

**BOARD OF TRUSTEES
VILLAGE OF WARWICK
FEBRUARY 21, 2023 at 7:30 p.m.
AGENDA**

**LOCATION:
VILLAGE HALL
77 MAIN STREET, WARWICK, NY**

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

1. Introduction by Mayor Newhard.
2. Acceptance of Minutes: January 17, 2023

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

Trustee Cheney ____ Trustee Foster ____ Trustee Lindberg ____

Trustee McKnight ____ Mayor Newhard ____

3. Acceptance of Reports – January 2023 Clerk’s Office, Justice Department, Building Department, Planning Department, and Department of Public Works.

Trustee Cheney ____ Trustee Foster ____ Trustee Lindberg ____

Trustee McKnight ____ Mayor Newhard ____

4. 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 Lindberg ____

Trustee McKnight ____ Mayor Newhard ____

5. Police Report.

Presentation

1. Realterm Energy Street Light Conversion to LED Project Update.

Discussion

1. Short Term Rentals.
2. Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Funding.

Privilege of the Floor

Please limit your comments to **three (3)** minutes. If reading a document, please submit a copy to the Clerk. Please note all remarks must be addressed to the Board as a body and not to individual Board members. Please state your name clearly before speaking. These rules are taken from the Handbook for Village Officials – New York State Conference of Mayors and Municipal Officials.

Motions

Trustee Cheney's Motions

1. RESOLUTION REQUESTING REDUCTION IN SPEED LIMITS ON CERTAIN ROADWAYS IN THE VILLAGE OF WARWICK

WHEREAS, the Village Board of the Village of Warwick is concerned over traffic safety on Route 94/Maple Avenue, Route 94/Main Street, Route 94/Oakland Avenue, and Route 17A/Galloway Road within the Village of Warwick; and

WHEREAS, in order to improve traffic safety on the said roadways the Village Board proposes that the following changes should be made in regard to the said roadways:

- Route 94/Maple Ave. from the north Village line to Van Duzer Place – Reduce the current speed limit from 35 mph to 30 mph
- Route 94/Maple, Main and Oakland from Van Duzer Place to Third Street - Reduce the current speed limit from 30 mph to 25 mph
- Route 17A/Galloway Road from the east Village line to Oakland Avenue - Reduce the current speed limit from 30 mph to 25 mph; and

WHEREAS, the said roadways are under the jurisdiction of the New York State Department of Transportation ("DOT") and, therefore, in order for the said changes to be made it is necessary to obtain approval from the DOT;

NOW, THEREFORE, BE IT RESOLVED as follows:

1. That the Village Board of the Village of Warwick does hereby request that the Orange County Department of Public Works and the DOT approve and allow the aforementioned changes to be made to the said roadways in the Village of Warwick; and
2. That the Mayor is authorized to prepare and sign such documents as are necessary to request that the said changes be made.

_____ presented the foregoing resolution which was seconded by _____,

The vote on the foregoing resolution was as follows:

Barry Cheney, Trustee, voting	_____
Carly Foster, Trustee, voting	_____
Thomas McKnight, Trustee, voting	_____
William Lindberg,, Trustee, voting	_____
Michael Newhard, Mayor, voting	_____

2. **MOTION** to enter into an agreement with Pall Corporation to make repairs to the Feed and XR Manifold for Skid A at the Microfiltration Plant for a lump sum cost of \$63,445 with an additional allowance for freight charges at a cost not to exceed \$500 under an emergency authorization per the recommendation of the Water System Operator. Funds are appropriated in budget code F8330.4400 Purification-Repairs.

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

Trustee Cheney	____	Trustee Foster	____	Trustee Lindberg	____
Trustee McKnight	____	Mayor Newhard	____		

**3. RESOLUTION APPROVING EXTENSION OF JPMORGAN CHASE
PARKING LOT LEASE**

WHEREAS, in or about 1989 the Village of Warwick entered into a lease agreement for use of certain parking spaces in the parking lot currently owned by JPMorgan Chase located on South Street in the Village of Warwick; and

WHEREAS, the said lease has twice been extended, and it expires effective January 31, 2023; and

WHEREAS, the Village and JPMorgan Chase are willing to extend the lease for a five (5) year term commencing on February 1, 2023 and ending on January 31, 2028 in accordance with the terms of the draft extension attached hereto;

NOW, THEREFORE, BE IT RESOLVED as follows:

1. That the Village Board of the Village of Warwick does hereby approve the extension of the said lease agreement; and

2. That the Mayor is authorized to execute the said lease agreement and any documents necessary to put it into effect.

_____ presented the foregoing resolution which was seconded
by _____,

The vote on the foregoing resolution was as follows:

Barry Cheney, Trustee, voting _____

Carly Foster, Trustee, voting _____

Thomas McKnight, Trustee, voting _____

William Lindberg, Trustee, voting _____

Michael Newhard, Mayor, voting _____

4. **MOTION** to advertise for (4) four DPW Seasonal Laborer's at a rate of \$16.50 per hour at 40 hours per week for a sixteen-week period per the recommendation of DPW Supervisor, Mike Moser.

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

Trustee Cheney ____ Trustee Foster ____ Trustee Lindberg ____

Trustee McKnight ____ Mayor Newhard ____

5. **MOTION** to advertise for the position of Village of Warwick Engineer Intern at a pay rate of \$16.50 per hour at 32.5 hours per week for approximately twelve (12) weeks.

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

Trustee Cheney ____ Trustee Foster ____ Trustee Lindberg ____

Trustee McKnight ____ Mayor Newhard ____

6. **MOTION** to grant permission to Village of Warwick Employee, Andrew D'Alessandro, to carry over 3 vacation days.

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

Trustee Cheney ____ Trustee Foster ____ Trustee Lindberg ____

Trustee McKnight ____ Mayor Newhard ____

Trustee Foster's Motions

7. **MOTION** to grant permission to the Warwick Fire Department to hold a Biennial Firefighters' Parade on Saturday, June 3, 2023. The parade will step off at approximately 4:00 p.m. with lineup beginning at 1:00 p.m. near Park Avenue Elementary School as per their letter received January 23, 2023. The parade route will be as follows: South Street, Clinton Avenue, Linden Place, Oakland Avenue, Main Street, High Street, ending at Warwick Station 1. The Town of Warwick Police Department approved the route and will have officers assist with traffic and crowd control. Completed park permit and proof of insurance have been received. Permission is pending upon an approved use request from Park Avenue Elementary School.

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

Trustee Cheney ____ Trustee Foster ____ Trustee Lindberg ____

Trustee McKnight ____ Mayor Newhard ____

8. **MOTION** to grant permission to the Warwick Fire Department to have exclusive use of Memorial Park on Saturday, June 3, 2023, from 5:00 p.m. to 7:00 p.m. to safely turn trucks around at the completion of the Biennial Firefighters' Parade. The event is in coordination with other organizations that regularly use the park for practice and games. Completed Park permit and proof of insurance have been received.

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

Trustee Cheney ____ Trustee Foster ____ Trustee Lindberg ____

Trustee McKnight ____ Mayor Newhard ____

9. **MOTION** to grant permission to the Warwick Fire Department to use Veterans Memorial Park and pavilion for a Firemen's Field Day Event from 10:00 a.m. to 7:00 p.m. on Saturday, August 26, 2023. Request includes use of alcohol in the park, the use of Village-owned tables and chairs, restrooms, pavilion lights, and electricity. Completed park permit, proper insurance, including proof of coverage for firematic events and contests and Host Liquor Liability has been received.

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

Trustee Cheney ____ Trustee Foster ____ Trustee Lindberg ____

Trustee McKnight ____ Mayor Newhard ____

10. **MOTION** to grant permission to The Warwick Valley Chamber of Commerce to hold Operation Clean Sweep on Saturday, April 22, 2023, from 8:00 a.m. to 12:00 p.m., including permission to use the far end of the Chase Bank Parking Lot for a shredding event and other collection stations. Completed facility use permit, proof of insurance, and security deposit have been received.

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

Trustee Cheney ____ Trustee Foster ____ Trustee Lindberg ____

Trustee McKnight ____ Mayor Newhard ____

11. **MOTION** to grant permission to the Warwick Little League to use Veterans' Memorial

Park and Stanley Deming ballfields for the 2023 Little League season which will extend from March 1, 2023, through November 19, 2023, and to use the Veterans' Memorial Park pavilion and the surrounding area to hold Picture Day and Ceremonies on Saturday, April 15, 2023, from 8:00 a.m. to 6:00 p.m. Completed park permit, security deposit and proof of insurance has been received. Approval is pending NYMIR's confirmation of acceptable insurance coverage.

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

Trustee Cheney ____ Trustee Foster ____ Trustee Lindberg ____

Trustee McKnight ____ Mayor Newhard ____

12. **MOTION** to grant permission to the Warwick Little League to hold their Opening Day Parade on Saturday, April 15, 2023. The parade will step off promptly at 10:00 a.m. with lineup beginning at 9:30 a.m. on High Street. The parade route will be Main Street, Railroad Avenue, South Street, Parkway, Park Lane, and then crossing Forester Avenue into Memorial Park. Town of Warwick Police Department approval, completed park permit, proof of insurance and security deposit have been received.

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

Trustee Cheney ____ Trustee Foster ____ Trustee Lindberg ____

Trustee McKnight ____ Mayor Newhard ____

13. **MOTION** to close High Street on Saturday, April 15, 2023, starting at 9:00 a.m. for the benefit of the Little League parade. Barriers to be provided by the Department of Public Works. The parking spaces on the east side of Main Street between High and Church Streets to be designated as "No Parking" so they can be used for drop-off of participants.

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

Trustee Cheney ____ Trustee Foster ____ Trustee Lindberg ____

Trustee McKnight ____ Mayor Newhard ____

14. **MOTION** to grant permission to the Warwick Division 3 Ancient Order of Hibernians McGuinness-McDonald Division, to hold a St. Patrick's Day Parade on Saturday, March 18, 2023, with lineup at 10:30 a.m. and step off at 11:00 a.m. The parade will lineup in

the St. Anthony Community Hospital parking lot, proceed east bound on Grand Street, south down Main Street/Oakland Avenue, turn east, and end mid-block on Railroad Green. Town of Warwick Police Department approval, St. Anthony Community Hospital approval, and completed park permit, and security deposit have been received. Approval is pending proof of insurance.

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

Trustee Cheney ____ Trustee Foster ____ Trustee Lindberg ____

Trustee McKnight ____ Mayor Newhard ____

15. **MOTION** to grant permission to the Warwick Division 3 Ancient Order of Hibernians McGuinness-McDonald Division, to use Railroad Green on Saturday, March 18, 2023, for a St. Patrick's Day celebration between the hours of 11:00 a.m. and 1:00 p.m. Completed park permit and security deposit have been received. Approval is pending proof of insurance.

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

Trustee Cheney ____ Trustee Foster ____ Trustee Lindberg ____

Trustee McKnight ____ Mayor Newhard ____

16. **MOTION** to approve the budget modification request as per the Village Treasurer's memo dated February 13, 2023.

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

Trustee Cheney ____ Trustee Foster ____ Trustee Lindberg ____

Trustee McKnight ____ Mayor Newhard ____

Trustee Lindberg's Motions

17. **MOTION** to authorize the Mayor to enter into an Agreement for Repayment of Water and Sewer Charges with the tenant and property owner of 25 Elm Street, Unit 5, Warwick, NY in the amount of \$1,290.10 to be paid in 4 quarterly installments of \$322.53 and authorize the Mayor to sign the same.

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

Trustee Cheney ____ Trustee Foster ____ Trustee Lindberg ____

Trustee McKnight ____ Mayor Newhard ____

18. **MOTION** to submit a 2023-2024 Local Government Records Management Improvement Fund (LGRMIF) grant application to support a comprehensive Inactive and Active Records Inventory and Planning Project for the Offices of the Village Clerk & Village Treasurer and authorize the Mayor so sign the same.

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

Trustee Cheney ____ Trustee Foster ____ Trustee Lindberg ____

Trustee McKnight ____ Mayor Newhard ____

19. **MOTION** to hire Gallego Information Services to conduct a Records Inventory and Planning project for the Offices of the Village Clerk & Village Treasurer at a cost not to exceed \$15,000 per the recommendation of Village Clerk/Records Management Officer, Raina Abramson. Project is subject to the award of a 2023-24 NYS Archives Local Government Records Management Improvement Fund grant. Funds will be budgeted in the FY2023-24 budget.

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

Trustee Cheney ____ Trustee Foster ____ Trustee Lindberg ____

Trustee McKnight ____ Mayor Newhard ____

20. **MOTION** to advertise for the position of Village of Warwick Office Intern at a pay rate of \$16.50 per hour at 20 hours per week for approximately twelve (12) weeks.

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

Trustee Cheney ____ Trustee Foster ____ Trustee Lindberg ____

Trustee McKnight ____ Mayor Newhard ____

21. **MOTION** to acknowledge that Michael Vernieri, Auditor for the Village of Warwick, performed an internal audit of the Village of Warwick Justice Court as of December 31, 2021, to comply with section 2019-a of the Uniform Justice Court Act and has found that all reporting and record keeping is being completed in a timely manner and the reports are in compliance with the New York State requirements.

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

Trustee Cheney ____ Trustee Foster ____ Trustee Lindberg ____

Trustee McKnight ____ Mayor Newhard ____

22. **MOTION** to grant permission to Village of Warwick Employee, Karen Vermillion, to carry over 4.65 vacation days.

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

Trustee Cheney ____ Trustee Foster ____ Trustee Lindberg ____

Trustee McKnight ____ Mayor Newhard ____

Reports

Trustee Cheney's Report: Liaison to Public Works Operations, Engineering and Infrastructure Projects, Veterans, Code Enforcement / Building Department, Transportation & Mobility, Emergency Services. Alternate liaison to Economic Development.

Trustee Foster's Report: Liaison to Office of the Treasurer, Parks & Recreation, Economic Development & Tourism, Public Health, Warwick Valley Schools, Youth / WYDO / Warwick Valley Community Center, Warwick Valley Prevention Coalition. Alternate liaison to Planning & Zoning / AHDRB / OC Planning, Engineering & Infrastructure Projects, Veterans, Emergency Services.

Trustee Lindberg's Report: Liaison to Office of the Clerk, Government Efficiency / Policy Development, Safety Committee, Historical Society, Public Interface and Outreach, Senior Citizens, Ethics, Environmental. Alternate liaison to Parks & Recreation.

Trustee McKnight's Report: Liaison to Planning & Zoning / AHDRB / OC Planning, Citizens Awareness Panel/Jones Chemical, Albert Wisner Library, Town of Warwick Police Department, Technology Oversight / Cybersecurity, Shade Tree Commission. Alternate liaison to Public Works Operations, Code Enforcement / Building Department, Transportation & Mobility, Environmental.

Mayor Newhard's Report

Final Comments from the Floor

Final Comments from the Board

Executive Session, if applicable

Adjournment



Product Evaluation Report

Village of Warwick, NY

2022-05-19

P-1330



REALTERM
ENERGY



Product Evaluation Report

We have prepared this report and evaluation to summarize our findings and present recommendations to upgrade the lighting assets in the Village of Warwick, NY. In the following sections, you will find information on:

- 1) RFQ details and the list of received bids,
- 2) Evaluation procedure,
- 3) Detailed bid evaluation, and
- 4) RealTerm Energy's recommended LED fixture selections.

Next steps

With your approval of our recommendations, the next step is to continue working on the Design Phase of this project. Please confirm the selected options from the list shown on page 6.

If you have any questions, please do not hesitate to contact the Project Lead:

Nadera Nawabi

Email: nnawabi@realtermenergy.com

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C. +1 (514) 999-7784

Evaluation Procedure

In this procurement process, RealTerm Energy completed an RFQ process on behalf of the Village of Warwick, NY. **Four** complete bids were received from the following:

Supplier	Bid	Manufacturer(s)
<i>Gilman</i>	1	Acuity Brands
<i>Graybar</i>	2	Cooper Lighting Solutions
<i>StressCrete</i>	3	StressCrete/King Luminaire
<i>Leotek</i>	4	Leotek

The Leotek bid did not include a decorative submission, therefore they were not considered within the decorative evaluation.

The StressCrete bid did not include a cobrahead submission, therefore they were not considered within the cobrahead evaluation.

The received bids were evaluated through a three-stage process outlined below:

Stage 1 – Minimum Requirements Review

A pass/fail stage through which any supplier/manufacture that does not meet the following minimum requirements is eliminated:

- 1) Fixtures are assembled in North America.
- 2) Surge Protection with IEEE/ANSI minimum requirements.
- 3) Dimmable Driver.
- 4) Equipped with 7-Pin Photocontrol Receptacle, allowing for future smart control compatibility.
- 5) Minimum 10 years warranty.

All suppliers met the minimum requirements.

Stage 2 – Fixture Evaluation

All fixtures that meet the above requirements are then evaluated based on four main criteria:

A) Lumens Per Watt Per Dollar

Lumens per watt is a metric used to measure the efficiency of a fixture. This is essentially the amount of light produced per unit of power. We add the price component to this criterion to additionally compare the value received per dollar basis.

B) Fixture Price

The price to purchase the fixtures.

C) Net Present Value (NPV)

The net present value calculated over a period of 23 years assuming a 5% discount rate and a 3% annual energy inflation rate. The net present value is approximated at the useful life of the luminaires (100,000 hrs).

D) Photometric Efficiency

Fixtures produced by different manufacturers tend to greatly differ when it comes to their lumen outputs. This criterion factors in how efficient each fixture is based on the lumens it emits into the environment per watt of consumable energy.

E) Aesthetics

A judgement of how much the proposed fixture corresponds with the Municipality's current aesthetic for any given fixture. This criterion considers not only the fixture's visual similarity to its replacement, but also its material, construction, and durability.

Stage 3 – Fixture Ranking

In this stage the fixtures are ranked based on a weighted system. A maximum weight or score is assigned to each of the criteria above based on their relative importance. The weights are initially assigned by RTE; however, the weighting system can be customized based on individual need and the importance of criteria. For example, RTE defaults the highest weighting being placed on the projected 23 year net present value of savings, due to the long life and long-term impact of the fixtures. These suggested coefficients can be revised at your request.

The sum and default distribution of the scored categories is equal to 100 potential points, as shown in the following table.

For Cobraheads:

Lumen/Watt/\$	Fixture Cost	23-Yr NPV	Photometrics	Total Possible Score
10 points	30 points	40 points	20 points	100 points

For Decoratives:

Lumen/Watt/\$	Fixture Cost	23-Yr NPV	Photometrics	Aesthetics	Total Possible Score
10 points	30 points	40 points	15 points	5 points	100 points

Cobrahead Ranking

Cobrahead fixtures are evaluated and ranked collectively. In other words, when comparing any attribute such as the **Fixture Price**, the cost to purchase all the cobraheads from one manufacturer vs another is compared. Similarly, the total 23-Yr NPV, photometrics and lumens per watt per dollar are evaluated.

For instance, if the **Fixture Price** criterion is given a weight of 30, the manufacturer with the most **cost-effective** fixtures overall will obtain a score of 30. The remaining manufactures will be scored relative to the most effective fixtures as shown in the table below

	Manufacturer 1	Manufacturer 2	Manufacturer 3
Total Fixture Price	\$ 415,421.00	\$ 499,806.00	\$ 570,455.00
Fixture Price Score	30	24.9	21.8



Please note the above table is for illustration purposes only

Decorative Ranking

Each type of decorative fixtures is evaluated and ranked separately. For instance, floodlights submitted by all manufactures are compared to each other based on the criteria listed above. If the Fixture Price criterion is given a weight of 30, the most cost-effective floodlight will obtain a score of 30 as shown in the table below.

	Floodlight 1	Floodlight 2	Floodlight 3
Total Fixture Price	\$ 10,000.00	\$ 15,000.00	\$ 20,000.00
Fixture Price Score	30	20	15



Please note the above table is for illustration purposes only

Once all the fixtures are ranked, the manufacturer with the highest average score based on the inventory (Cobrahead and decoratives) is highlighted.

Overall Results

The brands that were evaluated include:

1. Acuity (AEL, Holophane, Cyclone),
2. Cooper Lighting,
3. LED Roadway Lighting LTD,
4. HCI Lighting,
5. Current by GE and,
6. Leotek

Below is the summary of RTE's evaluation, including all the criteria explained above. RTE's recommended option is highlighted, with **green** being the first-place choice and **yellow** as second choice.

Supplier	Cobrahead Score	Decorative Score	Total Score
Gilman - Acuity (AEL, Holophane, Cyclone)	75.0	18.9	93.9
Graybar - Cooper (Cooper Lighting)	75.8	18.3	94.1
StressCrete – King Luminaire (King Luminaire)	0.0	3.1	3.1
Leotek (Leotek)	76.9	0.0	76.9

*The scores are adjusted to account for the percentage of Cobrahead/decorative fixtures in the inventory. For example, Acuity (as shown on page 8) scored 84.8 when compared to other Cobrahead fixtures. However, Cobrahead fixtures account for 81.99% of the inventory. As a result, the actual Acuity Cobrahead score is $84.8 \times 0.8199 = 70.0$. The same process applies to decorative fixtures.

Cooper scored highest overall. Acuity scores second highest.

As shown above, the overall score leans towards Cooper. If the Cobraheads and Decoratives were to be considered individually, Leotek scores highest in the Cobrahead category and Acuity scores highest in the Decorative category. Leotek did not submit a decorative bid. Generally, we recommend purchasing fixtures from one or two manufacturers as this reduces the complexity of requesting warranty claims or maintaining the inventory.

The following section will present the scoring breakdown for each Cobrahead and decorative fixture, as well as their estimated costs. Note that all pricing is approximate and are for evaluation purposes only.

Material Break-Down





Detailed Options and Scoring

Cobraheads

Supplier - Manufacturer	Image	Total Price (\$)	Average Lumen Per Watt Per Dollar Score	Total Fixture Cost Score	23-Yr. Net Present Value of Savings	Photometric Performance Score	Total Score
Gilman - Acuity		\$32,450	7.5	26.3	39.0	18.7	91.5
Graybar - Cooper		\$33,778	7.2	25.2	40.0	20.0	92.4
LeoTek		\$28,422	10.0	30.0	37.5	16.3	93.8

Note: The *Total Price* amount is estimated based on assumed original and replacement wattages and are thus for **evaluation purposes only**. This amount is subjected to change and should in no way be considered as a definitive amount for the project. The actual amount will be provided in the following IGA report once photometric designs are complete.

Decorative – Acorn Post Top (D1)

QTY # 13	Decorative - Acorn Post Top (D1)		
	Gilman - Acuity	Graybar - Cooper	StressCrete - King Luminaire
			
Part Number Series			
Total Material Cost	\$5,520.00	\$6,385.00	\$13,325.00
DLC Listed	Yes	Yes	Yes
Average Lumen per Watt per Dollar Score (10 pts)	9.6	10.0	3.9
Total Fixture Cost Score (30 pts)	30.0	25.9	12.4
23-Yr. Net Present Value of Savings (40 pts)	38.0	15.0	15.0
Photometric Performance (15 pts)	12.4	15.0	12.1
Aesthetics Score (5 pts)	5.0	5.0	5.0
Total Score (100 pts)	94.9	70.9	48.4

Note 1: The *Total Price* amount is estimated based on assumed original and replacement wattages and are thus for **evaluation purposes only**. This amount is subjected to change and should in no way be considered as a definitive amount for the project. The actual amount will be provided in the following IGA report once photometric designs are complete.

Note 2: Dollar amounts do **not** include prices for tenon adaptors. Tenon requirements will be evaluated on a case-by-case basis during the design phase and prices will be reflected in the IGA report as needed.

Note 3: All fixtures will be ordered in the BLACK color, unless otherwise stated in the design models.

Decorative – Lantern Post Top (D2)





QTY # 20		Decorative - Lantern Post Top (D2)		
		<i>Gilman - Acuity</i>	<i>Graybar - Cooper</i>	<i>StressCrete - King Luminaire</i>
				
Part Number Series				
Total Material Cost		\$19,150.00	\$11,080.00	\$21,500.00
DLC Listed		Yes	Yes	Yes
Average Lumen per Watt per Dollar Score (10 pts)		7.2	10.0	6.1
Total Fixture Cost Score (30 pts)		17.4	30.0	15.5
23-Yr. Net Present Value of Savings (40 pts)		17.1	40.0	8.2
Photometric Performance (15 pts)		15.0	12.0	14.3
Aesthetics Score (5 pts)		5.0	4.0	5.0
Total Score (100 pts)		61.7	96.0	49.1

Note 1: The *Total Price* amount is estimated based on assumed original and replacement wattages and are thus for **evaluation purposes only**. This amount is subjected to change and should in no way be considered as a definitive amount for the project. The actual amount will be provided in the following IGA report once photometric designs are complete.

Note 2: Dollar amounts do **not** include prices for tenon adaptors. Tenon requirements will be evaluated on a case-by-case basis during the design phase and prices will be reflected in the IGA report as needed.

Note 3: All fixtures will be ordered in the BLACK color, unless otherwise stated in the design models.

Decorative – Bell Downlighting (D3)

QTY # 7	Decorative - Bell Downlighting (D3)		
	Gilman - Acuity	Graybar - Cooper	StressCrete - King Luminaire
			
Part Number Series			
Total Material Cost	\$11,165.00	\$7,125.00	\$7,175.00
DLC Listed	Yes	No	Yes
Average Lumen per Watt per Dollar Score (10 pts)	6.5	10.0	8.4
Total Fixture Cost Score (30 pts)	19.2	30.0	29.8
23-Yr. Net Present Value of Savings (40 pts)	9.1	40.0	36.1
Photometric Performance (15 pts)	15.0	14.7	12.3
Aesthetics Score (5 pts)	5.0	4.0	5.0
Total Score (100 pts)	54.8	98.7	91.6

Note 1: The *Total Price* amount is estimated based on assumed original and replacement wattages and are thus for **evaluation purposes only**. This amount is subjected to change and should in no way be considered as a definitive amount for the project. The actual amount will be provided in the following IGA report once photometric designs are complete.

Note 2: Dollar amounts do **not** include prices for tenon adaptors. Tenon requirements will be evaluated on a case-by-case basis during the design phase and prices will be reflected in the IGA report as needed.

Note 3: All fixtures will be ordered in the BLACK color, unless otherwise stated in the design models.

Decorative – Globe Post Top (D4)




QTY # 8	Decorative - Globe Post Top (D4)		
	Gilman - Acuity	Graybar - Cooper	StressCrete - King Luminaire
		NO BID RECEIVED	
Part Number Series			
Total Material Cost	\$3,830.00		\$7,960.00
DLC Listed	Yes		Yes
Average Lumen per Watt per Dollar Score (10 pts)	10.0		2.5
Total Fixture Cost Score (30 pts)	30.0		14.4
23-Yr. Net Present Value of Savings (40 pts)	40.0		0.2
Photometric Performance (15 pts)	15.0		7.9
Aesthetics Score (5 pts)	2.0		5.0
Total Score (100 pts)	97.0		30.1

Note 1: The *Total Price* amount is estimated based on assumed original and replacement wattages and are thus for **evaluation purposes only**. This amount is subjected to change and should in no way be considered as a definitive amount for the project. The actual amount will be provided in the following IGA report once photometric designs are complete.

Note 2: Dollar amounts do **not** include prices for tenon adaptors. Tenon requirements will be evaluated on a case-by-case basis during the design phase and prices will be reflected in the IGA report as needed.

Note 3: All fixtures will be ordered in the BLACK color, unless otherwise stated in the design models.

Decorative - Floodlight (D5)




QTY # 1	Decorative - Floodlight (D5)		
	Gilman - Acuity	Graybar - Cooper	StressCrete - King Luminaire
			NO BID RECEIVED
Part Number Series			
Total Material Cost	\$435.00	\$265.00	
DLC Listed	Yes	Yes	
Average Lumen per Watt per Dollar Score (10 pts)	7.5	10.0	
Total Fixture Cost Score (30 pts)	18.4	30.0	
23-Yr. Net Present Value of Savings (40 pts)	35.9	40.0	
Photometric Performance (15 pts)	15.0	12.3	
Aesthetics Score (5 pts)	5.0	5.0	
Total Score (100 pts)	81.8	97.3	

Note 1: The *Total Price* amount is estimated based on assumed original and replacement wattages and are thus for **evaluation purposes only**. This amount is subjected to change and should in no way be considered as a definitive amount for the project. The actual amount will be provided in the following IGA report once photometric designs are complete.

Note 2: Dollar amounts do **not** include prices for tenon adaptors. Tenon requirements will be evaluated on a case-by-case basis during the design phase and prices will be reflected in the IGA report as needed.

Note 3: All fixtures will be ordered in the BLACK color, unless otherwise stated in the design models.

Decorative – Floodlight (D6)




QTY # 2	Decorative - Floodlight (D6)		
	Gilman - Acuity	Graybar - Cooper	StressCrete - King Luminaire
			NO BID RECEIVED
Part Number Series			
Total Material Cost	\$915.00	\$650.00	
DLC Listed	Yes	Yes	
Average Lumen per Watt per Dollar Score (10 pts)	8.3	10.0	
Total Fixture Cost Score (30 pts)	21.4	30.0	
23-Yr. Net Present Value of Savings (40 pts)	40.0	31.7	
Photometric Performance (15 pts)	15.0	12.9	
Aesthetics Score (5 pts)	5.0	5.0	
Total Score (100 pts)	89.7	89.6	

Note 1: The *Total Price* amount is estimated based on assumed original and replacement wattages and are thus for **evaluation purposes only**. This amount is subjected to change and should in no way be considered as a definitive amount for the project. The actual amount will be provided in the following IGA report once photometric designs are complete.

Note 2: Dollar amounts do **not** include prices for tenon adaptors. Tenon requirements will be evaluated on a case-by-case basis during the design phase and prices will be reflected in the IGA report as needed.

Note 3: All fixtures will be ordered in the BLACK color, unless otherwise stated in the design models.

Decorative – Floodlight(D7)

QTY # 7	Decorative - Floodlight (D7)		
	Gilman - Acuity	Graybar - Cooper	StressCrete - King Luminaire
			NO BID RECEIVED
Part Number Series			
Total Material Cost	\$3,350.00	\$2,280.00	
DLC Listed	Yes	Yes	
Average Lumen per Watt per Dollar Score (10 pts)	7.9	10.0	
Total Fixture Cost Score (30 pts)	20.4	30.0	
23-Yr. Net Present Value of Savings (40 pts)	32.2	40.0	
Photometric Performance (15 pts)	15.0	12.9	
Aesthetics Score (5 pts)	5.0	5.0	
Total Score (100 pts)	80.6	97.9	

Note 1: The *Total Price* amount is estimated based on assumed original and replacement wattages and are thus for **evaluation purposes only**. This amount is subjected to change and should in no way be considered as a definitive amount for the project. The actual amount will be provided in the following IGA report once photometric designs are complete.

Note 2: Dollar amounts do **not** include prices for tenon adaptors. Tenon requirements will be evaluated on a case-by-case basis during the design phase and prices will be reflected in the IGA report as needed.

Note 3: All fixtures will be ordered in the BLACK color, unless otherwise stated in the design models.

**VILLAGE OF WARWICK
LOCAL LAW NO. __ OF THE YEAR 2023**

A local law to amend the Village Code by enacting Chapter 115 entitled "Short Term Rental Property Owner Occupied"

Section 1. Purpose:

The purpose of this Local Law is to promote the public health, safety and welfare by establishing a municipal registration and permit requirement for all short-term rental units within the boundaries of the Village of Warwick and by enacting regulations for the administration of and enforcement of the Village's permitting requirement.

Section 2. Amendment of Code:

The Village Code of the Village of Warwick is hereby amended to enact Chapter 115 entitled "Short-Term Rental Property" which shall read as follows:

§ 115-1 Purpose.

Short term rentals of residential property are a potential source of income to property owners and can provide additional housing for visitors to the area, thereby promoting tourism and strengthening the local economy. However, if unregulated, short-term rentals may have detrimental impacts on nearby properties and the neighborhoods in which they are situated as a result of increased traffic, noise, trash, and similar impacts. Moreover, it is in the overall public interest to require that properties offered for public rental are safely maintained and adequately insured. Therefore, the Village Board of the Village of Warwick hereby establishes the registration and licensing requirements and regulations set forth in this Chapter for the purpose of regulating short term rentals of residential property to ensure safe, responsible and harmonious operation of such uses.

§ 115-2 Definitions.

As used in this Chapter, the following terms shall have the meanings indicated:

Bedroom

One-person bedroom shall have a minimum of 70 square feet. A two-person bedroom shall have minimum of 100 sq feet: a three-person bedroom shall have a minimum of 150 sq feet: and 50 sq feet for each additional occupant. Bedroom shall be not less than 7 feet in any plan dimension. Shall have a compliant window to exterior as a second means of egress. Shall have access to sanitary facilities providing a sink, toilet, potable running water, shower/tub and kitchen access. Living space shall adhere to the current Property Maintenance Code of New York State.

Building Inspector

The Building Inspector of the Village of Warwick or such person as appointed by the Village Board to enforce Code 53 Unsafe Buildings, and this article.

Housing or Dwelling Unit-

Any single residential living space which is capable of housing one separate household, whether a detached single-family structure or building or part of a multihousehold structure or building but not including a hotel, motel or bed and breakfast establishment.

Immediate Family

The immediate family of the owner of a housing unit consists of the owner's spouse, children, parents, grandparents or grandchildren.

Landlord-Owner

Any owner of a residence who offers housing in a residence to persons, other than immediate family, in exchange for a fee or compensation, whether monetary or otherwise.

Residence

Any single residential living space which is capable of housing one separate household, whether a detached single-family structure or building or part of a multihousehold structure or building.

Registered Resident Agent "Agent"

A representative of the property owner who resides within 15 miles of the Village.

Short Term Rental Permit

A permit issued by the Village of Warwick stating that the referenced structure or unit conforms to the standards of chapter 49-11, Fire Safety and Property Maintenance Inspections, and other applicable sections of Village Code and that occupancy of that structure or unit is permitted for residential use. Any special circumstances or conditions under which occupancy is permitted may be specified on that permit.

Short Term Rental Property

Any residence in which overnight accommodations are offered in exchange for a fee or compensation, whether monetary or otherwise, for a period of less than thirty (30) days, including, but not limited to, rentals provided by such companies as Air B&B and VBRO. Month to month tenancies are not considered short term rental properties.

Substandard

Any deficiency in a residence that does not meet the standards of the New York State Uniform Fire Prevention and Building Code and the State Energy Conservation Construction Code and applicable sections of Village Code. Substandard conditions shall also include failure to maintain a single-station smoke-detecting alarm device and carbon-monoxide-detector device, or devices, in accordance with New York State standards.

Owner-occupied

As used in this Chapter the term "owner-occupied" shall mean a residence in which the record owner maintains as his or her domicile, and which he or she occupies as his or her own residence not less than six consecutive months in the calendar year. In the case of property in the Central Business Zone, the owner or agent shall reside within 15 miles of the property.

§ 115-3 Regulation of Short Term Rentals

- (1.) Only single-family dwellings, duplexes, and dwelling units accessory thereto may be used for short term rentals.
- (2.) Owner-occupied residence and property in the Central Business Zone may be used for short-term rentals.
- (3.) Short-Term Rentals allowed in all zones in the Village except in Continuing Care Retirement Community (CCRC) and Multiple Residence-Senior Citizen (MR-SC)
- (4.) Commencing ninety (90) days after the effective date of this Chapter, any person offering short-term rentals within the Village of Warwick shall be required to first register and obtain a permit for short-term rental of the residence under this Chapter.
- (5.) ~~Properties owned by corporations, LLCs and other such entities cannot be used as Short Term Rentals.~~

- (6) HOA policies in Village developments supersede STR Village policy.

§ 115-4 Registration of Property for Short Term Rentals.

Registration of **Short-Term Rental Registration Application** shall be completed by the owner or agent submitting to the Village Building Department a registration form, as approved by the Building Inspector, stating that the owner is seeking a short-term rental permit and providing, at a minimum, the following information:

- (i) Name, mailing address, telephone number, e-mail address, of the owner and agent.
- (ii) The street address, of the short-term rental property;
- (iii) The number of rental units in each building;
- (iv) The number of conventional bedrooms in the residence.
- (v) The proposed maximum overnight and daytime occupancy limits of the residence;
- (vi) The types and placement of any fire-protection systems located each building;
- (vii) The number and location of all exits;
- (viii) A floor plan indicating the placement and size of each bedroom, exit and fire-protection system.
- (ix) A certificate of liability insurance for the property with policy limits in an amount of no less than \$1,000,000 with rental endorsement on policy. Owner signs indemnification and hold harmless agreement (umbrella policy and Airbnb are not acceptable; **Note- review requirements with Village insurance agent.**
- (x) Copy of Certificate of Occupancy for original building OR letter stating dwelling was built prior to 1973.
- (xi) Acknowledgment of review and responsible for compliance with the Code of the Village of Warwick, Chapter 115.

(xii) a notarized statement that the STR property is owner occupied and the STR property is the owner's primary residence or is owner of a building in the Central Business Zone and lives within 15 miles of the Village.

(xiii) The completed form must be notarized

§ 115-5

Grant of Permits for Short Term Rental Property.

- (1.) Upon submittal of complete application for short term rentals, the owner or agent shall contact the Building Inspector to schedule an inspection of the short-term rental property for the purpose of issuance of a short-term rental permit.
- (2.) Upon payment of such inspection and permit fees as the Village Board shall prescribe in the Village's schedule of fee, the Building Inspector shall conduct an inspection of the short-term rental property to determine whether it is substandard and to verify that the residence and the maximum overnight and daytime occupancy limits proposed by the owner are acceptable under the New York State Uniform Fire Prevention and Building Code.
- (3.) Upon completion of an inspection of the short-term rental property and ascertaining that the residence is not substandard, the Building Inspector shall issue a short-term rental permit to the owner or agent.
- (4.) Permits shall be on a form approved by the Building Inspector and shall, at a minimum:
 - (i) State the address, section, block and lot of the short-term rental property;
 - (ii) List the name of the owner and agent.
 - (iii) State the number of bedrooms and in the residence and identify any other approved sleeping quarters;
 - (iv) List the maximum permitted overnight and daytime occupancy limits; and
 - (v) State the date of issuance and the date of expiration.

§ 115-6

Duration and Terms of Short-Term Rental Permits.

- (1.) All Short-Term Rental Permits shall expire two years after the date of issuance, unless sooner revoked.
- (2.) The following shall be mandatory terms of every Short-Term Rental Permit:
 - (i) No illegal conduct shall be carried on the short-term rental property by the landlord, agent, or short-term rental tenants, their guests or invitees.
 - (ii) The short-term rental tenants and their guests or invitees shall not block or otherwise impede ingress or egress over the street on which the short-term rental property is located and/or to or from any driveways of other property on the said street.
 - (iii) Trash, refuse and recycling, and the bins or containers therefore, shall not be left stored within the public view, except that covered bins or containers may be left curb side for the purpose of scheduled collection in compliance with Village Code Section 75-1
 - (iv) No exterior lighting of the residence shall be permitted from midnight to six o'clock a.m., except for such lighting of driveways or walkways as may be necessary for safe ingress and egress of persons entering or exiting the short-term rental property,
 - (v) The short-term rental tenants and their guests or invitees shall not engage in any conduct which violates the Village's noise ordinance or which would otherwise constitute disorderly conduct or creation of a public nuisance.
 - (vi) In the event that short term rental tenants plan on using the residence as the site of a party or event involving more than ten (10) guests or invitees, the owner shall require that the tenants disclose such intent as a condition of the rental and shall require the tenants to undertake measures and limitations to prevent unreasonable disturbance of neighboring property owners, such as limiting the hours of outdoor music and assuring adequate parking for guests and any catering or delivery vehicles.
 - (vii) Prominently display at all times the contact names and phone numbers, along with a list issued by the Village, of emergency services, information relating to garbage, recycling, available parking, winter parking and noise or

- (3.) In the event that there is any change in the information provided by the owner or registered agent in the registration application, the owner shall advise the Village Building Department in writing of such change no later than forty-eight (48) hours after such occurrence. Failure to advise the Village Building Department of a change in the information provided by the Landlord in his registration application may be grounds for suspension or revocation of the Short-Term Rental Permit.
- (4.) A Short-Term Rental Permit may not be transferred or assigned to any person or used by any other person other than the owner to whom it was issued.

§ 115-7 Denial of Short-Term Rental Permits.

- (1.) In the event that the Building Inspector determines that a residence is substandard, he shall issue a written denial of the short-term rental permit to the owner or agent listing all of the substandard conditions identified in the inspection.
- (2.) If an application for a short-term rental permit is denied, an owner may re-apply for the permit after correcting such substandard conditions as have been found. Upon such re-application, the owner or agent must arrange for an additional inspection by the Building Inspector. The owner must pay an additional inspection fee, as specified in the Village's Schedule of Fees, for each inspection.

§ 115-8 Renewal of Short-Term Rental Permits.

- (1.) Applications to renew existing short-term rental permits shall be submitted on forms approved by the Village Building Department 90 days prior to the expiration date of the existing license and must be accompanied by the renewal fee set by the Village Board in the Village's Schedule of Fees.
- (2.) Upon receipt of an application for renewal and the prescribed fee, the Building Inspector shall schedule and conduct an inspection of the short term-rental property using the same criteria as upon an inspection for grant of a permit. Renewal shall be granted if the short-term rental property is not substandard.
- (3.) Upon grant of renewal, the Building Inspector shall issue a new Short-Term Rental Permit which shall expire two years after the date of issuance

unless revoked earlier.

§ 115-9 Suspension or revocation of Short-Term Rental Permits.

- (1.) It is the responsibility of the owner or agent to comply with all terms and provisions of this Chapter and to ensure that the short-term rental tenants, their guests and invitees to comply with this Chapter and the terms and conditions of the short-term rental permit. Any failure of short-term rental tenants, their guests and invitees to comply with this Chapter and the terms and conditions of a short-term rental permit shall be attributed to the failure of the owner and his agent to discharge the responsibility to ensure such compliance.
- (2.) Upon receipt of a complaint or upon his initiative, the Building Inspector may investigate any property for failure to comply with the terms of this Chapter.
- (3.) If, upon investigation, the Building Inspector determines that a violation of this Chapter and/or the terms and conditions of the short-term rental permit has occurred on property for which a short-term rental permit has been issued, he shall issue a written notice of the violation to the owner and agent and shall provide a copy of the same to the Village Board.
- (4.) Upon receipt of such notice, the Village Board shall set a date at which the owner shall be heard in regard to the Building Inspector's findings of a violation. Notice of such hearing date shall be mailed to the owner, by certified mail return receipt requested at the address provided in the registration for the short-term rental property.
- (6.) If it is determined by the Building Inspector that the owner has falsified or otherwise failed to provide accurate information on his registration application, ~~he shall refer the matter to the Village Board as a violation of this Chapter for further proceedings under this Section.~~ the application shall be revoked

§ 115-10 No presumption of compliance.

The issuance of a Short-Term Rental Permit shall not constitute a finding by the Village that the Short-Term Rental Property complies with the New York State Uniform Fire Prevention and Building Code and/or the State Energy Conservation Construction Code for any purpose other than issuance of a short-term rental permit.

§ 115-11 Appeals.

- A. If the Building Inspector denies an application for short-term rental, denies an application for renewal of a permit for short-term rental, or revokes a permit

for a short-term rental, it shall be done in writing, reciting the grounds for denial or revocation.

- B. An applicant may appeal from such denial or revocation by filing a written request for a hearing before the Village Board of Trustees. Such request shall be filed with the Village Clerk.
- C. Upon receipt of such request, the Village Clerk shall schedule same for the next regularly scheduled Village Board meeting, affording the applicant at least five days written notice of the place, date and time of the hearing, and publish notice of same.
- D. At the hearing, the applicant shall be afforded reasonable opportunity to be heard. The applicant shall bear the burden of proof by preponderance of credible evidence to show that the determination of the Building Inspector was arbitrary or capricious or in excess of his authority. The decision of the Village Board of Trustees shall be final and conclusive. The tenant will be allowed to occupy the property until the appeal is heard and the finding is issued.

§ 115-12 Fees for permits.

The Village Board shall set such application, review, inspection and renewal fees as it may find appropriate for short-term rental permits by resolution and such fees shall be listed in the Village's Schedule of Fees

§ 115-13 Penalties for offenses.

- (1.) Any person who violates any provision of this Chapter, whether the owner or tenant, shall be guilty of an offense. Each day that the violation continues shall be deemed a separate violation.
- (2.) Conviction of violation of the provisions of this Chapter shall be punished by a fine of not more than \$1,000 per violation or by imprisonment for not more than 15 days, or both.
- (3.) The penalties for violation of this Chapter shall be in addition to any penalties imposed for violation of other provisions of the Village Code and the New York State Uniform Fire Prevention and Building Code, the State Energy Conservation Construction Code.
- (4.) The imposition of penalties herein prescribed shall not preclude the Village or any person from instituting appropriate legal action or proceeding to prevent unlawful occupancy of property in violation of this Chapter, including, without limitation, civil actions for injunctive relief to

immediately terminate any existing short-term rental occupancy of buildings, land or premises.

- (5.) If, after affording such an opportunity to be heard, the Village Board confirms the existence of the violation of this Chapter, the Village Board shall suspend or revoke the short-term rental permit. For any number of violations less than two within a period of six (6) months, the permit may be suspended for a period of up to six (6) months from the date of the suspension. For two or more violations within a one-year period, the short-term rental permit may be suspended or revoked and, if revoked, no short-term rental permit will be available for the short-term rental property for a period of up to two (2) years from the date of revocation unless landlord and agent cease to have any right, title or interest in the short-term rental property.

Section 3. Severability:

If any part or provision of this local law or the application thereof to any person or circumstance be adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part or provision or application directly involved in the controversy in which such judgment shall have been rendered and shall not affect or impair the validity of the remainder of this local law or the application thereof to other persons or circumstances, and the Village Board of the Village of Warwick hereby declares that it would have passed this local law or the remainder thereof had such invalid application or invalid provision been apparent.

Section 4. Effective Date:

This Local Law shall become effective upon filing with the Secretary of State of the State of New York subsequent to having been duly adopted by the Village Board.

SECOND LEASE EXTENSION AND MODIFICATION AGREEMENT

This ~~SECOND~~ THIRD LEASE EXTENSION AND MODIFICATION AGREEMENT (this "Agreement") is dated as of January 23, ~~2018-2023~~ and is made by and between JPMORGAN CHASE BANK, NATIONAL ASSOCIATION, having an address at 1111 Polaris Parkway, Mail Code OH1-0241, Columbus Ohio 43240-2050, Attention: Lease Administration Manager ("JPMC"), and the VILLAGE OF WARWICK, having an address at Village Hall, 77 Main Street, Warwick, New York 10990, Attention: Mayor's Office ("Village").

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

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

WHEREAS, the Lease is scheduled to expire by its terms on January 31, ~~2018~~2023; and

WHEREAS, JPMC and Village mutually desire to extend the term of the Lease and to otherwise amend the Lease as provided herein.

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

1. Tenn. The term of the Lease is hereby extended for one (1) additional term of five (5) years, to be deemed to have commenced as of February 1, ~~2018-2023~~ (notwithstanding the date of this Agreement) and to expire on January 31, 2028~~2023~~. Notwithstanding anything to the contrary contained in the Lease, JPMC shall have the unconditional right to terminate the Lease by delivering written notice to Village at least one (1) year prior to the effective date of such termination.

2. Parking Space Monitoring. Notwithstanding anything to the contrary contained in the Lease, Village shall ensure that any vehicles parked in the Parking Spaces shall not be ticketed or cited by municipal police or other authorities for illegal or overtime parking or towed or removed for any reason unless JPMC notifies Village in writing of the presence of any vehicle(s) that is not authorized to be parked in any one or more of the Parking Spaces.

3. No Renewal. Effective as of the date hereof, Paragraph 3(F) of the Original Lease is hereby deleted in its entirety, including, without limitation, clauses (a) and (b) thereof. Village acknowledges that there are no unexercised options remaining in favor of Village to extend the term. Village acknowledges and agrees that Village shall not have any renewal or extension options under the Lease unless and until JPMC and Village mutually agree to add new options to the Lease.

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

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

with a copy to

JPMorgan Chase Bank, N.A.
237 Park Avenue, 12th floor
Mail Code NY1-R067
New York, New York 10017
Attention: Real Estate Executive

and to

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

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

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

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

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

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

8. Miscellaneous.

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

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

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

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

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

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

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

THE REMAINDER OF THIS PAGE WAS INTENTIONALLY LEFT BLANK.

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

JPMORGAN CHASE BANK, N.A.

By: _____

Name:

Title:

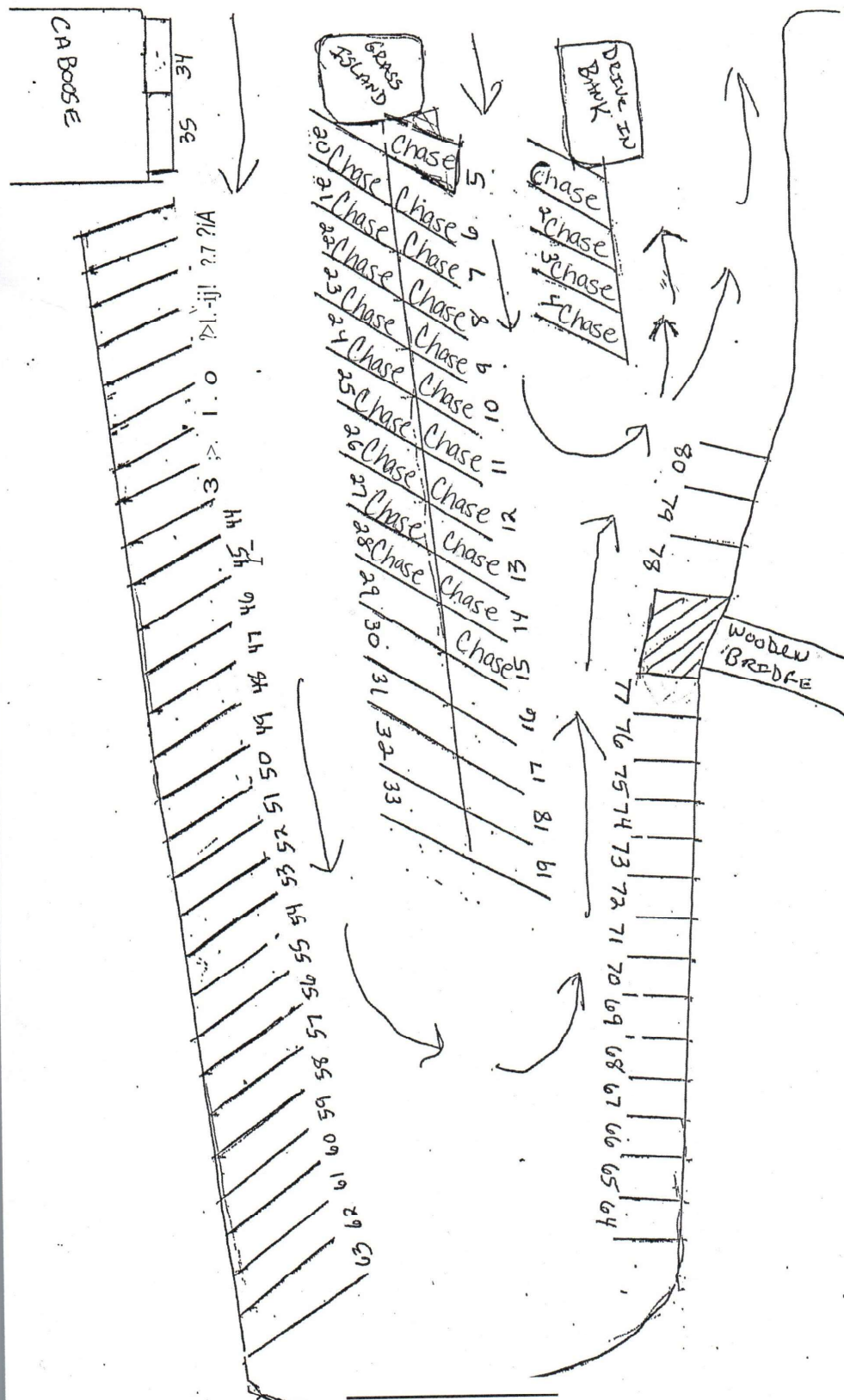
VILLAGE OF WARWICK

By: _____

Name:

Title:

2018



MEMO

Date: February 9, 2023

To: Mayor Newhard & The Village Board

From: Mike Moser, DPW Supervisor

Re: Seasonal Position

Request a motion to advertise for **(4) Seasonal DPW Laborers**. This will be a 16-week position, 40 hours a week. Starting pay \$16.50 per hour. Start date to be determined by DPW Supervisor, Mike Moser.

WARWICK FIRE DEPARTMENT

CHIEF – MICHAEL CONTAXIS
wfd634c@yahoo.com

1ST ASSIST. CHIEF – ANDREW LEMIN
FFLEMIN3106@yahoo.com

2ND ASSIST. CHIEF – KELLY BROCK
kbrock915@gmail.com

SAFETY OFFICER – CHRIS DIMARCO
biggums151@yahoo.com



PRESIDENT – MELISSA STEVENS
meliss_stevens@yahoo.com

VICE PRESIDENT - ROBERT PAVLICK
ROBB.PAVLICK@gmail.com

SECRETARY – DEB SCHWEIKART
dlswarwick@gmail.com

TREASURER – BILL LINDBERG
lindberg652@gmail.com

January 23, 2023

Board of Trustees Village of Warwick
P.O. Box 369
Warwick, New York 10990

Reference: 2023 Warwick Fire Department Parade

Dear Board Members

Our Biennial Firefighters' Parade is scheduled for Saturday June 3rd at 4 PM. The parade line up area and route of march will be the same as that used in 2019, beginning near Park Avenue School and ending at Warwick Station 1 with the fire apparatus staging in Veterans' Memorial Park till the end of the parade then moving to Warwick Station 1.

An application for the use of the park is enclosed with this letter along with maps of the park indicating the areas that will be used.

The required insurance certificates will be forthcoming upon approval of the permit.

Please feel free to contact me with any questions.

Thank you.

Melissa Stevens
Parade Chairwoman
Ph: 845-742-0886
Email: grover80@warwick.net

TOWN OF WARWICK

DEPARTMENT OF POLICE

132 KINGS HIGHWAY
WARWICK N.Y. 10990
(845) 986-5000 FAX (845) 986-5020

Chief John D. Rader NA 236
jrader@townofwarwickpd.org

January 25, 2023

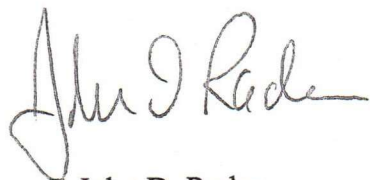
Warwick Fire Department
PO Box 31
Warwick, New York 10990

Attention: President Melissa Stevens

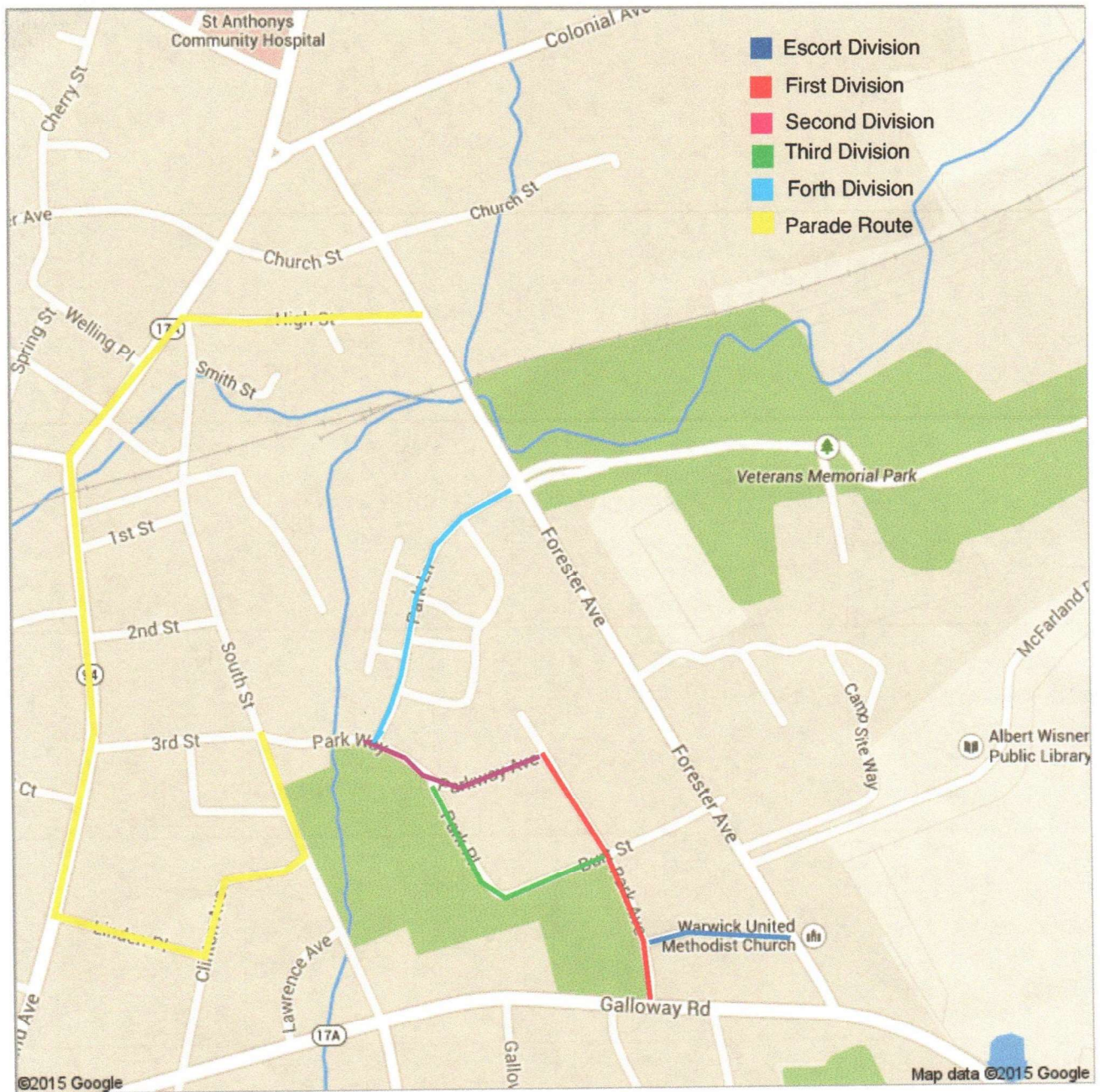
Dear Melissa,

I have reviewed the proposed parade route for June 3, 2023 and approve it. We will provide the necessary traffic and crowd control for the event.

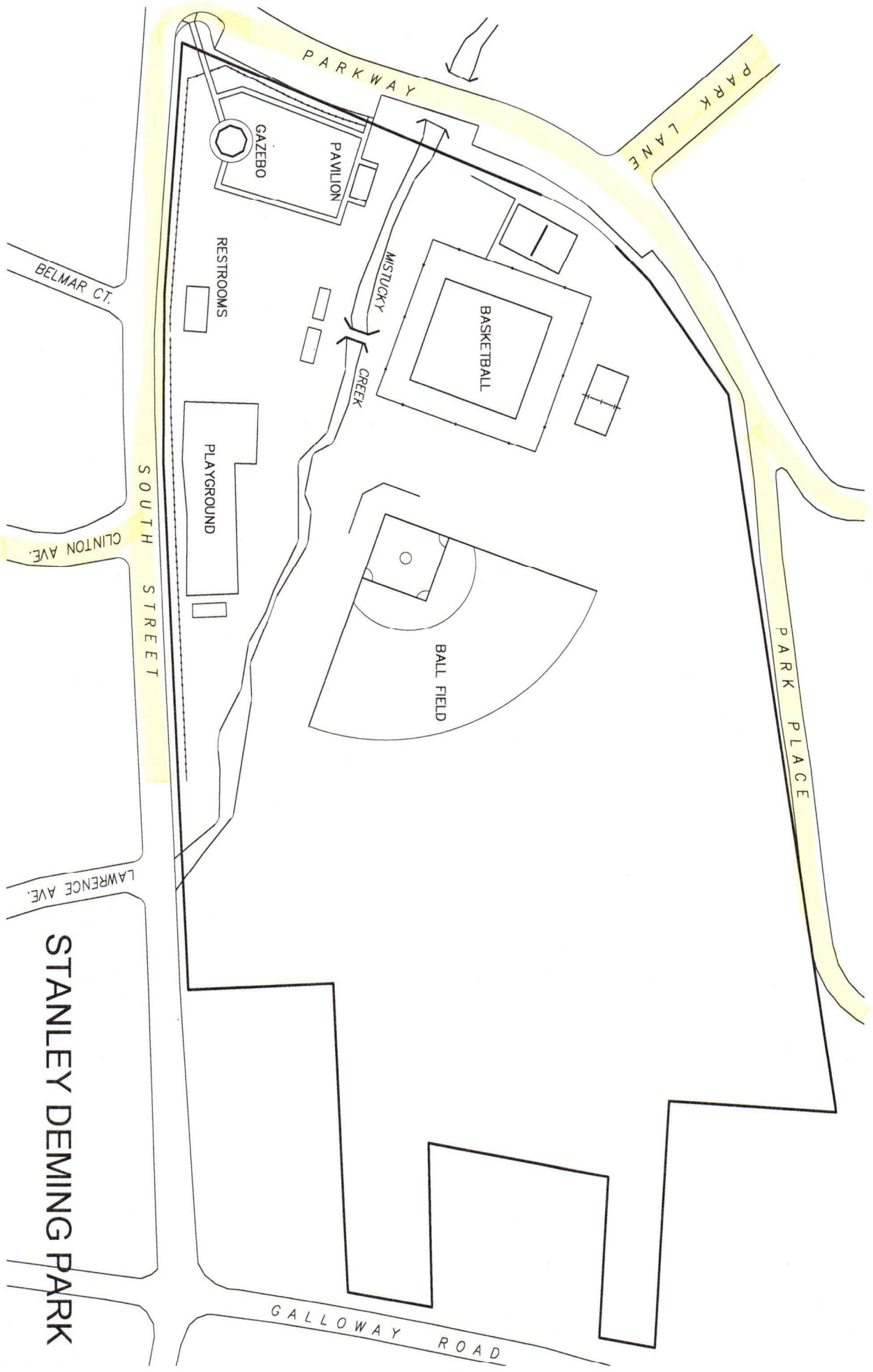
If you require anything further please let me know.



John D. Rader
Chief of Police



STANLEY DEMING PARK



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

Date Request Submitted: 1/20/23

Title of Event: Warwick Fire Department Bi-Annual Parade

Purpose of Event: Parade for Outgoing Chief

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

Village of Warwick Streets: Forester Ave, Burt Street, Park Way, Park Lane, South Street
Park Place, Clinton, Linden Ave, Oakland Ave, Main Street
High Street

SECTION 2: DATE AND TIME REQUESTED

Date(s) Requested: June 3, 2023 Rain Date(s) Requested: _____

Arrival Time: 1:00pm Departure Time: 7:30pm

Event Start Time: 4:00pm Event End Time: 7:00pm

SECTION 3: APPLICANT INFORMATION

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

Applicant's Name/Responsible Party: Melissa Stevens, Resident
**Person of responsibility representing the organization must be a Town of Warwick resident.*

Mailing Address of Responsible Party: P.O. Box 31, Warwick, NY 10990

Residential Address of Responsible Party: 25 Church Street Warwick, NY 10990

Email Address: grover80@Warwick.net Cell Phone: 845-742-0886

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

Name of Organization (if Applicable): Warwick Fire Department

Organization's Phone: 845-986-3473 Email Address: _____

Name of Organization's Director(s)/Officer(s): Melissa Stevens, President

Mailing Address of Organization: P.O. Box 31, Warwick, NY 10990

Physical Address of Organization: 25 Church Street, Warwick, NY 10990

SECTION 4: EVENT INFORMATION

Maximum Number of People Intended at the Event: 1000

of Adults: 600 # of Under 18 Yrs. Old: 400

Expected Number of Vehicles Intended at the Event: 500

Please explain the parking plan for the event: Parking on ^{side} Streets, Parking lots

WILL YOUR EVENT INCLUDE:

CHECK YES OR NO

Greater than 200 people at any given time <i>If no, DO NOT complete this form. Please complete form: FACILITY USE PERMIT APPLICATION FOR GATHERINGS OF LESS THAN 200 PEOPLE.</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Music / Loudspeakers / Sound System <i>If yes, explain:</i> <u>PA to Announce Fire Companies</u> <i>Location of Music/Loud Speakers/ Sounds System:</i> <u>Main Street</u>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Parade, walk, road race, etc. <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 <input checked="" type="checkbox"/> No <input type="checkbox"/>
Tent(s) <i>Include a map detailing the placement of the tent(s).</i> <i>Date & time tent will be set up:</i> _____ <i>Date & time tent will be removed:</i> _____	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

RVs, Campers, Food Trucks, etc. If yes, explain: _____	Yes _____ No <input checked="" type="checkbox"/>
Admission Fee to Be Charged If yes, please list the admission fee: _____	Yes _____ No <input checked="" type="checkbox"/>
Alcohol Host Liquor Liability Insurance is required.	Yes _____ No <input checked="" type="checkbox"/>
Food will be served or sold If yes, explain the method of food distribution and disposal of trash: _____ _____ _____ <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"/>
Rides: Mechanical Carnival Rides, Bounce House, Inflatable Slide, etc. If yes, explain: _____ Additional contract(s) and/or insurance is required.	Yes _____ No <input checked="" type="checkbox"/>
Portable Toilets Placement of portable toilets must be detailed on the map that is required with the application.	Yes <input checked="" type="checkbox"/> No _____
Other Please explain: _____	Yes _____ No <input checked="" type="checkbox"/>

SPECIAL REQUESTS:
CHECK YES OR NO

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

Use of Village of Warwick Restrooms <i>Memorial Park and Stanley Deming Park only.</i>	Yes _____ No <u>✓</u>
Other Please explain: _____	Yes _____ 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) -
- ☐ \$500 Security Deposit (*Must be a Separate Payment*) \$10 per day or \$300 per season

TOTAL FEE: \$ (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 Fire Dept (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 Fire Department (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.

Melissa Stevens [Signature]
 Printed Name of Applicant/Responsible Party Signature of Applicant/Responsible Party Date

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

14. In the event of a scheduling conflict, the Village of Warwick will arbitrate a resolution which shall be binding for all parties.
15. In the event of inclement weather, the Village Board or their designee has the final authority on whether facilities are usable.
16. Any damage to Village facilities shall be promptly repaired at the user's expense. No exceptions. If Village personnel are not available, make sure all doors are locked and lights are turned out when leaving.
17. Organizations using the facilities must clean up afterward. It is the responsibility of the permit holder to remove any garbage the event generates. The Village may assess a charge for garbage generated from events that is not removed by the Permit Holder. Applicants are urged to bring extra plastic garbage bags to facilitate cleanup.
18. Any organization with youths under 18 years old requires the presence of adequate adult supervision at all times.
19. Supervision and parking are the responsibility of the applicant organization/individual.
20. Permits may be revoked at any time.
21. All posted rules must be adhered to.
22. No field or building alterations (lining of fields, erecting goal posts or structures, etc.) are allowed without prior approval.
23. The emergency telephone number for police is 911 or 986-5000; fire and ambulance 911.
24. Prior to the start of the event, an announcement should be made to your group regarding emergency evacuation procedures, for example pointing out posted procedures, direction for exiting, procedures for emergency helicopter landing, etc.
25. In the event of an accident, please notify the Village Clerk at (845) 986-2031 before the end of the next business day.
26. The Village of Warwick does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

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:

Melissa Stevens
Printed Name of Applicant/Responsible Party


Signature of Applicant/Responsible Party

1/26/23
Date

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

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

Date Request Submitted: 1/20/23

Title of Event: Warwick Fire Department Bi Annual Parade

Purpose of Event: Parade Fire truck turn around

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 ☐ 1st 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: June 3, 2023 Rain Date Requested: _____

Arrival Time: 5:pm Departure Time: 7:pm

Event Start Time: _____ Event End Time: _____

SECTION 3: APPLICANT INFORMATION

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

**For-profit activities are prohibited.*

Applicant's Name/Responsible Party: Melissa Stevens, President

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

Mailing Address of Responsible Party: P.O. Box 31, Warwick, NY 10990

Email Address: Grover80@Warwick, Net Cell Phone: 845-742-0886

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

Name of Organization (if Applicable): Warwick Fire Department

Name of Organization's Director(s)/Officer(s): Melissa Stevens, President

Organization's Phone: _____ Email Address: _____

Mailing Address of Organization: P.O. Box 31, Warwick, NY 10990

Physical Address of Organization: 25 Church Street, Warwick NY 10990

SECTION 4: EVENT INFORMATION

Maximum Number of People Intended at the Event: 50

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

of Adults: 50 # of People Under 18: _____

Expected Number of Vehicles Intended at the Event: 50

Please explain the parking plan for the event: _____

WILL YOUR EVENT INCLUDE:

CHECK YES OR NO

Greater than 200 people at any given time <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>
Music / Loudspeakers / Sound System <i>If yes, explain: _____</i> <i>Location of Music/Loud Speakers/ Sounds System: _____</i>	Yes _____ No <u>✓</u>
Parade, walk, road race, etc. <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 <u>✓</u> No _____
Tent(s) <i>Include a map detailing the placement of the tent(s).</i> <i>Date & time tent will be set up: _____</i> <i>Date & time tent will be removed: _____</i>	Yes _____ No <u>✓</u>

RVs, Campers, Food Trucks, etc. <i>If yes, explain:</i> _____	Yes _____ No <input checked="" type="checkbox"/>
Admission Fee to Be Charged <i>If yes, please list the admission fee:</i> _____	Yes _____ No <input checked="" type="checkbox"/>
Alcohol <i>Host Liquor Liability Insurance is required.</i>	Yes _____ No <input checked="" type="checkbox"/>
Food will be served or sold <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"/>
Rides: Mechanical Carnival Rides, Bounce House, Inflatable Slide, etc. <i>If yes, explain:</i> _____ <i>Additional contract(s) and/or insurance is required.</i>	Yes _____ No <input checked="" type="checkbox"/>
Portable Toilets <i>Placement of portable toilets must be detailed on the map that is required with the application.</i>	Yes _____ No <input checked="" type="checkbox"/>
Other <i>Please explain:</i> _____	Yes _____ No <input checked="" type="checkbox"/>

SPECIAL REQUESTS:
CHECK YES OR NO

Road Closure <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 <input checked="" type="checkbox"/>
Use of Village-owned tables and chairs <i>Veterans Memorial Park Pavilion Only. No. of Tables _____ No. of Chairs _____</i>	Yes _____ No <input checked="" type="checkbox"/>
Use of Electricity	Yes _____ No <input checked="" type="checkbox"/>
Use of Memorial Park Football/Over 35 Field Lights <i>Additional fee required for use of field lights.</i>	Yes _____ No <input checked="" type="checkbox"/>
Use of Memorial Park Pavilion Lights	Yes _____ No <input checked="" type="checkbox"/>

Use of Village of Warwick Restrooms <i>Memorial Park and Stanley Deming Park only.</i>	Yes _____ No <u>✓</u>
Other Please explain: _____	Yes _____ No <u>✓</u>

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

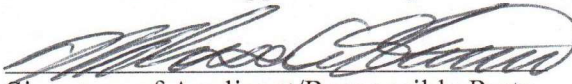
TOTAL FEES: \$ _____ (excluding security deposit)

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 Warwick Fire Dept. (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 Fire Department (Name Organization).

Melissa Stevens
 Printed Name of Applicant/Responsible Party


 Signature of Applicant/Responsible Party

1/20/23
 Date

Clerk Use Only: Security Deposit Check # exempt Certificate of Insurance ✓ Host Liquor Liability n/a
 Fees Received n/a Park Map(s) ✓ Police Dept. Approval (if applicable) n/a

Permit Holder. Applicants are urged to bring extra plastic garbage bags to facilitate cleanup.

17. Any organization with youths under 18 years old requires the presence of adequate adult supervision at all times.
18. Supervision and parking are the responsibility of the applicant organization/individual.
19. Permits may be revoked at any time.
20. All posted rules must be adhered to.
21. No field or building alterations (lining of fields, erecting goal posts or structures, etc.) are allowed without prior approval.
22. The emergency telephone number for police is 911 or 986-5000; fire and ambulance 911.
23. Prior to the start of the event, an announcement should be made to your group regarding emergency evacuation procedures, for example pointing out posted procedures, direction for exiting, procedures for emergency helicopter landing, etc. Need pamphlet to hand out to applicants.
24. In the event of an accident, please notify the Village Clerk at (845) 986-2031 before the end of the next business day.
25. The Village of Warwick does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

INDEMNITY & HOLD HARMLESS

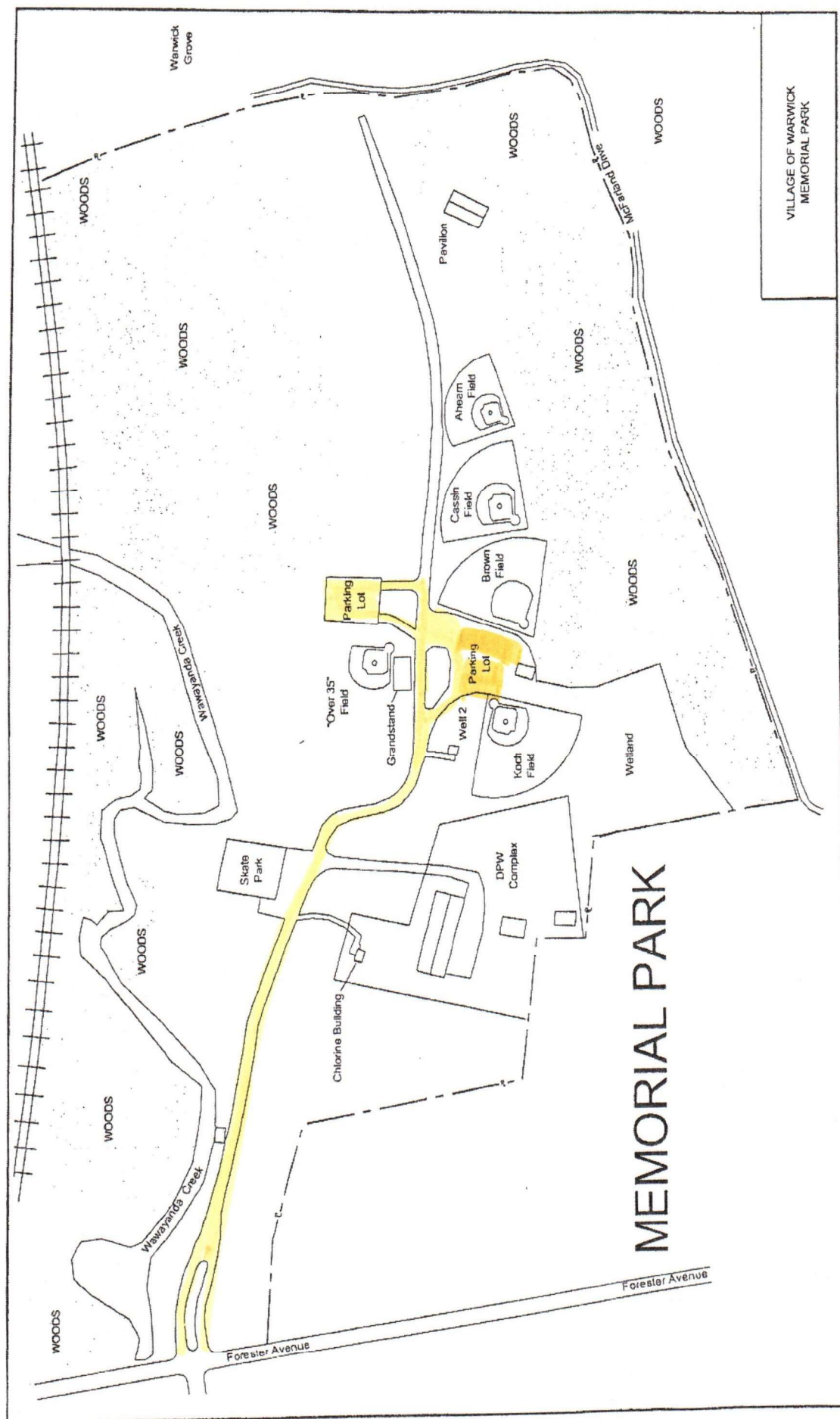
FACILITY USER does hereby covenant and agree to defend, indemnify, and hold harmless the Village of Warwick from and against any and all liability, loss, damages, claims, or actions (including costs and attorneys' fees) for bodily injury and/or property damage, to the extent permissible by law, arising 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:

Melissa Stevens
Printed Name of Applicant/Responsible Party

[Signature]
Signature of Applicant/Responsible Party

Date 2/2/23



WARWICK FIRE DEPARTMENT

CHIEF – MICHAEL CONTAXIS
wfd634c@yahoo.com

FFLEMIN3106@yahoo.com

kbrock915@gmail.com

SAFETY OFFICER – CHRIS DIMARCO
biggums151@yahoo.com



PRESIDENT – MELISSA STEVENS
meliss_stevens@yahoo.com

VICE PRESIDENT - ROBERT PAVLICK
ROBB.PAVLICK@gmail.com

SECRETARY – DEB SCHWEIKART
dlswarwick@gmail.com

TREASURER – BILL LINDBERG
lindberg652@gmail.com

February 10, 2023

Board of Trustees Village of Warwick
P.O. Box 369
Warwick, NY 10990

RECEIVED
FEB 13 2023
VILLAGE OF WARWICK
CLERK'S OFFICE

Reference: Warwick Fire Department Annual Firemen Field Day

Dear Board Members,

I am writing for approval to have the Warwick Fire Department Annual Firemen Field Day and server beer on August 26, 2023 in Memorial Park.

I have enclosed with this letter the park application and the required insurance certificate. Please feel free to contact me with any questions.

Thank you,

Melissa Stevens
President
Cell: 845-742-0886
Email: grover80@warwick.net

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

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

Date Request Submitted: 2/10/23

Title of Event: Warwick Fire Department Annual Field Day

Purpose of Event: Firefighter Games

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 ☐ 1st 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: August 26, 2023 Rain Date Requested: _____

Arrival Time: 10:00 am Departure Time: 7:00 pm

Event Start Time: 12:00 pm Event End Time: 5:00 pm

SECTION 3: APPLICANT INFORMATION

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

**For-profit activities are prohibited.*

Applicant's Name/Responsible Party: Melissa Stevens

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

Mailing Address of Responsible Party: P.O. Box 31, Warwick, NY 10990

Email Address: grover80@Warwick.net Cell Phone: 845-742-0886

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

Name of Organization (if Applicable): Warwick Fire Department

Name of Organization's Director(s)/Officer(s): Melissa Stevens, President

Organization's Phone: _____ Email Address: _____

Mailing Address of Organization: P.O. Box 31, Warwick, NY 10990

Physical Address of Organization: 25 Church Street, Warwick, NY 10990

SECTION 4: EVENT INFORMATION

Maximum Number of People Intended at the Event: 100

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

of Adults: 75 # of People Under 18: 25

Expected Number of Vehicles Intended at the Event: 50

Please explain the parking plan for the event: Parking at the Parking lot

WILL YOUR EVENT INCLUDE:

CHECK YES OR NO

Greater than 200 people at any given time <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>X</u>
Music / Loudspeakers / Sound System <i>If yes, explain:</i> _____ <i>Location of Music/Loud Speakers/ Sounds System:</i> _____	Yes <u>X</u> No _____
Parade, walk, road race, etc. <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>X</u>
Tent(s) <i>Include a map detailing the placement of the tent(s).</i> <i>Date & time tent will be set up:</i> _____ <i>Date & time tent will be removed:</i> _____	Yes _____ No <u>X</u>

RVs, Campers, Food Trucks, etc. If yes, explain: _____	Yes _____ No <u>X</u>
Admission Fee to Be Charged If yes, please list the admission fee: _____	Yes _____ No <u>X</u>
Alcohol Host Liquor Liability Insurance is required.	Yes <u>X</u> No _____
Food will be served or sold If yes, explain the method of food distribution and disposal of trash: _____ _____ _____ <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 _____
Rides: Mechanical Carnival Rides, Bounce House, Inflatable Slide, etc. If yes, explain: _____ Additional contract(s) and/or insurance is required.	Yes _____ No <u>X</u>
Portable Toilets Placement of portable toilets must be detailed on the map that is required with the application.	Yes _____ No <u>X</u>
Other Please explain: _____	Yes _____ No <u>x</u>

SPECIAL REQUESTS:
CHECK YES OR NO

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

Use of Village of Warwick Restrooms <i>Memorial Park and Stanley Deming Park only.</i>	Yes <u>X</u> No <u> </u>
Other <i>Please explain: _____</i>	Yes <u> </u> No <u>X</u>

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 Warwick Fire Department (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 Fire Department (Name Organization).

Melissa Stevens
 Printed Name of Applicant/Responsible Party

[Signature]
 Signature of Applicant/Responsible Party

2/10/23
 Date

Clerk Use Only: Security Deposit Check # n/a ^{exempt} Certificate of Insurance ✓ Host Liquor Liability ✓
 Fees Received n/a Park Map(s) ✓ Police Dept. Approval (if applicable) n/a
 Facility Use Calendar ✓

Permit Holder. Applicants are urged to bring extra plastic garbage bags to facilitate cleanup.

17. Any organization with youths under 18 years old requires the presence of adequate adult supervision at all times.
18. Supervision and parking are the responsibility of the applicant organization/individual.
19. Permits may be revoked at any time.
20. All posted rules must be adhered to.
21. No field or building alterations (lining of fields, erecting goal posts or structures, etc.) are allowed without prior approval.
22. The emergency telephone number for police is 911 or 986-5000; fire and ambulance 911.
23. Prior to the start of the event, an announcement should be made to your group regarding emergency evacuation procedures, for example pointing out posted procedures, direction for exiting, procedures for emergency helicopter landing, etc. Need pamphlet to hand out to applicants.
24. In the event of an accident, please notify the Village Clerk at (845) 986-2031 before the end of the next business day.
25. The Village of Warwick does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

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:

Melissa Stevens

Printed Name of Applicant/Responsible Party

Melissa Stevens

Signature of Applicant/Responsible Party

Date 2/10/23

the contents of the certificate or the absence of it shall not be deemed a waiver of any and all rights held by the Village.

- VII. The Village is a member/owner of the NY Municipal Insurance Reciprocal (NYMIR). The user further acknowledges that the procurement of such insurance as required herein is intended to benefit not only the Village but also NYMIR, as the Village's insurer.

Individuals – Required Insurance Homeowners Insurance:

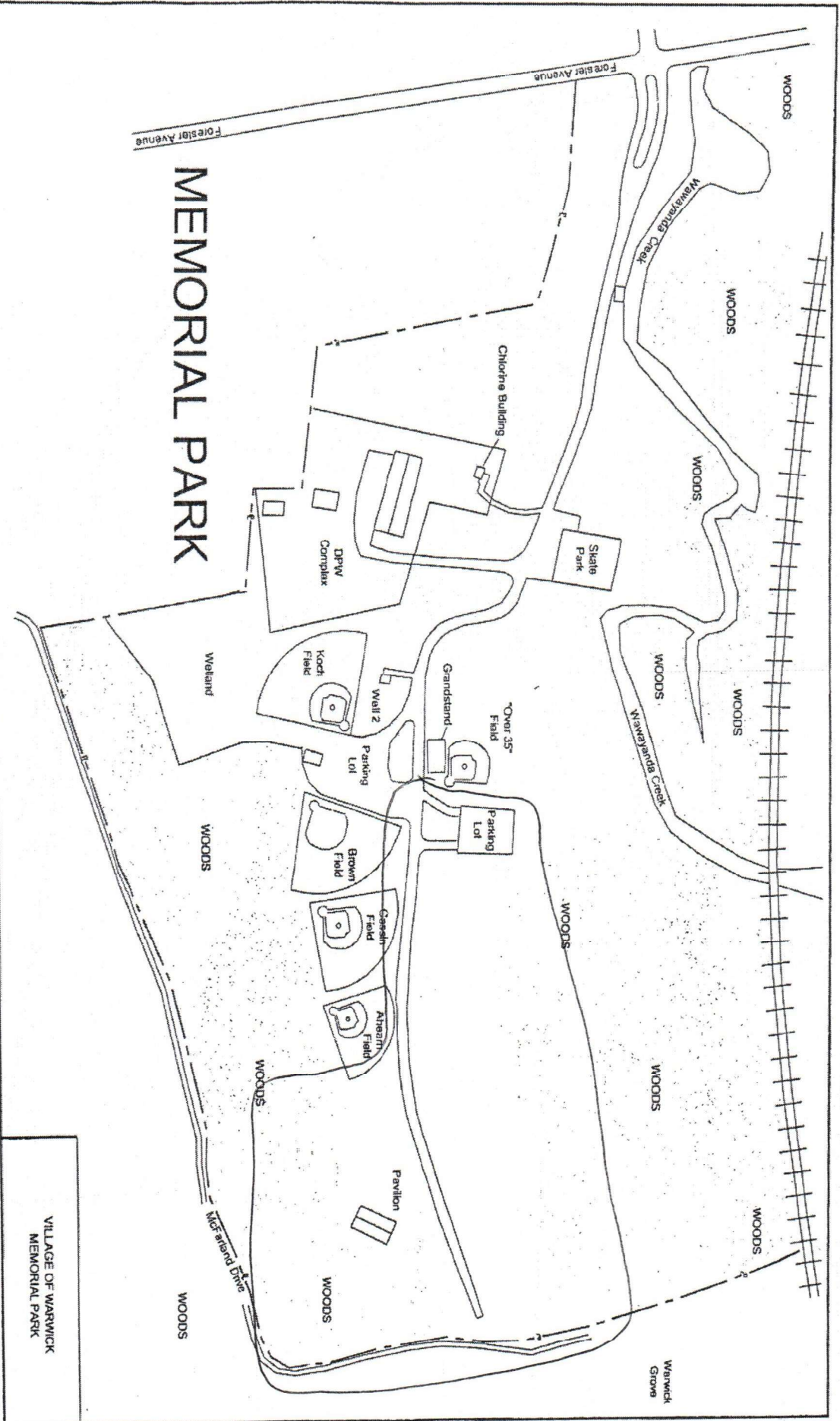
- Section Two – Liability: \$100,000 limit of liability. Policy shall not exclude the off-premises activities of the insured.

***Host Liquor Liability – Required if Alcohol is to be Included at Event**

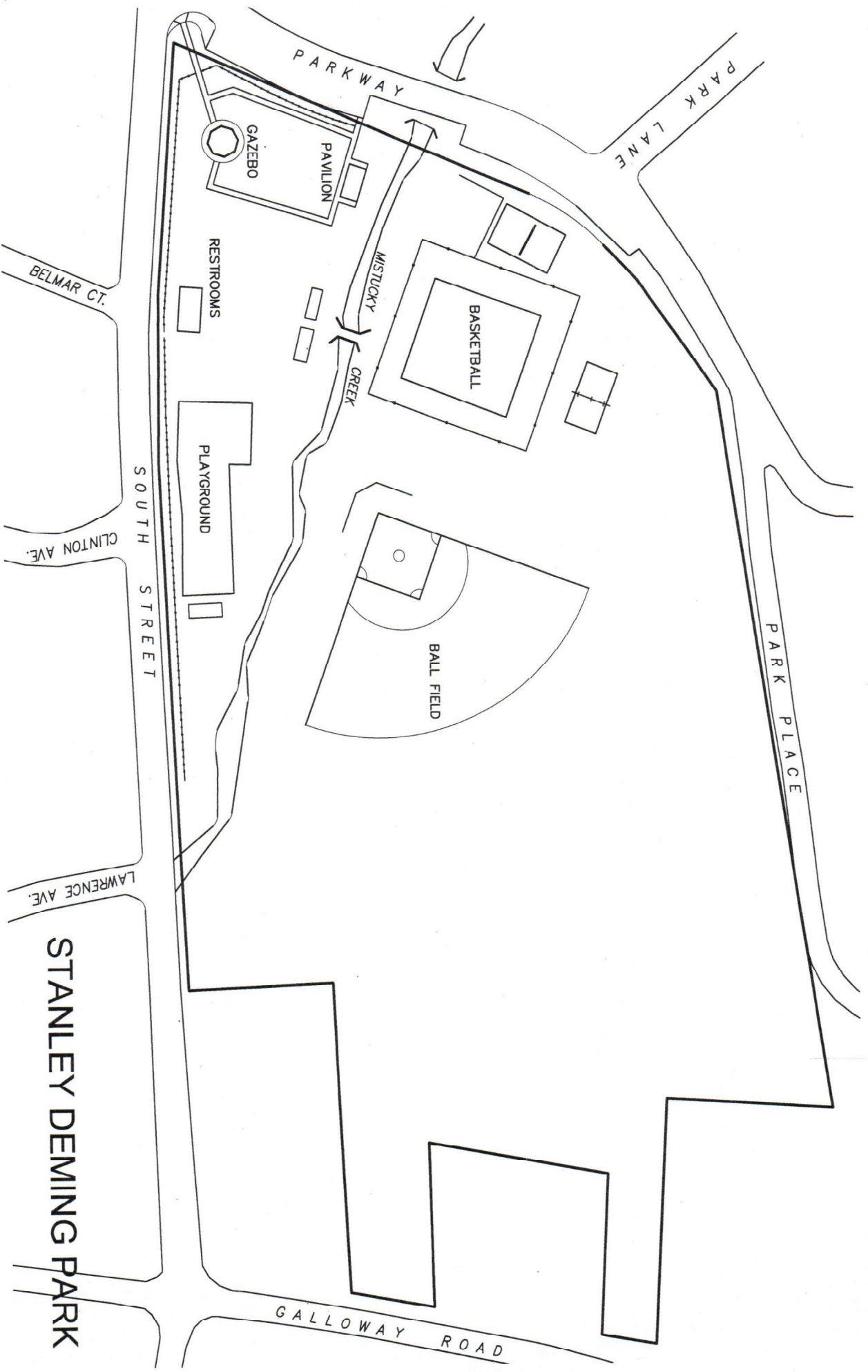
***Insurance Liability Coverage must include Mechanical Rides / Bounce House / Inflatable Slides etc. – If Applicable**

9. Alcohol is not permitted in any Village Park or Park Facilities, or Village owned property without a special permit issued by the Village Board of Trustees. Additional liability insurance (Host Liquor) is required if alcohol is part of your event.
10. All persons shall comply with the rules and regulations as set forth in Chapter 90 'Park Rules and Regulations' of the Code of the Village Warwick. *See Exhibit A.*
11. Illegal drugs, smoking, tobacco use, cannabis, electronic cigarettes, and vapor products are not permitted.
12. Profanity, objectionable language, disorderly acts, excessive noise or illegal activities of any kind are prohibited, and those violating this prohibition will be removed from the premises and will be subject to prosecution.
13. In the event of a scheduling conflict, the Village of Warwick will arbitrate a resolution which shall be binding for all parties.
14. In the event of inclement weather, the Village Board or their designee has the final authority on whether facilities are usable.
15. Any damage to Village facilities shall be promptly repaired at the user's expense. No exceptions. If Village personnel are not available, make sure all doors are locked and lights are turned out when leaving.
16. Organizations using the facilities must clean up from the park afterward. It is the responsibility of the permit holder to remove any garbage the event generates. The Village may assess a charge for garbage generated from events that is not removed by the

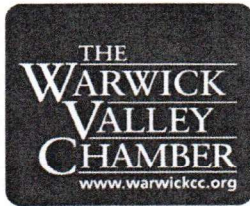
MEMORIAL PARK



VILLAGE OF WARWICK
MEMORIAL PARK



STANLEY DEMING PARK



WARWICK VALLEY CHAMBER OF COMMERCE INC.

POST OFFICE BOX 202 • WARWICK, NEW YORK 10990

PHONE: 845-986-2720 • FAX 845-986-6982

WEB ADDRESS: <http://www.warwickcc.org> • E-mail: info@warwickcc.org

January 31, 2023

The Honorable Michael Newhard
Mayor of the Village of Warwick
Village Board of Trustees
77 Main Street
Warwick, New York 10990

RECEIVED
FEB 03 2023
VILLAGE OF WARWICK
CLERK'S OFFICE

Dear Mayor Newhard and Board of Trustees:

The Warwick Valley Chamber of Commerce would like to formally request permission to hold Operation Clean-Sweep on Saturday April 22nd from 9am to 12pm, rain or shine.

This popular event, celebrating Earth Day, brings the entire Town of Warwick together to clean up our streets and parks, and recycle hazardous items. During the week of April 16th-23rd, we are asking Town residents to clean up main roads, neighborhood parks and streets using plastic bags and gloves and safety vests donated by ShopRite of Warwick, St. Anthony Community Hospital, and the Law Office of Elizabeth Cassidy. On the morning of Saturday, April 22nd, the Warwick Lions Club has scheduled a shredding truck to be located at the rear of the Chase Bank Parking Lot. In addition, there will be tables for collection of eyeglasses, hearing aids, sneakers and rubber sports cleats. We are also coordinating an appliance drop-off with Sustainable Warwick Valley that will be located in the rear of the lot. They will be handling the collection and transport of all items collected.

Additionally, the Warwick Valley Prevention Coalition and Warwick Police Department will collect unused prescriptions and the National Coalition Against Domestic Violence will collect used cell phones. Off-site programs include Motor Oil Collection at Leo Kaytes Ford and Computer Recycling at The Computer Guy.


We are requesting the following:

- Use of the Chase Bank Lot for the shredding truck and other collection stations. The truck will be at the rear of the lot leaving parking available visitors and those with permits. We have included the Certificate of Insurance.

We thank you in advance for all your cooperation over the years with the many activities that the Chamber has hosted in the village and we look forward to making Operation Clean Sweep another exceptional event.

Thank you for your attention to this matter.

Very truly yours,


Stefanie Keegan, Executive Director
Warwick Valley Chamber of Commerce

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**

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

Date Request Submitted: 1/31/2023

Title of Event: Operation Clean Sweep

Purpose of Event: To provide recycling and paper shredding opportunities for the community

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 ☐ 1st 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: 4/22/2023 Rain Date Requested: _____

Arrival Time: 8:00 am Departure Time: 1:00 pm

Event Start Time: 9:00 am Event End Time: 12:00 pm

SECTION 3: APPLICANT INFORMATION

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

**For-profit activities are prohibited.*

Applicant's Name/Responsible Party: Stefanie Keegan

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

Mailing Address of Responsible Party: 63 South Street, Warwick, NY 10990

Email Address: skeegan@warwickcc.org Cell Phone: 347-432-9017

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

Name of Organization (if Applicable): Warwick Valley Chamber of Commerce

Name of Organization's Director(s)/Officer(s): Stefanie Keegan

Organization's Phone: 845-986-2720 Email Address: info@warwickcc.org

Mailing Address of Organization: 25 South Street, Warwick, NY 10990

Physical Address of Organization: 25 South Street, Warwick, NY 10990

SECTION 4: EVENT INFORMATION

Maximum Number of People Intended at the Event: 199

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

of Adults: 175 # of People Under 18: 24

Expected Number of Vehicles Intended at the Event: 199

Please explain the parking plan for the event: This is a drive-thru/drop-off event so there isn't a need to provide parking for people attending.

WILL YOUR EVENT INCLUDE:

CHECK YES OR NO

Greater than 200 people at any given time <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>X</u> _____
Music / Loudspeakers / Sound System <i>If yes, explain:</i> _____ <i>Location of Music/Loud Speakers/ Sounds System:</i> _____	Yes _____ No <u>X</u> _____
Parade, walk, road race, etc. <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>X</u> _____
Tent(s) <i>Include a map detailing the placement of the tent(s).</i> <i>Date & time tent will be set up:</i> _____ <i>Date & time tent will be removed:</i> _____	Yes _____ No <u>X</u> _____

RVs, Campers, Food Trucks, etc. <i>If yes, explain:</i> <u>Shredding Truck</u>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Admission Fee to Be Charged <i>If yes, please list the admission fee:</i> <u>Event is free but the Lions Club is suggesting a \$7 donation/ box</u>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Alcohol <i>Host Liquor Liability Insurance is required.</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Food will be served or sold <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 <input type="checkbox"/> No <input checked="" type="checkbox"/>
Rides: Mechanical Carnival Rides, Bounce House, Inflatable Slide, etc. <i>If yes, explain:</i> _____ <i>Additional contract(s) and/or insurance is required.</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Portable Toilets <i>Placement of portable toilets must be detailed on the map that is required with the application.</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other <i>Please explain:</i> <u>Stations for recycling prescription drugs, eyeglasses, appliances</u>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

SPECIAL REQUESTS:
CHECK YES OR NO

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

Use of Village of Warwick Restrooms <i>Memorial Park and Stanley Deming Park only.</i>	Yes _____ No <u>x</u> _____
Other <i>Please explain: _____</i>	Yes _____ No <u>x</u> _____

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

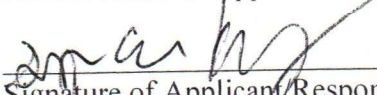
TOTAL FEES: \$ _____ (excluding security deposit)

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 Warwick Valley Chamber (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 Valley Chamber (Name Organization).

Stefanie Keegan

Printed Name of Applicant/Responsible Party


 Signature of Applicant/Responsible Party

1/31/2023

Date

Clerk Use Only: Security Deposit Check # 6123 Certificate of Insurance ☒ Host Liquor Liability n/a
 Fees Received n/a Park Map(s) n/a Police Dept. Approval (if applicable) n/a

Permit Holder. Applicants are urged to bring extra plastic garbage bags to facilitate cleanup.

17. Any organization with youths under 18 years old requires the presence of adequate adult supervision at all times.
18. Supervision and parking are the responsibility of the applicant organization/individual.
19. Permits may be revoked at any time.
20. All posted rules must be adhered to.
21. No field or building alterations (lining of fields, erecting goal posts or structures, etc.) are allowed without prior approval.
22. The emergency telephone number for police is 911 or 986-5000; fire and ambulance 911.
23. Prior to the start of the event, an announcement should be made to your group regarding emergency evacuation procedures, for example pointing out posted procedures, direction for exiting, procedures for emergency helicopter landing, etc. Need pamphlet to hand out to applicants.
24. In the event of an accident, please notify the Village Clerk at (845) 986-2031 before the end of the next business day.
25. The Village of Warwick does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

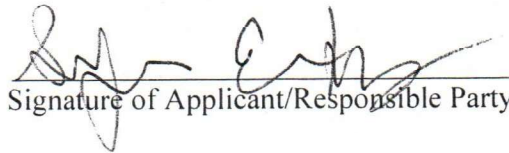
INDEMNITY & HOLD HARMLESS

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:

Stefanie Keegan

Printed Name of Applicant/Responsible Party


Signature of Applicant/Responsible Party

Date 1/31/2023

the contents of the certificate or the absence of it shall not be deemed a waiver of any and all rights held by the Village.

- VII. The Village is a member/owner of the NY Municipal Insurance Reciprocal (NYMIR). The user further acknowledges that the procurement of such insurance as required herein is intended to benefit not only the Village but also NYMIR, as the Village's insurer.

Individuals – Required Insurance Homeowners Insurance:

- Section Two – Liability: \$100,000 limit of liability. Policy shall not exclude the off-premises activities of the insured.

***Host Liquor Liability – Required if Alcohol is to be Included at Event**

***Insurance Liability Coverage must include Mechanical Rides / Bounce House / Inflatable Slides etc. – If Applicable**

9. Alcohol is not permitted in any Village Park or Park Facilities, or Village owned property without a special permit issued by the Village Board of Trustees. Additional liability insurance (Host Liquor) is required if alcohol is part of your event.
10. All persons shall comply with the rules and regulations as set forth in Chapter 90 'Park Rules and Regulations' of the Code of the Village Warwick. *See Exhibit A.*
11. Illegal drugs, smoking, tobacco use, cannabis, electronic cigarettes, and vapor products are not permitted.
12. Profanity, objectionable language, disorderly acts, excessive noise or illegal activities of any kind are prohibited, and those violating this prohibition will be removed from the premises and will be subject to prosecution.
13. In the event of a scheduling conflict, the Village of Warwick will arbitrate a resolution which shall be binding for all parties.
14. In the event of inclement weather, the Village Board or their designee has the final authority on whether facilities are usable.
15. Any damage to Village facilities shall be promptly repaired at the user's expense. No exceptions. If Village personnel are not available, make sure all doors are locked and lights are turned out when leaving.
16. Organizations using the facilities must clean up from the park afterward. It is the responsibility of the permit holder to remove any garbage the event generates. The Village may assess a charge for garbage generated from events that is not removed by the

WARWICK LITTLE LEAGUE
PO Box 153
Warwick, NY 10990

February 13, 2023

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

Re: 2023 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 2023 Little League season, which will extend from March 1 to November 19. 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 including insurance certificate and security deposit accompany this letter.

In addition, the League is requesting permission to hold its Opening Day Parade and Ceremonies and Picture Day on Saturday, April 15. The parade will step-off promptly at 10:00 AM with lineup beginning at 9:30 AM. This year we are asking 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 15.

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

RECEIVED
FEB 13 2023
VILLAGE OF WARWICK
CLERK

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

Date Request Submitted: _____

Title of Event: WARWICK LITTLE LEAGUE

Purpose of Event: 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

**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 ☐ 1st 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, 2023 - NOV 19, 2023 Rain Date(s) Requested: N/A

Arrival Time: 7:00 AM Departure Time: 10:30 PM

Event Start Time: — Event End Time: —

SECTION 3: APPLICANT INFORMATION

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

**For-profit activities are prohibited.*

Applicant's Name/Responsible Party: RICHARD DICOSTANZO

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

Mailing Address of Responsible Party: 18 BARBARA DR, WARWICK NY

Residential Address of Responsible Party: 18 BARBARA DR, WARWICK NY

Email Address: rjdicostanzo@gmail.com Cell Phone: 718-496-5925

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

Name of Organization (if Applicable): WARWICK LITTLE LEAGUE

Organization's Phone: SEE ABOVE Email Address: SEE ABOVE

Name of Organization's Director(s)/Officer(s): RICH DICOSTANZO, PRESIDENT

Mailing Address of Organization: PO BOX 153, WARWICK NY

Physical Address of Organization: MEMORIAL PARK DR, WARWICK NY

SECTION 4: EVENT INFORMATION

Maximum Number of People Intended at the Event: 300

of Adults: 150 # of Under 18 Yrs. Old: 150

Expected Number of Vehicles Intended at the Event: 100

Please explain the parking plan for the event: USE OF EXISTING PARKING LOTS

WILL YOUR EVENT INCLUDE:

CHECK YES OR NO

Greater than 200 people at any given time <i>If no, DO NOT complete this form. Please complete form: FACILITY USE PERMIT APPLICATION FOR GATHERINGS OF LESS THAN 200 PEOPLE.</i>	Yes <u>X</u> No <u> </u>
Music / Loudspeakers / Sound System <i>If yes, explain:</i> <i>Location of Music/Loud Speakers/ Sounds System:</i>	Yes <u> </u> No <u>X</u>
Parade, walk, road race, etc. <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 <u> </u> No <u>X</u>
Tent(s) <i>Include a map detailing the placement of the tent(s).</i> <i>Date & time tent will be set up:</i> <i>Date & time tent will be removed:</i>	Yes <u> </u> No <u>X</u>

RVs, Campers, Food Trucks, etc. If yes, explain: _____	Yes _____ No <u>X</u>
Admission Fee to Be Charged If yes, please list the admission fee: _____	Yes _____ No <u>X</u>
Alcohol Host Liquor Liability Insurance is required.	Yes _____ No <u>X</u>
Food will be served or sold If yes, explain the method of food distribution and disposal of trash: <u>WARWICK LITTLE LEAGUE OPERATES A CONCESSION STAND</u> <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 _____
Rides: Mechanical Carnival Rides, Bounce House, Inflatable Slide, etc. If yes, explain: _____ Additional contract(s) and/or insurance is required.	Yes _____ No <u>X</u>
Portable Toilets Placement of portable toilets must be detailed on the map that is required with the application.	Yes <u>X</u> No _____
Other Please explain: _____	Yes _____ No _____

SPECIAL REQUESTS:
CHECK YES OR NO

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

Use of Village of Warwick Restrooms <i>Memorial Park and Stanley Deming Park only.</i>	Yes _____ No <u>X</u>
Other Please explain: _____	Yes _____ 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) -

☒ \$500 Security Deposit (*Must be a Separate Payment*) \$10 per day or \$300 per season

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.

Richard DiCostanzo [Signature] 2/12/23
 Printed Name of Applicant/Responsible Party Signature of Applicant/Responsible Party Date

Clerk Use Only: Security Deposit Check # 3534 Certificate of Insurance ☒ Host Liquor Liability NA
 Fees Received NA Park Map(s) ☒ Police Dept. Approval (if applicable) ☒
 *Certificates of Insurance Reviewed by NYMIR/Broker _____

14. In the event of a scheduling conflict, the Village of Warwick will arbitrate a resolution which shall be binding for all parties.
15. In the event of inclement weather, the Village Board or their designee has the final authority on whether facilities are usable.
16. Any damage to Village facilities shall be promptly repaired at the user's expense. No exceptions. If Village personnel are not available, make sure all doors are locked and lights are turned out when leaving.
17. Organizations using the facilities must clean up afterward. It is the responsibility of the permit holder to remove any garbage the event generates. The Village may assess a charge for garbage generated from events that is not removed by the Permit Holder. Applicants are urged to bring extra plastic garbage bags to facilitate cleanup.
18. Any organization with youths under 18 years old requires the presence of adequate adult supervision at all times.
19. Supervision and parking are the responsibility of the applicant organization/individual.
20. Permits may be revoked at any time.
21. All posted rules must be adhered to.
22. No field or building alterations (lining of fields, erecting goal posts or structures, etc.) are allowed without prior approval.
23. The emergency telephone number for police is 911 or 986-5000; fire and ambulance 911.
24. Prior to the start of the event, an announcement should be made to your group regarding emergency evacuation procedures, for example pointing out posted procedures, direction for exiting, procedures for emergency helicopter landing, etc.
25. In the event of an accident, please notify the Village Clerk at (845) 986-2031 before the end of the next business day.
26. The Village of Warwick does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

INDEMNITY & HOLD HARMLESS

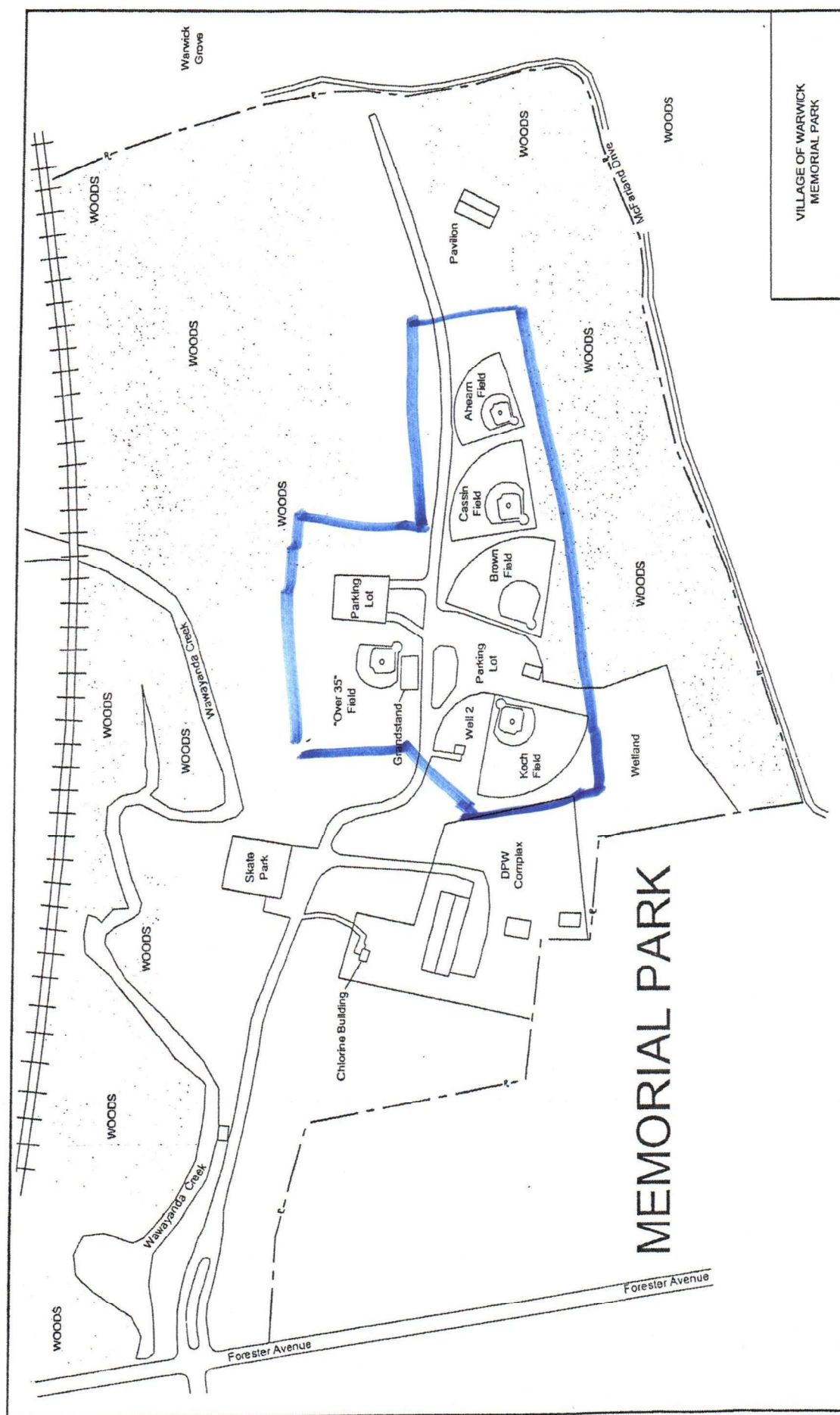
FACILITY USER does hereby covenant and agree to defend, indemnify and hold harmless the Village of Warwick from and against any and all liability, loss, damages, claims, or actions (including costs and

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:

<u>RICHARD DICOSTANZO</u>	<u></u>	<u>2/12/23</u>
Printed Name of Applicant/Responsible Party	Signature of Applicant/Responsible Party	Date

STANLEY DEMING PARK





ANCIENT ORDER of HIBERNIANS
Orange County Division 3
Warwick



MCQUINNESS-McDONALD
DIVISION

February 1, 2023

Worthy Members of the Warwick Village Board of Trustees,

I am writing this letter, as required, on behalf of the Warwick St. Patrick's Parade Committee to respectfully request your consideration and deliberative permission to grant a permit for a St. Patrick's Day Parade in the Village of Warwick on March 18, 2023 between the hours of 11:00 am and 1:00 pm.

I am the Chair of the Warwick St. Patrick's Day Parade Committee, as well as the President of Warwick Division 3 of the Ancient Order of Hibernians.

It is our earnest desire to sponsor an orderly, well-managed, and dignified celebration of our shared heritage that is inclusive of and respectful to all.

If granted a permit, the parade would commence from the parking lot of St. Anthony Community Hospital, proceed south down Main Street/Oakland Avenue to Railroad Avenue, turn east and end the parade mid-block on Railroad Green where a very short program would conclude the day's commemorative events.

I have discussed the potential for such an event with Chief John Rader of the Warwick Police Department. I am confident that this event, with the permission of the Village Board and the professional oversight of the WPD would result in an event that would be beneficial to the Village and our businesses and celebrate a pride and civic-mindedness that would be a tonic as we emerge from the challenges we have collectively faced through the Covid era.

The program would include a short musical selection and some brief comments from the parade organization and invited civic and community leaders.

The Parade Committee would ensure that the march would be well ordered and marshalled, that there would be no stoppages along the line of march for anything other than facilitation of pedestrian or vehicular traffic at the direction of the WPD, and that all appropriate insurance coverage is provided by the organization.

Please contact me with any questions, and I would be glad of the opportunity to address any and all concerns.

I thank you all for your consideration of this request, and look forward to your response.

Thank you,

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Brian E. McCabe", written in a cursive style.

Brian E. McCabe

Chairperson

Warwick St. Patrick's Parade Committee

President

Warwick Division 3 Ancient Order of Hibernians

McGuinness-McDonald Division

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

RECEIVED
FEB 15 2023
VILLAGE OF WARWICK
CLERK



(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

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

Date Request Submitted: 2/15/23

Title of Event: WARWICK ST. PATRICK'S DAY PARADE

Purpose of Event: COMMUNITY TRIBUTE

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

Village of Warwick Streets: GRAND ST - MAIN ST - RAILROAD AVE

SECTION 2: DATE AND TIME REQUESTED

Date(s) Requested: MARCH 18, 2023 Rain Date Requested: NONE

Arrival Time: 11:00 AM Departure Time: 1:00 PM

Event Start Time: 11:00 AM Event End Time: 1:00 PM

SECTION 3: APPLICANT INFORMATION

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

**For-profit activities are prohibited.*

Applicant's Name/Responsible Party: BRIAN E. MCCABE

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

Mailing Address of Responsible Party: 55 MAPLE AVE, WARWICK, NY 10990

Email Address: BRIAN E MCCABO@GMAIL.COM Cell Phone: (845) 590-3844

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

Name of Organization (if Applicable): WARWICK ST PATRICKS DAY PARADE CMTC
AOH DIV. 3 - WARWICK

Name of Organization's Director(s)/Officer(s): BRIAN E. MCCABO

Organization's Phone: (845) 590-3844 Email Address: BRIANEMCCABO@GMAIL.COM

Mailing Address of Organization: 55 MAPLE AVE WARWICK, NY, 10990

Physical Address of Organization: 11

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: <100 # of People Under 18: <50

Expected Number of Vehicles Intended at the Event: 4

Please explain the parking plan for the event: PARKING FOR PARTICIPANTS AT
ST ANTHONY COMMUNITY HOSPITAL LOT

WILL YOUR EVENT INCLUDE:

CHECK YES OR NO

Greater than 200 people at any given time <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>X</u>
Music / Loudspeakers / Sound System <i>If yes, explain: NO AMPLIFIED SOUND - MUSIC DURING PARADE</i> <i>Location of Music/Loud Speakers/ Sounds System: MARCH / RAILROAD GRO</i>	Yes <u>X</u> No ____
Parade, walk, road race, etc. <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 <u>X</u> No ____
Tent(s) <i>Include a map detailing the placement of the tent(s).</i> <i>Date & time tent will be set up: _____</i> <i>Date & time tent will be removed: _____</i>	Yes ____ No <u>X</u>

RVs, Campers, Food Trucks, etc. <i>If yes, explain:</i> _____	Yes _____ No <u>X</u>
Admission Fee to Be Charged <i>If yes, please list the admission fee:</i> _____	Yes _____ No <u>X</u>
Alcohol <i>Host Liquor Liability Insurance is required.</i>	Yes _____ No <u>X</u>
Food will be served or sold <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 <u>X</u>
Rides: Mechanical Carnival Rides, Bounce House, Inflatable Slide, etc. <i>If yes, explain:</i> _____ <i>Additional contract(s) and/or insurance is required.</i>	Yes _____ No <u>X</u>
Portable Toilets <i>Placement of portable toilets must be detailed on the map that is required with the application.</i>	Yes _____ No <u>X</u>
Other <i>Please explain:</i> _____	Yes _____ No <u>X</u>

SPECIAL REQUESTS:
CHECK YES OR NO

Road Closure <i>List road(s):</i> <u>GRAND / MAIN / RAILROAD</u> ^{PARADE} <i>FOR DURATION OF</i> _____ <i>Closed between the hours of</i> _____ <i>and</i> _____ <i>Number of 'No Parking' meter bags requested, if applicable:</i> _____	Yes <u>✓</u> No _____
Use of Village-owned tables and chairs <i>Veterans Memorial Park Pavilion Only. No. of Tables</i> _____ <i>No. of Chairs</i> _____	Yes _____ No <u>X</u>
Use of Electricity	Yes _____ No <u>X</u>
Use of Memorial Park Football/Over 35 Field Lights <i>Additional fee required for use of field lights.</i>	Yes _____ No <u>X</u>
Use of Memorial Park Pavilion Lights	Yes _____ No <u>X</u>

Use of Village of Warwick Restrooms <i>Memorial Park and Stanley Deming Park only.</i>	Yes ____ No <u>X</u>
Other Please explain: _____	Yes ____ No <u>X</u>

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: \$ 200.00 (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 ST PATRICKS DAY PARADE CMTC (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 ST PATRICKS DAY PARADE CMTC (Name Organization).

BRIAN E. MCCABO
 Printed Name of Applicant/Responsible Party

Brian E. McCabo
 Signature of Applicant/Responsible Party

2/15/23
 Date

Clerk Use Only: Security Deposit Check # 109 Certificate of Insurance ____ Host Liquor Liability NA
 Fees Received NA Park Map(s) ✓ Police Dept. Approval (if applicable) ✓

Facility Use Calendar ✓
 Parade Calendar ✓

Permit Holder. Applicants are urged to bring extra plastic garbage bags to facilitate cleanup.

17. Any organization with youths under 18 years old requires the presence of adequate adult supervision at all times.
18. Supervision and parking are the responsibility of the applicant organization/individual.
19. Permits may be revoked at any time.
20. All posted rules must be adhered to.
21. No field or building alterations (lining of fields, erecting goal posts or structures, etc.) are allowed without prior approval.
22. The emergency telephone number for police is 911 or 986-5000; fire and ambulance 911.
23. Prior to the start of the event, an announcement should be made to your group regarding emergency evacuation procedures, for example pointing out posted procedures, direction for exiting, procedures for emergency helicopter landing, etc. Need pamphlet to hand out to applicants.
24. In the event of an accident, please notify the Village Clerk at (845) 986-2031 before the end of the next business day.
25. The Village of Warwick does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

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:

BRIAN E. MCCABE

Printed Name of Applicant/Responsible Party

Brian E. McCabe

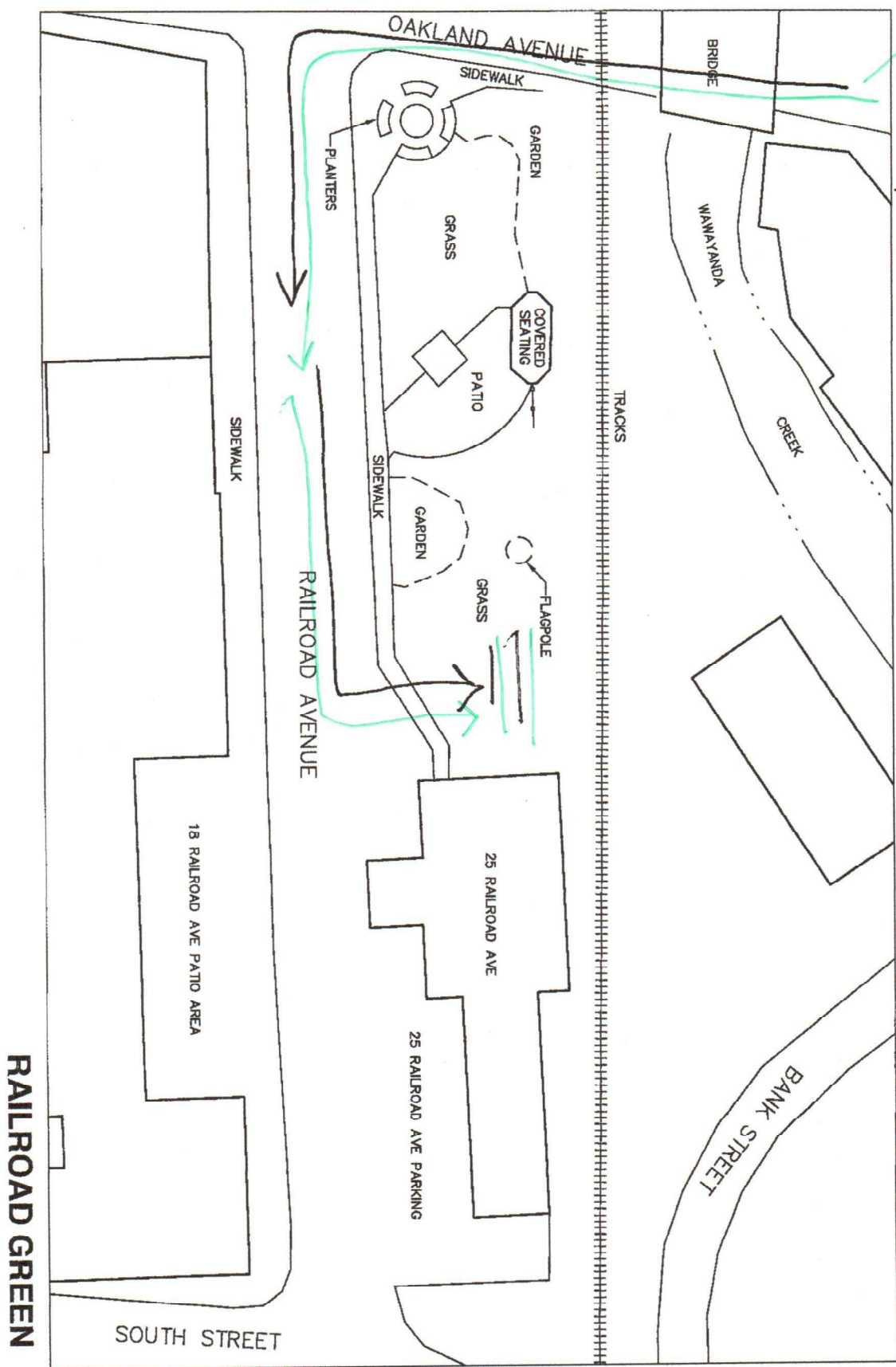
Signature of Applicant/Responsible Party

Date 2/15/23

WARRICK ST. PATRICK'S PARADE 2023

SACH

PARADE ROUTE S/B ON MAIN ST - OAKLAND AVENUE
TO RAILROAD AVENUE COMPETITION - STREET PROGRAM ON R.R. GREEN



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

Budget Modification Request

For Board of Trustees Approval - Meeting on 2/21/23

For approval to transfer available appropriations for the following Fiscal Year 2022-2023 budget account lines:

GENERAL FUND

FROM Account Code	Account Description	Budget Approp. Balance	Transfer Request	Reason	TO Account Code	Account Description	Budget Approp. Balance	Transfer Amount
A1990.4950	Contingent	44,322.11	12,596.80	To cover actual vs. budget expenditures	A1990.4950	Other	(1,552.00)	7,499.50
				To cover actual vs. budget expenditures	A1420.4900	Attorney - Other Professional Services	(5,097.30)	5,097.30
A1010.4950	Trustees - Other	5,530.17	589.32	To cover the purchase of Mayors iPad	A1210.4950	Mayor - Other	610.67	589.32
TOTAL			13,186.12		TOTAL			13,186.12

WATER FUND

FROM Account Code	Account Description	Budget Approp. Balance	Transfer Request	Reason	TO Account Code	Account Description	Budget Approp. Balance	Transfer Amount
F8330.2350	Purification - Equip/Machinery	1,109,500.00	55,000.00	Emergency repair at MWTP	F8330.4400	Purification - Repairs	8,559.15	55,000.00
TOTAL			55,000.00		TOTAL			55,000.00

SEWER FUND

FROM Account Code	Account Description	Budget Approp. Balance	Transfer Request	Reason	TO Account Code	Account Description	Budget Approp. Balance	Transfer Amount
G8120.4110	Sewer Lines - Repairs/Maintenance	262,646.86	24,791.20	To cover the cost of high water bills	G9901.9000	Sewer Charge for Water Usage	0.00	24,791.20
TOTAL			24,791.20		TOTAL			24,791.20

Respectfully submitted,

Sadie Becker
Sadie Becker
Village Treasurer

Backup Documentation: Negative balance listing report, email correspondence

Report Date: 2/13/23

Sadie Becker

From: Sadie Becker
Sent: Friday, February 10, 2023 2:37 PM
To: 'Keith Herbert'; CathyS; Cheney; Mike Moser
Subject: RE: MEMORIAL PARK WATER TREATMENT PLANT REPAIRS

Hi Keith,

We'll need a budget modification.

\$55,000 From F8330.2350 Purification - Equip/Machinery
To F8330.4400 Purification - Repairs

Thanks,

Sadie Becker
Village Treasurer
Village of Warwick
PO Box 369 77 Main Street
Warwick, NY 10990
Treasurer@villageofwarwick.org
Tel. 845-986-2031 x103
Fax 845-986-6884
www.villageofwarwick.org



From: Keith Herbert <keith.herbert@h2oinnovation.com>
Sent: Friday, February 10, 2023 2:22 PM
To: CathyS <dpw@villageofwarwick.org>; Cheney <Cheney@VillageofWarwick.org>; Sadie Becker <treasurer@villageofwarwick.org>; Mike Moser <dpwsupervisor@villageofwarwick.org>; Keith Herbert <keith.herbert@h2oinnovation.com>
Subject: MEMORIAL PARK WATER TREATMENT PLANT REPAIRS

Cathy / Sadie, please find attached an unfunded emergency repair that we must make. I have attached the required procurement docs as well. Barry and Michael are both aware of this. I am just getting the project started, please do whatever you can to help move this along. Pall says there is a 6-8 week lead time from the time they receive our signed acceptance of the contract, and the plant is at ½ capacity until these repairs are completed.

Thanks - Keith

Range of Accounts: First to Last
Report Type: Sub Account Include Non-Budget Accounts: N

Account No	Description	Budgeted	Encumbered	Expended	Transfers	Reimbursed	Canceled	Balance	%Used
A-1420-4900	Attorney - Other Professional Servcies	15,500.00	0.00	20,597.30	0.00	0.00	0.00	5,097.30-	132.89
A-1910-4950	Other	17,650.00	0.00	28,841.00	3,691.50	0.00	0.00	7,499.50-	135.14
Fund Total									
		33,150.00	0.00	49,438.30	3,691.50	0.00	0.00	12,596.80-	134.19
Year Total									
		33,150.00	0.00	49,438.30	3,691.50	0.00	0.00	12,596.80-	134.19

**AGREEMENT FOR REPAYMENT OF WATER AND SEWER CHARGES
BETWEEN THE VILLAGE OF WARWICK AND THE
TENANT AT 25 ELM STREET - UNIT 5, WARWICK, NY**

Account # _____
BILLING CYCLE 1

This Agreement made the ____ day of February 2023 by and between the Village of Warwick, with an address at 77 Main Street, Warwick, New York (the "Village") and _____, with an address at 25 Elm Street, Unit 5, Warwick, New York (the "Tenant").

WHEREAS the Tenant of real property located at 25 Elm Street, Unit 5, Warwick New York 10990, being also designated as Section 210, Block 9, Lot 1 on the tax map of the Village of Warwick, County of Orange, State of New York (hereinafter the "Property") which receives municipal central water and sewer service from the Village of Warwick; and

WHEREAS, as of the date hereof, the Tenant owes \$1,290.10 in municipal central water and sewer service charges; and

WHEREAS, the Tenant has claimed a related hardship in regard to the said charges and wishes to enter into an agreement for repayment of water and sewer charges.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. The Tenant acknowledges that the entire amount of \$1,290.10 is currently due and payable; and
2. The Tenant agrees to pay the said in **quarterly installments of \$322.53** and the Village agrees to accept such payments in full satisfaction of the outstanding bill. The Tenant acknowledges that the agreement for installment payments is a grace period only for outstanding payments, and that the Tenant must keep current on all future water and sewer bills while making installment payments.
3. It is agreed between the Village and the Tenant that the Tenant may pay the entire amount due hereunder at any time, and thereby discharge its liability for such payments. Provided, however, that no partial payments shall be accepted by the Village; and payments must be made by the Tenant either in the quarterly payments prescribed hereunder or in tender of the entire amount due hereunder.
4. In order to accept the said repayment installments, the Village shall establish an installment plan on the existing account with a quarterly sewer installment of \$138.80 and water installment of \$183.72 for the payment of the \$1,290.10 bill. Ongoing water and sewer charges will continue to be billed from the Tenant's existing account as well.
5. The Tenant shall pay the sum of **\$322.53** (constituting the sewer installment of \$138.80 and the water installment of \$183.72) to the Village each quarter in addition to such bill

for current water and sewer usage as may be due. **The first payment shall be deemed due on March 1, 2023** and must be submitted by the Tenant upon the execution of this Agreement. Subsequent payments shall be billed on the 1st day of the month in the months of May, August, and November. Bills will be due by the 1st day of the month in the months of March, June, September, December.

6. The repayment installments shall be subject to all fees and procedures as all water accounts in the Village of Warwick except that any fees or penalties shall only be assessed based on failure to timely make the individual quarterly payment then due or outstanding, not based on the entire balance of the repayment. The fees and procedures shall include, but not be limited to, the following:

- a. A 5% late fee shall be assessed against all payments thirty (30) days past due.
- b. An additional 3% late fee shall be assessed against all payments sixty (60) days past due.
- c. 15 days after the 60-day late fee notice, a shut off notice will be placed on the door of **25 Elm Street, Unit 5**.
- d. In the event water service is shut off, a \$100.00 shut off/reconnect fee will be assessed against the account.
- e. 10 days after the shut off notice is sent; water service will be shut off until the balance is paid by cash or bank check including all late fees and other charges associated with the late payment.
- f. The remaining balance will be relieved onto the yearly Village Taxes if not paid.

7. In the event that the Property is sold or title is otherwise transferred or conveyed, the outstanding balance on the account including repayment installments must be paid in full at the time of closing or such transfer or conveyance.

8. **VILLAGE POLICY IF THIS AGREEMENT IS NOT SIGNED AND RETURNED WITHIN THIRTY (30) DAYS.** In the event that the Tenant fails to return a properly executed copy of this Agreement to the Village Clerk within thirty (30) days after such Agreement was mailed or otherwise provided to the Tenant, the Tenant shall be deemed to have irrevocably rejected the Agreement.

THE VILLAGE OF WARWICK

TENANT

By: Michael Newhard, Mayor

MUST BE SIGNED & NOTARIZED BY THE PROPERTY OWNER -

I, _____, am the owner for the real property which is the subject of this Repayment Agreement. I hereby accept and consent to be bound by the terms recited herein in return for good and valuable consideration receipt of which is hereby conclusively acknowledged.

Property Owner – Print Name

Property Owner – Sign Name

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

On the ____ day of _____, in the year 20____ before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in her capacity, and that by his signature on the instrument the individual, or the person upon behalf of which the individual acted, executed the instrument.

Notary Public

MICHAEL VERNIERI
Certified Public Accountant
9 Oakland Avenue
P.O. Box 630 Warwick, NY 10990
(845) 986 - 7636 • (845) 651 - 7636

Michael Vernieri, CPA
Diane Scocozza

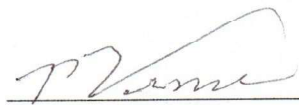
255 Greenwich Avenue
Goshen, NY 10924
(845) 294 - 6922

Michael Newhard, Mayor
Village of Warwick
77 Main Street
P.O. Box 369
Warwick, NY 10990

I have examined the books and records of the Village of Warwick – Justice Court as of December 31, 2021 in order to provide an internal audit to comply with section 2019-a of the Uniform Justice Court Act.

The annual audit checklist is enclosed with this report.

I have found that all reporting and record keeping is being completed in a timely manner and the reports are in compliance with New York State requirements. There were no major record keeping deficiencies discovered in this fiscal year.



January 17, 2023

RECEIVED
FEB 14 2023
VILLAGE OF WARWICK
CLERK

Appendix 9 – Annual Audit Checklist

CHECKLIST FOR INITIAL REVIEW OF JUSTICE COURT RECORDS

Cash Receipts Book

YES NO

- ▶ Are pre-numbered receipt forms issued for all collections?
- ▶ Are duplicate copies kept for court records?
- ▶ Are receipts recorded up-to-date?

☒ ☐
☒ ☐
☒ ☐

Last Recorded Receipt: # 29444 *Date* 12/30/21 *Amount* \$ 125.00

- ▶ Is the receipt book maintained in a manner to identify date received, payer, and the amount of fines, fees, bail and other categories of collection?
- ▶ Are deposits identified?
- ▶ Are duplicate deposit slips kept for court records?
- ▶ Do deposit amounts agree with cash receipt amounts?
- ▶ Are deposits made within 72 hours of collection?
- ▶ Are deposits recorded up-to-date?

☒ ☐
☒ ☐
☒ ☐
☒ ☐
☒ ☐
☒ ☐

Last Recorded Deposit: *Date* 12/30/21 *Amount* \$ 430.00

- ▶ Is the receipt book totaled and summarized at the end of each month

☒ ☐

Last Month Totaled and Summarized: DECEMBER 2021

Cash Disbursements Book

YES NO

- ▶ Are pre-numbered checks used for all disbursements other than petty cash?
- ▶ Are all checks signed by the Justice?
- ▶ Are canceled checks returned with bank statements and kept for court records?
- ▶ Are checks recorded up-to-date?

☒ ☐
☒ ☐
☒ ☐
☒ ☐

Last Recorded Check : # 1092 *Date* 12/9/21 *Amount* \$ 14,746.00

Bank Reconciliations**YES** **NO**

- Are bank accounts reconciled promptly after bank statements are received?

☒

Last Bank Reconciliation for Each Bank Account:

Date Performed *Month Ending*
01/01/22 12/2021

Additional Supporting Records**YES** **NO**

- Is a list of bail maintained?
- Is a record of uncollected installment payments maintained?

☒☐☒☐**Dockets and Case Files****YES** **NO**

- Are separate dockets maintained for various classification of cases, such as Vehicle and Traffic, Criminal, Civil and Small Claims?
- Are case files maintained for all cases?
- Are indexes maintained for all cases?
- Do dockets for disposed cases appear to be complete?
- Do dockets for disposed cases agree with amounts reported?

☒☐☒☐☒☐☒☐☒☐**Accountability****YES** **NO**

- Is accountability determined at the end of each month?
- Do accountability amounts agree with bank reconciliations and supporting information?

☒☐☒☐

Last Determination of Accountability: *Date Performed*
01/01/22

Month Ending
12/2021

Reports to Division of Criminal Justice Services**YES** **NO**

- Are reports made timely to the Division of Criminal Justice Services?
- Has the court received any notices regarding late reporting?
If yes, why were reports late and what corrective actions were taken.

☒☐☐☒

MICHAEL VERNIERI
Certified Public Accountant
9 Oakland Avenue
P.O. Box 630 Warwick, NY 10990
(845) 986 - 7636 • (845) 651 - 7636

Michael Vernieri, CPA
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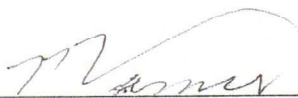
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Michael Newhard, Mayor
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January 17, 2023

RECEIVED
FEB 14 2023
VILLAGE OF WARWICK
CLERK

Appendix 9 – Annual Audit Checklist

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YES NO

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- ▶ Are receipts recorded up-to-date?

☒ ☐
☒ ☐
☒ ☐

Last Recorded Receipt: # 29444

Date 12/30/21 *Amount*
\$ 125.00

- ▶ Is the receipt book maintained in a manner to identify date received, payer, and the amount of fines, fees, bail and other categories of collection?
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- ▶ Are deposits recorded up-to-date?

☒ ☐
☒ ☐
☒ ☐
☒ ☐
☒ ☐
☒ ☐

Last Recorded Deposit:

Date 12/30/21 *Amount*
\$ 430.00

- ▶ Is the receipt book totaled and summarized at the end of each month

☒ ☐

Last Month Totaled and Summarized: DECEMBER 2021

Cash Disbursements Book

YES NO

- ▶ Are pre-numbered checks used for all disbursements other than petty cash?
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☒ ☐
☒ ☐
☒ ☐
☒ ☐

Last Recorded Check : # 1092

Date 12/9/21

Amount
\$ 14,746.00

Bank Reconciliations**YES** **NO**

- Are bank accounts reconciled promptly after bank statements are received?

☒

Last Bank Reconciliation for Each Bank Account:

Date Performed *Month Ending*
01/01/22 12/2021

Additional Supporting Records**YES** **NO**

- Is a list of bail maintained?
- Is a record of uncollected installment payments maintained?

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- Are separate dockets maintained for various classification of cases, such as Vehicle and Traffic, Criminal, Civil and Small Claims?
- Are case files maintained for all cases?
- Are indexes maintained for all cases?
- Do dockets for disposed cases appear to be complete?
- Do dockets for disposed cases agree with amounts reported?

☒☐☒☐☒☐☒☐☒☐**Accountability****YES** **NO**

- Is accountability determined at the end of each month?
- Do accountability amounts agree with bank reconciliations and supporting information?

☒☐☒☐

Last Determination of Accountability: *Date Performed*
01/01/22

Month Ending
12/2021

Reports to Division of Criminal Justice Services**YES** **NO**

- Are reports made timely to the Division of Criminal Justice Services?
- Has the court received any notices regarding late reporting?
If yes, why were reports late and what corrective actions were taken.

☒☐☐☒

Reports to Justice Court Fund**YES NO**

- ▶ Are monthly reports made timely to the Justice Court Fund? ☒ ☐
- ▶ Do reported amounts agree with cash receipt and disbursement books? ☒ ☐
- ▶ Do reported amounts agree with docket dispositions and case files? ☒ ☐

*Last Report Submitted -**Month Ending*
12/31/21*Date*
01/13/22*Amount*
\$ 12,999.00

- ▶ Has the court received any notices regarding late reporting?
If yes, why were reports late and what corrective actions were taken?

☐ ☒**Reporting to Department of Motor Vehicles - TSLE&D Program****YES NO**

- ▶ Is information reported timely to TSLE&D? ☒ ☐
- ▶ Has the court received any notices regarding late reporting?
If yes, why were reports late and what corrective actions were taken?

☐ ☒

- ▶ Are reports from TSLE&D to the court maintained and utilized?

☒ ☐*Last TSLE&D Report Available: Date* 12/01/21

- ▶ How many cases are shown as pending in the last TSLE&D report? 111

- Is the number of pending cases reasonable?
- How many cases are shown as pending for more than 90 days? 56
- What actions have been taken to dispose of these cases?
COURT DATES, SUSPENSIONS AND WARRANTS ARE USED
TO DISPOSE OF CASES

☒ ☐**Overall Evaluation**GOOD

**BOARD OF TRUSTEES
VILLAGE OF WARWICK
FEBRUARY 21, 2023
ADDENDUM NO. 1**

23. **MOTION** to authorize HDR Engineering to provide consulting services for the 2023 Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant application with a cost not to exceed \$5,000.

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

Trustee Cheney ____ Trustee Foster ____ Trustee Lindberg ____

Trustee McKnight ____ Mayor Newhard ____