

**BOARD OF TRUSTEES  
VILLAGE OF WARWICK  
DECEMBER 4, 2023  
AGENDA**

**LOCATION:  
VILLAGE HALL  
77 MAIN STREET, WARWICK, NY  
7:30 P.M.**

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

1. Introduction by Mayor Newhard.
2. Acceptance of Minutes: September 14, 2023 and October 2, 2023.

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

Trustee Cheney \_\_\_\_ Trustee Foster \_\_\_\_ Trustee Collura \_\_\_\_  
Trustee McKnight \_\_\_\_ 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 Foster \_\_\_\_ Trustee Collura \_\_\_\_  
Trustee McKnight \_\_\_\_ Mayor Newhard \_\_\_\_

**Presentation**

1. Real Term Energy (via Zoom).

To view the Investment Grade Audit Report: [https://villageofwarwick.org/wp-content/uploads/P-1330\\_IGA - Warwick\\_NY\\_Nov-29-2023-All-smart-controls-with-Appendices.pdf](https://villageofwarwick.org/wp-content/uploads/P-1330_IGA_-_Warwick_NY_Nov-29-2023-All-smart-controls-with-Appendices.pdf)

**Discussion**

1. Warwick, LLC, 8 Forester Avenue Special Use Permit Application  
To review site plan and special use permit documents for 8 Forester Avenue, please click here: <https://villageofwarwick.org/8-Forester-Avenue/>

## **Public Comment - Agenda Items Only**

### **GUIDELINES FOR PUBLIC COMMENT**

The public may speak only during the meeting's Public Comment period and at any other time a majority of the Board allows. Speakers must be recognized by the presiding officer, step to the front of the room/microphone, give their name, residency, and organization, if any. Speakers must limit their remarks to three minutes (this time limit may be changed to accommodate the number of speakers) and may not yield any remaining time they may have to another speaker. Board members may, with the permission of the mayor, interrupt a speaker during their remarks, but only for the purpose of clarification or information. The Village Board is not required to accept or respond to questions from the public at meetings but may request that inquiries be submitted in writing to be responded to at a later date. All remarks must be addressed to the Board as a body and not to individual Board members. Interested parties or their representatives may also address the Board by written communications.

### **Motions**

#### **Trustee Cheney's Motions**

1. **MOTION** to accept the Investment Grade Audit Report (IGA) prepared by RTE Energy dated November 29, 2023, for the purchase of the streetlights in the Village, conversion to LED lighting and installation of smart controls on all lights.

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

Trustee Cheney \_\_\_\_ Trustee Foster \_\_\_\_ Trustee Collura \_\_\_\_

Trustee McKnight \_\_\_\_ Mayor Newhard \_\_\_\_

2. **MOTION** to grant permission to Village of Warwick Employee, Cathy Schweizer, to carry over 3 vacation days.

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

Trustee Cheney \_\_\_\_ Trustee Foster \_\_\_\_ Trustee Collura \_\_\_\_

Trustee McKnight \_\_\_\_ Mayor Newhard \_\_\_\_

#### **Trustee Foster's Motions**

3. **MOTION** to grant permission to the Warwick Lions Club to ring bells for the Salvation Army at the business locations of 33-37 Main Street on December 10, 16, & 17, 2023 between the hours of 10:00 a.m. and 4:00 p.m. Proof of proper insurance has been received.

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

Trustee Cheney \_\_\_\_ Trustee Foster \_\_\_\_ Trustee Collura \_\_\_\_

Trustee McKnight \_\_\_\_ Mayor Newhard \_\_\_\_

4. **MOTION** to grant permission to the We the People Warwick to use Railroad Green on Thursday, December 21, 2023, from 5:30 p.m. to 8:00 p.m. for a silent candlelight peace vigil between the hours of 6:30 p.m. and 7:30 p.m., with a rain/snow date of December 22, 2023. Completed park permit, security deposit, and proof of insurance have been received.

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

Trustee Cheney \_\_\_\_ Trustee Foster \_\_\_\_ Trustee Collura \_\_\_\_

Trustee McKnight \_\_\_\_ Mayor Newhard \_\_\_\_

5. **MOTION** to grant permission to the Warwick Little League to use Veterans Memorial Park and Stanley Deming ballfields for the 2024 Little League season which will extend from March 1, 2024, through November 17, 2024, and to use the Veterans Memorial Park pavilion and the surrounding area to hold Picture Day on Saturday, April 13, 2024, from 8:00 a.m. to 6:00 p.m. Completed park permit and proof of insurance has been received. Approval is pending receipt of security deposit.

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

Trustee Cheney \_\_\_\_ Trustee Foster \_\_\_\_ Trustee Collura \_\_\_\_

Trustee McKnight \_\_\_\_ Mayor Newhard \_\_\_\_

6. **MOTION** to grant permission to the Warwick Little League to hold an Opening Day Parade on Saturday, April 6, 2024, with a rain date of Saturday, April 13, 2024, as per their letter dated November 28, 2023. The parade will step-off promptly at 10:00 a.m. with line up beginning at 9:30 a.m. on High Street. The parade route will be the same as the previous year starting on High Street, Main Street, Railroad Avenue, South Street, Parkway, Park Lane, and then crossing Forester Avenue into Memorial Park. The Warwick Police Department, Fire Department, and Ambulance Service will be contacted and asked to provide services for the event.

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

Trustee Cheney \_\_\_\_ Trustee Foster \_\_\_\_ Trustee Collura \_\_\_\_

Trustee McKnight \_\_\_\_ Mayor Newhard \_\_\_\_

7. **MOTION** to close High Street on Saturday, April 6, 2024, with a rain date of Saturday, April 13, 2024, starting at 9:00 a.m. for the benefit of the Little League parade. Barriers to be provided by the Department of Public Works. Request includes the parking spaces on the east side of Main Street between High Street and Church Street be designated as "No Parking" so they can be used for dropping-off participants.

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

Trustee Cheney \_\_\_\_ Trustee Foster \_\_\_\_ Trustee Collura \_\_\_\_

Trustee McKnight \_\_\_\_ Mayor Newhard \_\_\_\_

### **Trustee Collura's Motions**

#### **8. RESOLUTION ADOPTING A CASH MANAGEMENT POLICY FOR THE VILLAGE OF WARWICK**

WHEREAS, the Village Board has prepared for considered and adoption a cash management policy, a copy of which is attached hereto; and

WHEREAS, the Village Board is satisfied with the said cash management policy and wishes to adopt it as an official and binding policy in the Village;

NOW, THEREFORE, BE IT RESOLVED as follows:

1. That the Village Board hereby adopts the said cash management policy; and
2. That said policy shall be filed with the Village Clerk, posted on the Village's website, and posted on the Village Clerk's Bulletin Board.

\_\_\_\_\_ presented the foregoing resolution which was  
seconded by \_\_\_\_\_,

Barry Cheney, Trustee, voting \_\_\_\_\_

Carly Foster, Trustee, voting \_\_\_\_\_

Thomas McKnight, Trustee, voting \_\_\_\_\_

Mary Collura, Trustee, voting \_\_\_\_\_

Michael Newhard, Mayor, voting \_\_\_\_\_

### **Trustee McKnight's Motions**

9. **MOTION** to authorize the destruction of approximately 189 cubic feet of records as listed in the attached Listing of Records Eligible for Destruction created by Gallego Information Services in accordance with the New York State Records Retention and Disposition Schedule LGS-1 and as part of the awarded 2023 Local Government Records Management Improvement Fund (LGRMIF) Records Inventory project. The approximate cost of destruction by Legal Shred is \$1,200 with up to \$650 of the cost to be reimbursed with funds awarded through the LGRMIF grant. Funds are appropriated in FY2023-24 budget code A1410-4950.

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

Trustee Cheney \_\_\_\_ Trustee Foster \_\_\_\_ Trustee Collura \_\_\_\_

Trustee McKnight \_\_\_\_ Mayor Newhard \_\_\_\_

### **10. RESOLUTION GRANTING SPECIAL USE PERMIT FOR A SIX-APARTMENT MULTIPLE DWELLING AT 8 FORESTER AVENUE**

WHEREAS, the applicant, Warwick LLC, owns certain real property located at 8 Forester Avenue, Warwick, New York (Section 207, Block 3, Lot 3); and

WHEREAS, the said property is located in a Central Business District ("CB"); and

WHEREAS, the applicant proposes to convert existing first floor office space to three one-bedroom apartments and to establish three one-bedroom apartments on the second floor of the building on the said property; and

WHEREAS, under the Village Zoning Code the proposed apartment building constitutes a "Multiple Residence"; and

WHEREAS, the Table of Use Requirements in the Village Zoning Code lists Multiple Residence as a use permitted in the CB District subject to grant of a special use permit from the Village Board and grant of site plan approval by the Planning Board; and

WHEREAS, the Planning Board, as lead agency in review of the project under the State Environmental Quality Review Act, has determined that it is an Unlisted Action and has issued a Negative Declaration; and

WHEREAS, the applicant has now applied to the Village Board for a special use permit pursuant to Village Code §145-127 for establishment of the proposed multiple dwelling; and

WHEREAS, under the Village Code, an application for approval of a multiple dwelling must meet the standards set forth in in §145-120 as well at the particular requirements set forth in §145-127;

WHEREAS, the Village Board has duly noticed and held a public hearing on the application for a special use permit.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. That the Village Board does hereby make the following findings pursuant to Village Code §145-120

A. The proposed development of the subject property as a six-apartment multiple dwelling is of such location, size, and character that it will be in harmony with the appropriate and orderly development of the neighborhood in which it is situated and will not be detrimental to adjacent properties. The subject property is an existing building located in a neighborhood in which re-use of it as an apartment building will be consistent with existing uses in the area. Further, it will help increase the Village's stock of entry level housing.

B. The proposed use and development of the subject property as multiple dwelling does not pose any undue hazards to pedestrian and vehicular traffic. There is ample off-street parking on the property, and sight distances are not a concern for ingress and egress from the property.

C. The location and height of the existing building on the property is not of such nature, size, appearance or location that it will hinder or discourage use or development of other properties in the neighborhood or the district. The existing building will not be expanded or significantly modified. Most of the property in the neighborhood is already built out. Thus, the physical dimensions of the building will not hinder or discourage use or development or re-development of other properties in the neighborhood or the district.

D. The proposed development of the property as a multi-family dwelling will not result in a need for additional public facilities or services, or create such fiscal burdens upon the Village greater than those which characterize uses permitted by right under applicable zoning. The applicant is constructing six apartments in place of a commercial use. If the new residential use results in any increase in the need for public facilities or services, or creates a greater fiscal burden upon the Village than the commercial use would create, it will be nominal.

2. That the Village Board does hereby make the following findings in regard to the applicant's ability to meet the "special conditions" criteria set forth in Village Code §145-127:

A. The applicant's property consists of .62 acres, and therefore meets the requirement that the subject property have a minimum lot size of 22,500 square feet.

B. The applicant has not satisfied the special conditions requirement that the multiple residence must be constructed to resemble a single-family dwelling. Village Code §145-161(H).

provides:

“Use requirements or special conditions imposed by this chapter for any Special Use Permit use shall not be waived or reduced by the Village Board and shall be considered to be the minimum requirements for any authorization hereunder, except that the Village Board may authorize further application and action by the Zoning Board of Appeals.”

The Village Board cannot waive compliance with this special condition, but notes that the building on the subject property is a pre-existing building and readily adaptable to use as a residential apartment building. Accordingly, the Village Board will refer the applicant to the Village Zoning Board of Appeals for a variance from this requirement.

C. The applicant meets the requirement that the multiple residence must be consistent with the character of the immediate surrounding neighborhood on the grounds set forth above.

D. Village Code §145-127 goes on to state additional standards which must be met if the applicant proposes to construct multiple buildings on a lot, but here the applicant proposes only to construct a single residential structure with attached garages and on accessory buildings, so these considerations do not apply here.

3. That the Village Board hereby grants the requested special use permit conditioned upon the applicant obtaining a variance from the Village Zoning Board of Appeals from the special condition imposed by Village Code §145-127(C) that the multiple residence shall be constructed to resemble a single-family dwelling.

\_\_\_\_\_ presented the foregoing resolution which was  
seconded by \_\_\_\_\_,

Barry Cheney, Trustee, voting \_\_\_\_\_

Carly Foster, Trustee, voting \_\_\_\_\_

Thomas McKnight, Trustee, voting \_\_\_\_\_

Mary Collura, Trustee, voting \_\_\_\_\_

Michael Newhard, Mayor, voting \_\_\_\_\_

**Public Comment – *Non-Agenda Items***

**Final Comments from the Board**

**Executive Session, if applicable**

**Adjournment**



P-1330 - Village of Warwick NY - LED Streetlight Conversion  
One-Pager IGA Summary  
**SCENARIO: SMART CONTROLS ALL LIGHTS**  
11-29-2023



General Scope of Work & Project Cost

Quantity of Cobraheads:	262
Quantity of Floodlights:	7
<b>Total Quantity of Fixtures:</b>	<b>269</b>
<b>Item</b>	<b>Total</b>
<b>LED Lighting Upgrade Project Cost:</b>	<b>\$ 178,187</b>
Estimated Incentives:	\$ 5,125
<b>Net Project Cost:</b>	<b>\$ 173,062</b>
Utility Acquisition Cost:	\$ 200,457
<b>Total Project Cost + Acquisition:</b>	<b>\$ 373,519</b>

Baseline Inventory

HID Fixture Type	HID System Wattage	Quantity	Demand (kW)
Cobrahead - HPS 70W	108	23	2.5
Cobrahead - HPS 100W	142	92	13.1
Cobrahead - Mercury Vapor 100W	127	66	8.4
Cobrahead - HPS 150W	199	2	0.4
Cobrahead - Mercury Vapor 175W	211	71	15.0
Cobrahead - Mercury Vapor 250W	296	1	0.3
Cobrahead - HPS 250W	311	1	0.3
Cobrahead - Mercury Vapor 400W	459	1	0.5
Cobrahead - HPS 400W	488	4	2.0
NEMA Head or Dusk to Dawn - Mercury Vapor 400W	459	1	0.5
Floodlight - Yoke - HPS 250W	311	2	0.6
Floodlight - Yoke - HPS 400W	488	5	2.4
<b>TOTAL</b>		<b>269</b>	<b>45.8</b>

Replacement LED Inventory

LED Luminaire Replacement	LED Wattage	Quantity	Demand (kW)
24W_GCJ0 15H MV NW 2R GY 490 PCR7 WL	24	119	2.9
25W_GCJ1 30J MV 40K 2R GY 040 PCR7 WL	25	49	1.2
27W_GCJ1 30J MV 40K 3F GY 045 PCR7 WL	27	13	0.4
44W_GCJ2 30J MV 40K 2R GY 070 PCR7 WL	44	57	2.5
44W_GCJ2 30J MV 40K 3F GY 070 PCR7 WL	44	5	0.2
44W_GCJ2 30J MV 40K 4 GY 070 PCR7 WL	44	5	0.2
64W_GCJ3 30J MV 40K 2R GY 090 PCR7 WL	64	6	0.4
72W_GCM1 60J MV 40K 2R GY 115 PCR7 WL	72	4	0.3
72W_GCM1 60J MV 40K 4 GY 115 PCR7 WL	72	2	0.1
84W_GCM1 60J MV 40K 3F GY 135 PCR7 WL	84	2	0.2
49W_75LED P20 MVOLT 66 YK 06 23 NL P7	49	3	0.1
99W_75LED P40 MVOLT 66 YK 06 23 NL P7	99	4	0.4
<b>TOTAL</b>		<b>269</b>	<b>8.9</b>

Energy and Cost Savings

Parameter (Annual):	Before Upgrade	Post Upgrade	Savings	Savings (%)
Energy Consumption (kWh)	187,977	36,519	151,458	81%
Utility Cost	\$ 89,132	\$ 13,592	\$ 75,540	85%
Maintenance Cost	\$ -	\$ 10,848	\$ 10,848	N/A
<b>Total Street Lights Expenditures</b>	<b>\$ 89,132</b>	<b>\$ 24,440</b>	<b>\$ 64,692</b>	<b>73%</b>

Payback and Net Project Savings

Project Payback: 5.3 years  
20 Year Net Project Savings: \$ 1,580,290

Smart Controls Option

Quantity of Fixtures with Smart Controls:	456	(See note 7 below on quantity)
Net Adder for Smart Controls:	\$ 61,548	
<b>Total Project Cost (Smart Controls):</b>	<b>\$ 239,735</b>	
Estimated Incentives:	\$ 5,125	
Utility Acquisition Cost:	\$ 200,457	
<b>Total Project Cost (Smart Controls) + Acquisition:</b>	<b>\$ 435,068</b>	
Project Payback (Smart Controls):	6.1 years	

Notes

- This IGA includes the acquisition cost from the utility. The acquisition cost is provided solely for analysis purposes and is not included in RTE's total project cost. The acquisition cost is based on a buyback rate provided by the Village in November 2023.
- Before upgrade, the maintenance cost is included in the electricity cost. After the acquisition of the lighting system, the Village will be responsible for the maintenance cost of the new LED lighting system. Estimated new maintenance cost includes only the warranty maintenance cost of the luminaires and lighting control devices. RTE Energy may also offer a 2-year project warranty as part of the IGA, or a long-term maintenance agreement (to be discussed during the IGA presentation).
- The project cost includes a spare inventory. Spare inventory consists of 10 luminaires, 15 photocells and 20 light shields. Breakdown of spare inventory is based on the IGA designed bill of material. Refer to project cost breakdown Appendix C for the complete list of recommended spare inventory. If known, please provide shipping address for spare inventory below.
- LED technology specified is smart ready LED luminaires: 7-PIN, dimmable drivers. Luminaire and control warranty: 10 years.
- Installation budget includes: 100% fuse and fuse holder (including fuse kits and ownership labels for 183 pre-existing LEDs cobraheads) and rewiring (up to 115 locations), supply and install 8ft. arms (up to 3 locations), third-party QC and includes a 5% labor contingency. Refer to project cost breakdown (Appendix C) for the complete installation scope of work description.
- Total project cost does not include: modification of fixture mounting, relocation of fixture, the replacement of the fixtures near high tension located in the restricted zone, retrofitting pre-existing LEDs, any potential connection/disconnect fees by the utility and any applicable tax.
- Smart Controls Option includes hardware (Ubiquiti 2.0 smart nodes) and installation, central management (10-years), and connectivity fees (10-years). Smart Controls cost includes 20 spare smart controllers. Quantity of smart controls is based on 456 lights (262 retrofit cobraheads, 183 existing LED cobraheads, 7 retrofit decoratives, and 4 existing LED floodlights). Note that smart controls not included for other decoratives that are not being upgraded due to unknown specification to confirm fitting/compatibility. RTE, along with the installer, can assist with testing smart controller installation to additional decoratives (using spare inventory) as part of the project. Refer to Appendix B for supporting Smart Controller specification sheets.
- Energy Escalation rate (annual): 4% and O&M Savings Escalation rate (annual): 3%.
- Please refer to respective appendices for: Appendix A) Lighting Designs Layouts, Appendix B) Product Spec Sheets, Appendix C) Project Cost Summary, Appendix D) Streetlight Inventory, Appendix E) Warranty Documents, Appendix F) Workmanship Warranty Service Agreement.
- The following lights underwent changes in this IGA version; RTE 352, 395 confirmed to be included in SOW and RTE 442, 447, 518, 509, 510, 89 removed from SOW. RTE\_ID 89 is a pre-existing LED still requiring a fuse kit/ownership label, and a smart controller (under the smart control scenario).
- Material and labor prices from supplier may be subject to change given volatility in market prices. Total project cost estimate does not include any applicable tax.

Should the Village wish to proceed with the above scope of work, please sign below.

Smart Controls Option Only: Please initialize if the Village would like to proceed with smart controls.

Authorized Signature

Authorized Initials

\* Leave above field blank if selecting the photocell

Name (Please print)

Please provide the shipping address and contact for the spare inventory.

Title (Please print)

Shipping Address : \_\_\_\_\_

Contact for spare delivery (name & phone #): \_\_\_\_\_

Date

Warwick Lions Club  
PO Box 208  
Warwick, New York 10990

November 17, 2023

Mayor Michael Newhard  
Village of Warwick  
Village Hall  
Warwick, NY 10990

Re: Salvation Army Bell Ringing by Lions Club

Dear Mayor Newhard:

Once again the Lions Club would like to ring the bells for the Salvation Army this season in front of Akins. We are requesting the following dates:

December 10 10:00-4:00

December 16 & 17 10:00 – 4:00.

Thank you for your courtesies.

Very truly yours,

*Christine F. Stage*

Christine Stage  
Salvation Army Chairperson



# We the People WARWICK

November 30, 2023

Dear Mayor Newhard and the Village Board of Trustees,

I am on behalf of We the People Warwick to ask to hold a silent candlelight peace vigil on Railroad Green Thursday, December 21, 2023, from 6:30-7:30 pm, with a rain date of Friday, December 22nd. This date was chosen to coincide with the winter solstice, an event that has been celebrated by various cultures throughout human history as a time of returning light and hope. It is our wish to provide an opportunity to bring our neighbors together during this period of dwindling light and concern for human suffering around the world and to rekindle the holidays' messages of light and hope, not just for ourselves, but for all humankind. We believe this will be a beautiful community experience where we can witness our collective longing for a more peaceful world.

Our intention, if you approve this event, is to use the following description in promoting it publicly to the community:

*Silent Candlelight Peace Vigil*

*Thursday, December 21 - 6:30-7:30 PM - Railroad Green, Warwick, NY*

You are invited to gather with us for a silent candlelight ceremony to coincide with the winter solstice, an event that has been celebrated by various cultures throughout human history as a time of returning light and hope. Please join us for this beautiful, shared, community experience where we can witness our collective longing for a more peaceful world. Please bring a white candle if you have one. A limited number of candles will be provided onsite by the Warwick Ecumenical Council. Event organizer: We the People Warwick.

We look forward to the favor of your response.

With gratitude,

Beverly Braxton  
Founder and Director  
We the People Warwick  
[wethepeoplewarwick@gmail.com](mailto:wethepeoplewarwick@gmail.com)  
[wethepeoplewarwick.org](http://wethepeoplewarwick.org)

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



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

**VILLAGE OF WARWICK**  
INCORPORATED 1867

**Facility Use Request Form**  
**For Gatherings of Less Than 200 People**

**RECEIVED**  
NOV 27 2023  
VILLAGE OF WARWICK  
CLERK'S OFFICE

ONLY USE THIS FORM IF YOUR EVENT WILL HAVE 200 PEOPLE OR LESS

Date Request Submitted: 11.21.23

Title of Event: Candlelight Peace Vigil

Purpose of Event: Promote Peace + Goodwill

**SECTION 1: REQUESTED VILLAGE-OWNED PROPERTY**

☒ Railroad Green      ☐ Stanley-Deming Park      ☐ Lewis Woodlands

☐ Veterans Memorial Park      ☐ Veterans Memorial Park Pavilion

*\*Please use the attached map to indicate the specific area(s) to be used within each park.*

Village of Warwick Parking Lots - check all that apply:

☐ South Street Lot    ☐ 1<sup>st</sup> Street Lot    ☐ Chase Lot (non-permit only)  
☐ Spring Street Lot    ☐ Wheeler & Spring St. Lot    ☐ Upper CVS Lot    ☐ Lower CVS Lot

Village of Warwick Streets: Railroad Ave.

**SECTION 2: DATE AND TIME REQUESTED**

Date(s) Requested: 12.22.23      Rain Date Requested: 12.22.23

Arrival Time: 5:30pm      Departure Time: 8:00pm

Event Start Time: 6:30pm      Event End Time: 7:30pm

**SECTION 3: APPLICANT INFORMATION**

Check one: ☒ Non-Profit Organization    ☐ Commercial/Business Organization    ☐ Family  
*\*For-profit activities are prohibited.*

Applicant's Name/Responsible Party: Beverly Saxton

*\*Person of responsibility representing the organization must be a Town of Warwick resident.*

Mailing Address of Responsible Party: 81 CASCADE Rd Warwick, NY

Email Address: ~~205~~ sun@gmail.com Cell Phone: 914 715 4559

Proof of Town of Warwick Residency of Responsible Party: ☒ Driver's License ☐ Utility Bill

Name of Organization (if Applicable): We the People Warwick (WTPW)

Name of Organization's Director(s)/Officer(s): Beverly Braxton

Organization's Phone: 914 715 4559 Email Address: We the peoplewarwick@gmail.com

Mailing Address of Organization: PO Box 585 Warwick, NY 10990

Physical Address of Organization: ~~WPA~~ 81 CASCADE Rd. Warwick

#### SECTION 4: EVENT INFORMATION

Maximum Number of People Intended at the Event: 150

\* If greater than 200 people, at any given time DO NOT complete this form. See instructions.

# of Adults: \_\_\_\_\_ # of People Under 18: \_\_\_\_\_

Expected Number of Vehicles Intended at the Event: 50

Please explain the parking plan for the event: Participants will park at various locations in the village

#### **WILL YOUR EVENT INCLUDE:**

#### **CHECK YES OR NO**

<b>Greater than 200 people at any given time</b> <i>If yes, DO NOT complete this form. Please complete form: FACILITY USE PERMIT APPLICATION FOR GATHERINGS GREATER THAN 200 PEOPLE</i>	Yes _____ No <u>✓</u>
<b>Music / Loudspeakers / Sound System</b> <i>If yes, explain: Request use of Village Speaker</i> <i>Location of Music/Loud Speakers/ Sounds System: _____</i>	Yes <u>✓</u> No _____
<b>Parade, walk, road race, etc.</b> <i>Request must include in writing a clear layout of the intended route AND a letter from the Warwick Police Department approving the route and police resources.</i>	Yes _____ No <u>✓</u>
<b>Tent(s)</b> <i>Include a map detailing the placement of the tent(s).</i> <i>Date &amp; time tent will be set up: _____</i> <i>Date &amp; time tent will be removed: _____</i>	Yes _____ No <u>✓</u>

<b>RVs, Campers, Food Trucks, etc.</b> <i>If yes, explain:</i> _____	Yes ____ No <input checked="" type="checkbox"/>
<b>Admission Fee to Be Charged</b> <i>If yes, please list the admission fee:</i> _____	Yes ____ No <input checked="" type="checkbox"/>
<b>Alcohol</b> <i>Host Liquor Liability Insurance is required.</i>	Yes ____ No <input checked="" type="checkbox"/>
<b>Food will be served or sold</b> <i>If yes, explain the method of food distribution and disposal of trash:</i> _____ _____ <i>*A permit is required from the Orange County Department of Health when offering or selling any food to the public. It is the applicant's responsibility to contact the Orange County Department of Health to obtain necessary permits. Contact the Orange County Department of Health for further information.</i> <i>*Applicants must provide a drawing to scale showing where the food will be served/sold and where trash will be disposed.</i>	Yes ____ No <input checked="" type="checkbox"/>
<b>Rides: Mechanical Carnival Rides, Bounce House, Inflatable Slide, etc.</b> <i>If yes, explain:</i> _____ <i>Additional contract(s) and/or insurance is required.</i>	Yes ____ No <input checked="" type="checkbox"/>
<b>Portable Toilets</b> <i>Placement of portable toilets must be detailed on the map that is required with the application.</i>	Yes ____ No <input checked="" type="checkbox"/>
<b>Other</b> <i>Please explain:</i> _____	Yes ____ No <input checked="" type="checkbox"/>

**SPECIAL REQUESTS:**
**CHECK YES OR NO**

<b>Road Closure</b> <i>List road(s):</i> <u>Railroad Ave.</u> <i>Closed between the hours of</i> <u>4:30 pm</u> <i>and</i> <u>8 pm</u> <i>Number of 'No Parking' meter bags requested, if applicable:</i> _____	Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Use of Village-owned tables and chairs</b> <i>Veterans Memorial Park Pavilion Only. No. of Tables</i> _____ <i>No. of Chairs</i> _____	Yes ____ No <input checked="" type="checkbox"/>
<b>Use of Electricity</b>	Yes <input checked="" type="checkbox"/> No ____
<b>Use of Memorial Park Football/Over 35 Field Lights</b> <i>Additional fee required for use of field lights.</i>	Yes ____ No <input checked="" type="checkbox"/>
<b>Use of Memorial Park Pavilion Lights</b>	Yes ____ No <input checked="" type="checkbox"/>

<b>Use of Village of Warwick Restrooms</b> <i>Memorial Park and Stanley Deming Park only.</i>	Yes _____ No <input checked="" type="checkbox"/>
<b>Other</b> Please explain: _____	Yes _____ No <input checked="" type="checkbox"/>

### **SECTION 5: FEES/SECURITY DEPOSIT**

*Fees and Security Deposit are Due Upon Application / Checks payable to: The Village of Warwick*

☒ \$200 Security Deposit - (*Must be a Separate Payment*)

☐ Memorial Park Football/Over 35 Field Lights (circle one) - \$10 per day or \$300 per season

**TOTAL FEES:** \$ \_\_\_\_\_ (excluding security deposit)

### **SECTION 6: INDEMNITY & HOLD HARMLESS**

The undersigned is over 21 years of age and has read this form and attached regulations and agrees to comply with them. He/she agrees to be responsible to the Village of Warwick for the use and care of the facilities. He/she, on behalf of WTPW (Name of Organization) does hereby covenant and agree to defend, indemnify and hold harmless the Village of Warwick from and against any and all liability, loss, damages, claims, or actions (including costs and attorneys' fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of Village's property, facilities and/or services by

We the People Warwick (Name Organization).

Beverly Braxton

Printed Name of Applicant/Responsible Party

Beverly Braxton

Signature of Applicant/Responsible Party

11/22/23  
Date

**Clerk Use Only:** Security Deposit Check # 1120 Certificate of Insurance ☒ Host Liquor Liability NA  
 Fees Received NA Park Map(s) ☒ Police Dept. Approval (if applicable) NA  
 Facility Use Calendar \_\_\_\_\_ Parade Calendar (if applicable) \_\_\_\_\_



**WARWICK LITTLE LEAGUE**  
**PO Box 153**  
**Warwick, NY 10990**

November 28, 2023

Honorable Michael Newhard  
Mayor  
Village of Warwick  
77 Main Street  
Warwick, NY 10990

Re: 2024 Little League Season

Dear Mayor Newhard and Trustees:

The Warwick Little League requests the Village's permission for use of the Memorial Park and Stanley Deming ballfields for the 2024 Little League season, which will extend from March 1 to November 17. Little League will be responsible for daily preparation of the fields and is willing to be responsible for scheduling use of the fields with other users including travel baseball and softball teams. Completed application and security deposit accompany this letter. The Insurance Certificate will be provided in January.

In addition, the League is requesting permission to hold its Opening Day Parade and Ceremonies and Picture Day on Saturday, April 6 with a rain date of April 13. The parade will step-off promptly at 10:00 AM with lineup beginning at 9:30 AM. We are requesting that High Street be closed to traffic starting at 9 AM to serve as the parade assembly area with barriers provided by the DPW. Also we request that the parking spaces on the east side of Main Street between High and Church Streets be designated as "No Parking" to allow for drop-off of participants. The parade would follow the normal route of Main Street, Railroad Avenue, South Street, Parkway, Park Lane, and then crossing Forester Avenue into Memorial Park. As always you and the Trustees are invited to march or ride in the parade and join us for the opening ceremonies. For Picture Day activities we request use of the Memorial Park Pavilion and the surrounding area between 8 AM and 6PM on April 13. The Warwick Police Department, Fire Department and Ambulance Service will be contacted and asked to provide their services for the event.

On behalf of the players and their families thank you for your continued support. If you would like to discuss any aspect of this request, please contact me.

Sincerely,



Rich DiCostanzo  
President

Cc: Mike Moser, Supervisor, Village DPW





## VILLAGE OF WARWICK

INCORPORATED 1867

### FACILITY USE PERMIT APPLICATION FOR GATHERINGS GREATER THAN 200 PEOPLE ON VILLAGE-OWNED PROPERTY

Date Request Submitted: 11-16-23

Title of Event: WARWICK LITTLE LEAGUE

Purpose of Event: PROVIDE BASEBALL AND SOFTBALL ACTIVITIES FOR YOUTH

#### SECTION 1: REQUESTED VILLAGE-OWNED PROPERTY

☐ Railroad Green ☒ Stanley-Deming Park ☐ Lewis Woodlands

☒ Veterans Memorial Park ☒ Veterans Memorial Park Pavilion (ONE DAY/PICTURE DAY)

*\*Please use the attached map to indicate the specific area(s) to be used within each park.*

Village of Warwick Parking Lots - check all that apply:

☐ South Street Lot ☐ 1<sup>st</sup> Street Lot ☐ Chase Lot (non-permit only)  
☐ Spring Street Lot ☐ Wheeler & Spring St. Lot ☐ Upper CVS Lot ☐ Lower CVS Lot

Village of Warwick Streets: \_\_\_\_\_

#### SECTION 2: DATE AND TIME REQUESTED

Date(s) Requested: MARCH 1 - NOV 15, 2024 Rain Date(s) Requested: \_\_\_\_\_

Arrival Time: 8 AM Departure Time: 10 PM

Event Start Time: 8 AM Event End Time: 10 PM

#### SECTION 3: APPLICANT INFORMATION

Check one: ☒ Non-Profit Organization ☐ Commercial/Business Organization ☐ Family

*\*For-profit activities are prohibited.*

Applicant's Name/Responsible Party: RICH DICOSTANZO

*\*Person of responsibility representing the organization must be a Town of Warwick resident.*





<b>RVs, Campers, Food Trucks, etc.</b> <i>If yes, explain: _____</i>	Yes _____ No <u>X</u>
<b>Admission Fee to Be Charged</b> <i>If yes, please list the admission fee: _____</i>	Yes _____ No <u>X</u>
<b>Alcohol</b> <i>Host Liquor Liability Insurance is required.</i>	Yes _____ No <u>X</u>
<b>Food will be served or sold</b> <i>If yes, explain the method of food distribution and disposal of trash:</i> <u>LEAGUE OPERATES CONCESSION STAND DURING GAMES</u> <hr/> <i>*A permit is required from the Orange County Department of Health when offering or selling any food to the public. It is the applicant's responsibility to contact the Orange County Department of Health to obtain necessary permits. Contact the Orange County Department of Health for further information.</i> <i>*Applicants must provide a drawing to scale showing where the food will be served/sold and where trash will be disposed.</i>	Yes <u>X</u> No _____
<b>Rides: Mechanical Carnival Rides, Bounce House, Inflatable Slide, etc.</b> <i>If yes, explain: _____</i> <i>Additional contract(s) and/or insurance is required.</i>	Yes _____ No <u>X</u>
<b>Portable Toilets</b> <i>Placement of portable toilets must be detailed on the map that is required with the application.</i>	Yes _____ No <u>X</u>
<b>Other</b> <i>Please explain: _____</i>	Yes _____ No _____

**SPECIAL REQUESTS:**
**CHECK YES OR NO**

<b>Road Closure</b> <i>List road(s): _____</i> <i>Closed between the hours of _____ and _____</i> <i>Number of 'No Parking' meter bags requested, if applicable: _____</i>	Yes _____ No <u>X</u>
<b>Use of Village owned tables and chairs</b> <i>Veterans Memorial Park Pavilion Only. No. of Tables _____ No. of Chairs _____</i>	Yes _____ No <u>X</u>
<b>Use of Electricity</b> <u>LEAGUE PAYS FOR ITS FIELD LIGHTS</u>	Yes _____ No <u>X</u>
<b>Use of Memorial Park Football/Over 35 Field Lights</b> <i>Additional fee required for use of field lights.</i>	Yes _____ No <u>X</u>
<b>Use of Memorial Park Pavilion Lights</b>	Yes _____ No <u>X</u>

<b>Use of Village of Warwick Restrooms</b> <i>Memorial Park and Stanley Deming Park only.</i>	Yes _____ No <u>X</u>
<b>Other</b> Please explain: <u>VILLAGE OPEN TO MOW FIELDS AND SURROUNDING AREAS</u>	Yes <u>X</u> No _____

### **SECTION 5: FEES/SECURITY DEPOSIT**

*Fees and Security Deposit are Due Upon Application / Checks payable to: The Village of Warwick*

☐ Memorial Park Football/Over 35 Field Lights (circle one) - \$10 per day or \$300 per season

☒ \$500 Security Deposit (*Must be a Separate Payment*)

**TOTAL FEE:** \$ 0 (excluding security deposit)

### **SECTION 6: INDEMNITY & HOLD HARMLESS**

The undersigned is over 21 years of age and has read this form and attached regulations and agrees to comply with them. He/she agrees to be responsible to the Village of Warwick for the use and care of the facilities. He/she, on behalf of WARWICK LITTLE LEAGUE (Name of Organization) does hereby covenant and agree to defend, indemnify and hold harmless the Village of Warwick from and against any and all liability, loss, damages, claims, or actions (including costs and attorneys' fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of Village's property, facilities and/or services by WARWICK LITTLE LEAGUE (Name Organization).

Additionally, I agree to accept notices or summonses issued with respect to the application or the conduct of the assembly or use in any manner involving it arising out of the application, construction or application of Chapter 39 'Assemblies, Public' of the Village Code of the Village of Warwick.

Furthermore, I authorize the Village of Warwick or its lawful agents to observe the event at any time for the purpose of inspecting the same, the facilities provided and the cleaning of the premises after the termination of the assembly.

RICH DICOSTANZO  
 Printed Name of Applicant/Responsible Party

  
 Signature of Applicant/Responsible Party

11/15/23  
 Date

**Clerk Use Only:** Security Deposit Check # \_\_\_\_\_ Certificate of Insurance ☒ Host Liquor Liability NA  
 Fees Received NA Park Map(s) ☒ Police Dept. Approval (if applicable) NA  
 Facility Use Calendar \_\_\_\_\_ Parade Calendar (if applicable) NA  
 \*Certificates of Insurance Reviewed by NYMIR/Broker \_\_\_\_\_

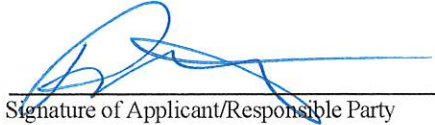
## INDEMNITY & HOLD HARMLESS

**FACILITY USER** does hereby covenant and agree to defend, indemnify and hold harmless the Village of Warwick from and against any and all liability, loss, damages, claims, or actions (including costs and

attorneys' fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of the Village of Warwick property, facilities and/or services. I have read and understand the Facilities Use Requirements:

Rich DiCostanzo

Printed Name of Applicant/Responsible Party



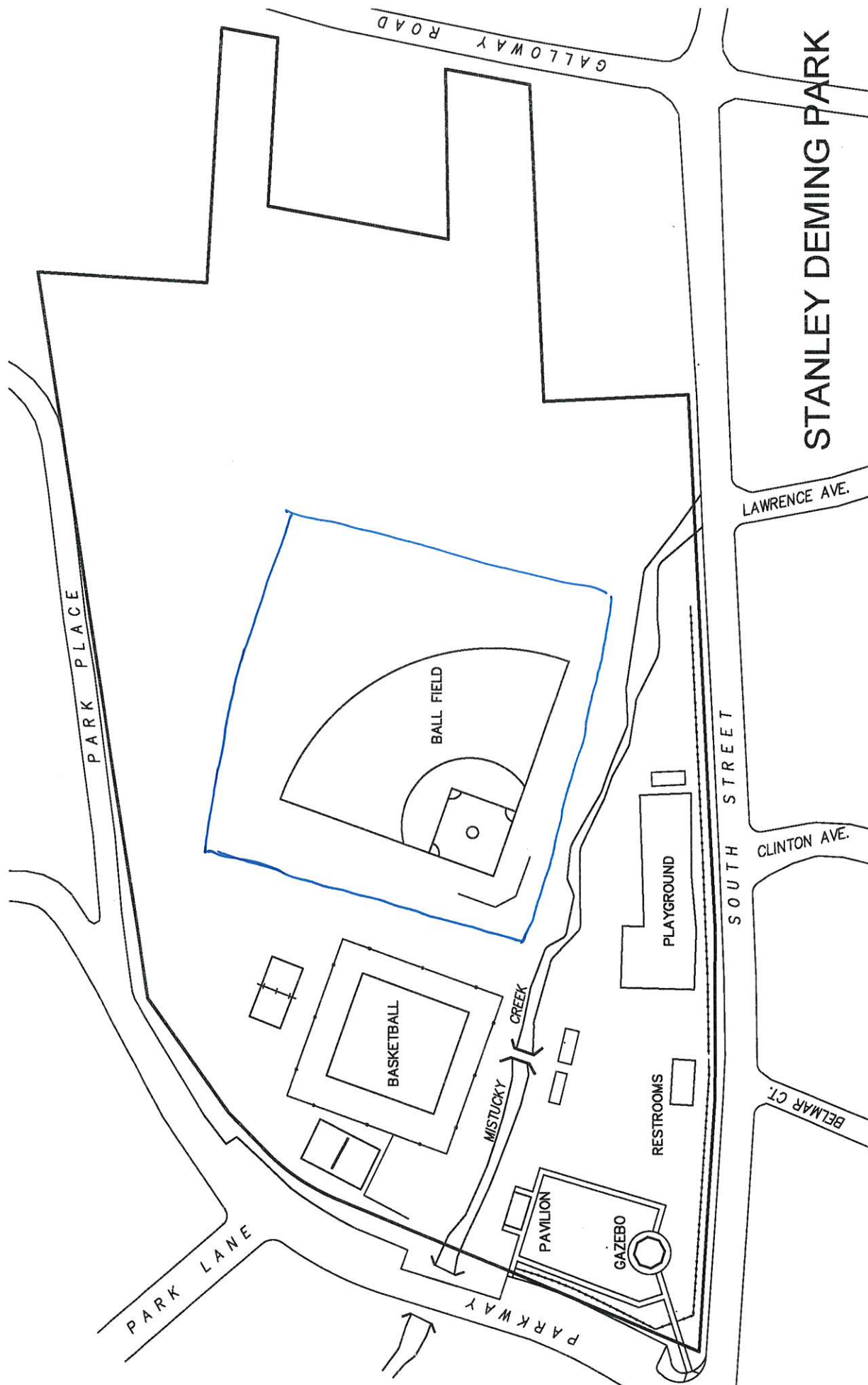
Signature of Applicant/Responsible Party

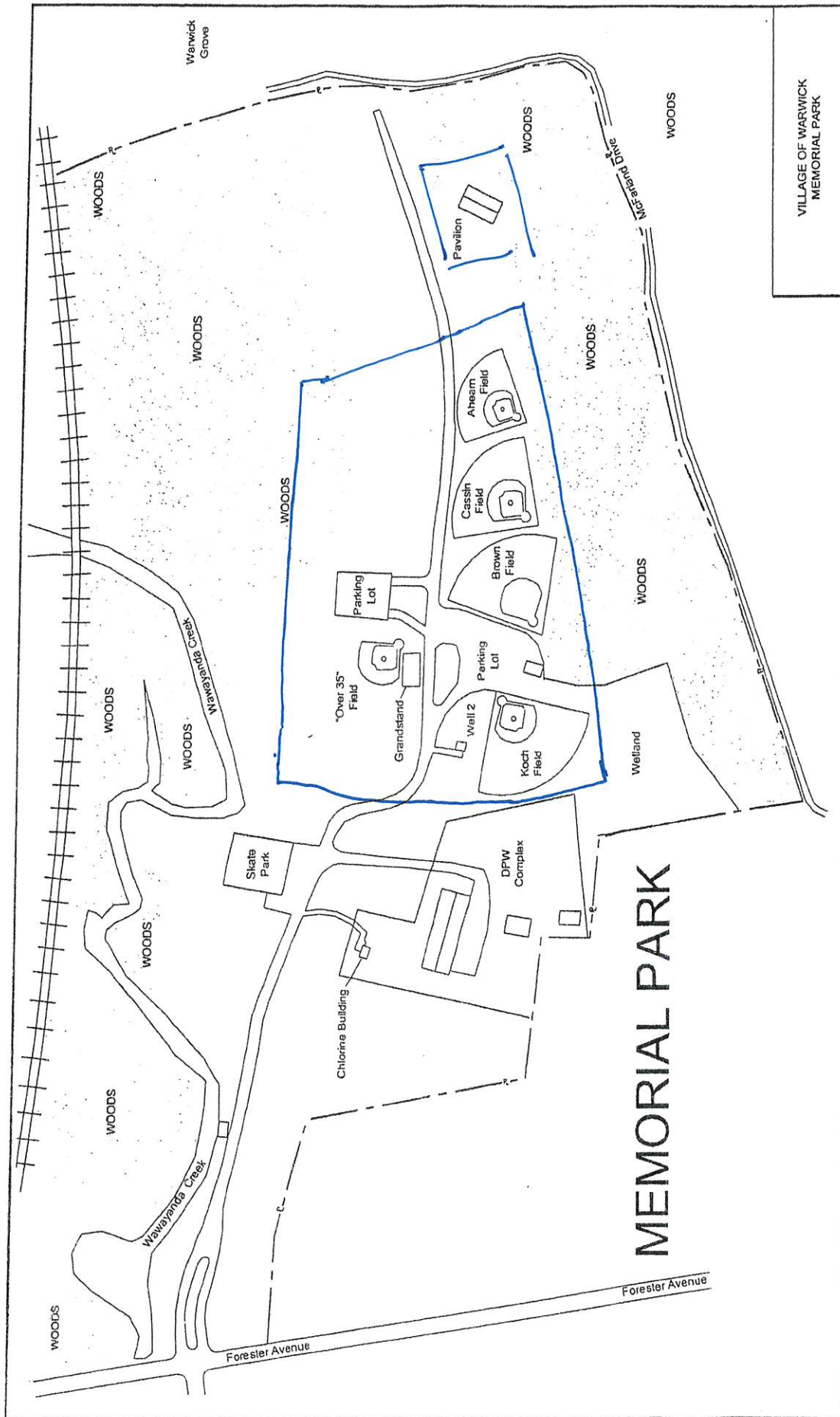
11/15/23

Date



# STANLEY DEMING PARK





# VILLAGE OF WARWICK CASH MANAGEMENT POLICY

## I. Purpose

To establish sound cash management practices to ensure efficient utilization of cash in a manner consistent with the overall strategic goals of the Village. In this context, cash would be defined as coins, currency, checks, money orders, credit, ACH payments and e-check payments.

## II. Monitoring

- A. All activity and balances in the primary accounts shall be monitored by the Office of the Treasurer to assess the cash necessary to meet daily obligations and ensure adequate funds are available.
- B. The Office of the Treasurer is responsible for the transfer of funds between bank accounts maintained by the Village. This includes, but is not limited to:
  - 1. Establish the daily cash position of the Village.
  - 2. Appropriately manage the general, water and sewer operating funds for Village disbursements and obligations.
  - 3. Transfer depository funds for investment purposes of the Village.
  - 4. Maintain the ability to pay obligations when they become due.
  - 5. Obtain both short and long-term borrowed funds when required and approved by the Board of Trustees in a timely manner at an acceptable interest rate.

## III. Segregation of Duties

Segregation of duties is a commonly used and widely accepted internal control practice. Implemented effectively, this control reduces the risk that any employees will be able to carry out and conceal errors or fraud in the normal course of their duties without being detected. In general, there are three categories of duties or responsibilities that are examined when segregation of duties is discussed:

- A. Custody of cash
- B. Authorization or approval of transactions
- C. Recording or reporting of related transactions.

Ideally, employees performing any one of the above functions would also not have responsibilities in either of the other two functions. The objective of segregation of duties is to prevent one person from having access to assets and responsibility for maintaining the accountability or authorizing transactions affecting those assets. Due to limited staff available, the administration of the three functions above is delegated to the Treasurer with consultation of the Mayor.

## IV. Cash Receipts

- A. Collection Procedures



1. Employees responsible for collecting cash:
  - a. Clerk's office
    1. Village Clerk
    2. Deputy Clerk
  - b. Treasurer's Office
    1. Treasurer
    2. Deputy Treasurer
  - c. Water Department
    1. Water/Sewer Billing Clerk
  - d. Building Department
    1. Planning/Zoning/ARB/AHDRB Secretary
    2. Building Inspector
    3. Assistant Building Inspector
  - e. Recreation Department
    1. Treasurer
  - f. Department of Public Works-Metered Coin
    1. Treasurer
    2. Deputy Treasurer
2. A receipt book must be maintained for each department responsible for collecting cash and a receipt must be written for each payment received. The receipt must include the name of the payee, amount of payment, payment method (cash, check, ACH, or money order) check number if applicable, receipt number, and signature of employee recording the transaction. For tax collections, a paid receipt is printed from the tax collection system and mailed to the resident.
3. Endorse checks upon receipt (For Deposit Only) with Village of Warwick stamp.
  - a. Checks for amounts greater than the amount due may be accepted for the following reasons:
    1. Tax overpayments may be received. The tax collector will accept the overpayment into the tax collection software, generate an entry in the Duplicate/Overpayment Report, and deposit the overpayment. The clerk will submit the overpayment information, Duplicate/Overpayment Report, and voucher for reimbursement to the treasurer to process at the next Village Board meeting. The reimbursement payment will be returned to the clerk to enter the refund in the tax collection software, generate an overpayment letter, and mail the letter and refund to the payee
    2. Duplicate tax payments may be received and either returned or deposited.
      - a. A duplicate tax payment may be returned when the payment only includes funds for parcels that have previously been paid. The tax collector will record the duplicate payment in the tax collection software, generate a return of payment letter, and mail the letter and original payment back to the payee.
      - b. Duplicate tax payments may be deposited when the payment includes funds for both previously paid AND

unpaid parcels. The tax collector will enter the payment, including duplicate payments, into the tax collection software, generate an entry on the Duplicate/Overpayment Report, and deposit the duplicate payment. The clerk will submit the duplicate payment information, Duplicate/Overpayment Report, and voucher for reimbursement to the treasurer to process at the next Village Board meeting. The reimbursement payment will be returned to the clerk to enter the refund in the tax collection software, generate a refund letter, and mail the letter and refund to the payee.

3. Water/Sewer rent payments received for amounts greater than the current amount due. The water billing clerk accepts the overpayment and applies the credit towards the next billing cycle.
4. Cash collections from all departments must be given to the Treasurer's office by the end of the work week along with a detail report of the collection. Any cash collections held by a department must be locked in a secure location as approved by the Treasurer.
5. Treasurer's office issues a numbered general receipt to log every deposit collected from each department.

#### B. Deposit Procedures

1. Deposit collections in a timely fashion – preferably within 48 hours. When not possible to deposit collections within 48 hours, deposits must be made within 10 days as recommended by the Office of the State Comptroller. Secure all undeposited collections in the file cabinet locked within the safe/vault in Clerk's office until deposited.
  - a. Remote deposit capture
    1. The treasurer and the deputy treasurer have remote deposit check scanners
    2. All checks will be scanned using the corresponding banks scanner and remote deposit capture websites
    3. A receipt of deposit will be printed after all checks have been scanned and verified
    4. Scanned checks will be kept in the safe/vault for a period of six months. After six months, the checks will be shredded by the Treasurer's office. (In accordance with the NYS LGS-1 schedule item 476, 'original check, money order, or similar instrument of payment received and kept by local government, scanned and deposited to bank account, or retained by the local government for any other reason must be retained 60 days after deposit and verification of account information or no longer needed for any purpose).
  - b. Smart safe-Orange Bank & Trust
    1. The smart safe is in Village Hall and is a depository for cash and coins for the Operating Bank Account only.

2. Any cash/coin deposits will be made using the smart safe.
3. Once cash/coin is deposited into the smart safe, a receipt prints and needs to be attached with the cash receipt.

c. Cash deposits for Webster Bank

1. Cash deposits for bank accounts held at Webster bank will need to be made at the branch. A receipt must be received by the bank.
2. Deposit receipts must identify the composition of cash collected and individual checks deposited.
3. The Treasurer must be the final custodian of all cash receipts.
4. The Treasurer must compare each cash receipt deposit to the monthly bank statement as part of the bank reconciliation process.
5. Credit Card payments/e-checks/ACH payments received online and in-person for tax collection, recreation fees, water/sewer rents are deposited in a separate credit card bank account.
  - a. Water billing credit card payments are reconciled daily by the water billing clerk.
  - b. Tax credit card payments are reconciled daily by the Clerk's office.
  - c. Recreation credit card payments are reconciled daily by the Treasurer.

C. Record Keeping Procedures

1. The Treasurer records receipts in the Village's finance system daily or as timely as possible.
2. Employees responsible for collecting cash and preparing bank deposits should not record cash transactions in the financial system or reconcile the bank statement.

V. Cash Disbursements

A. Check Preparation Procedures

1. The Treasurer is responsible for ordering checks, to oversee check inventory, and to identify reasons for gaps in the numbering sequence. The Deputy Treasurer is responsible for check preparation after each Board of Trustees approved audit of claims.
2. Issue pre-numbered checks in sequence.
3. Never make checks payable to "cash" or "petty cash".
4. Restrict the use of manual written checks to credit card bank account transfers.
5. The Board of Trustees has allowed by resolution an advanced approval of claims. This authorizes payment in advance of audit of claims for public utility services including electric, gas, water, sewer, telephone/internet services, postage, freight, and express charges. All such claims must be presented at the next regular meeting for audit of claims.
6. All claims/invoices are entered into the Village's finance system to assign a voucher/purchase order number for the Board of Trustees approval at their next meeting.
  - a. Planning board escrow and building permit refunds require a motion at the next Board of Trustees meeting. After approval a voucher/purchase order number can be assigned, and a refund check can be issued.

7. Voucher/PO entries should contain as much detail in the description, invoice number and other important notes that identify the reasons for the payment.
8. Identify each group of entries with a unique Batch ID. Printout each Batch ID with a PO listing report that details each voucher/PO number issued by vendor, description of service, budget code charged and payment amount.
9. Deputy Treasurer will total all batch ID's and prepare the total audit of claims amount to be approved by the Board of Trustees at their next meeting.

B. Check Signing Procedures

1. The official responsible for check preparation and signing should not have the authority to solely audit and approve claims for payment. The Board of Trustees audits and approves claims.
2. Limit check signing authority to as few officers as possible and only to those positions authorized by law to sign checks. Presently, the Treasurer and Mayor are authorized to sign checks. The Deputy Mayor is authorized to sign checks when the mayor is unable to fulfill his or her duties as mayor pursuant to Village Law § 4-400(1)(h).
3. The official responsible for signing checks shall compare prepared checks to the vouchers approved by the Board.
4. Blank checks shall never be signed.
5. Checks are printed by the Deputy Treasurer. The Treasurer then reviews all checks printed and voided.

C. Positive Pay

1. After checks are printed and before they are mailed (AP checks and Payroll checks) a positive pay reports must be uploaded to the Orange Bank & Trust website.
  - a. This procedure helps with fraud protection.
  - b. A report generated from Edmunds will list the check numbers, date of the check, payee name, and amount.
  - c. The bank will review cleared checks daily. Any checks not uploaded to the website will come back as an exception to be reviewed. The Treasurer's office will decide to pay the check or return it.

D. Petty Cash Procedures

1. Petty cash funds should be authorized at the lowest amount practical. The Clerk's Office petty cash is \$30.00 in cash.
2. Custody of the petty cash fund is assigned to the Treasurer. As petty cash custodian, this employee should handle all petty cash transactions, keeping a detailed list of petty cash used and remaining balance. The funds are held in a metal box inside the safe/vault.
3. A voucher (or claim) requesting reimbursement of petty cash expenses should be submitted to replenish the funds up through the \$30.00 maximum funds. Attach the detailed list and receipts to the voucher as backup.

E. Change Drawer

1. The Village Clerk shall maintain, for the purpose of providing change, a cash balance of \$30 located in the safe in the Clerk's Office.
2. The Water/Sewer Billing Clerk shall maintain, for the purpose of providing change, a cash balance of \$50 located in the safe in the Clerk's Office.

## VI. Online Banking

- A. All online transfers should be made at the direction of the Treasurer. Before approval is granted, documentation detailing the amount, purpose, and destination of the online transfer should be presented for review to the mayor, who in turn approves the transfer.
- B. Employees who execute bank transfers should not prepare or post journal entries or reconcile bank accounts. When it is not practical to segregate these duties, a compensating control, such as supervisory review by the Village accountant, should be implemented.
- C. What online banking and EFT activities will be used:
  - 1. Electronic transfers to and from any of the Villages Bank Accounts
  - 2. Direct deposit submissions for payroll
  - 3. Wire transfers
- D. Who is authorized to initiate and transmit e-transactions:
  - 1. Treasurer
  - 2. Deputy Treasurer in the absence of the Treasurer
- E. Who will approve e-transactions:
  - 1. Mayor will approve any electronic transfers to and from the Village bank accounts that are made by the Treasurer.
  - 2. Treasurer will approve payroll transfers weekly.
- F. Who will record e-transactions:
  - 1. Treasurer
- G. The Treasurer will review and reconcile e-transactions daily:
  - 1. These include transactions made to the credit card bank account
  - 2. Any ACH payments made to the Operating bank account
  - 3. Any other miscellaneous transactions made to the Villages bank accounts

## VII. Bank Accounts and Bank Reconciliation Procedures

- A. Bank Account Procedures
  - 1. Inform all depositories in writing that only the Treasurer or Mayor are permitted to open or close bank accounts for general governmental purposes.
  - 2. The Treasurer or Mayor should periodically review the listing of all bank accounts in the name of the local government and for all bank accounts carrying the local government's federal tax ID.
  - 3. When an official authorized to sign checks or to perform wire transfers leaves the local government, the Mayor or Treasurer must contact the bank, and revoke his or her check signing authority, online banking capabilities and wire transfer authority, and destroy his or her signature disk.
- B. Bank Reconciliation Procedures
  - 1. Bank reconciliations are prepared monthly by the Treasurer and any differences between net bank balances and general ledger cash accounts must be researched and explained in the reconciliation.
  - 2. During the bank reconciliation process, check images (or canceled checks) and bank statements should be reviewed for anything out of the ordinary, such as

suspicious payees, large dollar amounts, and secondary endorsements. All check images should be retained in electronic format for audit purposes.

3. After all bank reconciliations are completed, the Treasurer will prepare the monthly bank account summary file for the Board of Trustees review. This report outlines all the bank account balances for the month ended.

V. of Warwick Listing of Records Eligible for Destruction

Created by Gallego Information Services in accordance with the NYS Records Retention and Disposition Schedule LGS-1 and as part of the awarded 2023 Local Government Records Management Improvement Fund (LGRMIF) Records Inventory project.

Unique Identifier	Location	Department	Record Series Title	LGS-1 Schedule Item #	Retention Period	From Date	To Date	Volume in cubic feet	Disposition Date	Comments
A	Garage - Outside Vault	Village Clerk	Correspondence Files / Miscellaneous Files: Discharge Monitoring Report McPhillips, Mary NYS Assemblywoman 1983 - 1989 Joyland Family Game Center 1981 Gesell, Garfield Village Auditor 1974 - 1979 Coleman, Daniel Correspondence 1976 - 1979 NYS Public Information Law Freedom of Information 1974 - 1989	53.b 450.f	6 years 5 years	1974	1989	1	1995	
B	Garage - Outside Vault	Village Clerk	Energy Bids 2015 - 2016 Closed Insurance Claims 2006 - 2016	547 576	6 years after completion of purchase or 6 years after final payment under contract, whichever is later 6 years after closed	2006	2016	1	2022	
C	Garage - Outside Vault	Treasurer	Contribution Withdrawals / Cash Receipts (1992 - 1993): Class Contributions & Withdrawals FYE 5/31/1993 Class Accounts FYE 1993 Cash Receipts 1991 W2's Budget List Maintenance 1992 941's & W2's 1992	506 512 540 489 539	6 years 6 years 5 years 6 years 4 years after tax paid	1992	1995	1	2001	
D	Garage - Outside Vault	Village Clerk	Budget Working Documents/Backup	489	6 years	1984	1987	1	1993	
E	Garage - Outside Vault	Village Clerk	Village Trustee Correspondence Includes Petitions	53.b 77.a	6 years 6 years after disposition of all complaints, petitions or requests listed	1978	1990	1	1996	
F	Garage - Outside Vault	Treasurer	Contribution Withdrawals / Cash Receipts: Class Contributions & Withdrawals 1985 Cash Receipts 1994 - 1995 Fed & FICA Stubs 1992 W2's Budget List Maintenance 1993 Journal Vouchers 1993	506 512 539 540 489 504	6 years 6 years 4 years after tax paid 5 years 6 years 6 years after last entry	1992	1995	1	2001	
G	Garage - Outside Vault	Purchasing	Bids for Cleaning / Painting 1991 and Gase & Department of Health 1970 - 1983: Other Files include: Revenue Sharing 1974 - 1981 Harde, Royal Bruce Town Planner 1974 - 1976 Dump Letters - State Health Department 1970 - 1971 Gasoline Reference Material 1974	547	6 years after completion of purchase or 6 years after final payment under contract, whichever is later	1970	1991	1	1997	
H	Garage - Outside Vault	Treasurer	Police and Justice Department Records: Justice Court Cash Book Court Fund Ledgers Police Reports ( monthly/daily activities)	50651173	6 years 6 years after accounts closed 6 years	1967	1988	1	1994	
I	Garage - Outside Vault	Treasurer	Police and Justice Department Records: Police Reports (monthly/daily activities) Court Fund Ledger	5873	0 after no longer needed 6 years	1967	1988	1	1994	
J	Garage - Outside Vault	Village Clerk	NYS Retirement Reports Sent to NYS for Public Works 1975 - 1976 Health Insurance 1971 - 1972 Civil Service for Police (Certificates of Eligibility & Notice of Exam Scores) 1970 - 1979	538 692.a	6 years 20 years after expiration of eligible list	1970	1979	1	1999	
K	Garage - Outside Vault	Water/Sewer	Capital Construction or Public Improvement Project for Environmental Facilities: Water Improvement Contracts and Specifications (Duplicates)	430.b	6 years after completion of project or date of most recent entry, whichever is longer	1975	1975	1	1990	
L	Garage - Outside Vault	Treasurer	Paid Bond Notes	486	6 years after cancellation of last bond or note	1940s	1950s	1	1960s	
M	Garage - Outside Vault	Water/Sewer	Water Tests Waste Disposal 1971 Orange Rockland Gas Gasoline Contract 1965 Claims 1970 - 1979	831.b 547 576	10 years 6 years after completion of purchase or 6 years after final payment under contract, whichever is later 6 years after claim closed, but not until any minor reaches age 21, whichever is later	1971	1987	1	2006	
N	Garage - Outside Vault		Sewer Bond Coupons (Matured/Paid)	486	6 years after cancellation of last bond or note	1996	1998	1	2004	

V. of Warwick Listing of Records Eligible for Destruction

Created by Gallego Information Services in accordance with the NYS Records Retention and Disposition Schedule LGS-1 and as part of the awarded 2023 Local Government Records Management Improvement Fund (LGRMIF) Records Inventory project.

Unique Identifier	Location	Department	Record Series Title	LGS-1 Schedule Item #	Retention Period	From Date	To Date	Volume in cubic feet	Disposition Date	Comments
O	Garage - Outside Vault	Water/Sewer	Watershed Well Pump / Water Filtration / Water Meter: Tri-State Regional Planning Commission 1974 US Federal Regional Council (Water/Sewer Assistance 1979) Uffheil Construction Co Inc 1970-1971 Umstead Sewer Problem 1980 US Pipe & Foundry Co 1974 Vernon Shaw Contract 1971 - 1972 Wachs, E. H. Company Water Correspondence from Lennartar Rosemary Bergman 1986 Water Advisory Commission 1989 <u>Well Pump Test 1974</u> <u>Sensus Technologies Inc 1995 - 1996</u> Water Filtration Correspondence Pertaining to Treatment State and County Health Regs 1989-1990 Bonds and Notes for Water Filtration Project 1981 - 1985 Mechanical Construction Against the Village of Warwick 1986 - 1988	53.b 849.b 547	6 years 10 years 6 years after completion of purchase or 6 years after final payment under contract, whichever is later	1970	1996	1	2006	Retain for review by the Water Department: Well Pump Test 1974 Sensus Technologies Inc 1995 - 1996
P	Garage - Outside Vault		Bids and Specifications: 1978 Pickup Truck 1966 Dump Truck with Snow Blower 1964 Snow Blower O'Brian Co. Model 350 Bid Sewer Cleaning Equipment Bids for Tractor-Loader-Backhoe 1964 1964 4 Wheel Pickup Truck 1965 GMC 4 Wheel Drive Truck 3/4 Ton Pickup 4 Wheel Drive Truck Oil Streets 1969 Oil Bids for Roads August 1964 Bid - Arthur Walsh Con Co - Sewer Treatment Plant 1962 Tractor Bids 12/1967 Dump Truck and Snow Blower Specification for 4 Wheel Drive Pickup Truck Bid Street Specs Demolitions Bids 1970 Street Blacktop Bids Specification W-18 Articulated Wheel Louder	547	6 years after completion of purchase or 6 years after final payment under contract, whichever is later	1964	1978	1	1984	
Q	Garage - Outside Vault	Water/Sewer	Sewer Treatment Plant: Construction Aid from NYS DEC 1970 - 1973 Camo Pollution Control Contract to Operate Sewer Plant 1989 - 1993 and 1993 - 2008 Sewer Bond for Sewer Treatment Project Upgrade 1992 - 1995 Sewer Treatment Plant Loan through NYS Revolving Fund 1990 - 1997 Septic Tank Complaint 1969 Sewer Impact Files 1990 - 1992 Sewer Fund Audit 1975 Sewer Construction BAN 1972 - 1973 Sewer Bond Sale 1973 Correspondence Sewer Department 1971- 1998 Seage Treatment Plant Operation & Maintenance Correspondence 1975 Solid Waste Management (Reference Material) 1988 - 1989	53.b 547	6 years 6 years after completion of purchase or 6 years after final payment under contract, whichever is later	1969	1998	1	2004	
R	Garage - Outside Vault	Court	Court Case Files - includes Criminal / Civil / Motor Vehicle Case Files	OCA	25 years	1970	1979		2014	25% if criminal case files were retained 11.30.23 - Turned over to V. of Warwick Justice Court
S	Garage - Outside Vault	Court	Court Case Files - includes Criminal / Civil / Motor Vehicle Case Files	OCA	25 years	1970	1979		2014	25% if criminal case files were retained 11.30.23 - Turned over to V. of Warwick Justice Court
T	Garage - Outside Vault		Sewer & Sidewalks: Solid Waste Disposal Plan Orange County 1973 Orange County Integrated Solid Waste Processing Facility (Masada) 1989 - 1998 Masada 2001 Masada Agreement 2000 - 2004 Sewer Treatment Plant - NYS DEC State Aid 1972 - 1990 Sewer Vouchers 1971 - 1972 Silvers Engineer Associated 1985 Bensen, Florence Sidewalk Repair 1982 Sidewalks 1975 South Street Bridge 1981 Sewer Sanitary System 1972	53.b 547	6 years 6 years after completion of purchase or 6 years after final payment under contract, whichever is later	1971	1998	1	2004	
U	Garage - Outside Vault	Assessor	Recorded Deed #s12283 - 12770	1054	6 years	Sep-06	Nov-08	1	2014	Copies of Deeds
V	Garage - Outside Vault	Assessor	Recorded Deed #s13370 - 13858	1054	6 years	Jul-12	Nov-14	1	2020	Copies of Deeds
W	Garage - Outside Vault	Assessor	Recorded Deed #s5241 - 4861	1054	6 years	Jun-98	Apr-00	1	2006	Copies of Deeds
X	Garage - Outside Vault	Assessor	Recorded Deed #s14165 - 14606	1054	6 years	Jan-15	Aug-07	1	2023	Copies of Deeds
Y	Garage - Outside Vault	Assessor	Recorded Deed #s2120 - 2307	1054	6 years	1979	1984	1	1990	Copies of Deeds
Z	Garage - Outside Vault	Assessor	Recorded Deed #s1861 - 2120	1054	6 years	1971	1979	1	1985	Copies of Deeds
AA	Garage - Outside Vault	Assessor	Recorded Deed #s2477 - 2649	1054	6 years	1986	1987	1	1993	Copies of Deeds
AB	Garage - Outside Vault	Assessor	Recorded Deed #s2649 - 2849	1054	6 years	Jan-87	Dec-87	1	1993	Copies of Deeds
AC	Garage - Outside Vault	Assessor	Recorded Deed #s2313 - 2462	1054	6 years	Jan-85	Dec-85	1	1991	Copies of Deeds
AD	Garage - Outside Vault	Assessor	Recorded Deed #s2850 - 3172	1054	6 years	1987	1989	1	1995	Copies of Deeds
AE	Garage - Outside Vault	Assessor	Recorded Deed #s3173 - 3488	1054	6 years	1989	1991	1	1997	Copies of Deeds
AF	Garage - Outside Vault	Assessor	Recorded Deed #s3489 - 3837	1054	6 years	1991	1993	1	1999	Copies of Deeds



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AG	Garage - Outside Vault	Assessor	Recorded Deed #s3910 - 4274	1054	6 years	1993	1995	1	2001	Copies of Deeds
AH	Garage - Outside Vault	Assessor	Recorded Deed #s4275 - 4657	1054	6 years	1995	1997	1	2003	Copies of Deeds
AI	Garage - Outside Vault	Assessor	Recorded Deeds	1054	6 years	1965	1971	1	1977	Copies of Deeds
AJ	Garage - Outside Vault	Assessor	Recorded Deed #s11490 - 12256	1054	6 years	Jul-04	Aug-06	1	2012	Copies of Deeds
AK	Garage - Outside Vault	Assessor	Recorded Deed #s5923 - 11488	1054	6 years	Aug-02	Feb-04	1	2010	Copies of Deeds
AL	Garage - Outside Vault	Assessor	Recorded Deed #s13854 - 14337	1054	6 years	Mar-15	Sep-17	1	2023	Copies of Deeds
AM	Garage - Outside Vault	Assessor	Recorded Deed #s4860 - 4750	1054	6 years	Mar-98	Aug-98	1	2004	Copies of Deeds
AN	Garage - Outside Vault	Assessor	Recorded Deed #s4660 - 5321	1054	6 years	Jun-00	Mar-02	1	2008	Copies of Deeds
AO	Garage - Outside Vault	Assessor	Recorded Deed #s12820 - 13357	1054	6 years	May-09	Apr-12	1	2018	Copies of Deeds
AP	Garage - Outside Vault	DPW	Grant Applications and Water Tests: Grant for Exterior Renovation of Village Hall (1992 - 1997) Grant - MIA - McEwen Street Project V5 HUD (1997 - 1981) US Economic Development Department of Commerce (1976 - 1979) Orange County Health Dept Water Tests 9/1986 - 12/1987 HUD Grants (1979 - 1981) Orange Counted DOH Water Reports 1/1977 - 12/1977 Orange County Dept of Health (1975 - 1976) State Water Reports (1972 - 1973) Orange County Dept of Health Water Reports (1/1978 - 5/1980) Orange Counted Dept of Health (1973 - 1974)	55.a  55.b	6 years after renewal or close of grant 6 years after renewal or close of grant or denial of grant	1972	1997	1	2003	
AQ	Garage - Outside Vault	Treasurer	Insurance Policies and Correspondence - Expired policies for auto and property insurance	579	6 years after expiration	2000	2006	1	2012	
AR	Garage - Outside Vault	DPW	Water and Sewer Subject Files: Water Chlorination Plant Marine Midland Financing - Loans and Grants 1972 - 1997 Corliss, Joseph Joint Regional Sewer Authority 1976 Salt Contract 1973 - 1974 Sewer/Water Adoption of Fees 1990 Replacement of Radio Equipment 1994 - 1997	55.a  55.b  831.b	6 years after renewal or close of grant 6 years after renewal or close of grant or denial of grant 10 years	1972	1997	1	2007	
AS	Garage - Outside Vault	Police	Police Subject Files: Accreditation Program (Reference Materials) 1989 Application for Police Chief 1978 Bids and Specs for Police Car 1969 - 1980 Employee Matters 1985 - 1991 Police Correspondence 1965 - 1986 Parking Survey 1979 Police Physicals 1975 - 1978	53.b 547  58	6 years 6 years after completion of purchase or 6 years after final payment under contract, whichever is later 0 after no longer needed	1965	1989	1	1995	
AT	Garage - Outside Vault	Police	Police Records: Bail Receipts 1991 Receipts Miscellaneous and Vouchers 1991 Personnel Records 1991	561.a 495 636.b	6 years 6 years 6 years after termination of employment or appointment	1991	1991	1	1997	
AU	Garage - Outside Vault	Police	Police Claim Files	576	6 years after claim closed, but not until any minor reaches age 21, whichever is later	1985	1992	1	1998	
AV	Garage - Outside Vault	Treasurer	Payroll Working Documents - Backup Records: General Ledger Journal Voucher 1099s Month End Closing FYE W2s Worksheets	502 504 540 524.c	6 years after last entry 6 years after last entry 5 years 6 years	2006	2006	1	2012	
AW	Garage - Outside Vault	Treasurer	Payroll Working Documents - Backup Records: General Ledger Journal Voucher 1099s Month End Closing FYE W2s Worksheets	502 504 540 524.c	6 years after last entry 6 years after last entry 5 years 6 years	2007	2007	1	2013	
AX	Garage - Outside Vault	Treasurer	Payroll Working Documents - Backup Records: General Ledger Journal Voucher 1099s Month End Closing FYE W2s Worksheets	502 504 540 524.c	6 years after last entry 6 years after last entry 5 years 6 years	2008 2011	2008 2011	1	2017	
AY	Garage - Outside Vault	Treasurer	Payroll Working Documents - Backup Records: General Ledger Journal Voucher 1099s Month End Closing FYE W2s Worksheets	502 504 540 524.c	6 years after last entry 6 years after last entry 5 years 6 years	2005	2005	1	2011	
AZ	Garage - Outside Vault	Assessor	Final Assessment Rolls	1045.b	10 years after filing	2012	2013	1	2023	Note: County has official copy of Final Assessment Roll from 2012 - current 2 Books of 2013 1 Book of 2012
BA	Garage - Outside Vault	Village Clerk	Voted Ballots - 3/21/2017 Election	363.b	1 year after election	2017	2017	1	2018	
BB	Garage - Outside Vault		Voted Ballots - 3/15/2016 Election	363.b	1 year after election	2016	2016	1	2017	
BC	Garage - Outside Vault		Voted Ballots - 3/15/2022 Election	363.b	1 year after election	2022	2022	1	2023	
BD	Garage - Outside Vault	Village Clerk	Voted Ballots, Application for Absentee Ballots and Voided Ballots - 3/15/2022 Election	363.b	1 year after election	2022	2022	1	2023	

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BE	Garage - Outside Vault	Village Clerk	Voted Ballots and Voided Ballots - 3/18/2014 Election	363.b	1 year after election	2014	2014	1	2015	
BF	Garage - Outside Vault	Village Clerk	Voted Ballots - 3/19/2013 Election	363.b	1 year after election	2013	2013	1	2014	
BG	Garage - Outside Vault	Village Clerk	Voted Ballots - 3/20/2012 Election	363.b	1 year after election	2012	2012	1	2013	
BH	Garage - Outside Vault	Village Clerk	3/16/2010 Election Records: Voter Registration Records Election Inspection Report Absentee Ballots Acceptance or Declination of Nomination	362.a 363.b 363.c 363.e 364 365	5 years 1 year after election 30 days after election 1 year after election 1 year after election 1 year after election	2010	2010	1	2015	
BI	Garage - Outside Vault	Village Clerk	Voter Registration Records Inspector Certification and Reports Acceptance or Declination of Nomination	362.a 363.e 364 365	5 years 1 year after election 1 year after election 1 year after election	2008	2009	1	2014	
BJ	Garage - Outside Vault	Village Clerk	3/21/2006 Election: Voter Registration Records Inspector Certification and Reports Acceptance or Declination of Nomination	362.a 363.b 363.c 363.e 364 365	5 years 1 year after election 30 days after election 1 year after election 1 year after election 1 year after election	2006	2006	1	2011	
BK	Garage - Outside Vault	Village Clerk	3/18/2003 Election: Voter Registration Records Inspector Certification and Reports Acceptance or Declination of Nomination Voted Absentee Ballots	362.a 363.b 363.c 363.e 364 365	5 years 1 year after election 30 days after election 1 year after election 1 year after election 1 year after election	2003	2003	1	2008	
BL	Garage - Outside Vault	Village Clerk	1999 List of Registered Voters 3/16/2004 and 3/15/2005 Election Records: Voter Registration Records Inspector Certification and Reports Acceptance or Declination of Nomination Voted Absentee Ballots	362.a 363.b 363.c 363.e 364 365	5 years 1 year after election 30 days after election 1 year after election 1 year after election 1 year after election	1999 2004	1999 2005	1	2010	
BM	Garage - Outside Vault		Recreation Files: Park Athletic Field Pavilion Permits 1999 - 2002 Reservation Forms 2002 - 2006 Billing 1999 Copies of Vouchers 1998 Reservations 2000 - 2004	854.a 853.b 514.b 58	0 after invalid, but not less than 6 years 6 years 6 years 0 after no longer needed	1999	2006	1	2012	
BN	Garage - Outside Vault	Treasurer	Health Insurance Billing and Claims	514.b	6 years	1980 2007	1988 2011	1	2017	
BO	Garage - Outside Vault	Treasurer	General Receipts - receipt books for payments	519	6 years	2005	2007	1	2013	
BP	Garage - Outside Vault	Assessor	Veteran's Exemptions	1039.a/b	6 years after expiration of exemption or abatement / 6 years	1941	1983	1	2000	
BQ	Garage - Outside Vault	Treasurer	Retirement Report sent to NYS Retirement System	538	6 years	2010	2012	1	2018	
BR	Garage - Outside Vault		Recreation Files: Recreation Vouchers 1965 - 1976 Recreation Grants 1975 - 1981	495 55.a 55.b	6 years 6 years after renewal or close of grant 6 years after renewal or close of grant or denial of application	1965	1981	1	1987	
BS	Garage - Outside Vault		Grants for: Microfilming, Curb and Sidewalks and Handicap Restrooms - includes applications and fiscal records	55.a 55.b	6 years after renewal or close of grant 6 years after renewal or close of grant or denial of application	1993	1998	1	2004	
BT	Garage - Outside Vault	Treasurer	Reports sent to NYS Retirement Systems 1977 - 1983 Copies of Board Annual Meetings 1975 Auto and General Liability Insurance Policies 1976 - 1981	538 58 579	6 years 0 after no longer needed 6 years after expiration	1975	1983	1	1989	
BU	Garage - Outside Vault	Treasurer	Cable TV Records - Expire in 2011	608.a	6 years after franchise expires	1975	2001	1	2017	
BV	Garage - Outside Vault	Treasurer	Tax Collection Records - Escrow Accounts Cable TV	1047.a 1049.b 608.b	6 years 6 years 6 years after franchise expires	1990 1987	1993 1993	1	1999	
BW	Garage - Outside Vault	Treasurer	Tax Collection Records - Escrow Accounts	1047.a 1049.b	6 years 6 years	1989	1998	1	2004	
BX	Garage - Outside Vault	Treasurer	Tax Collection Records - Escrow Accounts Tax Complaints 1965 - 1989 NYS Senate Assembly Bills 1976 - 1982	1047.a 1049.b 1040 58	6 years 6 years 6 years after final determination 0 after no longer needed	1965	1989	1	1995	
BY	Garage - Outside Vault	Treasurer	Retirement Reports sent to the NYS Retirement Systems 1988 - 1989 and 2002 - 2006 Workers Comp Records 1990 - 2004 (includes Policy loss experience Reports)	538 577.a	6 years 18 years after injury or illness, but not less than 8 years after last payment	1988	2006	1	2022	

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BZ	Garage - Outside Vault	Treasurer	Franchise Tax Franchise Fees Utility Tax Police Expenditures	1034.b 608.a 1047.a 555	3 years 6 years after franchise expires 6 years 6 years	2001	2008	1	2014	
CA	Garage - Outside Vault	Village Clerk	General Correspondence and Subject Files To/From Orange County	53.b	6 years	1976	2000	1	2006	
CB	Garage - Outside Vault	Village Clerk	General Correspondence and Subject Files To/From Orange County	53.b	6 years	1970	2000	1	2006	
CC	Garage - Outside Vault	Village Clerk	General Correspondence and Subject Files To/From Orange County and New York State	53.b	6 years	1972	1989	1	1995	
CG	Garage - Outside Vault	Planning	CDBG Municipal Grant Applications	55.a 55.b	6 years after renewal or close of grant 6 years after renewal or close of grant or denial of application	2015	2015	1	2021	
CE	Garage - Outside Vault	Village Clerk	General Correspondence and Subject Files To/From Orange County and New York State	53.b	6 years	1960	1990	1	1996	
CF	Garage - Outside Vault	Treasurer	Workers' Comp Cases / Claims	577.a	18 years after injury or illness, but not less than 8 years after last payment	1980	2002	1	2020	
CG	Garage - Outside Vault		Orange County Community Development Grants and Fiscal Records	55.a 55.b	6 years after renewal or close of grant 6 years after renewal or close of grant or denial of application	1985	1990	1	1996	
CH	Garage - Outside Vault	Village Clerk	General Correspondence To/From New York State includes Reports to NYS Retirement Systems	53.b	6 years after renewal or close of grant or denial of application	1972	1989	1	1995	
CI	Garage - Outside Vault	Village Clerk	General Correspondence To/From New York State	53.b	6 years	1978	1989	1	1995	
CJ	Garage - Outside Vault	Village Clerk	Correspondence / Subject Files	53.b	6 years	1956	1968	1	1974	
CK	Garage - Outside Vault		Election Records includes Voted Ballots, Records used to compile final results, Unused ballots and certificate of Acceptance for the following elections: 3/20/1984, 3/19/1985, 3/18/1986, 3/18/1987, 3/15/1988 and 3/21/1989	363.b/c/e/f/g  364 365 362.a	1 year after election/30 days after election/1 year after election/6 months after election/1 year after election 1 year after election 1 year after election 5 years	1984	1989	1	1994	
CL	Garage - Outside Vault		Election Records includes Voted Ballots, Records used to compile final results, Unused ballots and certificate of Acceptance for the following elections: 3/20/1990, 3/19/1991, 3/17/1992, 3/16/1993, 3/15/1994, 3/21/1995 and 3/19/1996	363.b/c/e/f/g  364 365 362.a	1 year after election/30 days after election/1 year after election/6 months after election/1 year after election 1 year after election 1 year after election 5 years	1990	1996	1	2001	
CM	Garage - Outside Vault		Election Records includes Voted Ballots, Voter Registration, Records used to compile final results, Unused ballots and certificate of Acceptance for the following elections: 3/21/2000, 3/20/2001, and 3/19/2002	363.b/c/e/f/g  364 365 362.a	1 year after election/30 days after election/1 year after election/6 months after election/1 year after election 1 year after election 1 year after election 5 years	2000	2002	1	2007	
CN	Garage - Outside Vault		Election Records includes Voted Ballots, Voter Registration, Records used to compile final results, Unused ballots and certificate of Acceptance for the following elections: 3/18/1997, 3/17/1998, and 3/16/1999	363.b/c/e/f/g  364 365 362.a	1 year after election/30 days after election/1 year after election/6 months after election/1 year after election 1 year after election 1 year after election 5 years	1997	1999	1	2004	
CO	Garage - Outside Vault	Treasurer	Tax Collection Records	1047.a	6 years	2004	2006	1	2012	
CP	Garage - Outside Vault		Election Records includes Voted Ballots, Voter Registration, Records used to compile final results, Unused ballots and certificate of Acceptance for the following elections: 3/17/1964, 3/16/1965, 3/15/1966, 3/18/1969, 6/18/1971, 3/16/1971, 3/21/1972, 3/20/1973, 3/19/1974, 10/21/1974, 3/18/1975, 3/16/1976, 3/15/1977, 7/5/1977, 7/6/1978, 3/20/1978, 3/20/1979, 3/18/1980, 3/17/1981 and 3/16/1982	363.b/c/e/f/g  364 365 362.a	1 year after election/30 days after election/1 year after election/6 months after election/1 year after election 1 year after election 1 year after election 5 years	1964	1982	1	1987	
CQ	Garage - Outside Vault	DPW	Correspondence / Subject Files N - R includes correspondence to/from NYS and Personnel Files	53.b 636.b	6 years 6 years after termination of employment or appointment	1975	1996	1	2002	
CR	Garage - Outside Vault	Assessor	Assessment / Tax Grievances	1040	6 years after final determination	1997	2002	1	2008	
CS	Garage - Outside Vault	Treasurer	Tax Collection Records	1047.a	6 years	1999	2014	1	2020	
CT	Garage - Outside Vault	DPW	Correspondence / Subject Files A - M includes correspondence to/from NYS	53.b	6 years	1975	1996	1	2002	
CU	Garage - Outside Vault	Treasurer	Tax Collection Records includes tax receipt registers (1981 - 1982)	1047.a	6 years	1981 2007	1982 2011	1	2017	

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CV	Garage - Outside Vault		Litigation Files: Board of Trustee of Village of Warwick vs. Town Board of Town of Warwick (7/19/1995)	95.a	6 years after case closed, or 0 after any minor involved attains age 21, whichever is later	1993	1995	1	2001	
CW	Garage - Outside Vault	DPW	Correspondence / Subject Files M - S includes correspondence to/from NYS	53.b	6 years	1965	1995	1	2001	
CX	Garage - Outside Vault	Assessor	Assessment / Tax Grievances	1040	6 years after final determination	1989	2010	1	2016	
CY	Garage - Outside Vault	Treasurer	Tax Collection Records - Paid Tax Bill Receipts	1047.a	6 years	1999	2001	1	2007	
CZ	Garage - Outside Vault	Treasurer	Fixed Asset Reports	814	6 years after superseded by inventory, or 6 years after replacement, sale, or discontinuance of use of all property, whichever is sooner	2009	2017	1	2023	
DA	Garage - Outside Vault	Treasurer	Tax Collection Records - Tax Bills and Paid Receipts	1047.a	6 years	1998	1999	1	2010	
DB	Garage - Outside Vault	Assessor	Tentative Tax Roll	1045.a	5 years after filing	2000	2001	1	2006	
DC	Garage - Outside Vault		Tax Collection Records - Tax Bills and Paid Receipts 2001 - 2002 Tax Deposits 2003	1047.a	6 years	2001	2003	1	2009	
DD	Garage - Outside Vault		Litigation Files- 21 Hawthorn Road Manas vs Village of Warwick	95.a	6 years after case closed, or 0 after any minor involved attains age 21, whichever is later	2010	2013	1	2019	Retain permanently for historic value.
DE	Garage - Outside Vault	Treasurer	Disability Insurance Claims General Liability / Auto / Disability Insurance Policies Bonds Correspondence working documents and backup	577.a 579	18 years after injury or illness, but less than 8 years after last payment 6 years after expiration	1980	1998	1	2016	
DF	Garage - Outside Vault	Treasurer	Insurance Policies for General Liability and Auto Bonds Correspondence working documents and backup	579 485.b	6 years after expiration 6 years after bon issue retired	1980	1998	1	2004	
DG	Garage - Outside Vault		Skate Park Registration - completed applications	855	6 years or 3 years after child attains age 18, whichever is longer	1999	1999	1	2022	
DH	Garage - Outside Vault		Posted Water/Sewer Payments	505	6 years after last entry	1/2/2014	5/30/2014	1	2020	
DI	Garage - Outside Vault		Retirement Reports send to NYS Retirement Systems	538	6 years	1993	1999	1	2005	
DJ	Garage - Outside Vault		Medical Billing worksheets	514.b	6 years	2012	2014	1	2020	
DK	Garage - Outside Vault	Planning	Lower Income Housing Rental Assistance Records for Senior Housing Projects: Burt Farms, Creekside Apartments and Devin Woods	225.a	6 years after final payment on loan	1978	1994	1	2000	
DL	Garage - Outside Vault	DPW	Sewer Projects include Performance Bonds, Vouchers and Certificates of Insurance	430.b	6 years after completion of project or date of most recent entry, whichever is longer	1971	1973	1	1990	
DM	Garage - Outside Vault	Mayor	General Correspondence /Subject Files includes correspondence to/from Orange County, estimates of Flood damage and Explosive Licenses	53.b	6 years	1970	1995	1	2001	
DN	Garage - Outside Vault	Mayor	General Correspondence / Subject Files includes to/from Orange County, Conference of Mayors, Chamber of Commerce, Cable TV Commission Correspondence, and Civil Service Correspondence	53.b	6 years	1970	1984	1	1990	
DO	Garage - Outside Vault	Assessor Treasurer	Tentative Assessment Roll 1972 - 1973 and 1988 Tax Exemption List 2003 - 2004 Water and Sewer Deposits Ledger 1999	1045.a 1039.d 503	5 years after filing 0 after no longer needed 6 years after last entry	1972 1988 1999	1973 1988 1999	1	2010	
DP	Garage - Outside Vault	Treasurer	Budget Modifications (backup) Treasurer Projects - backup files (copies of vouchers, worksheets and account reconciliations)	489	6 years	5/31/2015	5/31/2017	1	2015	
DQ	Garage - Outside Vault	Treasurer	Budget Year End and Budget Modifications Workers' Comp Loss Reports	489 493 577.c	6 years 6 years 6 years after last payment	2011 2010	2014 2013	1	2020	
DR	Garage - Outside Vault	Treasurer	Receipt Books (2 books) 2016 - 2017 False Alarms 2017	519 505	6 years 6 years after last entry	2016	2017	1	2023	
DS	Garage - Outside Vault	Treasurer	Closed Escrow Accounts	1049.b	6 years	2011	2017	1	2023	
DT	Garage - Outside Vault	Treasurer	Blank Checks for Inactive Accounts (Greater Hudson Bank)	58	0 after no longer needed	N/A	N/A	1	2023	
DU	Garage - Outside Vault	Treasurer	Canceled Bonds / BANs - preparation and maintenance files for sewer equipment includes Bond research	485.b	6 years after bond issue retired	1973	2004	1	2010	
DV	Garage - Outside Vault	Treasurer	General Ledger Register 2007 Cash Receipt Register 2011 Budget pre file 2014 - 2015 Salary backup for budget 2010 - 2016 NYS Retirement Budget 2010 - 2013 Warwick Commons Audit Reconciliation 2009 - 2015	502 506 489 473	6 years after last entry 6 years 6 years 6 years	2007	2013	1	2019	
DW	Garage - Outside Vault	Treasurer	Budget prep files (backup)	489	6 years	6/1/2015	5/31/2017	1	2023	
DX	Garage - Outside Vault	Treasurer	Payroll Backup Reports 2010 - 2014 includes W2, 1099, URS and payroll tax, NYS payroll tax Collateral Statements 2016 - 2017	524.c 475	6 years 6 years	2010	2017	1	2023	

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DY	Garage - Outside Vault	Treasurer	Treasurer Correspondence/Subject/Reference Files A - H: ACA Reporting Requirements for Local Government 2015; AED (equipment) 2009; Albert Wisner Public Library 2009; Alteva (web hosting services) 2015; Altice Fees (electronic payment) 2017; ASCAP 2017; Asset Management Program 2013 - 2014; Auditor Agreement 1982 - 1999; Banks (Other) 2012 - 2016; TD Bank 2014 - 2015; BAS 2012; BID Info 2011 - 2013; Cable Vision 2015; Cabinet Purchase 2012 - 2014; Cabinet Abatement 2014 - 2017; Cat Control 2011; Computer (Old Stuff) 2006 - 2013; Computer Backup Services 2015; The Computer Guy 2013-2015; Computer Consultants (Gross Receipt Tax) 2016 - 2017; Contract Agreements (Consulting) 2011; Cooley Group 2010; New Copier 2012; Dam Rehabilitation (Fiscal Worksheets) 2003; NYSEDEC 2013; DEC Consent Order 2014; The Depository Trust Company Transfer Agent Services 1992 - 2010; Direct Deposit 2014; Disability 2016; Direct Energy (Gross Receipt Tax) 2015; Dog License 2017; Dredging Projects (Worksheets) 2002 - 2005; New Youth Earth Structure Corp Maintenance Warranty (Hilltop Pump Station) 2007 - 2009; EFC Presentation 2015; Five Repair Expense 2013; Financial Leasing Programs 2008 - 2009; FMLA 2016; FORTE - BAS Credit Card Info; General Graphics Check Signer 2012 - 2013; Gross Receipts Tax 2015 - 2016; Hilltop Pump Station Maintenance Warranty 2008; HDM/LMS Adjustments 2004 - 2009	53.b	6 years	1982	2017	1.5	2023	
DZ	Garage - Outside Vault	Treasurer	Treasurer Correspondence/Subject/Reference Files I - Tax : Insurance Claim - Fire Hydrant 2015; IRS Penalty 2015 - 2016; IRS Correspondence 2010 - 2011; JCO Annual Fee Schedule 2009; Judgments 2002: Justice Court Fund (copies) 2010 - 2016; KeyBank 2010 - 2014: Legal Misc. 2010; Liberty Green Assoc. LLC 2008 - 2011; Little League Ball 2005; Local Financial Law 2009; Maintenance Contractors 2006 - 2007; Marshal & Sterling Insurance 2017; MUNICIPALITY; Memos Miscellaneous 2010 - 2015, GR Memos 2000 - 2016; Meth Law Invoices 2010 - 2011; National Joint Powers Alliance 2014; NYCOMCO Lease Agreements 2016; NYS Deferred Compensation 2012; OPTIUM Cameras 2017; O&R Info 2011 - 2016; Orange & Rockland 1997 - 2004; OCS Audit 2009 - 2011; Panic Buttons - Village Hall 2015; Part Time Position Civil Service 2016; Police 1992 - 2016; Railroad Green Clock 2014; Retirement Incentive 2010; Rivera 2016; Sanford Monument 2013; Security Cameras Parks 2015 - 2016; SENSUS 2008 - 2017; Sequestering 2012; Sewer 2008 - 2009; Skatepark Ramp 2014; South Street Sewer Remediation South Street Extension 2001 - 2002; St Anthony Community Hospital 2008 - 2009; NYS Taxation & Finance Levy 2011; Government Efficiency Plan Tax Freeze 2015; Tax Property Cap 2013 - 2016; Constitutional Tax Limit 1971 - 2009; Instructions for Completing Village Constitutional Tax Limit Form 2008	53.b	6 years	1971	2017	1.5	2023	
EA	Garage - Outside Vault	Treasurer	Treasurer Correspondence/Subject/Reference Files Treasurer Requests - Z : Treasurer Reports; Treasurer Requests 2011 - 2014; Unemployment Insurance Appeal Board 2015; Village Hall Renovation 2012; Vouchers 2012; Town of Warwick 2008; Warwick Ambulance Corps 2007 - 2008; Warwick Grove/Village Fees 2004 - 2017; Warwick Bloom 2009; Warwick Motel & Suites 2009; Water Treatment Facility Rehab Project Completed 10/2009; Water Rates 2005 - 2017; WVT/Altera/Momentum Gross Receipt Tax 2015 - 2017; WVT Equipment Lease Application 2008	53.b	6 years	2004	2017	1.5	2023	
EB	Garage - Outside Vault	Treasurer	Bank Correspondence and Grants: Providence Bank 2011; KeyBank Closed Account 2014; General Money Market Connect One 2014; NYS EFC Sewer Bond Series 1993 B Final Payment 10/28/2013; 2017 BANS Water and Sewer Issued 5/18/2017; 2016 \$200K Bank Sewer Improvements 3/15/2017; Micro Filtration / Well #2 EFC Payment 2012 - 2013; Sewer Various Improvements Waste Water Plant BNAS 2011 - 2014 Paid in Full 5/14/2015; Village Hall Exterior Repairs and Restoration BAN Paid 3/2/2015; Orchard Street Pump Station Partial Reconstruction PAN Paid Off 3/2/2015; Colonial Avenue Property BAN Paid 6/29/2012; NYS DOT TAP 2016; NYS Justice Corps Grants 2008 - 2016; Grants from HUD 2011 - 2012; HUD Blank Forms; HUD Audit 2015; DASNY Memorial Drive Parking Lot; 2014 DASNY Grant S Demming Restrooms 2016 - 2017; Butler Construction PMT Held in Escrow 2016 - 2017; HUD/CDGB 3rd Street Sidewalks 2013 - 2015; HUD/CDGB 2011 - 2012 2nd Street Sidewalks; HUD/CDGB Wheeler Ave Curbs 2010 - 2012; HUD/CDGB ADA Restroom Village Hall 2011 - 2013; HUD/CDGB 1st Street Sidewalks 2009 - 2011; HUD/CDGB Howe Street Sidewalks 2005; Multi Modal #4 Sprint & West 2016 - 2017	475	6 years	1993	2017	1.5	2023	
EC	Garage - Outside Vault	Treasurer	Grant and Revenue Files: DOH Grant Water Filler Station 2016 - 2017; Sustainable Orange Grant 2015 - 2016; EFC Funding Belt Filler Press 2016; NYS DEC Forestry Grant 2017; Tree Inventory Urban Grant 2013 - 2017; NYSERDA Cleaner Cities 2010 - 2011; NYSERDA Cleaner Greener Communities 2014; LGRMIF Records Management 2011 - 2012; County Energy Efficient Lock Grant 2011; Empire State / Village Hall Restorations 2004 - 2016; OC Dayananda Strategic Plan 2009 - 2011; Water Assessment Study OC Planning Grant 2010 - 2011; Colonial Ave 2012; Revenue 5/31/2017; Revenue 5/31/2016; Revenue 5/31/2015; Revenue 5/31/2014; Revenue 5/13/2012; FYE 5/31/2011 (Copies of Revenues)	55.a 55.b 475	6 years after renewal or close of grant 6 years after renewal or close of grant or denial of application 6 years	2004	2017	1.5	2023	
ED	Garage - Outside Vault	Treasurer	Bond Preparation Files for: Capital Project Main Street Bond Grand Union 1993 - 2009; Sewer Reconstruction @ various locations 2010; Water Treatment Facility Rehabilitation Project 2009; 1993 Series B 1993 - 2008 includes canceled Notes Bonded; Payment Request for NYSEFC 2010 - 2013	485.b	6 years after bond issue retired	1993	2013	1.5	2019	
EE	Garage - Outside Vault	Treasurer	Banking Records / Cash Receipts/Project Fiscal Records for: Bank Deposit Books 1955 - 1959 and 1971 - 1974; Cash Receipt Ledgers for 3/16/2009 - 5/29/2015, 9/20/2006 - 3/12/2009, 9/27/2000 - 9/23/2002, 1/2/1997 - 9/27/2000, 3/11/1992 - 1/2/1997, 9/22/1997 - 3/24/1992, 5/31/1979 - 9/16/1987, and 4/1/1966 - 5/22/1979; AARA Monthly Reports Well #2 2009 - 2010; Micro Infiltration Well #2 2008 - 2012	475 506 555	6 years 6 years 6 years	1955	2015	1.5	2021	
EF	Garage - Outside Vault	Treasurer	Project Fiscal Records: EFC ARRA / Project Finance Agreement/MBE/WBE Audit 2010 - 2013; NYS Environmental Facilities Corp ARRA Compliance Assistance and Monitoring Services 2009 - 2011; Well #2 Micro Infiltration Plant 2009	555 472.c 473	6 years 6 years 6 years	2009	2013	1	2019	

V. of Warwick Listing of Records Eligible for Destruction

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EG	Garage - Outside Vault	Treasurer	Bonds / BANs Preparation Files for: BAN Resolution Sample Requirement from Banks; BAN for Pole Bard Addition to Central Garage 1986 - 1991; BAN Sewer Treatment Plant Sludge De-Watering Project 1985; BAN S. Street Parking Lot 1992 - 1994; Front End Loader 1972 - 1976; BAN John Deer Tractor Mower with Snow Plow Blade 1986 - 1991; BAN Purchase of Village Equipment 1991 - 1992; Equipment Replacement 1995; BAN Replacement of Village Equipment 1984; BAN Catch Basin Cleaner 1987 - 1991; Ford Tractor Loader Back Hoe Model 545 1984 - 1988; BAN Gled Hill Tailgate Spreader with Hydraulics 1989; BAN 1983 Ford Dump Truck with Plow 1983 - 1988; BAN 1983 Dodge Utility Truck with Snow Plow 1983 - 1988; BAN WED Cab Chassis 1976 - 1989; BAN 2 1984 Dodge Pickup Trucks 1984 - 1989; South Street Parking Lot and McFarland Property 1979 - 1984; Water Systems Serial Bond 1982 - 1983; Hydraulic Life 1976 - 1980; BAN 1983 Dodge Utility Truck with Snowplow 1983; 1977 Dodge Dump Truck 1977 - 1982; Sewer Cleaner 1978 - 1987; BAN Firehouse 1977 - 1979; Sewer BAN for Full Sewer Construction 1972 - 1986; Sewer System Serial Bond 1972 - 1984; BAN Waterline Improvement 1978 - 1986; Water Filtration BAN 1982 - 1984; Engine Co #3 Fire Apparatus 1971 - 1978; Bleachers Memorial Park 1976 - 1977; Bonds Note for Works Barn 1970; BON Resolution Waterline Easement 1976 - 1978; Sewer Main are as Extension of Village Owned Sewer System 1973 - 1977; Street Sweeper Village of Warwick 1973 - 1978; Village Barn Construction and Public Works Building Memorial Park 1970 - 1975; Water Supply Bonds 1955 - 1974 (Canceled Bonds); Cherry Street Waterline 1964; Construction of a Drainage Ditch 1963; Dump Truck (Dodge) 1970 - 1972; Fire Apparatus 1962 - 1969; Fire Apparatus 1969 - 1974; Leaf Picker 1972 - 1975; Multi Purpose Rink in Stanley Demming Park 1967 - 1969; Engine Co # 3 Addition 1969 - 1971; Engine Co #3 Construction of Firehouse 1961; Parking Lot Improvement Reconstruction of Village Garage and Hall 1985 - 1962; 2nd Street Replacement and Repair of Watermain 1962; Additional Lines for Partial Sewer System 1967 - 1974; Revenue Anticipation Note 1963 - 1965; Sewer Main 12 inch as an Addition to Partial Sewer System 1968 - 1969; Sewer System Partial 1961 - 1969; Sewer System Serial Bonds 1962 - 1974; 1962 Sewer Bonds; Water Supply Bond 1958 - 1976; Sewer System Serial Bond 1973 - 1987; Sewer System Serial Bond 1962 - 1990	485.b	6 years after bond issue retired	1955	1990	2.5	1996	
EH	Garage - Outside Vault	Treasurer	Check Stubs / Cash Receipts / Canceled Checks for June 2012 - May 2013	478 506 476	6 years 6 years 6 years		2012 2013	0.5	2019	
EL	Garage - Outside Vault	Village Clerk	Law Books and Reference Legal Materials	58	0 after no longer needed	1974	1977	2	1990	
EJ	Garage - Outside Vault	Village Clerk	Election Records including Voted Ballots, Applications for Absentee Ballots, Intermediate Records Used to Compile Final Election Results Including Tally Sheets, Voting Machine Tabulation, Detailed Breakdown of Results by Wards or Election Districts, Unused Ballots, Spoiled, Voted or Rejected Ballots, Election Readiness Records, Election Officials' Appointment Records, and Register of Voters and Pollbooks.	363.b/c/e/f/g  364 365 362.a	1 year after election/30 days after election/1 year after election/6 months after election/1 year after election 1 year after election 1 year after election 5 years	2012	2018	1	2023	
EK	Garage - Outside Vault	Village Clerk	Unused/Unopened Ballots #501 - 1000 for Special Village Election 3/21/2023	363.f Election Law 3-222	6 months after election 4 months	2023	2023	1	2023	
EL	Garage - Outside Vault	Treasurer	Fixed Asset Reports 1998 - 1999, 2003, 2005 - 2008	814	6 years after superseded by inventory, or 6 years after replacement, sale, or discontinuance of use of all property, whichever is sooner	1998	2008	1	2014	
EM	Garage - Outside Vault	Village Clerk	Village Clerk Correspondence/Subject/Reference Files Adams - Aventine Properties: Adams, Wendy 123 West Street; AED Contract - TNR Alarm Systems 2009; Aflac Policy 2001 - 2017; Alteva Fiber Connection to 6 Camera Locations 2015; Alteva Vendor Info; Allan Rotto Consultants; Allan Tunnell Corporation 2012; Alpha Air Mechanical Inc 2014; Altice 2007; Annex Procures Design Guidelines 2003; Town of Warwick Annexation Policy 2002 - 2017; Appalachian Trail Community 2011; 2008 - 2007 Apple Fest; Arbor Pro 2015 (Tree Inventory); Art on the Green 2012; Asbestos Info 1988 (Guidelines from DOL); ASCAP 2011; Assessment - Burt Farms 2007; Assessment for CVS 2010 - 2011; Assessment Review for HP Warwick 2008 - 2011; Assessment for TD Bank North 2010 - 2011; Assessment Sterline National Bank 2016; Assessment for Warwick Senior Housing 2007 - 2010; Assessment for Warwick Valley Telephone 2010 - 2011; Public Notice of Assessment Role 2001 - 2017; Assessment Town of Warwick 2011; Assessor Warwick Commons vs Assessor 2015; Assessor RFP and Letters 2011 - 2012; August for the AAS; Audit Federal Funds 2016; Aventine Properties SCAR Petition 2015	53.b	6 years	1988	2017	2	2023	
EN	Garage - Outside Vault	Village Clerk	Village Clerk Correspondence/Subject/Reference Files Baglione Highway - Complete Streets: Baglione Highway Decimation Plan 2009; Bank of NY 1989 - 2006; Bank Street Sewer Repair 2014; Barber Drive 2008; Barbra Drive Ext 2001; Beaver Trapping Hold Harmless 2009 - 2014; Bid Business Improvement District 2001; Bike Path 2009; Blue Line 2016; Bollenbach Katherine 2015; Boller, Edward 2015; Bond Securus Charity Health System 2018; Bradley Road Drainage 2005; Bradely Road Drainage 2014; Bucket Truck Policy 2014; Budget Modification Requests 2013, 2014, 2016, 2017; Building Department Correspondence 2015; Building 2013; Burt Farms Assessment Review 2011; Burt Farms Litigation 2005; Burt Farms Water Leak 2015; CAMO Pollution Control Contract 2007 - 2009; Canevari Peter & Margarite 2010; Capital Reserve Fund 1984; Carriage Path 2004; Carroll Drive Drainage Improvement Project; 331 Cascade Road 2006 - 2007; Cat Licenses 2010 - 2015; Cavanaugh 2000 - 2001; CCR Registration 2010; Cell Towers 1999 - 2000; Chickens Cox, Raphael; Chicken Pilot Program 2011; Chisholm FOIL and Correspondence 2008 - 2009; Christ Church 50 South Street 2017; Church Street Dedication 2013; Church Street Extension 2009; Citizens Campaign for the Environment 2000 - 2007; Citizens Advisory Committee 2004 - 2007; Citizens for the Preservation of Warwick 1976; Clean Cities 2009; Climate Smart Communities 2016; Climate Clock Tower Management 1976 - 1986; Clock Tower Elderhorst Bells 2016; Caceres Alicia 1996; Code Enforcement 2013 - 2014; Collateral Bill 2003; 29 Colonial 2008; Colonial are Duties 2008; Computer Info Old 2007; Commission of Finance 2007 - 2008; Community Choice Aggregation 2016; Community Prosecution 2014; Complete Streets 2016	53.b	6 years	1976	2017	2	2023	

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EO	Garage - Outside Vault	Village Clerk	Village Clerk Correspondence/Subject/Reference Files Comptroller Office - First Street: Comptroller Office Unclaimed Funds 2013; Computer Consultants Gross Tax Receipts 2016; Computer Consultants 2009; Computer 2007; Condemnation 2001; Confidential Correspondence Not Subject TO FOIL 2009; Conservation Club 2006; Copier 2013; Country Side Exchange 2003; Coronavirus COVID 19 2020; COVID Reopening Village Hall 2020; County Village Associates Pilot Agreement 2005; Creekside County Village Assoc 2017; County Village Assoc 2006 - 2017; Cropssey 19 FOILS 2017; Crystal Run Village Inc Group Home 1990 - 1991; Dautaj 36 Orchard Ave 2016; Deer Hunting / Rifle Bow 2013; Dellapic Property Drainage Pipe 2015; Devon Woods Pilot Agreement 1995; Disability Notification for Stores 2013; Disaster Assistance Handbook 2010; 2006 Sidewalk Project Division Street 2007; Dispute Resolution Center 2006; Dog Run Petition 2007; DPW Brush Pile and Spring Pickup Notices 2015; DPW Bids 2011; Proposal for Planning and Consulting Services 1998; 20 Dunning Road 2011; Dun & Bradstreet # (DUNS); Driver's License Office (Copies); DPW Garage Solar Panel Project 2008; DUN Reports Motor Vehicle Accidents 2007; Ford - Les Kaytes 2005; DPW Vehicles 2001 - 2015; 2016 Dump Truck Specs; Eagle Scout Projects 2009 - 2013; F General Correspondence 2013 - 2017; Electric Vehicles 2011; Edmunds & Associates Contract 2009 and 2006; Elm Street Shopping center 2010; Empire State AIDS 2006; Exemption Removal Pasuzzo 2014; Ethics Committee 2003 - 2005; Engineering Services 2009 - 2012; Blank Tax Bills 2009; Family Lodges 1999; Fairground Projects 2008 - 2011; Fairground Mall 2006; Fee Schedule Suggestion 2011; Fees 2011; FEMA Request for Property Insurance Confirmation 2013; FEMA Exist Briefing form for Hurricane Irena & Tropical Lee 2011; General FEMA 2011; FEMA Public Assistance Program 2/12/2010 - 3/15/2010; Fire Safety Compliance Center 2016; Feral Cat 2009 - 2010; Letters Regarding Feral Cats 2009 - 2010; Annual Financial Report Copies 2009 - 2011; Fire Hydrants Fireman 2010; First Street Survey Payment Request 2008	53.b	6 years	1990	2020	2	2026	
EP	Garage - Outside Vault	Village Clerk	Village Clerk Correspondence/Subject/Reference Files Fixed Assets - GASB: Fixed Assets (Backup records) 2003 - 2017; Flood Drainage Prevention 2009; Fixed Asset Info on Appraisal Companies 1995; Flood Insurance Program 2009; Flood Mitigation Grant Program 2013; FOILD 2020 - 2022; Ford 2014; Ford Ranger 2009; Forest Management for Watershed Resilience 2013; Forest Stewardship Plan 2017; Forest Ave Hollowed Ground 2002 - 2004; Go Forest Ave 2009; Forest Ave Broken Pipe 2008; Forest Ave Colonial Ave Intersection 2012; Forestry Program Trees 2008; 4-H Grain Stenciling; Galloway Pump Station 2012; Galloway Rd Associates 2010 - 2014; Gambling; Garden St Coy 2008; Gardener Sewer Problem 2000 - 2001; GASB 2008	53.b	6 years	1995	2020	1	2026	
EQ	Garage - Outside Vault	Village Clerk	Village Clerk Correspondence/Subject/Reference Files Generators - Local Law: Generators - Backup Power 2015; General Code Publishers 1976 - 1997; Georgia Pacific Assessment Redaction and Litigation 2003 - 2015; Assessment Claim from Warwick Queen Corp vs Village of Warwick Board of Assessment Review 1990; Girl Scouts 2013; Gorczynski John 23 Woodside Drive 2012; 411 Garden Terrace 2004; GVMA Efficiency Committee 1994; Grant Street 2004 - 2006; Grant Street Road Dedication 2008; Grans Street Road Dedication 2006 - 2009; Grant Writer 2007 - 2007; Grants to Destroy 2010 - 2017; Greenway Environmental 2011; Gross Receipt Tax WVT 2016; Hallowed Ground Butterfly Garden 2013; Hallowed Ground Cnt Dorr Classroom 2008 - 2009; Handicap Parking 2008; Heavy Duty Equip Training 2011; 31 High Street DeCesare 2008; Highway Ave Storage Fence 2014; Highland Ave Water tank 2003; Hilltop Pump Station Maintenance Warranty 2010; Hilltop Lane 2007; Historical Preservation Tax Credit; Hold Harmless Forms; Holley Tree 2016; Holmes Air Purifying Filters 1983 - 1999; Hometown Alert Tech Vendor Info; Hot Dog Vendor 2013; Hudson Energy Sales Agreement 2009; Hudson River Greenway Council 2006; Ingrassia John Contractor Negotiator 2011 - 2017; Inner Municipal Agreements 2001 - 2008 expired in 2006; Irrigation System for Memorial Park 2008; Iurate Bill 2012 Orange County Arts Council; Justice Court Assistance Program 2012; Katelyn's Kause 2009 - 2011; Kings Row Warwick Queen Corp 2011; Karjalk Water Bill 2013; Land Prep Inc Memorial Park Tree Removal 2012; Lead Agency 2008; Lead Agency Dispute Reference Material; Legal Notices Copies 2009 - 2012; Leshinsky Electrical Agreement 2011 - 2012; Copy of Deed and Insurance Title; Lewis Woodlands Tree Clearing RFP 2013; <u>Lewis Woodlands Robin Brae 2014</u> ; Lewis Woodlands Grant 2007 - 2008; Preserve NY Grant Application Lewis Woodlands; Mandel Baum Litigation Lerty Greens 2001; <u>Linear Park Map 2005</u> ; Crosswalk Law 1994; Local Development Corp 2002; Sample Local Law 1985 - 1998; Town 2015 - 2016 Local Law; Local Law Adoption of Reference Material from Street.	53.b	6 years	1976	2017	2	2023	
ER	Garage - Outside Vault	Village Clerk	Law Books and Copies of General Code	58	0 after no longer needed	1971	2013	2	2020	
ES	Garage - Outside Vault	Village Clerk	Village Clerk Correspondence/Subject/Reference Files Maher - Plea Bargaining: Maher Raymond and Eugene 2010; M General Correspondence 2001 - 2009; 12 Main Street 2005; 29 Main Street 2017; 108 Main Street 2009; Makers Market 2016; 12 Maple Ave 2010; Maple Ave Booster Pump Station 2013; Masonic Lodge 2010; Marriage Officer 2009; McFarland Dr Petition 2009; Mechanical Rubber Property Rezoning 2011; Memorial Park Bathroom; Memorial Park Bathroom Project 2003; Memorial Park Permission to Inspect Property 2012; Memorial Park Tree Removal Project 2012; Men's Over 35 Softball League; Meth Law Offices 2011; Micro Grid Institute 2016; Mid Orange Correctional Facility 2017; Mima's of Warwick 2014; Mitchell Corners 2009; Mobilite 2017; Monthly Reports 2015; Mortgage Tax 2010; MX Energy 2008; Mystic Valley Bus Garage; NIMS 2006; New Jersey Transit Bus Shelter 1989; New Jersey Transit 2007 - 2011; NY Rural Water Association 2012 - 2013; NYS Disability Benefits 2007; NYS Derred Compensation Plan 2012; NYS DEC Correspondence 2005 - 2015; NYPIRG Outreach 2019; NYSERDA Orange County Agreement Expired 2015; NYSERDA Application 2013 - 2015; Energy Audit Report 2008; NYS Affordable Housing 1985 - 1987; NYS Attorney General 2013; NYS DOT CHIPS Program 1982; NYS Storm Water Management Design Manual 2001; NYS Report of Labor 2007; NYS DOL Violations and Follow-up Reports 2016; NYS Department of Financial Services Foreclosure Database 2017; NYS DOL 1980 - 2014; Municipal Options for Land Use Control 1998; NYS Municipal State Aid 2008; NYS Dept of State Notice of Claim Designation 2013; NYS Office of Parks Recreation & Historic Preservation 2011; NYS Philharmonic Summer Home Search 2013; NYS Public Employment Relations Board 2009; NYS Racing and Wagering Board 2000; NYS Dales Tax 2004; NYS DARA 1994; NYS State & Assembly 2013; NYS Grant Village Hall Renovations 1992; NYS Office of Real Property Services (Litigation) 2003; Notice of Claim Form; Non Collusive Form; Notice to Proceed; NYS Thruway Interchange Exit Study Report 1985; O General Correspondence 2011 - 2017; 21 Oakland Ave 2014; Office Safety 2009; Office Trailer 2010; Official Payments 2008; Offsite Signs 2009; Old Towne Properties 2008; Open Meetings Info; Operation Clean sweep 2015; Orange County Office of the Aging 2013 - 2014; Orange County District Attorney 2016; Orange County Dept of Emergency Services 2014; Orange County Community Development 2008 - 2016; Orange County Government Center 2015; Orange County Rights Commission Awards Program 2008; Orange County Interstate Mutual Aid and Assistance Agreement 2006 (expired 2011); Orange County Landfill 2006 - 2007; Orange County Planning Grant 2010; Orange County Department of Planning 2012; Orange County Planning Department 2013; Orange County Real Property Tax Service 2010 - 2014; Orange County Risk Management 2007; Self Insurance Program for Municipality in Orange County 1980 - 2001; Orange County Sheriffs Office 2011; Orange County Solid Waste Management Plan 1995; Orange County Tourism 2015; Orange County Transportation Council; Orange County Water Authority Safe Yield Study 2016; Orange County Water Authority Leak Detection 2013; Orange County Water Authority 2010 Leak Detection Program; Orange & Rockland Power Pick Program 2006; Orange - Ulster BOCES 2011 - 2014; Vander Steere Assessment 2006 - 2007; PAC Committee 2000; PAC/SEQR 1999 - 2000; OAC Letter 1987 - 1999; Paid Family Leave 2017; Park Lane Video Inspection; Paid Family Leave 2017; 2008 Parks Improvement Application; parking Committee 2003 -	53.b	6 years	1980	2017	2.5	2023	

Lewis Woodlands Robin Brae 2014 & Linear Park Map 2005 retained for historical value.

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ET	Garage - Outside Vault	Village Clerk	Village Clerk Correspondence/Subject/Reference Files Police Reports - Town of Warwick Zoning: Police Reports 2013, 2014, 2016; Police Correspondence 2012; Police Services Letter to Albany 2010; Police Damage to Village Property 2008; Portable Scales 2008; Porter John 2010 2012; Preservation Law 2015; Procurement Policy 2003 - 2011; Procurement Bids and Proposals 2010 - 2011; Procurement Policies and Procedures Town of Windsor; Professionals on Payroll 2008; Program Initiative Request Form 2009 - 2010; Project Knomad 2016; Property Tax Cap 2012; Property Tax Relief for Storm Damage Resolution 2012; Public Notice and Hearings 2006 - 2017; Provident Bank 3rd Party Agreement 10/17/2005; Public Employer Risk Management Association 2000; Public Notices 2006 - 2016; Public Protection Classification Survey 2012; Public Works 2012; Purchase Orders 2005; RR Green/Clock 2015; RR Green Sign Village of Warwick 2010, 2001 - 2013 RR Green; Records Retention Grant 2011; 2014 Grant Records Retention; Shredding Proposal 2014; Records Management 1995; Records Management Grant 2001 - 2002; Real Property Tax 2005; Resumes 2011; Ridgefield Road Cuspero 2012; Rivera Longo Draft Email 2016; River Keeper Sweep Project 2016; Risk Management 2001 - 2003; RT 94 Priority Growth Center 2006; Royal Rangers Outpost 271 2010; Ruben Steve 2014; Safety Committee 2012 - 2014; Salt Storage Facility 2017; Smith Order to Remedy 2010; 15th Street 2013; No Smoking Law 1990 - 1995; Sales Tax 2009; Samford Insurance 2013; Samford Memorial Proposals 2013; School Property Tax Reform 2005; Scleroderma Awareness 2014; Security Camera RR Green 2007; Security Policy (Cyber) 2006; Senator Bonacic Municipal Facilities Capital Program 2013; Senior Retirement Community 2010; SENSUS 2015; Shi 2006; Sewer Plant (Not Adopted) 2006; Sewer Pump 2006; Sewer Voucher 2002 - 2004; Sewer Regulations Industrial; Sewer Service Bids 2005 - 2006; Sexual Harassment Policy 1991 - 2001; Tree Maintenance RFP 2015; Sharp Copier 2001; Sheffield Drive 2005 - 2006; Sheffield Gate; Signs; South Side Parking 2000; Shell Ms Barbra 1979; Signs 1999 - 2002; Skate Park Registrants 2004; Skate Bound Park 1999; Smoking Ban Village Parks 2012; Solar RV System 2015; Solar Foundation 2017; NY Solar Smart 2013; Sothern Railroad Users Association 1974 - 1975; Southern Tier Inner Connection 1972 - 1973; Spirited Spoken 2011; Speed Limit Reduction Village Wide 2008; Spreader Quotes 2013; Stage Holding Corps Pay Assessment Court Order 2012; State of Emergency Forms & Letters; Summer Intern 2017; Sustainable Warwick 2015; Sweeper Vendor Category; Sunset Haven Nursing Home 1977; Sunshine Lane Notification of Meetings 1989 - 1995; Sustainable Community Siements 2017; Sustainable Warwick Revisioning Agreement 2017; Sustainable Communities Walking & Parking Audit 2011; Tax Collection Centralized 2009 - 2010, 101 Challenge; Towed Vehicles 2007; Cablet TV Regional Seminar; Town of Warwick Minutes (copies) 2020 - 2022; Town of Warwick Correspondence 2016; Draft Master Plan Town of Warwick 1986; Town of Warwick Zoning Law 2001; Town of Warwick Road List 2006; 2001 Town of Warwick Zoning Updates; 2009 Code on Substance Abuse; Town of Warwick Substance Abuse	53.b	6 years	1974	2022	2.5	2023	
EU	Garage - Outside Vault	Village Clerk	Village Clerk Correspondence/Subject/Reference Files Urban Forestry - Warwick Valley: Urban Forestry Tree Inventory Grant 2013; Tree Inventory 2015; Tree Planting Program 2006 - 2007; Tri Party Security & Custodial Agreement; Tropical Storm Lee 2011 - 2013; Truck Leases 2004; Turner Miller Group 2015; U General Correspondence; Urban Open Space Contest 2011; US EPA; United Companies Financial Corps; USPS 2006; Department of Jpsomg & Urban Development 1982; Valley Bible Church 2007; Van Duzeer Plumbing 2012; Vehicle Idling Policy 2002; Vehicle Use Policy; Vehicle & Traffic 2015; Videotaping Village Board Meeting 2013; Village Assessment Options 2011; Village Attorney 2005; 2007 Village Board Annual Meeting Schedule; Office Supplies Manuals (old); Copies of Planning Board Resolutions 2001 - 2007; NYS Employee Retirement System 1996; Village Hall Clerks Office Security 2011; Village Bard Bids 1970; Village of Warwick Business Directory 2016; W General Correspondence 2005 - 2014; Wacker 1150 Wheeler Loader 2011 - 2015; Warwick Adult League Kickball 2017; Warwick Assembly of God 2017; Warwick in Bloom 2017; Warwick Clock Project 2017; Warwick Commercial Properties 2017; Warwick Commons Letter of Credit; Warwick Common Taxes 2014; Warwick Community Ambulance 2016; Warwick Conservancy 2006; Warwick Daycare Center 2011; Warwick Fireman's Carnival 2016 - 2017; Fireworks Extravaganza 2016; Gilette Hold Harmless Agreement 2015; Warwick Independent Business Alliance 2005; Warwick Lodge 2016; Warwick Saving Bank 2006; Warwick Motel 2008; Warwick Middle School Main Life Station Damage to Pump Pump 2017; Warwick Valley Gardner's; Warwick Valley Jazz Fest 2012 - 2016; Warwick Valley Merchants Guild 2014 - 2016; Warwick Valley gun Club 1975 - 2006; Warwick Valley Tourism Guide and Calendar 2007 - 2008; Warwick Valley Telephone (WVT) 2008 - 2010; Warwick Valley Telephone Franchise Agreement 2000 - 2012	53.b	6 years	1970	2017	2	2023	
EV	Garage - Outside Vault	Village Clerk	Village Clerk Correspondence/Subject/Reference Files Warwick Wasclres - Zoning: Warwick Wasclres 2017; Warwick Wind Garden & Piano Bar; Warwick Youth Lacrosse Club 2013 - 2015; WYDO (Warwick Youth Development Outreach); WYPO 1999 - 2010; Website 2008 - 2009; Weekender Bus 2016 - 2017; West Payments; 1986 West Street; 2014 West Street; West Star Mechanical Heat System Replacement 2016; 1976 Wetland Laws; Wetland Mapping Resolution 2012; Correspondence From 1974; Windstream 2012; Windslow Therapeutic 2012 - 2017; Work Papers 1971; Work Place Safety Coordinator 2010; Work Place Violence Prevention Program 2015; Work Comp Replies 2016; Work Place Violence Survey 2014; Work Comp 2002; Worobey Transport 2011; WOW 2016; XYZ Correspondence 2012; 2013 Water Bill; 2009 Youth Award; Zoning Board of Appeals / Resolutions 2014; Zoning Board Correspondence 1991 - 2001; Zoning Board Backup 2009; Zoning Minutes for 2008; 2008 Zoning Board of Appeals Minutes & Backups; 1988 - 1994 Zoning Ordinance; Zoning Cluster Regs/Residential 2015	53.b	6 years	1971	2017	1	2023	
EW	Garage - Outside Vault	Village Clerk	Bills, Emails and Use Facility Revisions (all copies)	58	0 after no longer needed	2019	2021	0.5	2023	
EX	Garage - Outside Vault	Village Clerk	Clerk Fees (copies) 2019 - 2022 Job Vacancy Part-Time Non Civil Service Listings (Copies) 2022 - 2023 Personnel Requisition to Civil Service to Fill Water Billing Clerk 2021	691	0 after obsolete	2019	2023	1.5	2023	
EY	Garage - Outside Vault	Village Clerk	Appointment and Approvals to Committees Memos (Copies) (These records are part of the Board Minutes.	58	0 after no longer needed	2001	2020	1	2023	
EZ	Garage - Outside Vault	Village Clerk	Handicap Parking Records	634 (MU1)	1 year after expiration of permit or denial of application	1999	2021	1	2023	
FA	Garage - Outside Vault	Village Clerk	Application for or inquiry concerning employment (Applicant Not Hired)	393 (MU1)	4 years after completion of personnel action	2019	2019	1	2023	
FB	Garage - Outside Vault	Treasurer	Payroll Records: Non Essential Payroll Reports W2, 1099, IRS and NYS Payroll Taxes	526 542 540 544		2015	2016	1	2022	
FC	Garage - Outside Vault	Village Clerk	Personnel/Civil Service Records: Salaries - Letters to Employees 2012 - 2013 (copies); NYS Retirement System Correspondence 1982 - 2002; Application for Employment 2015; Building Inspector 2001; Building Inspector Resumes 2017; Building Inspector 2000 Civil Service Evaluation and Discipline 2013; Classified Ads 2015 Clerk Typist Resumes and Applications 2005; Court Temp Resumes 2017 Part Time Clerk Resumes 2015; DPW Supervisor Applications/Resumes 2010; Drug Alcohol Testing 2013; Holt and Quackenbush Grievance; 19 1997; Disciplinary Actions 2012 - 2013; IT Company Interviews 2009; Resumes and Applications 2010; Motor Vehicle Record Request Forms Disciplinary Policy 2015; DPW Issues 2011; DPW Notice of Questioning Form 2009; Physical Forms for New Employees 2003; Safety Meetings 2005; Payroll Sheets 1998; Health Benefits 2000; Board Meeting Minute Backup 2020 - 2021	58 53.b 637 638 690.b 691 693.b 48.a	0 after no longer needed 6 years 3 years after final decision rendered 6 years 6 years 0 after obsolete 0 after no longer needed 1 year	1997	2021	1	2023	
FD	Garage - Outside Vault	Treasurer	Cash Receipt Registers	506	6 years	1980	1987	1	1993	



V. of Warwick Listing of Records Eligible for Destruction

Created by Gallego Information Services in accordance with the NYS Records Retention and Disposition Schedule LGS-1 and as part of the awarded 2023 Local Government Records Management Improvement Fund (LGRMIF) Records Inventory project.

Unique Identifier	Location	Department	Record Series Title	LGS-1 Schedule Item #	Retention Period	From Date	To Date	Volume in cubic feet	Disposition Date	Comments
FE	Garage - Outside Vault	Village Clerk	Village Clerk Legal Claims/Employee Records: Brenan, Berry Closed 2013 Wadeson, Rosemarie Closed 2014 Memorial Park Bench Closed 2017 Collins, Mary Anne Closed 2017 Bennett, Ronald Closed 2017 DeVecchio V Wadeson Village of Warwick Justice Closed 2017 Payroll Backup Materials 1988 - 2017 Retirement Notifications 2003 - 2017 Agreement between Village and Full Time Employees 1993 - 2017 Payroll Salaries Worksheets 2002 - 2003 Vacation Carryover Request 2006 DPW Contract 2005 - 2012	53.b 576	6 years 6 years after closed	1988	2017	1	2023	
FF	Garage - Outside Vault	Village Clerk	Fiscal / Project Administrative Records for Planning/Community Development Projects	224.a 53.b	6 years 6 years	1985	1997	1	2003	
FG	Garage - Outside Vault	Village Clerk	Fiscal and Employee Records: Eye/Dental 2016 - 2017 Medicare 2012 and prior Return Checks 2012 Utility Bills 2000 - 2015 Concert Series 2008 - 2017	645.c 645.d 724 475 514.b 495	1 year 6 years 10 years 6 years 6 years 6 years	2000	2017	2	2023	
FH	Garage - Outside Vault	Village Clerk	Grants and Taxes: Denied Grants 2016 - 2017 Copies of Planning Board Meeting Minutes and Notes 2000 - 2005 Statement of Taxed Paid Collector's Receipts 1960s IBM Contract 1959 Audited Voucher Register 1960 Tax Receipt Register 1960 Data Processing Contract 1964 - 1970 Tax Grievances 1962	55.a  55.b  58 1047.a 547  1040	6 years after renewal or close of grant 6 years after renewal or close of grant or denial of application 0 after no longer needed 6 years 6 years after completion of purchase or 6 years after final payment under contract, whichever is later 6 years after final determination	1959	2017	2	2023	
FI	Garage - Outside Vault	Village Clerk	Franchise Agreement Cable TV 1988 Municipal Waste Management Services Agreements Drafts and Workpapers 1997 Vertical Spiral Screen Contract Documents and Specs (Copies) 2020 Waste System Safe Yield Analysis (Copy) 2016	608.a 547  58	6 years after franchise expires 6 years after completion of purchase or 6 years after final payment under contract, whichever is later 0 after no longer needed	1988	2020	1	2023	
FJ	Garage - Outside Vault	Village Clerk	Bids - Non Capital Construction: Chemicals 1983 - 1989 Fuel Oil 1982 - 1986 Plymouth Police Car 1983 Gas Fuel 1986	547	6 years after completion of purchase or 6 years after final payment under contract, whichever is later	1982	1989	1	1995	
FK	Garage - Outside Vault	Village Clerk	Bids - Non Capital Construction: Generator Servicing 2014 - 2017 IT Support 2012 IT RFP Services 2012 - 2013 Sludge Removal 2013 - 2017 Waste Water System Operator 2014	547	6 years after completion of purchase or 6 years after final payment under contract, whichever is later	2012	2017	1	2023	
FL	Garage - Outside Vault	Village Clerk	Flood Insurance (Reference Material) 1975 - 1986 Special Franchise Assessment / Tax 1968 - 1998 <b>*(Excluding Certificate of Final Special Assessments: 1965 - 1970, 1973-1979, 1981-1983, 1985-1986, 1997)</b> Special Franchise Claims Against thru Village Settled 1998 Special Franchise Claims Against Village 1986 - 1994 Special Franchise Claims Against Village 1974 - 1985 Special Franchise Assessment Petition 1988	58 1034.b 1040	0 after no longer needed 3 years 6 years after final determination	1986	1998	1	2004	*All NYS Certificate of Final Special Assessments: 1965 - 1970, 1973-1979, 1981-1983, 1985-1986, 1997 - The Annual Certificate of State Determined Ceiling or Assessment is PERMANENT Items to be placed on the inactive records list and boxed with other final assessment files.
FM	Garage - Outside Vault	Village Clerk	Prism Manual (Reference Material) Certificates of Insurance 1970s Documented Veterans Tax Exemptions (Birth year prior to 1930) General Receipt Book 1995 Liberty Green Out of District Water Use Tapes 2007	58 582 1039.a  1039.b 519	0 after no longer needed 6 years after expiration 6 years after expiration of exemption or abatement 6 years 6 years	1930s	2007	1	2013	
FN	Garage - Outside Vault	Village Clerk	Retirement Incentive 2002 Retirement Expenses 1996 NYS Employee and Police Retirement Reports 1989	647 538	6 years 6 years	1989	2002	1	2008	
FO	Garage - Outside Vault	Village Clerk	Health Insurance Bills	514.b	6 years	1997	1998	1	2004	
FP	Garage - Outside Vault	Village Clerk	Utilities - Gross Receipts	519	6 years	2009	2016	1	2022	
FQ	Garage - Outside Vault	Village Clerk	Certificate of Insurance Policy Renewals 1992 - 2017 Insurance Loss Runs Police Department Reports 2013 - 2017 DPW Driver Licenses (copies) 2008 - 2014	582	6 years after expiration	1992	2014	1	2020	
FR	Garage - Outside Vault	Village Clerk	Draft Comprehensive Plan 2002 - 2003 (Copies) Retail Report 2001 (Copy)	58	0 after no longer needed	2001	2003	1	2023	

**V. of Warwick Listing of Records Eligible for Destruction**

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Unique Identifier	Location	Department	Record Series Title	LGS-1 Schedule Item #	Retention Period	From Date	To Date	Volume in cubic feet	Disposition Date	Comments
FS	Garage - Outside Vault	Village Clerk	Property Tax Freeze Credit Guidance Community Engagement Guide 2013	53.b	6 years	2013	2013	1	2019	
								189.5		

Village of Warwick  
Special Use Permit Application

RECEIVED  
AUG 09 2023

Date Application Submitted 8/9/2023

\$200 Application Fee Received 8/10/23 Cash / Check# 1354

VILLAGE OF WARWICK  
CLERK

- 1) Applicant's name Warwick, LLC
- 2) Address 8 Forester Avenue
- 3) Tele. No. # 845-986-4111 Cell # 201-230-8358
- 4) Email Address rmk@kenedycoinc.com
- 5) Project Location 8 Forester Avenue
- 6) Sec. Lot & Blk 207-3-3 Zoning District Central Business (CB)
- 7) Describe Proposed Project Convert existing office (1st floor) to 3 1-bedroom apartments; Construct 2nd Floor with 3 additional 1-bedroom apartments
- 8) Square Footage of Parcel 27,020
- 9) Has any variances, site plans or subdivisions been granted for the proposed property No

If so, please attach any copies of variances or Resolutions to this application form.

Signature of Applicant [Signature] Date 8/9/2023  
Signature of Property Owner [Signature] Date 8/9/2023  
State of New York  
County of Orange

This instrument was acknowledged before me on August 9<sup>th</sup>, 2023 by  
Robert M. Kennedy (name of applicant)

Kim Alyse Gratzel  
Signature of Notary Public

SEAL

KIM ALYSE GRATZEL  
NOTARY PUBLIC-STATE OF NEW YORK  
No. 01GR6396883  
Qualified in Orange County  
My Commission Expires 08-26-2023

Owner and/or applicant are responsible for payments of any and all consultant's fees.