

**BOARD OF TRUSTEES
VILLAGE OF WARWICK
February 3, 2020
MEETING AGENDA**

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

1. Introduction by Mayor Newhard.
2. Acceptance of Minutes: January 6, 2020 and January 21, 2020.

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

Trustee Cheney ____ Trustee Lindberg ____ Trustee Patterson ____

Trustee McManus ____ Mayor Newhard ____

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

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

Trustee Cheney ____ Trustee Lindberg ____ Trustee Patterson ____

Trustee McManus ____ Mayor Newhard ____

Announcement

1. Village of Warwick welcomes Zoning Board of Appeals Member, Margaret Politoski.
2. Notice of Completion of Village of Warwick Tax Assessment Roll. Grievance day is scheduled for Tuesday, February 18, 2020 at Village Hall from 4:00 p.m. to 8:00 p.m.

Correspondence

1. NYS Department of Environmental Conservation – Engineering Grant Application Inflow and Infiltration Study.
2. Leyland Alliance Communities LLC – Senior Citizen Housing Developments.
3. Warwick Farmers Market – Safety Issues.

Discussion

1. Village of Warwick Fund Balance Policy – Draft January 10, 2020.
2. Reservoir Water Storage Tank Replacement Project.

Privilege of the Floor

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

Motions

Trustee Cheney's Motions:

1. **MOTION** to accept the bid from and authorize the Mayor to enter into a contract with, Earth-Tec Associates, Inc. in the amount of \$76,760.00 for the Barbara Drive Valve Vault Project per the recommendation of the Village Engineer, David Getz.

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

Trustee Cheney ____ Trustee Lindberg ____ Trustee Patterson ____

Trustee McManus ____ Mayor Newhard ____

2. **MOTION** to accept the recommendation of Barton & Loguidice in the memo dated August 29, 2019 for the Reservoir Water Storage Tank Replacement Project to construct two concrete tanks in order to provide redundancy and facilitate ease of future operation and maintenance and direct them to proceed with the design of that option.

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

Trustee Cheney ____ Trustee Lindberg ____ Trustee Patterson ____

Trustee McManus ____ Mayor Newhard ____

Trustee Lindberg's Motions:

3. **MOTION** to rescind the motion made on January 21, 2020 to increase the cost of the Warwick Recreation Program to \$30.00 *per week* for the park program, \$15.00 for the various camps, siblings will be charged \$20.00 per park program and \$15.00 for various camps. Cost will take effect for the season 2020-2021.

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

Trustee Cheney ____ Trustee Lindberg ____ Trustee Patterson ____

Trustee McManus ____ Mayor Newhard ____

4. **MOTION** to increase the cost of the Village of Warwick Recreation Program and amend the Village of Warwick Schedule of Fees under the heading 'Summer Recreation Fees' effective for the 2020-21 season as follows:

<u>Type of Fee</u>	<u>Amount</u>
Park Program	\$30.00 per registration for the first child, additional siblings \$20.00
Various Summer Programs	\$15.00 per registration

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

Trustee Cheney ____ Trustee Lindberg ____ Trustee Patterson ____

Trustee McManus ____ Mayor Newhard ____

5. **MOTION** to grant permission to the Warwick Fire Department to use Veterans Memorial Park for the 9/11 Memorial Service on Friday, September 11, 2020 from 4:00 p.m. to 7:00 p.m. this time will include set-up and break down. Completed park permit and proof of proper insurance have been received. Security deposit has been waived.

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

Trustee Cheney ____ Trustee Lindberg ____ Trustee Patterson ____

Trustee McManus ____ Mayor Newhard ____

6. **MOTION** to grant permission to the Warwick Fire Department to use Veterans Memorial Park for a Department Picnic on Saturday, August 1, 2020 from 9:00 a.m. to 7:00 p.m., this time will include set-up and break down, including the use of alcohol within the park. Completed park permit and proof of proper insurance, including Host Liquor Liability have been received. Security deposit has been waived.

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

Trustee Cheney ____ Trustee Lindberg ____ Trustee Patterson ____

Trustee McManus ____ Mayor Newhard ____

7. **MOTION** to grant permission to the Warwick Wascals (Senior Softball) to use Brown Field and/or the Over 35 Field in Veterans Memorial Park from Sunday, April 5, 2020 through Sunday, September 27, 2020. Games will be held on Sundays from 8:30 a.m. to 12:00 p.m. and on Wednesdays from 2:00 p.m. to 5:00 p.m. When Little League season terminates, the Warwick Wascal's games will be switched from the 2:00 p.m. to 5:00 p.m. time frame to 5:00 p.m. to 7:30 p.m. Completed park permit, security deposit and proof of proper insurance have been received.

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

Trustee Cheney ____ Trustee Lindberg ____ Trustee Patterson ____

Trustee McManus ____ Mayor Newhard ____

Trustee Patterson's Motions:

8. **MOTION** to grant permission to the Warwick Valley Chamber of Commerce to hold the 32nd Warwick Applefest on Sunday, October 4, 2020 from 9:00 a.m. to 5:00 p.m. in the area between Lewis Park and Stanley Deming Park, encompassing High Street, South Street, and the parking areas on South Street and Railroad Avenue, including the list of road closures as per their letter dated December 31, 2019. Proof of proper insurance and detailed map have been received.

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

Trustee Cheney ____ Trustee Lindberg ____ Trustee Patterson ____

Trustee McManus ____ Mayor Newhard ____

9. **MOTION** to grant permission to the Chamber of Commerce to use the east side of Stanley Deming Park on Sunday, October 4, 2020 from 9:00 a.m. to 5:00 p.m. with set up to begin at 8:00 a.m. and break down to be completed by 5:00 p.m. for crafts, food, non-profit vendors, and entertainment in connection with Applefest. Completed park permit, proof of proper insurance and \$100 security deposit have been received.

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

Trustee Cheney ____ Trustee Lindberg ____ Trustee Patterson ____

Trustee McManus ____ Mayor Newhard ____

10. **MOTION** to grant permission to the Chamber of Commerce to use Veterans' Memorial Park for parking for Applefest attendees on Sunday, October 4, 2020 from 6:00 a.m. to 6:00 p.m., this time will include set-up and break down. Completed park permit, proof of proper insurance and \$100 security deposit have been received.

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

Trustee Cheney ____ Trustee Lindberg ____ Trustee Patterson ____

Trustee McManus ____ Mayor Newhard ____

11. **MOTION** to grant permission to the Chamber of Commerce to use Railroad Green on Sunday, October 4, 2020 from 9:00 a.m. to 5:00 p.m. with set up to begin at 8:00 a.m. and break down to be completed by 5:00 p.m. in connection with Applefest. Completed park permit, proof of proper insurance and \$100 security deposit have been received.

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

Trustee Cheney ____ Trustee Lindberg ____ Trustee Patterson ____

Trustee McManus ____ Mayor Newhard ____

12. **MOTION** to grant permission to the Chamber of Commerce to have exclusive use of the First Street, South Street and Chase parking lots in connection with Applefest on Sunday, October 4, 2020 from 5:00 a.m. to 6:00 p.m.

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

Trustee Cheney ____ Trustee Lindberg ____ Trustee Patterson ____

Trustee McManus ____ Mayor Newhard ____

Trustee McManus' Motions:

13. **MOTION** to grant permission to the Warwick Valley Council Knights of Columbus #4952 to hold a "Choose Life Parade" on Saturday, May 9, 2020 and to use Railroad Green from 1:00 p.m. to 3:00 p.m. The parade will promptly step off at 1:00 p.m., with lineup beginning at 12:45 p.m. on High Street per the letter dated January 16, 2020. The parade route will be as follows: High Street, Main Street, Oakland Avenue to Railroad Avenue. Town of Warwick Police Department approval, completed park permit, proof of proper insurance and security deposit have been received.

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

Trustee Cheney ____ Trustee Lindberg ____ Trustee Patterson ____

Trustee McManus ____ Mayor Newhard ____

14. **MOTION** to close High Street on Saturday, May 9, 2020 from 12:45 p.m. to 1:15 p.m. for the benefit of the Choose Life Parade.

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

Trustee Cheney ____ Trustee Lindberg ____ Trustee Patterson ____

Trustee McManus ____ Mayor Newhard ____

15. **MOTION** to grant permission to Winslow Therapeutic Riding Center to hold the 30th Duck Derby event on Sunday, May 17, 2020, at 1:30 p.m. in Linear Park by the Wawayanda Creek and South Street parking lot, with set up to begin at 8:00 a.m. and breakdown to be completed by 2:00 p.m. Completed park permit, proof of proper insurance and \$100 security deposit have been received.

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

Trustee Cheney ____ Trustee Lindberg ____ Trustee Patterson ____

Trustee McManus ____ Mayor Newhard ____

Final Comments from the Board

Executive Session (if applicable)

Adjournment

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



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

VILLAGE OF WARWICK
INCORPORATED 1867

**NOTICE OF COMPLETION OF ASSESSMENT ROLL
VILLAGE TAX LAW SEC. 1406
HEARING OF COMPLAINTS**

NOTICE IS HEREBY GIVEN that the Assessor of the Village of Warwick has completed the Assessment Roll for the current year and that said Assessment Roll was timely filed as of January 29, 2020. A copy of the Roll has been filed with the undersigned Village Clerk, where it may be seen and examined by any person interested from January 29, 2020 through February 18, 2020 and on such day at 4:00 p.m. to 8:00 p.m. the Board of Assessment Review will meet at the Village Hall, 77 Main Street, to hear and examine all complaints in relation to such Assessments.

**RAINA ABRAMSON
VILLAGE CLERK
VILLAGE OF WARWICK, NY**

Dated: January 29, 2020

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION

Division of Water, Bureau of Water Assessment and Management
625 Broadway, Albany, New York 12233-3502
P: (518) 402-8179 | F: (518) 402-9029
www.dec.ny.gov

RECEIVED

JAN 24 2020

VILLAGE OF WARWICK
VILLAGE CLERKS OFFICE

JAN 17 2020

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

Re: Engineering Planning Grant Application Number 94037
Inflow and Infiltration Study

Dear Mayor Newhard:

Thank you for applying for the funding made available through the 2019 Consolidated Funding Application (CFA).

The New York State Department of Environmental Conservation and Environmental Facilities Corporation have completed our review of your project application for the Wastewater Infrastructure Engineering Planning Grant (EPG). Unfortunately, your proposal, referenced above, was not selected for funding under the EPG. This does not pertain to potential funding awards from other agencies or programs and does not preclude you from applying for future CFA funding rounds.

We appreciate your effort toward improving water quality in New York State and look forward to working with you in the future to preserve our natural resources. If you have any questions, please contact us at (518) 402-8179 or cfawater@dec.ny.gov.

Sincerely,



Leila Mitchell
Environmental Program Specialist II
Water Assessment & Implementation Section
Bureau of Water Assessment and Management



Department of
Environmental
Conservation

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JAN 23 2020

Leyland Alliance Communities LLC
62 Main Street, 2nd Floor
Warwick, NY 10990

VILLAGE OF WARWICK
VILLAGE CLERKS OFFICE

Hon. Village Board, Village of Warwick
Hon. Planning Board Village of Warwick
77 Main Street
Warwick, New York 10990

Date:

Re: Senior Citizen Housing Developments

Dear Village Board and Planning Board:

We are writing to bring your attention to a zoning constraint relating to the provision of housing for senior citizens who currently reside and wish to remain in the Village of Warwick. While the current Zoning Code has existing mechanisms for the provision of senior citizen housing such as Planned Adult Community and Senior Citizen Housing Developments, these statutes do not address or serve the entire gamut of senior citizen population residing in Warwick. Planned Adult Communities are conceived as age restricted developments on large parcels and, with the advent of Warwick Grove, there is little contiguous developable land within the Village to do another Planned Adult Community. Senior Citizen Housing Developments, by current Zoning Code definition (See attached), require subsidized housing managed under New York State affordable housing laws and agencies. As far as we can tell, there is no other mechanism in the Village Zoning Code that would permit smaller, market rate Senior Citizen Housing Development.

One of the main objectives of the Village's Residential Zoning Districts is "to provide "a mix of housing types to accommodate a variety of income levels throughout the Village." As it stands currently with respect to senior housing, there is only the ability to create higher value planned adult communities or affordable, subsidized senior housing. We have nothing that permits smaller, market-rate senior citizen housing development. Indeed all who have signed this letter wanting to bring this matter to your attention know there to be a strong demand for such housing.

We have identified a simple fix for this issue. By modifying a single word in the zoning definition of "Senior Citizen Housing Development" from "shall" to "may" (see attached), either a subsidized or market rate enterprise would be permitted and the senior's currently left out of the statutory scheme can be accommodated. Moreover, the same development requirements and standards set forth in Zoning Code section 145-124 can continue to apply whether the senior citizen housing development is subsidized or market rate.

As already noted, we the undersigned have already identified a strong demand of senior citizens who wish to remain in Warwick and we believe the simple solution identified above will make that possible. We are therefore respectfully requesting your two boards to move forward with this effort as soon as possible. We the undersigned are also prepared to meet with the Boards to discuss the matter further and answer any questions you may have.

Respectfully submitted,

94482 Alario

JEFFREY D. ALARIO

11 FIRST ST STE 7 WARWICK NY 10990

Carol E. Rogers

CAROLE E. ROGERS

25 RAILROAD AVE. WARWICK NY 10990

William Furato

William Furato

162 South St. Ext

Michael J. Johnson

Michael Johnson

19 Cropsey St., Warwick

Michael J. Smith

MICHAEL J. SMITH

18 Cowdry St. Warwick

Levi V. Costa

16 Cowdry St

Warwick NY 10990

Bill Wadeson

Bill Wadeson

17 Cropsey St Apt 1 B

Warwick NY 10990

Lisa M. Atkins

Lisa M. Atkins

257 Homestead Village Dr
Warwick, N.Y. 10990

LOUISE C. MARQUET

6 HUDSON ST, WARWICK, NY 10990

Stanley D. Martin

STANLEY D. MARTIN

2 Liberty St. #17 Warwick NY 10990

Daniel Mack

DANIEL MACK

14 Welling Ave Warwick. 10990

Thomas M. Brookhart

11 Brookhart, WARWICK, NY 10990

Thomas M. Brookhart

David E. Eaton

5 Cowdry St. Warwick 10990

DAVID EATON

Neil Sinclair

NEIL SINCLAIR

40 OAKLAND AVE. WARWICK

Frank J. Wagner

19 Long Horse Rd.

Warwick, N.Y. 10990

Susan Schauder

4 White Oak St

WARWICK, NY 10990

- C. Any other islands, barriers, emplacements, walls, fences, trees, plantings, shrubbery or other artificial or natural dividing strip or marker of any kind, wherever located on the site, conditioned or required in any building permit, certificate of occupancy, Site Plan, subdivision approval, special permit, variance, zone change or other requirement of any board agency, commission or official of the Village of Warwick pursuant to this chapter.

SEDIMENT CONTROL - measures that prevent eroded sediment from leaving the site.

- 28 **SENIOR CITIZEN HOUSING DEVELOPMENT** - A residential development consisting of a multi-family residence or multi-family residences which have dwelling units designed for and occupied by senior citizens, which ~~shall~~^{may} be constructed with the assistance of mortgage financing or other financial assistance insured by or procured through or with the assistance of a state or federal government agency, and is constructed and maintained on a nonprofit or limited profit basis by an organization or its wholly-owned subsidiary incorporated pursuant to the provisions of the Private Housing Finance Law of the State of New York.

SENSITIVE AREAS - cold water fisheries, swimming beaches, groundwater recharge areas, water supply reservoirs, habitats for threatened, endangered or special concern species.

SERVICE ESTABLISHMENT (OTHER THAN PERSONAL) - A business or non-profit organization that provides services to the public, either on or off the premises, including but not limited to building, electrical, plumbing, landscaping, contracting, arts instruction or studio, business and educational services, cleaning, locksmith, photocopying, repair and restoration and word processing.

SETBACK - The minimum distance between a principal building, structure or use and a property line of the lot or, where a buffer is required, between the principal building, structure or use and any part of the buffer. (See Sketches B thru I found at the end of this chapter which illustrate setbacks for each Use Group).

SETBACK, FRONT - The distance from the building or use to the front lot line.

SETBACK, REAR - The distance from the building or use to the rear lot line.

SETBACK, SIDE - The distance from the building or use to any lot line other than to the front or rear lot lines.

SHOPPING CENTER - A structure or structures and customary parking and loading areas providing for a variety of retail commercial establishment managed as a unit and having the following characteristics:

- A. A unified architectural treatment and identifiable theme relating each of the commercial establishments within.
- B. A common interrelated parking and site circulation system with consolidated access to public roads.
- C. Individual establishments oriented to pedestrian traffic by access signs and display, which are not generally visible or only incidentally visible to the parking areas.
- D. Common amenities provided to patrons apart from the commercial establishments, such as benches, site decoration and landscaping, rest rooms and the like.

BEATTIE & KRAHULIK
Attorneys At Law
Two Bank Street
Warwick, New York 10990
(845) 986-1156
Fax (845) 986-9421
www.hudsonvalleylaw.us

RECEIVED

JAN 22 2020

VILLAGE OF WARWICK
VILLAGE CLERK'S OFFICE

Hon. John J. Beattie (1872-1924)
Clifford S. Beattie (1899-1952)
John J. Beattie, III (1937-1984)
Emil R. Krahulik (1959-2013)

Robert E. Krahulik*
*Also admitted in FL and NJ

Karen Costanzo, Paralegal

January 14, 2020

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

Re: Warwick Farmers Market

Ladies and Gentlemen:

As we approach the 2020 Farmers' Market season, I am quickly reminded of the safety issues that plagued the market in 2019. The safety issues included pedestrian traffic crossing South Street outside of striped pedestrian crosswalks and the encroachment of the market vendors into Bank Street and adjacent crosswalks resulting in the closure of Bank Street.

After these issues were brought to the Village Board's attention last season, my personal observation is that the market organizers did nothing to address the myriad of safety issues. Before the 2020 season begins I believe the market should submit a "safety plan" to the Village as a condition of operation. The plan should include:

1. The demarcation of usable space within the Bank Street parking lot so as not to encroach into the Bank Street travelled way or pedestrian crosswalks to be approved by the Mayor.
2. Containment of the vendors within the approved area, and perhaps an examination into the necessity of the parking of vendor vehicles within the market if necessary.

Mayor Michael Newhard
January 14, 2020
Page 2

3. Appropriate crowd control barriers (including police supervision) protecting and containing the public from entering South Street or Bank Street outside of the striped pedestrian walkways.

Common sense dictates the development and adherence to a safety plan. With a proper plan, the downtown merchants can co-exist with the Farmers' Market without jeopardizing the safety of market guests or the financial health of downtown merchants and property owners.

Very truly yours,

A handwritten signature in dark ink, appearing to read 'R. E. Krahulik', with a stylized, flowing script.

Robert E. Krahulik

cc: Maggie Smith, Manager

VILLAGE OF WARWICK

FUND BALANCE POLICY

Draft January 10, 2020

I. Policy Statement

The Village of Warwick believes that sound financial management principles require that sufficient funds be retained by the Village to provide a stable financial base at all times. To retain this stable financial base, the Village needs to maintain a Fund Balance sufficient to fund all cash flow requirements of the Village, to secure and maintain investment grade bond ratings, to provide financial reserves for unanticipated expenditures and/or revenue shortfalls, and to provide funds for unforeseen expenditures related to emergencies.

II. Fund Balance Classifications

Under GASB 54, fund balance is classified as either 1) non-spendable, 2) restricted, or 3) unrestricted. Unrestricted fund balance is further classified as 1) committed, 2) assigned, or 3) unassigned:

- a. **Nonspendable Fund Balance** consists of assets that are inherently non-spendable, they will never convert to cash, due to their form (i.e. inventories and prepaid items); will not convert to cash within the current period (i.e. long term receivables and financial assets held for resale); or are funds that legally or contractually must be maintained intact (i.e. principal amount of legal endowments). This type of fund balance normally does not apply to the Village.
- b. **Restricted Fund Balance** consists of amounts that are subject to externally enforceable legal purpose restrictions imposed by creditors, grantors, contributors, or laws and regulations of other governments; or through constitutional provisions or enabling legislation. This type of fund balance is similar to the Reserve Funds.
- c. **Committed Fund Balance** consists of the portion of fund balance whose use is constrained by limitations imposed by the Village's highest level of decision making authority (Village Board). Formal action must be taken prior to the end of the fiscal year; however, the amount can be determined in the subsequent period. The same formal action must be taken to remove or change the limitations placed on the funds. The Village Board is the decision making authority that can commit fund balance. This is generally not used in New York State.
- d. **Assigned Fund Balance** consists of amounts that are constrained by the Village's intended use of certain resources for specific purposes. Intent is established by the Village's highest level of decision making authority or a body or official that has been given the authority to assign funds. This is similar to the Appropriated Fund Balance.

VILLAGE OF WARWICK

FUND BALANCE POLICY

Draft January 10, 2020

II. **Fund Balance Classifications (Continued)**

- e. **Unassigned Fund Balance** is the residual classification for the Fund and consists of the excess portion of fund balance that has not been classified in the previous four categories and could report a surplus or a deficit. All funds in this category are considered spendable resources. This category also provides the resources necessary to meet unexpected expenditures and revenue shortfalls. This is similar to the Unappropriated Fund Balance.

III. **Managing Reserve Funds**

The Village has established a policy to create, fund, and restrict the use of funds in separate reserve funds within the General, Water, and Sewer Funds.

IV. **Managing Excess Appropriated Fund Balances**

- a. Unable or unwilling to increase real property taxes or user fees.
- b. Unable or unwilling to reduce the cost of services to be provided in the budget.
- c. Estimated Revenues will be insufficient to meet anticipated expenditures in a particular year.
- d. Complying with the real estate tax cap in one particular year.

V. **Managing Excess Unappropriated Fund Balance**

- a. Expenditures that do not normally occur annually such as capital outlays, court ordered judgements, and other legal or assessment matters.
- b. Reduction in debt such as decrease in future interest payments, shorten the life of any loans or to improve credit ratings.
- c. Finance Reserve Funds such as General, Water and Sewer reserves.
- d. Provide for economic downturns or revenue shortfalls, while ensuring adequate cash flow to meet obligations.

VILLAGE OF WARWICK

FUND BALANCE POLICY

Draft January 10, 2020

VI. Minimum Unappropriated Fund Balance

The Fund Balance policy establishes a minimum unappropriated fund balance in each Fund equal to 35% of the Fund expected expenditures. In the event that the balance drops below the established minimum level, the Village Board will develop a plan to replenish the fund balance to the established minimum level during the next budget preparation.

VII. Responsibility

It is the responsibility of the Treasurer and Mayor to properly report fund balance classifications to the Village Board.

The Village Board is the highest level of decision making authority that can commit fund balance. If the actual amount of the commitment is not known by year end, the resolution must state the process or formula necessary to calculate the actual amount as soon as information is available.



LEHMAN & GETZ
CONSULTING ENGINEERS

January 23, 2020

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

Att: Mayor Michael Newhard

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

Dear Mayor Newhard and Trustees:

On December 18, 2019 the Village of Warwick issued an advertisement for bids for the Barbara Drive Valve Vault Project.

Bids were opened at Village Hall on January 22, 2020. Three contractors submitted bids, as summarized below:

Jorrey Excavating \$139,000.00

TAM Enterprises, Inc. \$108,960.39

Earth-Tec Associates, Inc. \$76,760.00

The lowest bidder for the project was Earth-Tec Associates, Inc. of Vernon, NJ, at \$76,760.00.

We have reviewed the bid documents submitted by Earth-Tec Associates, Inc. and found them to be complete. The company has completed various projects for both the Village and the Town of Warwick, and its work was completed in a timely and professional manner. We therefore recommend that Earth-Tec Associates, Inc. be hired to complete the Barbara Drive Valve Vault Project.

Sincerely,


Lehman & Getz, P.C., Village Engineers
David A. Getz, P.E.

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JAN 23 2020

VILLAGE OF WARWICK
VILLAGE CLERKS OFFICE



Barton & Loguidice

Memo To: Michael Newhard, Mayor
Village of Warwick

Date: August 29, 2019

From: Jason Ballard, P.E.
Barton & Loguidice, D.P.C.

Project No.: 1334.015.001
Phase No.: WW 0600

Re: Reservoir Water Storage Tank Improvements
Tank Alternatives Evaluation

Barton & Loguidice, D.P.C. was retained by the Village of Warwick to provide design services and evaluate alternative options for the replacement of their Reservoir water storage tank. One of the objectives of the project is to compare the life cycle and capital costs of installing a glass lined steel tank or a concrete tank and comparing the cost of installing one 1.2 million gallon tank versus two 600,000 gallon tanks.

This memo evaluates the estimated capital and life cycle costs of installing a glass lined steel or concrete tank to present the Village of Warwick with different alternatives for the design of their future reservoir tank(s).

1.0 Glass Lined Steel Bolted Tanks

The capital cost of a glass lined steel bolted water storage tank involves the construction of the tank slab, the delivery and installation of the walls and dome roof, as well as any required site work including grading, site clearing, cutting, and filling. The estimated probable project cost (2020 dollars) for the installation of an 84 foot diameter by 33 foot high, 1.2 million glass lined steel tank is summarized in Table 1-1.

Table 1-1: Estimated Probable Project Cost for One 1.2 Million Gallon Glass Lined Steel Tank

Line Item	Associated Cost
1,200,000 Gallon Glass Lined Ground Storage Tank	\$1,085,000
Site Work, Access Drive, Yard Piping, Existing Tank Decommissioning	\$280,000
<i>Contractor General Conditions and Mobilization</i>	\$55,000
Construction Total (2019 Dollars)	\$1,420,000
Construction Total (2020 Dollars, 3% inflation per yr)	\$1,462,600
<i>Project Construction Contingency (20%)</i>	\$292,600
Total Estimated Opinion of Probable Construction Cost (Rounded)	\$1,755,000

2.0 Concrete Tanks

The capital cost of a concrete water storage tank involves the construction of the tank slab, the onsite construction of the walls and roof, as well as any required site work including grading, site clearing, cutting, and filling. Contrary to the glass lined tank, the concrete tank requires that the walls and roof are constructed on site, which requires more clearing of trees to accommodate the crane pad and concrete panel fabrication area. The estimated probable project cost (2020 dollars) for the installation of an 84 foot diameter by 33 foot high, 1.2 million concrete tank is summarized in Table 2-1.

Table 2-1: Estimated Probable Project Cost for One 1.2 Million Gallon Concrete Tank

Line Item	Associated Cost
1,200,000 Gallon Concrete Ground Storage Tank	\$1,040,000
Site Work, Access Drive, Yard Piping, Existing Tank Decommissioning	\$300,000
<i>Contractor General Conditions and Mobilization</i>	\$55,000
Construction Total (2019 Dollars)	\$1,395,000
Construction Total (2020 Dollars, 3% inflation per yr)	\$1,436,900
<i>Project Construction Contingency (20%)</i>	\$287,400
Total Estimated Opinion of Probable Construction Cost (Rounded)	\$1,725,000

3.0 One Tank Versus Two Tanks

The option of installing two smaller 600,000 gallon tanks on site was also evaluated as a way of providing redundancy should one of the tanks need to be taken offline for maintenance. Two tanks would also ease the switchover from the existing tank. One storage tank would be constructed adjacent to the existing tank and placed in operation to be able to decommission the existing tank. The second tank could then be installed in the original location of the existing tank. The 600,000 gallon tanks would each have a diameter of 59 feet. The smaller diameter of the tanks when compared to the 1.2 million gallon tank would reduce the area adjacent to the existing tank that would require clearing and grading. The estimated probable project costs (2020 dollars) for the installation of two 600,000 gallon glass lined steel tanks and two concrete tanks are summarized in Table 3-1 and Table 3-2.

Table 3-1: Estimated Probable Project Cost for Two 600,000 Gallon Glass Lined Steel Tanks

Line Item	Associated Cost
Two 600,000 Gallon Glass Lined Ground Storage Tanks	\$1,380,000
Site Work, Access Drive, Yard Piping, Existing Tank Decommissioning	\$280,000
<i>Contractor General Conditions and Mobilization</i>	\$55,000
Construction Total (2019 Dollars)	\$1,715,000
Construction Total (2020 Dollars, 3% inflation per yr)	\$1,766,500
<i>Project Construction Contingency (20%)</i>	\$353,300
Total Estimated Opinion of Probable Construction Cost (Rounded)	\$2,120,000

Table 3-2: Estimated Probable Project Cost for Two 600,000 Gallon Concrete Tanks

Line Item	Associated Cost
Two 600,000 Gallon Concrete Ground Storage Tanks	\$1,230,000
Site Work, Access Drive, Yard Piping, Existing Tank Decommissioning	\$300,000
<i>Contractor General Conditions and Mobilization</i>	\$55,000
Construction Total (2019 Dollars)	\$1,585,000
Construction Total (2020 Dollars, 3% inflation per yr)	\$1,632,600
<i>Project Construction Contingency (20%)</i>	\$326,520
Total Estimated Opinion of Probable Construction Cost (Rounded)	\$1,960,000

4.0 Maintenance Costs

Glass Lined Bolted Steel Tanks

Maintenance requirements for glass lined tanks include inspection, replacement of the cathodic protection, replacement of sealants and bolts, and additional maintenance every 10-15 years. Based on existing and past installations of glass lined tanks, these tanks have a life expectancy of about 30 years. Costs were estimated on a per year basis for the short lived assets of glass lined tanks. Short-lived assets (SLA) are items that are likely to fail and need replacement within the typical 30-year design life of a capital improvement project. Table 4-1 summarizes the anticipated short-lived assets and the reserve account needed for the replacement of these items. The estimated annual reserve needed to offset the short-lived assets of this type of tank is \$2,500 per year.

Table 4-1: Short Lived Assets for Glass Lined Ground Storage Tanks

SLA	Associated Cost	Estimated Life (Years)	Required Annual SLA Reserve Account Contribution
Routine Maintenance Inspection	\$2,500	5	\$500
Miscellaneous Maintenance Items (sealant replacement, bolt replacement, cathodic protection replacement)	\$30,000	15	\$2,000
Total Annual SLA Reserve Contribution:			\$2,500

Pre-stressed Concrete Tanks

Maintenance requirements for concrete tanks include inspection, repairing spalling concrete, roof repairs, and repainting of overflow pipe, ladders, etc. Based on existing and past installations of concrete tanks, these tanks have a life expectancy of about 50 years or greater. Costs were estimated on a per year basis for the short lived assets of concrete tanks. Table 4-2 summarizes the anticipated short-lived assets and the reserve account needed for the replacement of these items. The estimated annual reserve needed to offset the short-lived assets of this type of tank is \$1,000 per year.

Table 4-2 Short Lived Assets for Concrete Ground Storage Tanks

SLA	Associated Cost	Estimated Life (Years)	Required Annual SLA Reserve Account Contribution
Routine Maintenance Inspection	\$2,500	5	\$500
Miscellaneous Maintenance Items (repair concrete)	\$5,000	10	\$500
Total Annual SLA Reserve Contribution:			\$1,000

5.0 Life Cycle Cost Analysis

Life cycle costs inclusive of project capital costs and the estimated short-lived asset costs as discussed in Section 4, have been extrapolated to cover a 60-year life as a water storage tank life cycle cost analysis. Table 5-1 compares the 60-year life cycle cost for a concrete versus glass lined steel, single 1.2 million gallon tank. Table 5-2 compares the 60-year life cycle cost of two glass lined steel with two concrete 600,000 gallon tanks.

Table 5-1: 60-Year Life Cycle Analysis for Single 1.2 Million Gallon Tank

Time	1.2 MG Glass Lined Bolted Steel Tank		1.2 MG Pre-stressed Concrete Tank	
	<i>Cost</i>	<i>Present Day Value</i>	<i>Cost</i>	<i>Present Day Value</i>
EOY (End of Year)				
0	\$1,755,200	\$1,755,200	\$1,724,300	\$1,724,300
5	\$2,500	\$2,157	\$2,500	\$2,157
10	\$2,500	\$1,860	\$7,500	\$5,581
15	\$32,500	\$20,861	\$2,500	\$1,605
20	\$2,500	\$1,384	\$7,500	\$4,153
25	\$2,500	\$1,194	\$2,500	\$1,194
30	\$1,755,200	\$723,119	\$7,500	\$3,090
35	\$2,500	\$888	\$2,500	\$888
40	\$2,500	\$766	\$7,500	\$2,299
45	\$32,500	\$8,594	\$2,500	\$661
50	\$2,500	\$570	\$1,724,300	\$393,325
55	\$2,500	\$492	\$2,500	\$492
60	\$1,755,200	\$297,916	\$7,500	\$1,273
	Total Net Positive Value	\$2,815,100	Total Net Positive Value	\$2,141,000

Table 5-2: 60-Year Life Cycle Analysis for Two 600,000 Gallon Tanks

Time	1.2 MG Glass Lined Bolted Steel Tank		1.2 MG Pre-stressed Concrete Tank	
EOY (End of Year)	Cost	Present Day Value	Cost	Present Day Value
0	\$2,119,800	\$2,119,800	\$1,959,200	\$1,959,200
5	\$5,000	\$4,313	\$5,000	\$4,313
10	\$5,000	\$3,720	\$15,000	\$11,161
15	\$65,000	\$41,721	\$5,000	\$3,209
20	\$5,000	\$2,768	\$15,000	\$8,305
25	\$5,000	\$2,388	\$5,000	\$2,388
30	\$2,119,800	\$873,330	\$15,000	\$6,180
35	\$5,000	\$1,777	\$5,000	\$1,777
40	\$5,000	\$1,533	\$15,000	\$4,598
45	\$65,000	\$17,189	\$5,000	\$1,322
50	\$5,000	\$1,141	\$1,959,200	\$446,907
55	\$5,000	\$984	\$5,000	\$984
60	\$2,119,800	\$359,800	\$15,000	\$2,546
	Total Net Positive Value	\$3,430,500	Total Net Positive Value	\$2,453,000

6.0 Conclusion

All four options are feasible and viable options to replace the existing water storage tank. Any of the four alternatives will allow for complete offline construction, mitigating the risk of water service disruption during construction. It is recommended that the Village evaluate and consider all alternatives discussed. The most cost effective solution is the construction of a single 1.2 million gallon pre-stressed concrete tank. However, for ease of future operation and maintenance of the tanks it would be our recommendation for the Village to consider construction of two (2) 600,000 gallon concrete tanks, if the Village thinks the additional cost is within reason for the Village's overall budget. The estimated probable construction cost for each alternative is summarized in Table 6-1.

Table 6-1: Estimated Probable Construction Cost Alternative Comparison

	One 1.2 Million Gallon Steel Tank	One 1.2 Million Gallon Concrete Tank	Two 600,000 Gallon Steel Tanks	Two 600,000 Gallon Concrete Tanks
Capital Cost	\$1,755,000	\$1,725,000	\$2,120,000	\$1,960,000
60-year Life Cycle Cost	\$2,815,000	\$2,141,000	\$3,430,000	\$2,453,000
Net Positive Value				

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

Today's Date: 1/15/2020 Date(s) Requested: 9/11/2020 Time of Event: 4pm-7pm
Set Up Time: 4pm Break Down Time: 7pm

Village Park/Facility Requested: Memorial Park

*Please use attached map to indicate areas to be used.

Name of Event (Purpose of Use): Warwick Fire Department Annual 9/11 Memorial Service

Name of Organization or Individual: Warwick Fire Department

Check one: ☒ Non-Profit ☐ 501(c)3 ☐ For Profit ☐ Private Event

Proof of Residency: ✓ Designated Contact: Deb Schweikart

Mailing Address: P.O. Box 31, 25 Church Street, Warwick, NY 10990 Email: dlswarwick@gmail.com

Telephone Day: _____ Evening: _____ Cell: 845-494-3810

Total Participants Expected: Adults: 50+ Children: 20+

Village of Warwick Participants (Number): 30 Non-Resident Participants (Number): 50

How will event be advertised? Facebook, Newspaper, Radio

Is material or equipment required from the Village of Warwick? ☐ Yes ☒ No

If needed, state type and for what purpose: _____

Is admission fee charged? ☐ Yes ☒ No

If so, what will proceeds be used for? _____

Will food be served? ☐ Yes ☒ No

If yes, please give details: _____

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).

[Signature]
Signature of Organization's Representative (Must be a Village of Warwick Resident)

Address: P.O. Box 31, 25 Church Street, Warwick, NY 10990 Telephone: 845-986-3473

RECEIVED

JAN 27 2020

VILLAGE OF WARWICK
CLERK

10.10.2019

21. 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.
22. In the event of an accident, please notify the Village Clerk before the end of the next business day.

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 the Facilities Use Requirements

Signature

Date

WARWICK FIRE DEPARTMENT

CHIEF – DANIEL SCHWEIKART
Engine3dan@yahoo.com

1ST ASST CHIEF – MICHAEL CONTAXIS
Wfd634c@yahoo.com

2ND ASST. CHIEF – ANDREW LEMIN
FFLEMIN3106@yahoo.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 17, 2020

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

Reference: 2020 Warwick Fire Department 9/11 Memorial Service

Dear Board Members

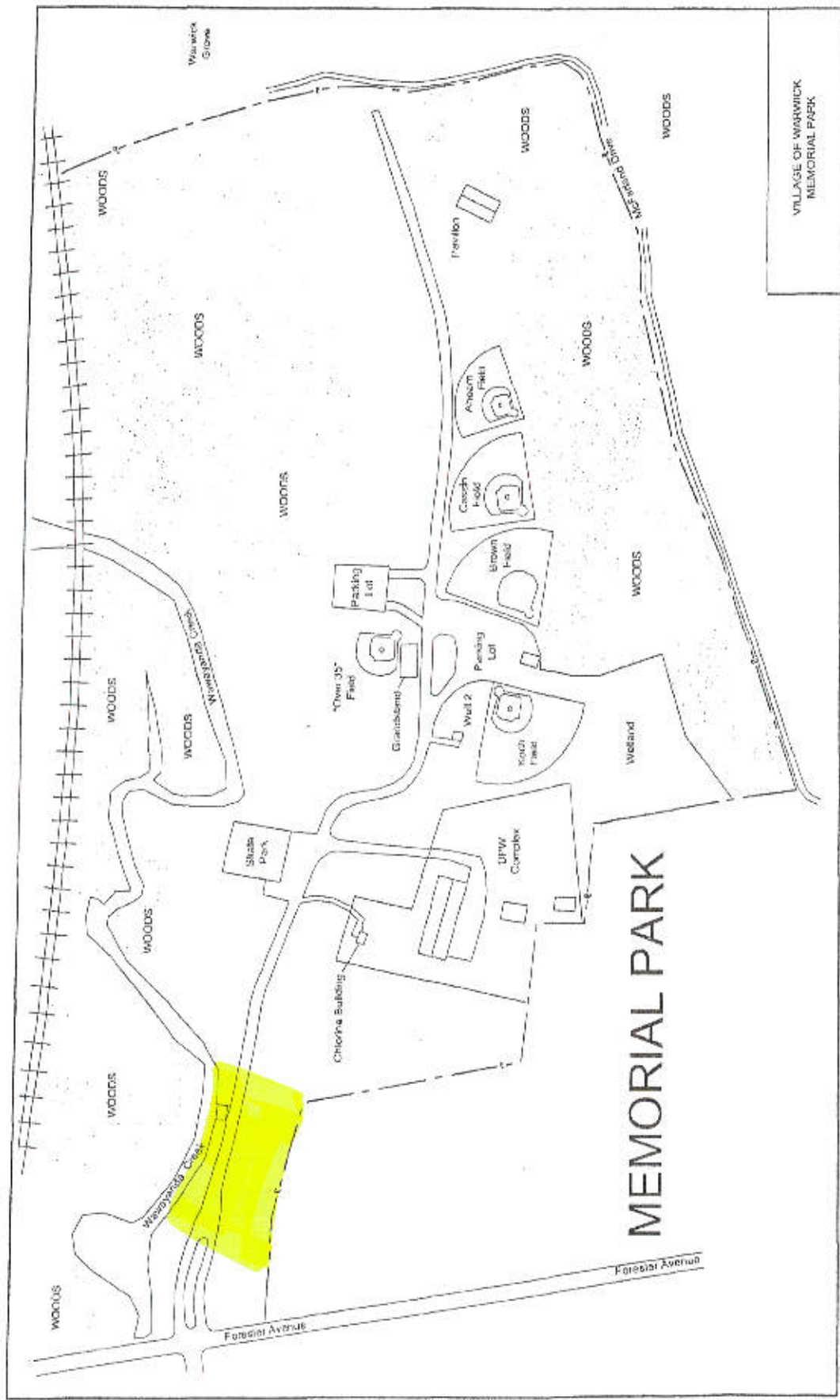
We are writing to ask permission to hold our Annual 9/11 Memorial Service once again this year in Veterans Memorial Park. The service will be held on Friday, September 11, 2020. Set up for the event will begin 4pm, and breakdown and cleanup will be completed by 7pm.

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, required insurance certificates.

Please feel free to contact me with any questions.

Thank you.

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



VILLAGE OF WARWICK
MEMORIAL PARK

MEMORIAL 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 REQUEST

Today's Date: 1/16/2020 Date(s) Requested: 8/1/2020 Time of Event: 9am-7pm
Set Up Time: 9am Break Down Time: 7pm

Village Park/Facility Requested: Memorial Park

*Please use attached map to indicate areas to be used.

Name of Event (Purpose of Use): Warwick Fire Department Annual Department Picnic

Name of Organization or Individual: Warwick Fire Department

Check one: ☒ Non-Profit ☐ 501(c)3 ☐ For Profit ☐ Private Event

Proof of Residency: ✓ Designated Contact: Melissa Stevens

Mailing Address: P.O. Box 31, 25 Church Street, Warwick, NY 10990 Email: grover80@warwick.net

Telephone Day: _____ Evening: _____ Cell: 845-742-0886

Total Participants Expected: Adults: 50+ Children: 20+

Village of Warwick Participants (Number): 30 Non-Resident Participants (Number): 50

How will event be advertised? NO

Is material or equipment required from the Village of Warwick? ☐ Yes ☒ No

If needed, state type and for what purpose: _____


Is admission fee charged? ☐ Yes ☒ No

If so, what will proceeds be used for? _____

Will food be served? ☒ Yes ☐ No

If yes, please give details: BBQ

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).


Signature of Organization's Representative (Must be a Village of Warwick Resident)

Address: P.O. Box 31, 25 Church Street, Warwick, NY 10990 Telephone: 845-986-3473

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10.10.2019

JAN 27 2020

VILLAGE OF WARWICK
CLERK

21. 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.
22. In the event of an accident, please notify the Village Clerk before the end of the next business day.

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 the Facilities Use Requirements

Signature

Date

1/19/2020

WARWICK FIRE DEPARTMENT

CHIEF – DANIEL SCHWEIKART
Engine3dan@yahoo.com

1ST ASST CHIEF – MICHAEL CONTAXIS
Wfd634c@yahoo.com

2ND ASST. CHIEF – ANDREW LEMIN
FFLEMIN3106@yahoo.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 17, 2020

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

Reference: 2020 Warwick Fire Department Picnic

Dear Board Members

We are writing to ask permission to hold our annual department picnic once again this year in Veterans Memorial Park. The picnic will be held on Saturday, August 1, 2020. Set up for the event will begin 9am, and breakdown and cleanup will be completed by 7pm.

We are also asking permission to serve alcohol at this event

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, required insurance certificates.

Please feel free to contact me with any questions.

Thank you.

Melissa Stevens

President

Ph: 845-742-0886

Email: grover80@warwick.net

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clerk@villageofwarwick.org

VILLAGE OF WARWICK

INCORPORATED 1867

FACILITY USE REQUEST

Today's Date: 1/20/2020 Date(s) Requested: see attached Time of Event: _____
Set Up Time: _____ Break Down Time: _____
Village Park/Facility Requested: Brown Field & Field across Gov Brown Field
*Please use attached map to indicate areas to be used.
Name of Event (Purpose of Use): Warwick Grove Softball
Name of Organization or Individual: Warwick Wascals - Charlie Marron
Check one: ☒ Non-Profit ☐ 501(c)3 ☐ For Profit ☐ Private Event
Proof of Residency: ☒ Designated Contact: _____
Mailing Address: 4 Mistucky Circle, Warwick Email: chasmarron@gmail.com
Telephone Day: 845 238 2147 Evening: Same Cell: 917 843 2147
Total Participants Expected: Adults: 40 Children: _____
Village of Warwick Participants (Number): 30 Non-Resident Participants (Number): 10
How will event be advertised? no
Is material or equipment required from the Village of Warwick? ☐ Yes ☒ No
If needed, state type and for what purpose: _____
Is admission fee charged? ☐ Yes ☒ No
If so, what will proceeds be used for? _____
Will food be served? ☐ Yes ☒ No
If yes, please give details: _____

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 Wascals (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 Wascals (Name Organization).

Signature of Organization's Representative (Must be a Village of Warwick Resident)

Address: 4 Mistucky Circle

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Telephone: 917 843 2147

JAN 27 2020

VILLAGE OF WARWICK
CLERK

January 27, 2020

Village of Warwick
Board of Trustees
77 Main Street
Warwick, N.Y. 10990

Dear Village Board:

This is to request the granting of a permit for the Warwick Wascals Senior Softball team to hold games on Brown Field or the field across from Brown Field from April 5th, 2020 through September 27, 2020. Games will be held on Sunday's from 8:30a.m. to 12 p.m. and on Wednesday's from 2 p.m. to 5 p.m.

Once again, we request that when the Little League season terminates, the Warwick Wascal's games on Wednesday's be switched from the 2 p.m. to 5 p.m. time frame to 5 p.m. -7:30 p.m. This usually occurs during the second or third week in July but we will work around the Little League schedule if this should not be the case.

Respectfully submitted,



Charlie Marron

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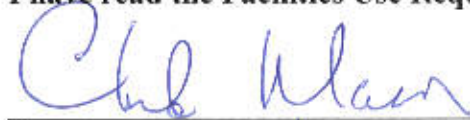
JAN 27 2020

VILLAGE OF WARWICK
CLERK

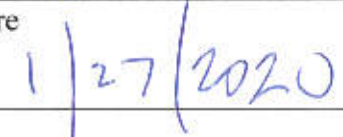
21. Prior to the start of the event, an announcement should be made to your group regarding emergency evacuation procedures, for example pointing out posted procedures, direction for exiting, procedures for emergency helicopter landing, etc.
22. In the event of an accident, please notify the Village Clerk before the end of the next business day.

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.

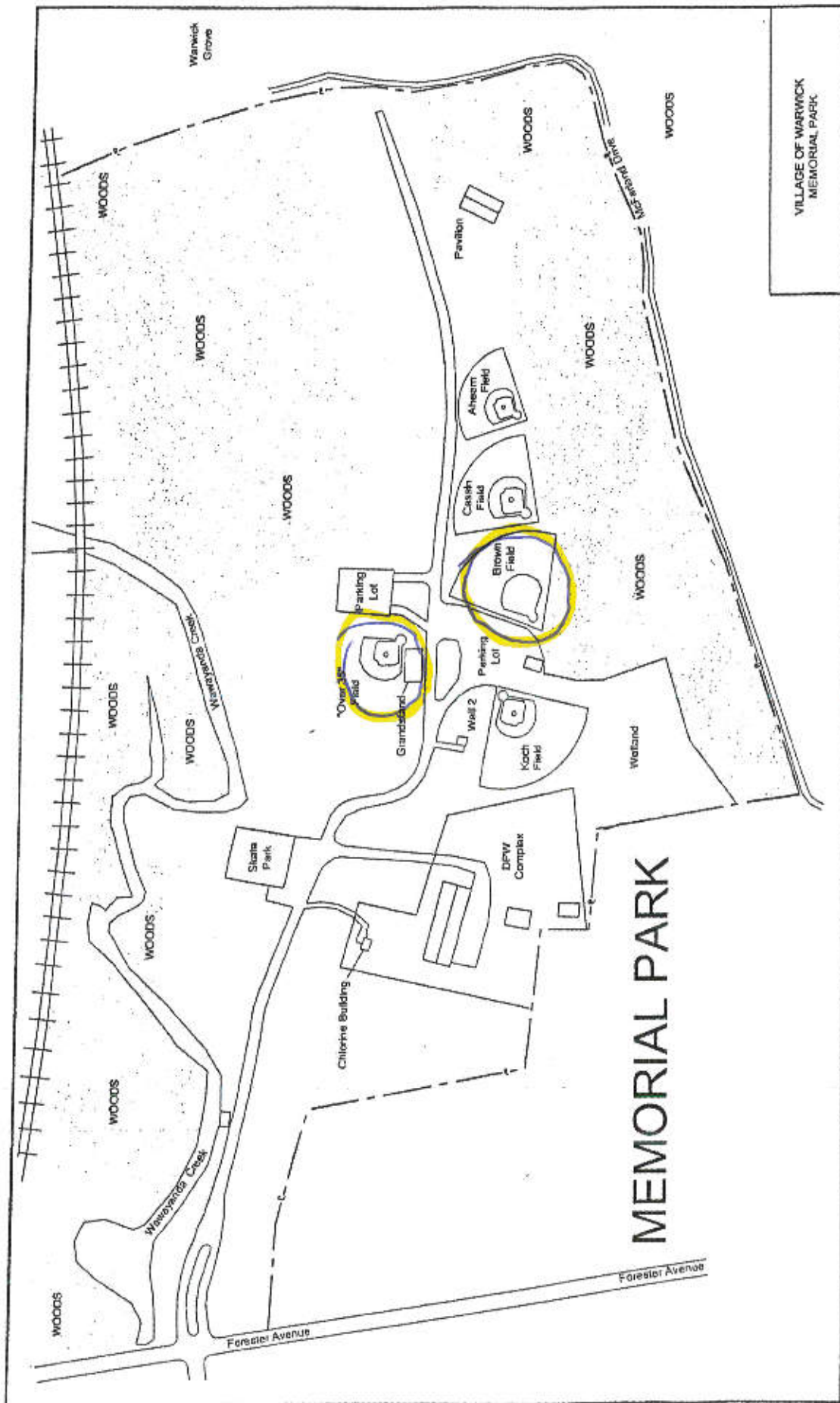
I have read the Facilities Use Requirements



Signature



Date



VILLAGE OF WARWICK
MEMORIAL PARK



Warwick Applefest • P.O. Box 22 • Warwick, New York 10990

December 31, 2019

Mayor Michael Newhard
Office of the Mayor
Warwick Village Hall
P.O. Box 369
Warwick, NY 10990

Dear Mayor Newhard,

On behalf of the Warwick Valley Chamber of Commerce the Applefest Committee requests approval to hold the 32nd annual Warwick Applefest on Sunday, October 4, 2020.

Upon approval from your office, all required permits and certificates of insurance will be promptly filed, and arrangements will be made with the Police Department, Ambulance Corps, Fire Department, Department of Public Works, etc. for proper coverage of the event.

Should you have any questions relating to this request, please feel free to contact me.

Thank you for your continued support.

Sincerely,

Cristina Hohmann

Cristina Hohmann
Warwick Applefest 2020 Coordinator
generalinfo@warwickapplefest.com
Cell: 845-988-7818

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JAN 17 2020

VILLAGE OF WARWICK
VILLAGE CLERKS OFFICE



Proposed Schedule of Events for Applefest Weekend 2020

Sunday, October 4 / 9 am - 5 pm

- We wish to hold the festival in the area between Lewis Park and Stanley-Deming Park, encompassing High Street, South Street, and the parking lots on South Street and Railroad Avenue/Village Green.
- Additionally, we would like to once again use Memorial Park and the parking lot at Oakland Ave. & First Street for parking.

Village of Warwick, NY - Facility Use Request Additional Notes

Applefest 2020– Stanley-Deming Park

- We will be sending you a security deposit check in the amount of \$100 for the use of Stanley-Deming Park. If you do not have possession of this check by January 10th please let me know.
- Certificate of Insurance attached.
- Before and after “walk-through” of the Stanley-Deming Park area will be made with the Village Supervisor of Public Works and one or more Applefest Committee members.

Applefest 2020 – Memorial Park

- We will be sending you a security deposit check in the amount of \$100 for the use of Memorial Park. If you do not have possession of this check by January 10th please let me know.
- Certificate of Insurance attached.
- Before and after “walk-through” of the Memorial Park area will be made the Village Supervisor of Public Works and one or more Applefest Committee members.

Applefest 2020 – Rail Road Green

- We will be sending you a security deposit check in the amount of \$100 for the use of Memorial Park. If you do not have possession of this check by January 10th please let me know.
- Certificate of Insurance attached.

Village of Warwick, NY - Request of Parking Lots

- **First Street** - October 4, 2020 - 5 AM to 6 PM
- **South Street** - October 4, 2020 - 5 AM to 6 PM
- **Chase Parking Lot** - October 4, 2020 - 5 AM to 6 PM

Village of Warwick, NY - Request of Road Closures

Below is a list of current road closures, blocked entrances, and street entrances that are manned by police officers. If this list changes based on the safety and security of the visitors the Applefest committee or the police department will send over an update.

Road Closures

- South St. to Lawrence
- Railroad Avenue
- 2nd Street
- 3rd Street
- High Street
- 5th Avenue
- Bank Street
- Clark Avenue
- Park Avenue
- Park Lane to Park Way.

Blocked Entrances

- South & Main
- Railroad & Oakland
- Second Street & Oakland
- Third Street & Oakland

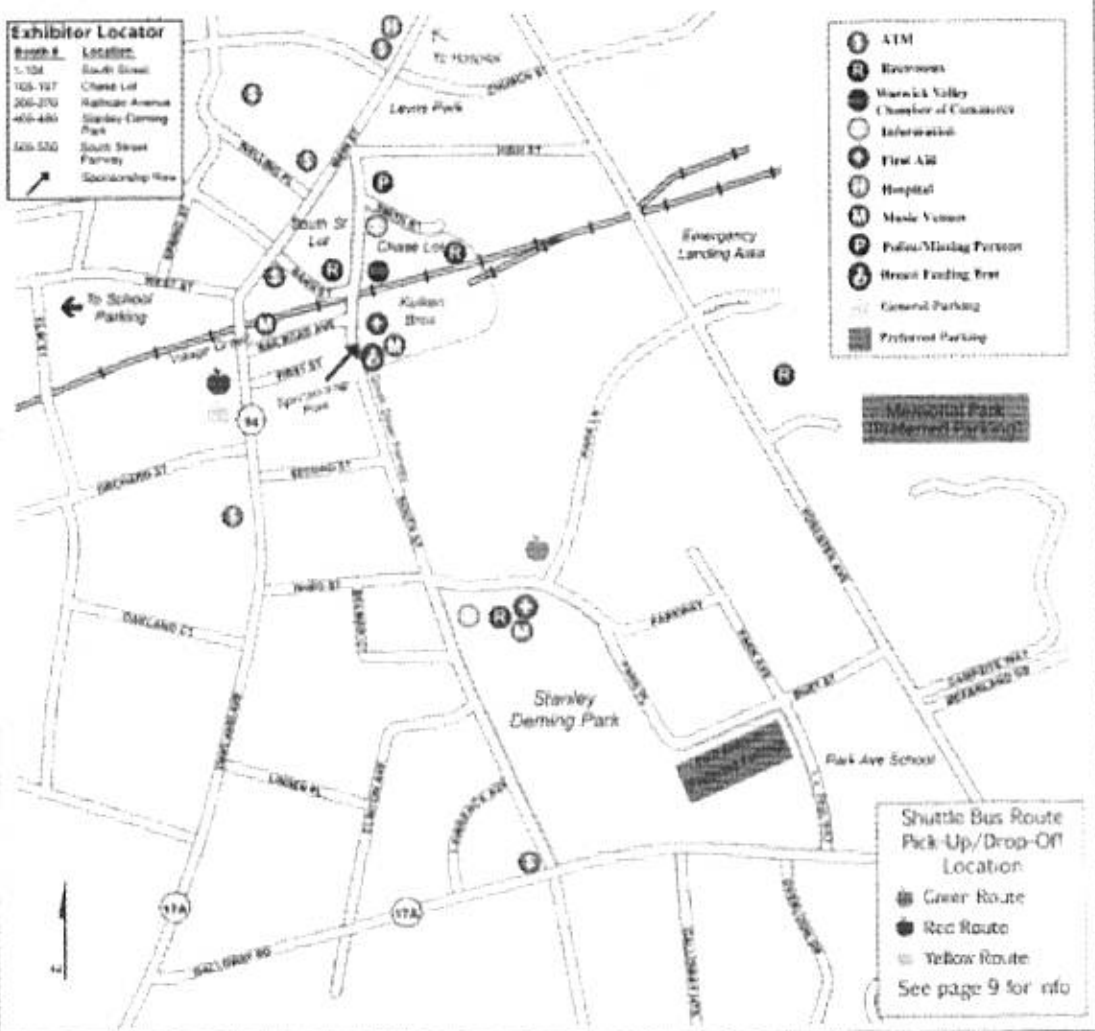
Street Entrances that are manned by the police

- First Street & Oakland
- Parkway & Park Ln
- South Street & Clinton

Applefest Festival Area Map

Exhibitor Locator

Booth #	Location
1-104	South Street
105-197	Chase Lot
200-270	Railroad Avenue
400-480	Stanley Deming Park
500-520	South Street
	Sponsorship Row



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mayor@villageofwarwick.org
clerk@villageofwarwick.org

VILLAGE OF WARWICK

INCORPORATED 1867

FACILITY USE REQUEST

Today's Date: 10/4/20 Date(s) Requested: 10/4/20 Time of Event: 9 AM - 5 PM
Set Up Time: 8 AM Break Down Time: 5 PM

Village Park/Facility Requested: Stanley-Deming Park

*Please use attached map to indicate areas to be used.

Name of Event (Purpose of Use): Applefest

Name of Organization or Individual: Applefest

Check one: ☒ Non-Profit ☐ 501(c)3 ☐ For Profit ☐ Private Event

Proof of Residency: Yes, please see below Designated Contact: Cristina Hohmann

Mailing Address: P.O. Box 22, Warwick, NY 10990 Email: Generalinfo@warwickapplefest.com

Telephone Day: _____ Evening: _____ Cell: 845-988-7818

Total Participants Expected: Adults: _____ Children: _____

Mix of adults and children. Total of approx. 25,000 people.

Village of Warwick Participants (Number): N/A Non-Resident Participants (Number): N/A

How will event be advertised? Newspapers and social media

Is material or equipment required from the Village of Warwick? ☐ Yes ☒ No

If needed, state type and for what purpose: _____

Is admission fee charged? ☐ Yes ☒ No

If so, what will proceeds be used for? _____

Will food be served? ☒ Yes ☐ No

If yes, please give details: Food can be purchased by one of the vendors in SD-park. All vendors are certified by the board of health

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 Applefest (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 Applefest (Name Organization).

Michael A. Schuber
Signature of Organization's Representative (Must be a Village of Warwick Resident)

Address: 19 Cropsy St, Warwick, NY Telephone: 845-544-1778

Sec. Dep Rec. ✓

\$100 ✓

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DEC 31 2019
VILLAGE OF WARWICK
VILLAGE CLERKS OFFICE

21. 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.
22. In the event of an accident, please notify the Village Clerk before the end of the next business day.

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 the Facilities Use Requirements


Signature

12-19-19
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

Today's Date: 10/4/20 Date(s) Requested: 10/4/20 Time of Event: 6 AM - 6 PM
Set Up Time: 6 AM Break Down Time: 6 PM

Village Park/Facility Requested: Memorial Park

*Please use attached map to indicate areas to be used.

Name of Event (Purpose of Use): Applefest

Name of Organization or Individual: Applefest

Check one: ☒ Non-Profit ☐ 501(c)3 ☐ For Profit ☐ Private Event

Proof of Residency Yes, please see below Designated Contact: Cristina Hohmann

Mailing Address: P.O. Box 22, Warwick, NY 10990 Email: Generalinfo@warwickapplefest.com

Telephone Day: _____ Evening: _____ Cell: 845-988-7818

Total Participants Expected: Adults: _____ Children: _____

Mix of adults and children. Total of approx. 25,000 people.

Village of Warwick Participants (Number): N/A Non-Resident Participants (Number): N/A

How will event be advertised? Newspapers and social media

Is material or equipment required from the Village of Warwick? ☐ Yes ☒ No

If needed, state type and for what purpose: _____

Is admission fee charged? ☐ Yes ☒ No

If so, what will proceeds be used for? _____

Will food be served? ☐ Yes ☒ No

If yes, please give details: _____

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 Applefest (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 Applefest (Name Organization).

Michael R. Johnson
Signature of Organization's Representative (Must be a Village of Warwick Resident)

Address: 19 Cross St, Warwick, NY

Telephone: 845-544-1778

Sec. Dep. Rec ✓

\$100 ✓

DEC 31 2019

VILLAGE OF WARWICK
VILLAGE CLERKS OFFICE

21. 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.
22. In the event of an accident, please notify the Village Clerk before the end of the next business day.

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 the Facilities Use Requirements

Michael R. Johnson
Signature

12-19-19
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

Today's Date: 10/4/20 Date(s) Requested: 10/4/20 Time of Event: 9 AM - 5 PM
Set Up Time: 8 AM Break Down Time: 5 PM

Village Park/Facility Requested: Rail Road Green

*Please use attached map to indicate areas to be used.

Name of Event (Purpose of Use): Applefest

Name of Organization or Individual: Applefest

Check one: ☒ Non-Profit ☐ 501(c)3 ☐ For Profit ☐ Private Event

Proof of Residency Yes, please see below Designated Contact: Cristina Hohmann

Mailing Address: P.O. Box 22, Warwick, NY 10990 Email: Generalinfo@warwickapplefest.com

Telephone Day: _____ Evening: _____ Cell: 845-988-7818

Total Participants Expected: Adults: _____ Children: _____

Mix of adults and children. Total of approx. 25,000 people.

Village of Warwick Participants (Number): N/A Non-Resident Participants (Number): N/A

How will event be advertised? Newspapers and social media

Is material or equipment required from the Village of Warwick? ☐ Yes ☒ No

If needed, state type and for what purpose: _____

Is admission fee charged? ☐ Yes ☒ No

If so, what will proceeds be used for? _____

Will food be served? ☐ Yes ☒ No

If yes, please give details: _____

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 Applefest (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 Applefest (Name Organization).

Michael D. John
Signature of Organization's Representative (Must be a Village of Warwick Resident)

Address: 19 Crosby St, Warwick, NY Telephone: 845-544-1278

Sec. Dep Rec ✓

\$100

DEC 31 2019

VILLAGE OF WARWICK
VILLAGE CLERKS OFFICE

21. 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.
22. In the event of an accident, please notify the Village Clerk before the end of the next business day.

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I have read the Facilities Use Requirements

Michael A. Johnson
Signature

12-19-19
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

Today's Date: 01/16/2020
Set Up Time: _____

Date(s) Requested: 05/09/2020
Break Down Time: _____

Time of Event: 1-3 PM

Village Park/Facility Requested: SAME EXACT ROUTE AS LAST YEAR
LIVE UP ON HIGH ST - DOWN MAIN to RAILROAD AVE
*Please use attached map to indicate areas to be used.

Name of Event (Purpose of Use): CHOOSE LIFE PARADE

Name of Organization or Individual: WARWICK VALLEY COUNCIL KNIGHTS OF COLUMBUS
#4952

Check one: ☐ Non-Profit ☒ 501(c)3 ☐ For Profit ☐ Private Event

Proof of Residency: _____

Designated Contact: Bob Long Thomas Scott

Mailing Address: 70 FORESTER AVE, WARWICK, NY

Email: TS82756@YAHOO.COM
grandknight4952@GMAIL.COM

Telephone Day: 845-988-6287

Evening: _____

Cell: 845-987-0357 845-988-6287

Total Participants Expected:

Adults: 170
35-40%

Children: 35

Village of Warwick Participants (Number): 40

Non-Resident Participants (Number): 35 60-65%

How will event be advertised?

Is material or equipment required from the Village of Warwick? ☐ Yes ☒ No

If needed, state type and for what purpose: LOCAL PAPERS + SOC. MEDIA

Is admission fee charged? ☐ Yes ☒ No

If so, what will proceeds be used for? _____

Will food be served? ☐ Yes ☒ No

If yes, please give details: _____

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 KNIGHTS OF COLUMBUS (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 KNIGHTS OF COLUMBUS (Name Organization).

Thomas P. Scott

Signature of Organization's Representative (Must be a Village of Warwick Resident)

Address: 70 FORESTER AVE, WARWICK, NY

Telephone: 845-987-0357

\$100 sec. deposit

+ insurance rec.

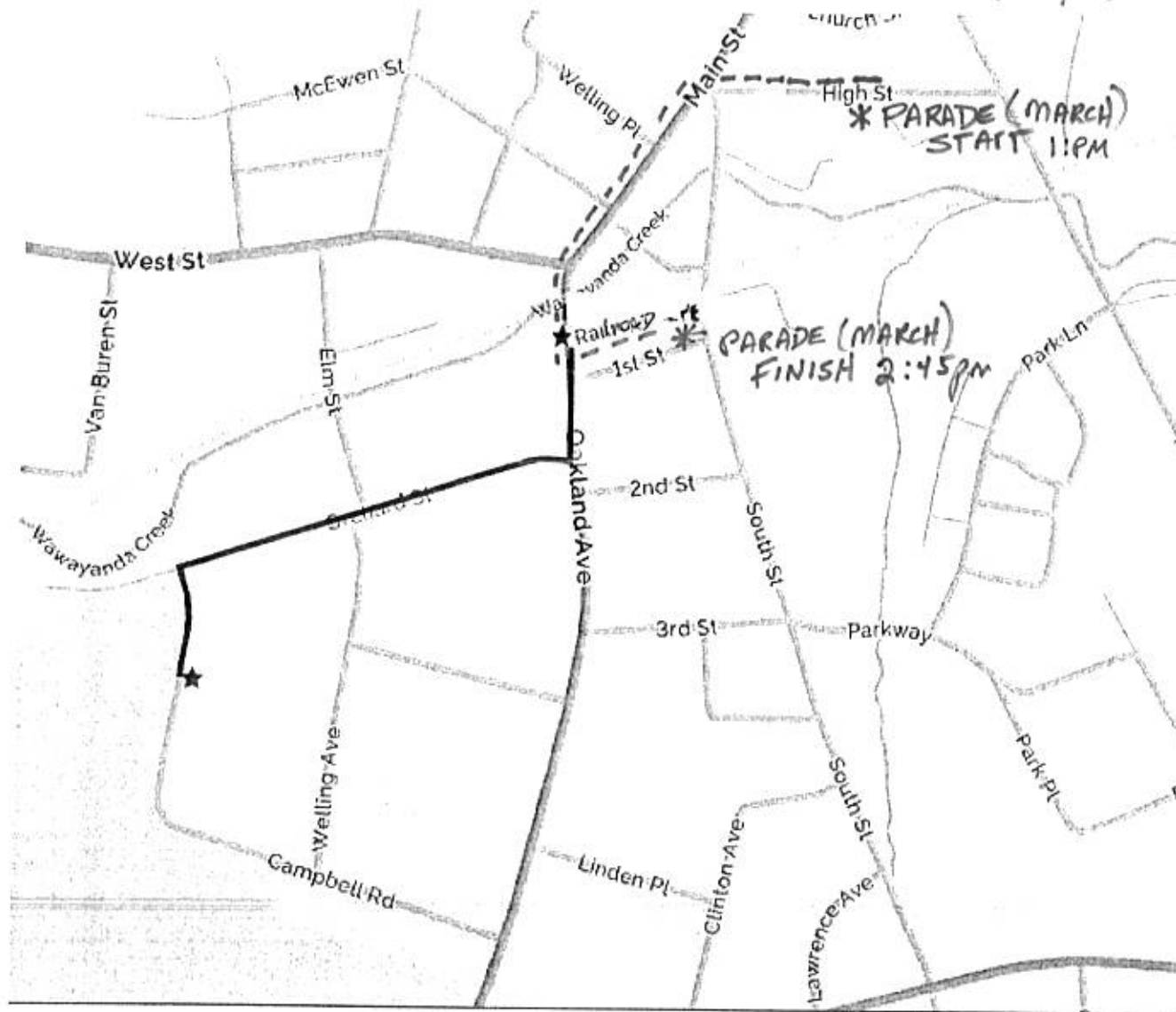
(RA)

RECEIVED

JAN 23 2020

VILLAGE OF WARWICK
VILLAGE CLERKS OFFICE

"CHOOSE LIFE MARCH" 5/11/18



January 16, 2020

Dear Mayor Newhard, Madam Clerk, and Village Trustees:

On behalf of the Knights of Columbus and the "Choose Life Parade" Committee, I wanted put in the attached application and all requested documents for the exact same parade as last year. This year, the parade date we're hoping for is May 9. If possible, we were also hoping to use the same parade route, line-up, and step-off times as last year, the same code of conduct, same speaker as last year.

We appreciate your considering our application. Please let us know if you require anything further.

Very truly,

Chip Murray

845-544-4005



VILLAGE OF WARWICK

INCORPORATED 1867

FACILITY USE REQUEST

Today's Date: 1/27/20 Date(s) Requested: 5/17/20 Time of Event: 10-2
Set Up Time: 8 AM Break Down Time: 2 PM

Village Park/Facility Requested: Linear Park - by the Waywayanda Creek & South Street Parking Lot
*Please use attached map to indicate areas to be used.

Name of Event (Purpose of Use): DUCK DERBY

Name of Organization or Individual: WINSLOW THERAPEUTIC RIDING CENTER

Check one: ☒ Non-Profit ☒ 501(c)3 ☐ For Profit ☐ Private Event

Proof of Residency: _____ Designated Contact: _____

Mailing Address: 1433 ROUTE 17A WARWICK NY 10990 Email: SUE@WINSLOW.ORG

Telephone Day: 845-986-6686 Evening: _____ Cell: 845-988-7242

Total Participants Expected: Adults: _____ Children: _____

Village of Warwick Participants (Number): _____ Non-Resident Participants (Number): _____

How will event be advertised? _____

Is material or equipment required from the Village of Warwick? ☐ Yes ☒ No

If needed, state type and for what purpose: _____

Is admission fee charged? ☐ Yes ☐ No

If so, what will proceeds be used for? _____

Will food be served? ☐ Yes ☒ No

If yes, please give details: _____

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 WINSLOW TRC (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 WINSLOW THERAPEUTIC RIDING CENTER (Name Organization).

[Signature]
Signature of Organization's Representative (Must be a Village of Warwick Resident)

Address: 1433 RT 17A WARWICK NY 10990 Telephone: 845-986-6686

10.10.2019

RECEIVED

JAN 29 2020

VILLAGE OF WARWICK
VILLAGE CLERKS OFFICE

ins + \$100 sec. dp.
received ✓

Winslow

THERAPEUTIC RIDING CENTER
"Healing with Horses"

Since 1974

January 27, 2020

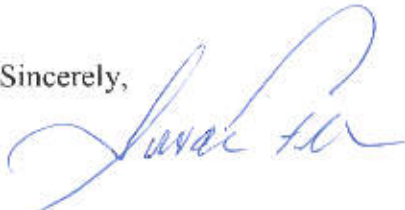
Mayor Michael Newhard
Village of Warwick
77 Main Street
Warwick, NY 10990

Dear Mayor Newhard,

On Behalf of Winslow Therapeutic Riding Center, we would like to request permission to hold the 30th Annual Duck Derby on Sunday May 17, 2020. The Duck Derby Race will take place at 1:30.

Attached is a Certificate of Liability Insurance, along with a completed Village of Warwick Facility Use Request. Enclosed please find the \$100 security deposit as required per the facility use document.

Sincerely,



Susan Ferro
Executive Director



Donations to Winslow Therapeutic Riding Center are tax-deductible to the fullest extent of the law.
CLC Foundation, Inc. d/b/a/ Winslow Therapeutic Riding Center:
1433 State Route 17A, Warwick, NY 10990 • 845-986-6686 • fax 845-988-5980
Federal ID 13-3676239; NYS Registration No. 06-44-97
• www.winslow.org



21. 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.
22. In the event of an accident, please notify the Village Clerk before the end of the next business day.

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 the Facilities Use Requirements



Signature



Date