional/Government offices		P*			P*	P*	P*				j	
Funeral homes/Mortuaries		P*			P*	P*	P*				j	
Banks		P*			P*	P*	P*				j	
Retail stores					P*	P*	P*				k	

Table of Use Requirements

Land Use District	R	IO	MR-SC	CCRC	CB	GC	LI	TND ¹	PAC ²	AD ³	Use Group ⁴ (See Bulk Tables)	Special Conditions ⁵
Personal service stores												
Eating/Drinking establishments					P*	P*	P*				k	
Service establishment other than of a personal nature					P*	P*	P*				k	
Theatres/Cinemas					P*	P*	P*				k	
Outlets for laundries/cleaning					P*	P*	P*				k	
Newspaper printing					P*	P*	P*				k	
Manufacturing for sale on premises					P*	P*	P*				k	
Hotels/Motels					C*	C*	C*				k	\$145-120
Gasoline service station					C*	C*	C*				m	\$145-121
Automobile sales and service, including repairs					C*	C*	C*				o	\$145-122
Car washes					C*	C*	C*				o	\$145-122
Manufacturing/assembly/finishing						C*	C*				o	\$145-123
Research and design facilities							P*				m	
Contractor's storage yard							P*				m	
Indoor Recreation (e.g. batting cages, tennis courts)							C*				m	\$145-126
Warehouse							P*				m	
							S*				m	\$145-120

1. For allowable uses in the TND District, please see \$145-28.
2. For allowable uses in the PAC District, please see \$145-26.
3. For allowable uses in the AD District, please see \$145-27.
4. For uses which contain "n/a" in this column, applicants should provide the Planning Board or Village Board with a proposal for a Use Group related to a similar structure or land use.
5. Not more than one principal residential building per lot.
6. Subject to Village Board approval as to site selection pursuant to \$41.34 of NYS Mental Hygiene Law.

TABLE OF BULK REQUIREMENTS

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	15A	16	17	18	19	20
Use Group	Minimum Lot Area (sq. ft.) (see Note 4)	Lot Width (ft.)	Front Setback (ft.)	Front Yard (ft.)	Side Setback (ft.)	Total Side Setback (ft.)	Side Yard (ft.)	Side Yard within 25' of Residential District Boundary (ft.)	Rear Setback (ft.)	Rear Yard (ft.)	Rear Yard within 25' of Residential District Boundary (ft.)	Street Frontage (ft.)	Max Height (ft.)	Development Coverage (%) (see Note 4)	Building Coverage (%) (see Note 4)	Floor Area Ratio (F.A.R.)	Lot Depth (ft.)	Usable Floor Area/ Dwelling Unit (sq. ft.)	Lot Area/ Dwelling Unit (sq. ft.) (see Note 4)	Bedrooms per Acre of Lot Area
a	200,000	400	100	100	100	200	75	100	100	75	100	300	35	25	n/a	0.20	500	n/a	n/a	n/a
b	20,000	100	35	35	20	50	10	n/a	35	10	n/a	80	35	35	n/a	0.25	125	1,250	n/a	n/a
c	40,000	150	50	50	30	60	20	20	30	30	30	100	35	20	n/a	0.20	200	600	4,000	12
d	40,000	100	100	20	20	50	20	40	45	20	35	100	40	n/a	25	0.20	200	n/a	n/a	n/a
e	80,000	200	50	20	20	40	10	10	20	10	10	200	35	n/a	n/a	n/a	200	n/a	n/a	n/a
f	17,500	100	35	35	20	50	10	n/a	35	10	n/a	75	35	35	n/a	0.25	125	1,200	n/a	n/a
g	22,500	125	40	40	25	60	15	n/a	35	10	n/a	90	35	35	n/a	0.25	125	900	n/a	n/a
h	40,000	20	20	20	Note 5	Note 5	Note 5	n/a	35	35	n/a	20	35	20	n/a	0.20	100	600	4,000	12
i	40,000	150	50	25	30	60	20	20	30	30	30	100	35	40	n/a	n/a	200	600	2,000	24
j	5,000	50	Note 1	n/a	10	10	10	15	10	10	20	50	40	80	40	0.40	50	600	n/a	n/a
k (see Note 6)	5,000	50	Note 1	n/a	10	10	10	n/a	10	10	n/a	50	40	100	n/a	n/a	50	n/a	n/a	n/a
l	5,000	50	Note 1	n/a	10	10	10	20	10	10	20	50	40	n/a	40	n/a	100	n/a	n/a	n/a
m	40,000	100	40	15	20	n/a	20	40	40	20	35	100	40	n/a	40	n/a	150	n/a	n/a	n/a
n	20,000	100	40	15	20	50	10	20	40	10	20	100	35	n/a	60	0.20	200	n/a	n/a	n/a
o	10,000	100	Note 1	n/a	10	10	10	20	10	10	20	100	40	80	n/a	n/a	100	n/a	n/a	n/a
p	20,000	100	35	35	20	50	10	n/a	35	10	n/a	80	35	70	n/a	0.25	200	700	n/a	n/a
q	400,000	800	100	50	75	150	50	50	75	50	50	800	Note 2	40	20	0.45	400	Note 3	2,000	24

Note 1 - The required front setback need not be greater than the average setback of the two nearest neighboring structures located on the same side of the street within 150 feet of the proposed building.

Note 2 - The maximum building height shall not exceed thirty-five (35) feet, except that new construction may include one building which shall not exceed forty (40) feet in height. Hotels/motels shall not exceed thirty (30) feet in height.

Note 3 - Efficiency - 400 sq ft. One bedroom - 550 sq ft. Two bedrooms - 750 sq ft

Note 4 - Lot area shall be defined in § 145-181 for columns 2, 15, 15A, 19 and 20 per Local Law #1 of 2001.

Note 5 - See § 145-128.

Note 6 - 100% development coverage permitted only when project incorporates a "green roof".

February 17, 2009

State Environmental Quality Review Act (SEQR)
Notice of Public Scoping Session

RECEIVED

NOV 25 2019

**Pulpit Rock Inn
West Street Extension (SBL 43-1-48)
Town of Warwick Planning Board, Orange County, NY**

VILLAGE OF WARWICK
VILLAGE CLERKS OFFICE

The Town of Warwick Planning Board, as Lead Agency, is reviewing an application from NADA LLC for a proposed Inn on West Street Extension near the Village of Warwick. The Pulpit Rock Inn proposal includes the following site development activities: a 7,853 square foot hotel with 62 rooms, six cottages consisting of 2,236 square feet and eight units in each structure for an additional 48 overnight units and an additional 13,416 square feet, an outdoor pool, parking for an initial 94 cars and potentially 120 spaces in total, served by a sewage treatment facility, an individual well, and stormwater management facilities. The site consists of former farmland and contains freshwater wetlands, forested areas, and the Wawayanda Creek, a class "C (T)" State protected stream. The site is within the Town of Warwick's Suburban Residential Low Density (SL) Zoning District as well as the Town's Aquifer Protection (AQ-O) and Biodiversity Conservation Overlay (BC-O) districts. The site is also within the Town's Traditional Neighborhood Overlay (TN-O) Zoning District but the provisions of this Zoning District do not apply to the action.

The Planning Board has required the applicant to prepare a Draft Environmental Impact Statement (DEIS) to address potential environmental impacts of the project. Involved and Interested Agencies, residents and other members of the public are invited to participate in defining the scope (or contents) of the DEIS reflecting their concerns and information needs.

On December 18, 2019 at 7:30 PM, the Planning Board will hold a public scoping session at the Town of Warwick Town Hall, 132 Kings Highway, Town of Warwick. The applicant has prepared a Draft Scoping Document that outlines the areas they have proposed for study in the DEIS. This document is available in the Planning Department at Town Hall for review or reproduction at 25¢ per page. The document is also available at the Wisner Library for viewing. An electronic version of the Draft Scoping Document is available on the Internet for viewing, downloading, or printing at <http://www.townofwarwick.org>. Written comments on the Draft Scoping Document are welcomed. Persons attending the public scoping session will have an opportunity to speak to make their scoping suggestions known. The period for submitting written comments on the scope of the DEIS will close on January 2, 2020. Comments should be submitted by that date to Connie Sardo, Town of Warwick Planning Board, 132 Kings Highway, Warwick, NY 10990. Afterwards, the Planning Board will issue a Final Scoping Document.

This Notice and the Draft Scoping Document Sent to:

NADA LLC, applicant

Lehman & Getz Engineering, PC

Engineering & Surveying Properties, PC

Supervisor Michael Sweeton

Town Board of the Town of Warwick

Town of Warwick Planning Board

Town of Warwick Conservation Advisory Board

Town of Warwick Architectural Review Board

Village of Warwick Board of Trustees

Orange County Department of Health

Orange County Department of Planning

New York State Department of Environmental Conservation

United States Army Corps of Engineers

Wisner Library

Environmental Notice Bulletin

enb@gw.dec.state.ny.us

SCOPING DOCUMENT

FOR

PULPIT ROCK INN

**DRAFT ENVIRONMENTAL
IMPACT STATEMENT (DEIS)**

**WEST STREET
TOWN OF WARWICK,
ORANGE COUNTY, NEW YORK**

RECEIVED

NOV 25 2019

**VILLAGE OF WARWICK
VILLAGE CLERKS OFFICE**

Lead Agency and Contact Person:

Town of Warwick Planning Board
132 Kings Highway
Warwick, NY 10990
Attn: Benjamin Astorino -Planning Board Chairman
(845) 986-1127 ext. 261

Preparer and Contact Person:

Engineering & Surveying Properties, P.C.
71 Clinton Street
Montgomery, New York 12549
Attn: Jane Samuelson, P.E.
(845) 457-7727

Date of Acceptance: _____

GENERAL GUIDELINES

- a. The Draft Environmental Impact Statement ("DEIS") shall address all items and conform to the format outlined in this Scoping Document.
- b. The document should be written in the third person. The terms "we" and "our" should not be used. The Applicant's conclusions and opinions should be identified as those of the "Project Sponsor," "Applicant" or "the Developer."
- c. Narrative discussions should be accompanied by appropriate charts, graphs, maps and diagrams whenever possible. If a particular subject matter can most effectively be described in graphic format, the narrative discussion should merely summarize and highlight the information presented graphically.
- d. The entire document should be checked carefully to ensure consistency with respect to the information presented in the various sections.
- e. Environmental impacts should be described in terms that the layperson can readily understand.
- f. All discussions of mitigation measures should consider at least those measures mentioned in the Scoping Document. Where reasonable and necessary, mitigation measures should be incorporated into the Proposed Action if they are not already included.
- g. The DEIS may incorporate in the text or as appendices all or portions of other documents including other EISs that contain information relevant to the Project Site.
- h. The DEIS will discuss, where appropriate, all related short-term and long-term impacts, cumulative impacts and associated environmental impacts.
- i. Full-scale Site Plans are to be submitted with the DEIS as a separate appendix. All plans and maps showing the Site will include adjacent homes, other neighboring uses and structures, roads, and water bodies within 100 feet of the property boundaries, a legend and north arrow.

The DEIS is intended to convey general and technical information regarding the potential environmental impacts of the Proposed Project to the Town of Warwick Planning Board (as Lead Agency), as well as several other agencies involved in the review of the Proposed Project. The DEIS is also intended to convey the same information to the interested public. The Preparer of the DEIS is encouraged to keep this audience in mind as it prepares the document. Enough detail should be provided in each subject area to ensure that most readers of the document will understand, and be able to make decisions based upon, the information provided.

As the DEIS will become, upon acceptance by the Lead Agency, a document that may, if appropriate, support objective findings on approvals requested under the application, the Preparer is requested to avoid subjective statements regarding potential impacts. The DEIS should contain objective statements and conclusions of facts based upon technical analyses. Subjective evaluations of impacts where evidence is inconclusive or subject to opinion should be prefaced by statements indicating that "It is the Applicant's opinion that...". The Town of Warwick Planning Board reserves the right, during review of the document, to require that subjective statements be removed from the document or otherwise modified to indicate that such subjective statements are not necessarily representative of the findings of the Lead Agency.

DESCRIPTION OF THE PROPOSED ACTION

The Proposed Action consists of the development of a 62-room hotel and six cottages with eight-unit each, for a total of 110 units on a +/-9.0-acre parcel located on the south side of West Street. The Applicant is seeking Site Plan and Special Use Permit approval for the Project from the Town of Warwick Planning Board. The Proposed Project is classified as an Unlisted Action under SEQRA per 6 N.Y.C.R.R. § 617.

The property is known as Section 43, Block 1, Lot 48 on the Town of Warwick tax maps. Access to the site will be from a new driveways entrance located on West Street. The project proposes 94 parking spaces and 26 land banked spaces to be built as needed in the future. Water supply will be provided by a proposed private on-site well. Sewer service will be provided by a proposed on-site subsurface sewage disposal system. The Applicant's purpose for the Project is to provide hospitality and overnight accommodations proximate to the Village and Town of Warwick.

INVOLVED AGENCIES

NYS Department of Environmental Conservation
Orange County Department of Health
Town of Warwick Planning Board

INTERESTED AGENCIES

Town of Warwick Highway Department
Village of Warwick Board of Trustees
NYS OPRHP

COVER SHEET

- A. Identification as Draft Environmental Impact Statement.
- B. Title/name of the Project.
- C. Location (County and Town) of the Project.
- D. Name and address of the lead agency; name and telephone number of the person to contact at the lead agency for information and SEQRA status.
- E. Name and address of Project Sponsor, name, address and telephone number of the person representing the applicant.
- F. Name, address and email address of the primary preparer(s) of the DEIS.
- G. Date of submittal and all DEIS revision dates.
- H. Date of acceptance of the DEIS as complete (to be inserted at later date).
- I. Date of Public Hearing and subsequent adjournments (to be inserted at later date).
- J. The deadline date by which comments are due (to be inserted at later date).

TABLE OF CONTENTS

The DEIS shall include listings of major sections and subsections, tables, figures, maps, charts, appendices & any items that may be submitted under a separate cover (and identified as such).

I. EXECUTIVE SUMMARY

The Executive Summary shall consist of a brief but precise summary of the DEIS that adequately and accurately summarizes the description of the Proposed Action and identifies any significant adverse impacts, the proposed mitigation measures, and the alternatives analyzed in the body of the document. It will also include a list of all required reviews and approvals from Town, County, State and Federal agencies

II. DESCRIPTION OF THE PROPOSED ACTION

The Description of the Proposed Action shall be a detailed presentation of the proposal with supporting graphic materials

1. INTRODUCTION

1. History of the Proposed Action application to the Planning Board
2. History of SEQRA process (i.e., relevant dates establishing Lead Agency, the date of adoption of the Positive Declaration)
3. Establish the purpose of Draft Environmental Impact Statement

2. SITE LOCATION & DESCRIPTION

1. Establish geographic boundaries and conditions of the Site, tax map designation and abutting roads
2. Site acreage, easements affecting the Site, and existing access
3. Discuss land uses in the immediate area (1/2 mile) and relationship of Project to those uses
4. Site description (existing zoning and any need for variances or waivers, Site character, vegetation conditions, wetlands, wildlife and habitat, etc.)

3. SITE DESIGN & LAYOUT

1. Site Areas
 - a. Area of Site disturbance
 - b. Proposed impervious surface area (roofs, driveways, roads, etc.)
 - c. Description of natural areas and areas of the Site to remain undisturbed
2. Structures
 - a. Description of proposed structures
 - b. Building dimensions and sizes
 - c. Location of buildings and structures
3. Site access, vehicular and pedestrian circulation, and parking
 - a. Location of roadways, sidewalks and parking
 - b. Number of parking spaces and layout
 - c. Description of access to nearby sidewalks
 - d. Proposed public rights of way improvements, if any
4. Utilities
 - a. Sewer
 - b. Water
 - c. Stormwater facilities & drainage

4. OPERATION AND MAINTENANCE OF THE PROJECT

1. Ownership and management of Project
2. Hours of operation
3. Maintenance of on-site improvements (sewer, water, stormwater)

5. PERMITS AND APPROVALS REQUIRED

List approvals needed

1. Local
 - a. Site Plan Approval - Town of Warwick Planning Board
 - b. Special Use Permit - Town of Warwick Planning Board
 - c. Highway Work Permit for improvements on West Street - Town of Warwick DPW
 - d. MS4 SWPPP Acceptance - Town of Warwick Town Board
2. County
 - a. Water Supply Application - Orange County Health Department
3. State
 - a. SPDES permit (Stormwater) - New York State Department of Environmental Conservation
 - b. SPDES permit (Wastewater) - New York State Department of Environmental Conservation

III. ENVIRONMENTAL SETTING, POTENTIAL IMPACTS AND PROPOSED MITIGATION MEASURES

This Section of the DEIS shall describe the existing environmental conditions on the Site and off-site areas where there may be significant adverse impacts caused by the Proposed Action. The extent of off-site areas studied for the existing conditions shall be defined for each issue. Sufficient detail will be provided so that reviewers are able to gain an understanding of current conditions and the context of which potential impacts will be assessed.

For each of the following topics, existing site conditions are to be defined, proposed site conditions shall be described along with potential impacts resulting from the Proposed Action, and mitigation measures designed to avoid, minimize or offset potential impacts are to be proposed. The methodology and standards used to quantify projected impacts are to be described.

A. LAND

Existing Conditions

- a. Identify soil types found on the Site as presented in the Orange County Soil Survey
- b. Identify the depth to bedrock and seasonal high ground water table for each soil type
- c. Identify the slopes ranges found on the Site (0-10%, 10-15%, 15+)

Potential Impacts

- a. Quantify the total area of disturbance
- b. Quantify the disturbance by slope range
- c. Discuss impacts that may occur resulting from depth to bedrock or water table
- d. Discuss soil erosion and sediment control measures designed in accordance with the NYS Department of Environmental Conservation's "New York Standards and Specifications for Erosion and Sedimentation Control" (current version)

Mitigation Measures

- a. Mitigation will be proposed for identified adverse environmental impacts as necessary. Unavoidable adverse impacts will be identified

B. SURFACE WATER RESOURCES

Existing Conditions

- a. Location and description of on-site and off-site surface waterbodies, including NYSDEC and ACOE designated wetlands and buffer areas
- b. Classification of waterbodies according to NYSDEC and/or ACOE
- c. Description of existing drainage areas

Potential Impacts

- a. Discuss potential impacts associated with any wetland or wetland buffer disturbance
- b. Discuss any encroachments into surface water resources including whether encroachments are temporary or permanent.
- c. Discuss potential impacts from future drainage patterns, stormwater peak discharges, stormwater quantity reduction and stormwater quality
- d. Discuss potential for diminished water quality of surface waters by erosion due to construction
- e. Discuss Stormwater Pollution Prevention Plan (SWPPP in accordance with the NYS Dept. of Environmental Conservation's "Stormwater Management Design Manual" (Current version)

Mitigation Measures

- a. Mitigation will be proposed for identified adverse environmental impacts as necessary. Unavoidable adverse impacts will be identified

C. GROUND WATER RESOURCES

Existing Conditions

- a. Provide the location and description of any existing on-site wells
- b. Identify whether the Site is located over a designated aquifer
- c. Discuss whether the Site is located within the Town's Aquifer Protection Overlay District (AQ-O)

Potential Impacts

- a. Describe the proposed well location
- b. Calculate the anticipated amount of water usage for the Proposed Action
- c. Discuss the source of contaminants (i.e. pesticides, herbicides, deicing agents, subsurface sewage disposal systems) from the Site and adjacent properties and their potential impacts to the proposed well and identified resources

Mitigation Measures

- a. Mitigation will be proposed for identified adverse environmental impacts as necessary. Unavoidable adverse impacts will be identified

D. PLANTS AND ANIMALS

Existing Conditions

- a. Vegetative/ecological communities within the limits of the Site will be identified and described
- b. The New York State Natural Heritage Program, New York State Department of Environmental Conservation, and the US Fish & Wildlife Service will be contacted to determine the recorded presence of threatened, endangered, or unique and rare plant and animal species on the site.
- c. On-site investigations will be made by a qualified biologist to generally identify resident and transient species on the Site.

- d. Discuss whether the Site is located within the Town's Biodiversity Conservation Overlay District (BC-O)

Potential Impacts

- a. Describe the potential impacts to plant and animal communities on, or in the vicinity of the Site, due to construction of the Proposed Action

Mitigation Measures

- a. Mitigation will be proposed for identified adverse environmental impacts as necessary. Unavoidable adverse impacts will be identified

E. AGRICULTURAL RESOURCES

Existing Conditions

- a. Discuss whether the Site is located within an agricultural district and what portions of the Site are considered agricultural
- b. Describe agricultural soil groups found on the Site
- c. Describe the timeframe for when the Site was last used for agricultural purposes

Potential Impacts

- a. Discuss if a portion or all of the agricultural soil will be permanently transformed by the Project
- b. Describe the loss of agricultural productive soils and how this would affect the agricultural district

Mitigation Measures

- a. Mitigation will be proposed for identified adverse environmental impacts as necessary. Unavoidable adverse impacts will be identified

F. AESTHETIC RESOURCES

1. Visual

Existing Conditions

- a. Provide narrative and graphic representation describing the existing scenic resources and visual character of the surrounding neighborhood
- b. Aesthetic and historic resources important to the community in the vicinity of the site shall be identified
- c. Identify whether the site is visible from any public parks or trails

Potential Impacts

- a. Describe the proposed visual conditions of the Site
- b. Discuss the potential diminished public enjoyment of the Site
- c. Discussion of proposed signage (location, proposed colors, and size of signage).

Mitigation Measures

- a. Mitigation will be proposed for identified adverse environmental impacts as necessary. Unavoidable adverse impacts will be identified.

G. HISTORIC AND ARCHAEOLOGICAL RESOURCES

Existing Conditions

- a. Identification of sites having potential significant historical or archaeological value on or adjacent to the site

Potential Impacts

- a. Discuss results of Cultural Resources Survey and Investigation including any interaction with State Office of Parks, Recreation and Historic Preservation ("OPRHP" or "SHPO").
- b. Describe the potential for construction of the Proposed Project to affect any cultural resources that may be present on the Project Site.

Mitigation Measures

- a. Mitigation will be proposed for identified adverse environmental impacts as necessary. Unavoidable adverse impacts will be identified.

H. TRAFFIC/TRANSPORTATION

Existing Conditions

- a. Provide a description of size, capacity and physical condition of the following roadways:
 - West Street
 - County Route 1A
- b. Provide the current levels of service for Weekday P.M. and Saturday peak hour traffic flow for the following intersections
 - West Street and County Route 1A
 - West Street and Eagle's Watch (Pelton Crossing Subdivision)

Potential Impacts

- a. Describe proposed on-site traffic improvements and traffic circulation
- b. Grow the existing traffic volumes at the identified intersections to determine the 2024 "No-Build" traffic volumes
- c. Using accepted sources, such as the Institute of Transportation Engineers' publication, *Trip Generation, 10th Edition*, determine how much traffic will be generated by the proposed Project
- d. Establish trip distribution patterns for the generated trips
- e. Add the Project generated trips to the "No-Build" traffic volumes to yield the "Build" traffic volumes at the identified intersections
- f. Compare intersection levels of service for the "Build" and "No-Build" peak-hour traffic volumes to identify potential project impacts

Mitigation Measures

- a. Mitigation will be proposed for identified adverse environmental impacts as necessary. Unavoidable adverse impacts will be identified.

IV. ALTERNATIVES

This section contains alternatives to the proposed Project that may minimize or avoid adverse environmental impacts. Discussion of each alternative will be at a level of detail sufficient to permit a comparative assessment of costs, benefits and environmental risks of each alternative.

A. No Action

1. Describe the "No Build" alternative.

B. Alternative Plans/Uses

1. Discuss the potential for alternative uses of the Site.

V. ADVERSE ENVIRONMENTAL IMPACTS WHICH CANNOT BE AVOIDED IF THE PROJECT IS IMPLEMENTED

Identify those adverse environmental effects in Section III that can be expected to occur regardless of the mitigation measures considered. Provide a summary of proposed impacts in terms of loss of environmental resources.

VI. IRREVERSIBLE AND IRRETRIEVABLE COMMITMENT OF RESOURCES

This section will summarize the Proposed Project and its impacts in terms of the loss of environmental resources, both in the immediate future and in the long term.

VII. GROWTH-INDUCING IMPACTS

This section will discuss whether there is a growth inducing impact as a consequence of the approval and construction of the Proposed Project, as well as the potential extension of water and/or sewer services to the Project Site, including in terms of residential and commercial growth.

VIII. SUMMARY OF MITIGATION MEASURES

IX. APPENDICES

- a. Application and SEQRA Documentation
- b. Correspondence from federal, state, regional or local agencies, organizations or consultants contacted during the preparation of the DEIS.
- c. Relevant studies and reports
- d. Site Plan (Full scale)

November 26, 2019

To: Mayor Newhard & the Village Board,

I have accepted a position with The Town of Goshen DPW. My last working day will be November 27, 2019. I have recently acquired my time so I will be taking vacation the week of December 2 therefore my resignation will be effective December 9, 2019.

I have enjoyed working with the Village of Warwick and am grateful for all the knowledge I have acquired. The Offer I have received cannot be ignored, considering the financial benefits and future potential.

Sincerely,

Joe Schweizer

A handwritten signature in black ink, appearing to read "Joe Schweizer", written over a red "RECEIVED" stamp.

RECEIVED

NOV 26 2019

VILLAGE OF WARWICK
VILLAGE CLERKS OFFICE

**VILLAGE OF WARWICK'S
POLICY AGAINST DISCRIMINATION AND HARASSMENT**

SECTION 1: PURPOSE

- A. Scope of Policy
- B. Policy Objectives

SECTION 2: DEFINITIONS

SECTION 3: POLICY

SECTION 4: POLICY ENFORCEMENT

- A. Complaint Procedure for Employees
 - 1. Notification Procedure
 - 2. Making a Complaint
 - 3. Supervisory Responsibilities
- B. Time for Reporting a Complaint
- C. Confidentiality and Privacy
- D. Acknowledgment of Complaint

SECTION 5: INVESTIGATION PROCEDURES

- A. Timing of Investigations
- B. Method of Investigation
- C. Notification to Complaining Party and the Accused Party
- D. Remedial Measures

SECTION 6: PROHIBITION AGAINST RETALIATION AND ABUSE OF THE POLICY

SECTION 7: APPEALS

SECTION 8: RECORD KEEPING

SECTION 9: LEGAL PROTECTIONS AND EXTERNAL REMEDIES

SECTION 10: QUESTIONS

SECTION 11: COMPLIANCE OFFICERS

SECTION 12: EFFECTIVE DATE AND POLICY DISSEMINATION

SECTION 1: PURPOSE

The Village of Warwick believes in the dignity of the individual and recognizes the rights of all people to equal employment opportunities in the workplace. In this regard, the Village of Warwick, (hereinafter "Municipality"), is committed to a policy of protecting and safeguarding the rights and opportunities of all people to seek, obtain and hold employment without being subject to harassment or discrimination in the workplace. It is our Municipality's policy to provide an employment environment free from harassment and discrimination based on race, color, gender, religion, religious creed, sex, familial or marital status, age, national origin or ancestry, physical or mental disability, genetic information/predisposition or carrier status, military or veteran status, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender, pregnancy (including childbirth and related medical conditions, and including medical conditions related to lactation), citizenship, domestic violence victim status or any other characteristic protected by applicable federal, state or local law.

- A. Scope of Policy** This Policy applies to all Municipality employees and all personnel in a contractual or other business relationship with the Municipality including, for example, applicants, temporary or leased employees, interns (whether paid or unpaid), independent contractors, vendors, consultants, volunteers or visitors. In the remainder of this Policy, the term "employees" refers to this collective group. This Policy applies with equal force on Municipality property as well as Municipality-sponsored events, programs, and activities that take place off Municipality premises.
- B. Policy Objectives** By adopting and publishing this Policy, it is the intention of the Municipality's governing body to:
- (1) Notify employees about the types of conduct that constitute harassment and discrimination prohibited by this Policy;
 - (2) Inform employees about the complaint procedures established by the Municipality that enable any employee who believes they are the victim of harassment or discrimination to submit a complaint which will be investigated by the Municipality;
 - (3) Clearly advise all supervisory staff, managers, and employees that harassment and discrimination is strictly prohibited; and
 - (4) Notify all employees that the Municipality has appointed Compliance Officers who are specifically designated to receive complaints and ensure compliance with this Policy.

NOTE: The names and office location of each Compliance Officer designated to receive and investigate complaints are listed below in Section 11 of this Policy. Any change in the designated Compliance Officers shall be distributed in writing to all current employees and shall be posted.

SECTION 2: DEFINITIONS

“Prohibited Discrimination of Employees”

Prohibited discrimination of employees can take the form of any adverse employment action against an employee, by either a Municipality employee or official or a third party engaged in activities sponsored by the Municipality which is based upon the employee's protected characteristic. Prohibited discrimination of employees also includes harassment based on a protected characteristic even where there is no tangible impact upon the employee's employment opportunities and/or employment benefits. The phrase “prohibited discrimination” as used in this Policy includes all forms of prohibited discrimination and harassment based on a protected characteristic, including “Sexual Harassment” as defined below.

“Harassment”

Harassment is strictly prohibited and includes, but is not limited to, conduct that is unwelcome and has the purpose or effect of unreasonably interfering with a person's work performance, or creating an intimidating, hostile or offensive working environment. Such harassment of employees is prohibited by this Policy if it is based on a protected characteristic or directed at an individual because of a protected characteristic. In this regard, individuals subject to this Policy should be mindful that conduct or behavior that is acceptable, amusing or inoffensive to some individuals may be viewed as unwelcome, abusive or offensive to others.

“Sexual Harassment”

Sexual harassment is strictly prohibited. It is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- (2) Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individual (e.g., promotion, transfer, demotion, termination); or
- (3) Such gender-based conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or of creating an intimidating, hostile or offensive working environment, even if the reporting individual is not the intended target of the sexual harassment.

The foregoing includes offensive comments, jokes, innuendoes or other statements of a sexual or gender-based nature as well as favoritism between a supervisor and subordinate based on an intimate/sexual relationship or desire for the same.

Who can be the target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment even if they occur away from the workplace premises, on personal devices or during non-work hours.

“Prohibited Behavior and Examples of Harassment, including Sexual Harassment”

Specific forms of behavior the Municipality considers harassment or sexual harassment are set forth below. Every conceivable example cannot be delineated herein, and thus the descriptions below should not be interpreted in any way as being all-inclusive.

- **Verbal:** Abusive verbal language including jokes, comments, teasing or threats related to an employee's protected characteristic, sexual activity and/or body parts whether or not said in that person's presence including, but not limited to: sexual innuendos; slurs; suggestive, derogatory, or insulting comments or sounds; whistling; jokes; propositions; threats; comments on a person's appearance that make the person feel uncomfortable because of his or her protected characteristic; sex stereotyping, continuing to ask someone for dates or to meet after work after the person has made it clear that he or she does not want to go; comments about an employee's anatomy or protected characteristic that are unwelcome, unreasonably interfere with an employee's work performance, or create an intimidating, hostile or offensive work environment; or unwelcome advances or demands based on someone's protected characteristic.
- **Nonverbal:** Abusive written language showing or displaying pornographic or sexually explicit objects or pictures; graphic commentaries based on a protected characteristic; derogatory cartoons or caricatures; luring or obscene gestures; staring at a person's body in a sexually suggestive manner; gestures or motions based on a protected characteristic; sending material through the Municipality e-mail system or other electronic communication devices (e.g. voice mail) or using the Municipality's mail, computers or cell phones to view material that is demeaning or derogatory based on one's protected characteristic.
- **Physical:** Unwelcome physical conduct, including but not limited to hitting, pushing, shoving, slapping, petting, pinching, grabbing, holding, hugging, kissing, tickling, massaging, displaying private body parts, coerced sexual intercourse, rape or assault or attempts to commit these assaults, persistent brushing up against a person's body,

unnecessary touching and flashing or other unwelcome physical conduct.

- o **Other:** Hostile actions taken against an individual because of an individual's sex, sexual orientation, gender identity and the status of being transgender or because of any other protected characteristic, such as: interfering with, destroying or damaging a person's workstation, tools, or equipment, or otherwise interfering with the individual's ability to perform the job; sabotaging an individual's work; bullying; yelling; or name-calling.

Any employee who feels discriminated against or harassed should report that conduct so that any violation of this Policy can be corrected promptly. Any harassing conduct, even if a single incident, can be addressed under this Policy.

SECTION 3: POLICY

The Municipality prohibits harassment and discrimination based on any characteristic protected by applicable law and will not tolerate any form of unlawful discrimination or harassment. The Municipality will take all steps necessary to prevent and stop the occurrence of unlawful discrimination and/or harassment, including sexual harassment, in the workplace.

All employees, including but not limited to, Municipality officials and supervisory personnel, are responsible for ensuring a work environment free from prohibited harassment and discrimination. All employees will be held responsible and accountable for avoiding or eliminating inappropriate conduct that may give rise to a claim of harassment or discrimination. Employees are encouraged to report violations to a supervisor, manager, or one of the Compliance Officers listed in *Section 11* of this Policy in accordance with the Complaint Procedure set forth in this Policy. Officials, managers and supervisors must take immediate and appropriate corrective action when suspected instances of prohibited harassment and/or discrimination come to their attention to assure compliance with this Policy as well as report the suspected misconduct to the Municipality's designated Compliance Officers. Furthermore, if any employee believes that any member of management has violated this policy or has not properly responded to and/or handled a report or concerns about discrimination or harassment, the employee should immediately contact one of the Municipality's designated Compliance Officers.

Each employee is assured pursuant to *Section 6* of this Policy, that retaliation against an individual who makes a complaint or report under this Policy is absolutely prohibited and constitutes, in and of itself, a violation of this Policy. Employees who engage in retaliation against any employee for making a good faith complaint of harassment or discrimination, or for opposing in good faith any practices forbidden by applicable anti-discrimination laws or otherwise participating in any manner in an internal workplace investigation or an external investigation, proceeding or hearing conducted by any federal or state agency charged with enforcing employment discrimination laws, shall be subject to discipline, up to and including termination of employment. Any employee who believes he/she has been retaliated against in violation of this policy should report violations to one of the Compliance Officers listed in *Section 11* of this Policy in accordance with the Complaint Procedure set forth in this Policy.

Any questions regarding the scope or application of this Policy should be directed to one of the Compliance Officers listed in *Section 11* of this Policy.

SECTION 4: POLICY ENFORCEMENT

A. Complaint Procedure for Employees

1. Notification Procedure

Prompt reporting of complaints or concerns is encouraged so that timely and constructive action can be taken before relationships become strained. Reporting of all perceived incidents of prohibited discrimination and/or harassment is encouraged and essential, regardless of the offender's identity or position. An employee or other individual who feels aggrieved because of harassment or discrimination shall contact his or her supervisor or a Compliance Officer listed in *Section 11* of this Policy, or another administrator. Likewise, anyone who witnesses or becomes aware of instances of harassment or discrimination should report such behavior to his or her supervisor or a Compliance Officer listed in *Section 11* of this Policy, or another administrator.

2. Making a Complaint

Complaints are accepted orally and in writing. All employees are encouraged to use the Municipality's "Complaint of Alleged Discrimination" form. A copy of this form is attached to this Policy. Additional complaint forms can be obtained from a Compliance Officer, with no questions asked, or from the Municipality's website. Because an accurate record of the allegedly objectionable behavior is necessary to resolve a complaint of prohibited discrimination or harassment, the Municipality encourages employees to place complaints in writing, even if originally made orally. If an employee has any questions or difficulty filling out the complaint form, she/he can obtain assistance from any one of the Compliance Officers or the supervisor to which he/she complained. All complaints should include: the name of the complaining party, the name of the alleged offender(s), date(s) of the incident(s), description of the incident(s), names of witnesses to the incident(s) and the signature of the complaining party.

Once the complaining party has completed and dated a complaint, with or without the assistance of one of the Municipality's Compliance Officers or a supervisor, the written complaint, or oral complaint as the case may be, should be promptly forwarded to one of the Municipality's Compliance Officers.

Complainants are expected to cooperate with the Municipality's investigation procedures by providing all relevant information relating to the complaint, as are other supervisory and non-supervisory employees

having relevant or related knowledge or information.

3. **Supervisory Responsibilities**

All supervisors and managers who receive a complaint or information about suspected harassment or discrimination, observe what may be harassing behavior, or have any reason to suspect that harassment is occurring, are required to report such suspected harassment or discrimination to one of the Municipality's Compliance Officers.

In addition to being subject to discipline if they engaged in harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected harassment or otherwise knowingly allowing harassment to continue.

Supervisors and managers will also be subjected to discipline for engaging in any retaliation.

B. **Time for Reporting a Complaint**

Prompt reporting of all complaints is strongly encouraged. All employees should be aware that appropriate resolution of complaints and effective remedial action oftentimes is possible only when complaints are promptly filed.

C. **Confidentiality and Privacy**

The Municipality shall keep complaints as confidential as is consistent with a thorough investigation, applicable collective bargaining agreements, and other laws and regulations regarding employees. To the extent complaints made under this Policy implicate criminal conduct, the Municipality may be required by law to contact and cooperate with the appropriate law enforcement authorities.

D. **Acknowledgement of Complaint**

Upon receipt of an oral or written complaint, the Compliance Officer should endeavor to contact promptly the complainant to confirm that the complaint has been received. If the complainant does not receive such confirmation promptly, she/he is encouraged to contact a Compliance Officer or his/her supervisor or the supervisor to whom the complaint was made to ensure its receipt. The purpose of this acknowledgment procedure is to ensure that all complaints are received by authorized individuals, carefully processed and promptly investigated.

SECTION 5: INVESTIGATION PROCEDURES

A. **Timing of Investigations**

The Municipality will promptly investigate all allegations of discrimination and harassment prohibited by this Policy. The Municipality will also attempt to complete investigations under this Policy promptly. The length of the investigation will depend upon the complexity and particular circumstances of each complaint.

B. Method of Investigation

Investigations will provide all parties due process, and reach reasonable conclusions based on the evidence collected. Investigations will be conducted by Municipality Compliance Officers, Municipality's legal counsel, and/or other impartial persons designated by the Municipality. The primary purposes of all investigations under this Policy will be to determine:

- Did the conduct complained of occur;
- Did the conduct complained of violate this Policy; and
- What remedial measures or preventative steps, if any, shall be taken.

Investigations will necessarily vary from case to case and may typically include the following: fact-finding interviews, including of the accuser and the accused; document request, review and preservation; depositions; and observations or other reasonable methods. Municipality investigators should pursue reasonable steps to investigate each complaint in a thorough and comprehensive manner. Any notes, memoranda, or other records created by Municipality employee or agent conducting an investigation under this Policy shall be deemed confidential and privileged to the extent allowed by law.

Investigators will typically create a written documentation of the investigation (such as a letter, memo or email), which contains the following:

- A list of all documents reviewed, along with a detailed summary of relevant documents;
- A list of names of those interviewed, along with a detailed summary of their statements;
- A timeline of events;
- A summary of prior relevant incidents, reported or unreported; and
- The basis for the decision and final resolution of the complaint, together with any remedial actions.

C. Notification to Complaining Party and the Accused Party

The results of the investigation shall be communicated in writing to both the person filing the complaint and the accused party.

D. Remedial Measures

This Policy is intended to prevent all forms of unlawful discrimination and harassment and put an end to any prohibited discrimination that is found to have occurred. While disciplinary action may be appropriate in certain instances, punitive measures are not the exclusive means for responding to prohibited discrimination or harassment. During the pendency of any investigation being conducted pursuant to this Policy, remedial measures may be taken if appropriate and necessary.

Any individual who is found to have engaged in prohibited discrimination or harassment or conduct which may be prohibited by this Policy may receive education, training, counseling, warnings, discipline, or other measures designed to prevent future violations of this Policy. Disciplinary action may include: warnings, suspension, or discharge from employment or such disciplinary action as may be permitted by applicable collective bargaining agreements and law. Any third party found to have engaged in discrimination or harassment of an employee may be barred from Municipality property.

SECTION 6: PROHIBITION AGAINST RETALIATION AND ABUSE OF THE POLICY

Unlawful retaliation can be any action that could discourage an employee from coming forward to make a complaint or support a discrimination or harassment claim. Adverse action need not be job-related or occur in the workplace to constitute retaliation (e.g., threats of physical violence outside of work hours).

Retaliation against anyone for making a good faith complaint of harassment or discrimination, for opposing in good faith any practices forbidden by applicable anti-discrimination laws or for filing a good faith complaint with, or otherwise participating in any manner in an internal workplace investigation or an external investigation, proceeding or hearing conducted by any federal or state agency charged with enforcing employment discrimination laws is strictly prohibited by this Policy and by law.

Even if the alleged harassment or discrimination does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if he/she had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment or discrimination.

Complaints of retaliation should be brought directly to a Compliance Officer. Such complaints will be promptly investigated. If retaliation is found, the person retaliating will be subject to corrective action up to and including termination from employment, or in the case of a non-employee, an appropriate remedy up to and including termination of the business relationship.

SECTION 7: APPEALS

Any complainant or accused party who wishes to appeal the conclusion which the Municipality reached in investigating a complaint filed under this Policy, may do so within ten (10) calendar days of receipt of the appealing party's notification of the investigation outcome. Untimely submissions shall not receive consideration. Such appeal must be made in writing to the Municipality's governing body. The appealing party shall be entitled to present evidence in writing as to why the conclusion was flawed, improper, or otherwise not supported by the evidence. The Municipality's consideration and review of any such appeal shall be conducted confidentially in executive session. Following a review of that evidence, as well as the information obtained in the investigation process and conclusions derived therefrom, the

Municipality's governing body, or its designee, shall render a decision. That decision shall be final. The appealing party shall be notified of the decision in writing.

Nothing set forth in the Appeal Process above shall be construed to, in any way, confer upon either the complainant(s) or the person(s) accused of violating this Policy any right to appeal the Municipality's determination as to appropriate disciplinary and/or corrective action to be taken on meritorious complaints. In this regard, the Municipality at all times retains sole discretion to determine the appropriate disciplinary and/or corrective action to be taken with regard to a meritorious complaint.

SECTION 8: RECORD KEEPING

The Municipality shall maintain a written record of all complaints of discrimination and/or harassment for a period of at least three years. The Municipality shall also document the steps taken with regard to investigations, as well as conclusions reached and remedial action taken, if any. The Municipality shall also maintain these documents for, at a minimum, three years.

The Municipality's records regarding alleged discrimination and harassment shall be maintained separate and apart from personnel records in a secure and confidential location.

SECTION 9: LEGAL PROTECTIONS AND EXTERNAL REMEDIES

Discrimination and harassment based on protected characteristics, including sexual harassment, are not only prohibited by the Municipality but are also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at the Municipality, employees may also choose to pursue legal remedies with the governmental entities referenced in the following laws. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

In addition to those outlined below, employees in certain industries may have additional legal protections.

State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment and harassment based on other protected characteristics set forth in this Policy, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time **within one year** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three**

years of the alleged harassment, including sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to the Municipality does not extend your time to file with DHR or in court. The one year or three years is counted from the date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual or other illegal harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual or other illegal harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees (in sex discrimination and sexual harassment cases only) and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: www.dhr.ny.gov.

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the discrimination or harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists.

Employees of the Village of Warwick may file complaints of sexual harassment with the New York State Division of Human Rights Regional Office:

7-11 South Broadway, Suite 314
White Plains, NY 10601
Telephone: (914) 989-3120
Fax: (914) 989-3122
Email: info@whiteplains.dhr.ny.gov

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact your local police department.

SECTION 10: QUESTIONS

Any questions by employees of the Municipality about this Policy or potential harassment or discrimination should be brought to the attention of one of the Municipality's Compliance Officers. The names, addresses, and telephone numbers of the Municipality's Compliance Officers are listed in *Section 11* of this Policy.

SECTION 11: COMPLIANCE OFFICERS

<u>Mayor, Michael J. Newhard</u>	<u>77 Main Street, P.O. Box 369, Warwick, NY 10990</u>
Name	Office Location/Mailing Address
<u>(845) 986-2031</u>	<u>mayor@villageofwarwick.org</u>
Telephone Number	Email Address
<u>Village Clerk, Raina Abramson</u>	<u>77 Main Street, P.O. Box 369, Warwick, NY 10990</u>
Name	Office Location/Mailing Address
<u>(845) 986-2031</u>	<u>clerk@villageofwarwick.org</u>
Telephone Number	Email Address

SECTION 12: EFFECTIVE DATE AND POLICY DISSEMINATION

The adopted and effective date of this Policy shall be December 2, 2019. The Village of Warwick shall ensure that this Policy is adequately disseminated and made available to all employees of the Municipality. This Policy shall be distributed at the beginning of each year with or as part of the **Village of Warwick Annual Safety Training** and the **Village of Warwick Employee Handbook**. In addition, copies of this Policy and Complaint Form shall be maintained in the office of each Compliance Officer as well as the Municipality's Policy Book that is available in the Clerk's Office.

Upon the effective date of this Policy, the provisions of this Policy shall supersede and replace the following prior Municipality policies and regulations regarding employee discrimination and harassment:

- Village of Warwick Sexual Harassment Policy adopted & effective October 15, 2018
- Village of Warwick Employee Handbook Section 9.6 entitled 'Sexual Harassment'

Sexual Harassment Prevention Policy Notice



**Combating
Sexual Harassment**

Sexual harassment is against the law.

All employees have a legal right to a workplace free from sexual harassment, and The Village of Warwick is committed to maintaining a workplace free from sexual harassment.

Per New York State Law, The Village of Warwick has a sexual harassment prevention policy in place that protects you. This policy applies to all employees, paid or unpaid interns and non-employees in our workplace, regardless of immigration status.

If you believe you have been subjected to or witnessed sexual harassment, you are encouraged to report the harassment to a supervisor, manager or the Mayor so we can take action.

Our complete policy may be found: [Village of Warwick Employee Handbook](#)

Our Complaint Form may be found: [Village of Warwick Employee Handbook & Clerk's Office](#)

If you have questions and to make a complaint, please contact:

Mayor, Michael J. Newhard
77 Main Street, Warwick, NY 10990
mayor@villageofwarwick.org
(845) 986-2031 ext. 101

Village Clerk, Raina Abramson
77 Main Street, Warwick, NY 10990
clerk@villageofwarwick.org
(845) 986-2031 ext. 102

For more information and additional resources, please visit:

www.ny.gov/programs/combating-sexual-harassment-workplace

VILLAGE OF WARWICK COMPLAINT FORM

In order to assist **The Village of Warwick** in investigating your allegations of harassment, discrimination or retaliation in a prompt and thorough fashion, please complete this form to the best of your abilities and with as much detail as you are able. Once completed, please submit this form to the Municipal Compliance Officer identified in Section 11 of the Municipal Policy Against Discrimination and Harassment. If additional space is needed in order to respond to any question below, please attach additional pages as necessary and identify which question corresponds to the information set forth in the additional pages. Any questions regarding this form may be directed to a Municipal Compliance Officer. No individual will be retaliated against for filing a complaint.

Name of Complainant: _____ Date Submitted: _____

Job Title: _____

Address: _____

Home phone: _____ Cell: _____ Work: _____
(Please circle the number you'd prefer us to call)

Email: _____

Name of Victim (if different than Complainant): _____

Basis of this complaint (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Race/color | <input type="checkbox"/> Gender expression |
| <input type="checkbox"/> Age | <input type="checkbox"/> Gender identity |
| <input type="checkbox"/> National Origin | <input type="checkbox"/> Transgender status |
| <input type="checkbox"/> Disability | <input type="checkbox"/> Genetic predisposition |
| <input type="checkbox"/> Sex/gender | <input type="checkbox"/> Military/veteran status |
| <input type="checkbox"/> Sexual harassment | <input type="checkbox"/> Citizenship |
| <input type="checkbox"/> Pregnancy | <input type="checkbox"/> Religion/Religious creed |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> Domestic violence victim status |
| <input type="checkbox"/> Familial Status | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Sexual orientation | <input type="checkbox"/> Other/Not Sure |

If checked "Other/Not Sure," please briefly explain:

Time(s) and date(s) the incident(s) took place:

Name(s) and office address of the individual who allegedly engaged in the harassment, discrimination or retaliation. If more than one, list all.

Name: _____

Location: _____

Describe the incident(s) which occurred with as much detail as you are able, including why you believe the incident(s) constitutes harassment, discrimination or retaliation (please attach any documentation or evidence you believe is relevant to the incident):

Describe briefly what you would consider to be appropriate resolution of the conduct described above: (Please note that the Village of Warwick retains the sole discretion and authority to determine the appropriate disciplinary and/or corrective action to be taken with regard to meritorious complaints. This question should not be construed in any way to constitute a forfeiture of that discretion or authority.)

Identify all persons who witnessed the incident(s) described above:

_____	_____
_____	_____
_____	_____

Please identify any other persons you believe have knowledge important to the incident(s) in question, including his/her contact information and a brief description of the knowledge held by each person:

Have you filed a complaint or charge with a Federal, State, or Local Government agency related to the incident(s) identified above?

Yes _____

No _____

Has this incident or occurrence been previously reported to the Village of Warwick?
[] Y [] N. If yes, when and to whom?

If the incident or occurrence has been previously reported, please describe the remedy, outcome or resolution:

I swear or affirm that I have read the above complaint and that it is true to the best of my knowledge, information and belief.

Complainant's Signature
Print Name:

Date

Received by:

Signature
Print Name:

Date

For Employer Use Only – To be Completed Upon Receipt

Recipient of Complaint (print): _____

Date, Time and Manner (e.g. personal delivery, mailbox, etc.) of Receipt: _____

Notes: _____

**ACKNOWLEDGEMENT OF RECEIPT OF VILLAGE OF WARWICK'S POLICY
AGAINST DISCRIMINATION AND HARASSMENT**

From: Village of Warwick, Clerk's Office
To: All Village of Warwick Employees and Volunteers
Subject: 2019 Village of Warwick Annual Safety Training

The Village of Warwick is committed to a policy of protecting and safeguarding the rights and opportunities of all people to seek, obtain and hold employment without being subjected to harassment or discrimination in the workplace. It is the Village of Warwick's policy to provide a workplace environment free from harassment and discriminatory practices.

The Village of Warwick has adopted and disseminated a revised Policy Against Discrimination and Harassment effective December 2, 2019. Please sign the attached acknowledgement that you have received a copy of the revised Policy, have reviewed it, and have been afforded an opportunity to ask a Municipality Compliance Officer any questions you may have regarding the Policy. **Return the signed acknowledgement to the Village Clerk's Office.**

Thank you for your assistance in this matter. If you have any further questions regarding this Policy feel free to contact Mayor, Michael J. Newhard or Village Clerk, Raina Abramson.

**ACKNOWLEDGEMENT OF RECEIPT OF VILLAGE OF WARWICK'S POLICY
AGAINST DISCRIMINATION AND HARASSMENT**

I, _____, (print name) have received the Village of Warwick's Policy Against Discrimination and Harassment. I have reviewed this Policy, and I have had the opportunity to ask questions regarding the Policy.

Signature of Employee

Date

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

VILLAGE OF WARWICK
INCORPORATED 1867

Planning and Zoning Department

Escrow Release Request for Balance of Funds

October 29, 2019

Requested Payee – **M & L Equities, LLC**

Total Balance - \$557.50

Amount Requested - **\$557.50**

According to Sec. 64-3 of the Village of Warwick Local Law E: In the event that an applicant shall withdraw his application at any stage of the proceedings or when the application review and approval process has been completed, the balance of funds in the applicant's account after all current outstanding fees are paid shall be either remitted to the applicant with 60 days of final action by the board or, if so directed by the applicant shall remain on deposit as the applicant's initial payment toward post-approval inspection requirements (if required).

STORMWATER CONTROL FACILITY MAINTENANCE AGREEMENT

Whereas, the Village of Warwick ("Municipality") and Forester Avenue, LLC ("Facility Owner") want to enter into an agreement to provide for the long-term maintenance and continuation of stormwater control measures approved by the Municipality for the below named project, and

Whereas, the Municipality and the Facility Owner desire that the stormwater control measures be built in accordance with the approved project plans and thereafter be maintained, cleaned, repaired, replaced and continued in perpetuity in order to ensure optimum performance of the components. Therefore, the Municipality and the Facility Owner agree as follows:

1. This agreement binds the Municipality and the Facility Owner, its successors and assigns, to the maintenance provisions depicted in the approved project plans which are on file in the Building Department of the Village of Warwick.
2. The Facility Owner shall maintain, clean, repair, replace and continue the stormwater control measures depicted in the approved project plans as necessary to ensure optimum performance of the measures to design specifications. The stormwater control measures are set forth in Schedule A to this agreement and shall include, but shall not be limited to, the following: drainage ditches, swales, dry wells, infiltrators, drop inlets, pipes, culverts, soil absorption devices and retention ponds.
3. The Facility Owner shall be responsible for all expenses related to the maintenance of the stormwater control measures and shall establish a means for the collection and distribution of expenses among parties for any commonly owned facilities.
4. The Facility Owner shall provide for the periodic inspection of the stormwater control measures in accordance with the schedule as set forth in the annexed Schedule A but in no event not less than once in every five-year period, to determine the condition and integrity of the measures. Such inspection shall be performed by a Professional Engineer licensed by the State of New York. The inspecting engineer shall prepare and submit to the Municipality within 30 days of the inspection, a written report of the findings including recommendations for those actions necessary for the continuation of the stormwater control measures.
5. The Facility Owner shall not authorize, undertake or permit alteration, abandonment, modification or discontinuation of the stormwater control measures except in accordance with written approval of the Municipality.
6. The Facility Owner shall undertake necessary repairs and replacement of the stormwater control measures pursuant to the annexed Schedule A and/or at the direction of the Municipality and/or in accordance with the recommendations of the inspecting engineer.
7. The Facility Owner shall provide to the Municipality within 30 days of the date of this agreement, a security for the maintenance and continuation of the stormwater control measures

in the form of (a Bond, letter of credit or escrow account as determined by the Village Board).

8. This agreement shall be recorded in the Office of the County Clerk, County of Orange.

9. If ever the Municipality determines that the Facility Owner has failed to construct or maintain the stormwater control measures in accordance with the project plan or has failed to undertake corrective action specified by the Municipality or by the inspecting engineer, the Municipality is authorized to undertake such steps as reasonably necessary for the preservation, continuation or maintenance of the stormwater control measures and to affix the expenses thereof as a lien against the property.

10. This agreement is effective November __, 2019.

VILLAGE OF WARWICK

By: _____
Michael Newhard, Mayor

FORESTER AVENUE, LLC

By: _____
Robert M. Kennedy, III, Member

STATE OF NEW YORK)
)ss.:
COUNTY OF ORANGE)

On the ____ day of November, 2019, before me, the undersigned, a Notary Public in and for said State, personally appeared Michael Newhard, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

Notary Public

STATE OF NEW YORK)
)ss.:
COUNTY OF ORANGE)

On the ____ day of November, 2019, before me, the undersigned, a Notary Public in and for said State, personally appeared Robert M. Kennedy, III, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

Notary Public

Post-Construction Inspections and Maintenance

1 Site Cover, Structures, and Embankments

1.1 Inspections

Site cover, structures (i.e., catch basins, manholes, etc.), and embankments should be inspected periodically for the first few months following construction then on an annual basis. Items to check for include (but are not limited to):

1. Differential settlement of embankments, cracking or erosion.
2. Lack of vigor and density of grass turf.
3. Accumulation of sediments or litter on lawn areas, paved areas, or within catch basin sumps.
4. Accumulation of pollutants, including oils or grease in catch basin sumps.
5. Damage or fatigue of storm sewer structures or associated components.
6. Animal burrows.

1.2 Mowing & Sweeping

Vegetated areas and landscaping should be maintained to promote vigorous and dense growth. Lawn areas should be mowed at least three times a year (more frequent mowing may be desired for aesthetic reasons). Resultant yard waste shall be collected and disposed of (preferably used as compost).

Paved areas should be swept at least twice a year. Additional sweeping may be appropriate in the early spring for removal of deicing materials.

1.3 Debris and Litter Removal

Accumulated litter and debris should be removed during each mowing or sweep operation.

1.4 Sediment & Silt Removal

The frequency for cleanout of catch basin sumps will depend on the efficiency of mowing, sweeping and debris and litter removal. Sumps should be cleaned when accumulation of sediments are within six inches of the catch basin outlet pipe.

Catch basin and manhole cleaning to be performed in a manner that keeps removed sediment and water from being discharged back into the storm system.

1.5 Pollutant Removal

Periodically inspect the catch basin and surrounding areas for pollutants such as leaks from dumpsters, minor spills, and oil dumping. Repair and /or remove pollutant source.

1.6 Structural Maintenance, Repair, and Replacement

Components of the system which require repair or replacement should be addressed immediately following identification.

1.7 Winter Maintenance

To prevent impacts to storm water management facilities, the following winter maintenance limitations, restriction or requirements are recommended:

1. Remove snow and ice from inlet structures, basin inlet and outlet structures and away from culvert end sections.
2. Snow removed from paved areas should not be piled at inlets/outlets of the storm management basin.
3. Use of deicing materials should be limited to sand and "environmentally friendly" chemical products. Use of salt mixtures should be kept to a minimum.
4. Sand used for deicing should be clean, coarse material free of fines, silt and or clay.
5. Materials used for deicing should be removed during the early spring by sweeping.

2 First Defense Vortex Separator

2.1 Inspections

Structure should be inspected once every six months following initial installation / construction, then on an annual basis. Items to check for include (but are not limited to):

1. Damage to the manhole grate or lid.
2. Irregularities or blockages of the internal components.
3. Accumulation of floatable debris and litter.
4. Accumulation of sediments in sump.
5. Damage or fatigue of structure, external and internal.

3.2 Debris and Litter Removal

Floatables clean out is typically performed in conjunction with the sediment removal. Floatable and loose debris can also be netted with a skimmer and pole. The access port located at the top of the manhole provides unobstructed access for a skimmer pole to be lowered to the sump.

3.3 Sediment and Silt Removal

A commercially or municipally owned sump vacuum truck is used to remove captured sediment and floatables. The vacuum truck shall utilize the access port of the manhole to access the lower sump elevation of the structure to remove the accumulated sediment and silt.

3 StormTech Chambers

3.1 Isolator Row Inspection

The isolator row shall be inspected once every six months immediately following the initial construction, then performed annually. The frequency for cleaning out the isolator row will depend on the efficiency of sediment and debris/litter removal from catch basins and the vortex separator. Maintenance of the isolator row is recommended if sediment has been collected to an average depth of 3" internally.

3.2 Isolator Row Maintenance

The sediment and silt removal from the isolator row shall be accomplished using a JetVac process. The JetVac process utilizes a high-pressure water nozzle to propel itself down the isolator row while scouring and suspending sediments. As the nozzle is retrieved, a wave of suspended sediments is flushed back into the manhole for vacuuming.

3.3 Chambers

StormTech Chambers shall be inspected in conjunction with the Isolator Row, annually. The recharge chambers are to be inspected for sediment intrusion via the inspection ports. Subsequent inspections should be adjusted based on the previously observed sediment deposition.

4 Bioretention

5.1 Debris and Litter Removal

Trash and debris shall be removed monthly from the bioretention areas and the areas that flow to them.

5.2 Vegetation and Mulch

Vegetation in the bioretention areas shall be checked monthly to remove weeds and other undesirable vegetation, and to prune, thin, and re-plant vegetation to match the planting plan. Check that plants in the filter bed are at least as high as the design water depth. Whenever mulch on the filter bed is less than 1 inch thick or is decomposed, remove any decomposed mulch and add new mulch to a depth of 2 to 3 inches. Grass in grassed areas shall be mowed as needed to not exceed 6 inches tall.

5.3 Sediment and Silt Removal

Sediment in the pretreatment basin and filter bed shall be inspected annually. Sediment shall be removed from the pretreatment basin when it reaches a depth of six inches, and from the filter bed when it reaches a depth of one inch.

5.4 Structural Maintenance, Repair, and Replacement

Outlet structures and inflow pipes shall be inspected annually and after major storms for debris, blockages, and structural damage. Areas of erosion and slope failure shall be repaired and reseeded as soon as possible. Components of the system which require repair or replacement should be addressed immediately following identification. Inflow pipes shall be cleaned as necessary. Outflow pipes shall be cleaned or repaired when drawdown times exceed 36 hours. Areas immediately downstream of these pipes shall be inspected for erosion, and if found, stone shall be added to reduce this erosion.

5.5 Ponding of Water

Filter bed shall be inspected regularly after large storms to check for standing water that lasts more than 48 hours after a rainstorm, and to check if water ponds more in certain areas due to an unlevel surface. Filter bed shall be re-leveled as needed. If standing water remains for more than 48 hours after rainfall stops, the top few inches of filter material shall be removed and replaced with fresh material.

THIRD LEASE MODIFICATION AGREEMENT

This **THIRD LEASE MODIFICATION AGREEMENT** (this "Agreement") is dated as of November __, 2019 and is by and between **JPMORGAN CHASE BANK, NATIONAL ASSOCIATION**, having an address at 1111 Polaris Parkway, Mail Code OH1-0241, Columbus Ohio 43240-2050, Attention: Lease Administration Manager ("JPMC"), and **VILLAGE OF WARWICK**, having an address at Village Hall, 77 Main Street, Warwick, New York 10990, Attention: Mayor's Office ("Village").

WHEREAS, The Bank of New York ("BNY") and Village previously executed that certain Lease Agreement dated as of August 15, 1989, as amended by that Lease Extension and Modification Agreement executed in 2013 and by that Second Lease Extension and Modification Agreement dated January 23, 2018, for certain portions of the parking area at the real property located at 21-27 South Street in the Village of Warwick, Town of Warwick, New York (such lease together with all subsequent renewals, modifications and amendments thereto, the "Lease");

WHEREAS, JPMC has succeeded to the rights of BNY under the Lease;

WHEREAS, JPMC and Village mutually desire to amend the Lease as provided herein.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, JPMC and Village hereby agree as follows:

1. Parking Spaces. Notwithstanding anything to the contrary contained in the Lease, effective immediately, JPMC hereby grants Village the use of twenty (20) additional parking spaces in the parking area identified as "Village Parking Spaces" on Exhibit A attached hereto and made a part hereof, for the use of Village's employees, customers and visitors in accordance with and subject to the terms of the Lease, JPMC shall retain the exclusive and dedicated use of the four (4) parking spaces identified as "JPMC Parking Spaces" on Exhibit A for parking for its employees, customers and visitors.

2. No Renewal. Village acknowledges that there are no unexercised options remaining in favor of Village to extend the term. Village acknowledges and agrees that Village shall not have any renewal or extension options under the Lease unless and until JPMC and Village mutually agree to add new options to the Lease.

4. Notices. Effective as of the date hereof, the Lease is amended to state that all notices and communications from Village to JPMC shall be sent via recognized overnight courier or express mail services to the following:

JPMorgan Chase Bank, N.A.
1111 Polaris Parkway
Mail Code OH1-0241
Columbus, Ohio 43240-2050
Attn: Lease Administration Manager

with a copy to

JPMorgan Chase Bank, N.A.
237 Park Avenue, 12th floor
Mail Code NY1-R062
New York, New York 10017
Attention: Real Estate Executive

and to

JPMorgan Chase Bank, N.A.
Legal and Compliance
237 Park Avenue, 12th floor
Mail Code NY1-R065
New York, New York 10017

5. Broker. JPMC and Village each represents to the other that it has not dealt with a real estate broker in connection with this Agreement. JPMC and Village each hereby indemnifies and holds the other harmless from and against any and all claims for brokerage commissions or fees and any losses, suits, damages, claims, penalties and monies, including attorneys' fees and expenses, which the other party may incur due to a breach of the foregoing representation and warranty.

6. OFAC. Village represents and warrants to JPMC that neither it nor any of its affiliates or representatives (i) is listed on the Specially Designated Nationals and Blocked Persons List maintained by the Office of Foreign Asset Control, Department of the Treasury ("OFAC") pursuant to Executive Order number 13224, 66 Federal Register 49079 (September 25, 2001) (the "Order"); (ii) is listed on any other list of terrorists or terrorist organizations maintained pursuant to the Order, the rules and regulations of the OFAC or any other applicable requirements contained in any enabling legislation or other executive orders in respect of the Order (the Order and such other rules, regulations, legislation or orders are collectively called the "Orders"); (iii) is engaged in activities prohibited in the Orders; or (iv) has been convicted, pleaded nolo contendere, indicted, arraigned or detained on charges involving money laundering or predicate crimes to money laundering.

7. Code of Conduct. Reference is made to the JPMorgan Chase & Co. Supplier Code of Conduct (the "Code"), a current copy of which is located at:

<http://www.jpmorganchase.com/corporate/About-JPMC/supplier-relations.htm>.

The Code states, among other things, that JPMorgan Chase & Co. and its affiliates do not tolerate bribery or corruption in any form. By executing and delivering a copy of this Agreement, Village hereby acknowledges and confirms that it has reviewed the Code, that it has anti-corruption policies and procedures in place, that it will take all measures to ensure compliance with such policies and procedures, and that the provisions relating to anti-corruption set out in the Code shall govern the relations between the parties to this Agreement.

8. Miscellaneous.

(a) Counterparts. This Agreement may be executed in multiple counterparts, and each counterpart when fully executed and delivered shall constitute an original instrument, and all such multiple counterparts shall constitute but one and the same instrument. Signature pages bearing facsimile signatures shall be effective for purposes of binding the parties to this Agreement.

(b) Entire Agreement. This Agreement sets forth all covenants, agreements and understandings between JPMC and Village with respect to the subject matter hereof and there are no other covenants, conditions or understandings, either written or oral, between the parties hereto except as set forth in this Agreement. The Lease, as modified by this Agreement, may be amended only by a written instrument signed by and delivered to all of the parties.

(c) Full Force and Effect. Except as expressly amended hereby, all other items and provisions of the Lease remain unchanged and continue to be in full force and effect and are hereby ratified and confirmed.

(d) Conflicts. The terms of this Agreement shall control over any conflicts between the terms of the Lease and the terms of this Agreement.

(e) Defined Terms. All terms used herein which are defined in the Lease and not otherwise defined herein shall have the meanings assigned to them in the Lease.

(f) Successors and Assigns. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

(g) Authority. JPMC and Village each represents to the other that the person executing this Agreement on behalf of such party has the full power, right and authority to do so on such party's behalf.

THE REMAINDER OF THIS PAGE WAS INTENTIONALLY LEFT BLANK.

IN WITNESS WHEREOF, JPMC and Village have executed this Agreement as of the date first written above.

JPMORGAN CHASE BANK, N.A.

By: _____
Name:
Title:

VILLAGE OF WARWICK

By: _____
Name:
Title:

EXHIBIT A





ORANGE COUNTY YOUTH BUREAU
Over 40 Years Promoting Positive Youth Development!



November 14, 2019

Mayor Michael Newhard
Village of Warwick
PO Box 369
Warwick, NY 10990

Dear Mayor Newhard,

I am pleased to inform you that the Orange County Youth Bureau/Board has approved your application(s) for funding for **2020**.

<u>Program Name(s)</u>	<u>Funding Amount & Type(s):</u>
Project for Youth	\$ 4,000 NYS OCFS Youth Development Program

A contract package with instructions will be provided to you after the first of the year.

Before you receive your contract package, please be sure to follow up on the items below to assist us with processing your 2020 contract in a timely manner:

#1. Revisions to your 2020 Application(s): If the amount listed above is different from your RFP submission amount, you need to submit revised budget paperwork to reflect your final allocation amount(s) to Susan Ambrosino at sambrosino@orangecountygov.com. Any revisions on programmatic forms can be submitted to your Youth Program Technician Michael Bark at mbark@orangecountygov.com.

Note: ALL revisions are due by **FRIDAY, DECEMBER 13, 2019**.

#2. Resolution: In order to shorten contract turnaround time, please try to submit this by the end of 2019. If this is not possible, please let us know.

#3. Required Insurance Forms: For the 2020 contract year, the County will require 3 separate updated insurance forms. ALL forms must list the name of your municipality as it appears on your federal identification form. You are asked to submit these insurance forms, **BY THE END OF 2019**, even before you receive your contract, to help the process go quicker.