

**BOARD OF TRUSTEES  
VILLAGE OF WARWICK  
FEBRUARY 3, 2023 at 9:00 a.m.  
AGENDA**

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

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

1. Introduction by Mayor Newhard.
2. 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 \_\_\_\_

**Announcement**

1. Notice of Completion of Tentative Assessment Roll & Hearing of Complaints.

**Discussion**

1. Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Funding opportunities.
2. ‘Safe Streets for All’ grant opportunity.

**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. **MOTION** to grant permission to Village of Warwick Employee, Boris Rudzinski, to carry over 5 vacation days.

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

Trustee Cheney \_\_\_\_ Trustee Foster \_\_\_\_ Trustee Lindberg \_\_\_\_

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

2. **MOTION** to advertise and receive proposals for Water Production System Operator and Wastewater System Operator.

Trustee Cheney \_\_\_\_ Trustee Foster \_\_\_\_ Trustee Lindberg \_\_\_\_

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

3. **MOTION** to advertise and receive bids for chemical delivery for the Village of Warwick Water and Sewer Plant, to include delivery to the Water Plant, Well #2, Well #3, and the Micro Filtration Plant. Bids will be for FY June 1, 2023, through May 31, 2024.

Trustee Cheney \_\_\_\_ Trustee Foster \_\_\_\_ Trustee Lindberg \_\_\_\_

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

4. **MOTION** to advertise and receive bids for refuse pickup and delivery of a 30-yard refuse container on an as per need basis. Bids will be for FY June 1, 2023, through May 31, 2024.

Trustee Cheney \_\_\_\_ Trustee Foster \_\_\_\_ Trustee Lindberg \_\_\_\_

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

5. **MOTION** to approve the purchase of a Digital Correlator System from C.A. Turner Co. Inc. in the amount \$18,750 for the Village of Warwick Water Department to locate leaks with greater efficiency, per the recommendation of Water Distribution Supervisor, Christopher Bennett. Funds are appropriated in budget code F.8340.2350.

Trustee Cheney \_\_\_\_ Trustee Foster \_\_\_\_ Trustee Lindberg \_\_\_\_

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

6. **MOTION** to approve the purchase of a Digital Water Leak Detector from C.A. Turner Co. Inc. in the amount \$5,700 to replace an older device that is no longer functioning, per the recommendation of Water Distribution Supervisor, Christopher Bennett. Funds are appropriated in budget code F.8340.2350.

Trustee Cheney \_\_\_\_ Trustee Foster \_\_\_\_ Trustee Lindberg \_\_\_\_

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

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

7. **MOTION** to grant permission to Winslow Therapeutic Riding Center to hold the Duck Derby event on Sunday, May 21, 2023, from 10:00 a.m. – 2:30 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 3:00 p.m. Completed park permit, proof of insurance and security deposit have been received.

Trustee Cheney \_\_\_\_ Trustee Foster \_\_\_\_ Trustee Lindberg \_\_\_\_

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

8. **MOTION** to grant permission to the Warwick Valley Gardeners to use Railroad Green on Friday, July 7, 2023, from 4:00 p.m. to 5:30 p.m. for a pre-tour ticket sales event and on Saturday, July 8, 2023, between the hours of 8:00 a.m. and 3:00 p.m., with a rain date of July 19, 2023 for the Annual Countryside Garden Tour event. The event is in coordination with the Merchants Guild in anticipation of the Annual Sidewalk Sale Event. Completed park permit, security deposit, and proof of insurance have been received.

Trustee Cheney \_\_\_\_ Trustee Foster \_\_\_\_ Trustee Lindberg \_\_\_\_

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

9. **MOTION** to place eight (8) 'no parking' meter covers on parking meter numbers 43 – 46 (northbound side of Main Street) and 108-111 (southbound side of Main Street) from 6:00 a.m. to 3:00 p.m. on Saturday, July 8, 2023, with a rain date of Sunday, July 9, 2023, for the benefit of the Warwick Valley Gardeners Garden Tour ticket sale as per their letter dated January 30, 2023.

Trustee Cheney \_\_\_\_ Trustee Foster \_\_\_\_ Trustee Lindberg \_\_\_\_

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

10. **MOTION** to grant permission to the Warwick Fire Department to use Veterans Memorial Park for a 9/11 Memorial Service on Monday, September 11, 2023, from 5:00

p.m. to 6:30 p.m. Request includes use of electricity near the entrance of the park.  
Completed park permit and proof of insurance have been received.

Trustee Cheney \_\_\_\_ Trustee Foster \_\_\_\_ Trustee Lindberg \_\_\_\_

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

11. **MOTION** to grant permission to the Warwick Fire Department to use the Veterans Memorial Park Pavilion for a Department Picnic on Saturday, July 29, 2023, from 9:00 a.m. to 8:00 p.m. Request includes use of alcohol, inflatable rides, electricity, pavilion lights, restrooms and Village owned tables and chairs. Completed park permit and proof of insurance, including Host Liquor Liability & coverage for inflatable rides, have been received.

Trustee Cheney \_\_\_\_ Trustee Foster \_\_\_\_ Trustee Lindberg \_\_\_\_

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

#### **Trustee Lindberg's Motions**

12. **MOTION** to refund Edin Chocoj-Coc in the amount of \$10.00 for the purchase of a local residency card due to the inability to print cards due to a technical issue.

Trustee Cheney \_\_\_\_ Trustee Foster \_\_\_\_ Trustee Lindberg \_\_\_\_

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

#### **Final Comments from the Board**

#### **Executive Session, if applicable**

#### **Adjournment**

**NOTICE OF COMPLETION OF  
TENTATIVE ASSESSMENT ROLL  
PURSUANT TO SEC. 1406 OF REAL PROPERTY TAX LAW  
HEARING OF COMPLAINTS**

**NOTICE IS HEREBY GIVEN** that the Assessor of the Village of Warwick, County of Orange, has completed the Tentative Assessment Roll for the current year and that said Assessment Roll was timely filed as of January 27, 2023 and that a copy thereof is available on the Village of Warwick's website at [www.villageofwarwick.org](http://www.villageofwarwick.org) or in the Clerk's Office during regular business hours where it may be seen and inspected through February 21, 2023.

**HEARING OF REAL PROPERTY ASSESSMENT GRIEVANCES** - On Tuesday, February 21, 2023, between the hours of 4:00 p.m. and 8:00 p.m., the Board of Assessment Review for the Village of Warwick will meet at the Village Hall, 77 Main Street to hear and examine all verified written complaints in relation to such assessments, and the application of any person believing himself aggrieved thereby.

Complaint on Real Property Assessments Forms (RP-524), with all supporting documentation must be filed with the Clerk's Office on or before 8:00 p.m. on February 21, 2023. The RP-524 complaint form may be found on the Village of Warwick's website at [www.villageofwarwick.org](http://www.villageofwarwick.org).

**ASSESSOR CONSULTATION APPOINTMENTS** - The Assessor, or her designee, will be available until Tuesday, February 14, 2023, by appointment via telephone to discuss Tentative Roll assessments.

To schedule an appointment, please contact the Assessor through the Village Clerk's Office at (845) 986-2031 or by email [clerk@villageofwarwick.org](mailto:clerk@villageofwarwick.org). Appointments must be scheduled and confirmed in advance.

**RAINA ABRAMSON  
VILLAGE CLERK  
VILLAGE OF WARWICK, NY  
Dated: January 27, 2023**

77 Main Street  
Post Office Box 369  
Warwick, NY 10990  
[www.villageofwarwick.org](http://www.villageofwarwick.org)



(845) 986-2031  
FAX (845) 986-6884  
[mayor@villageofwarwick.org](mailto:mayor@villageofwarwick.org)  
[clerk@villageofwarwick.org](mailto:clerk@villageofwarwick.org)

VILLAGE OF WARWICK  
INCORPORATED 1867

DATE: January 19, 2023

TO: Mayor Newhard and Board of Trustees

From: Christopher Bennett  
Distribution System Supervisor

RE: Approval to purchase Digital Correlator System

For your approval, I am requesting to purchase a Digital Correlator System for the Water Department. This Device will help us locate Leaks more efficiently. This is a properly budgeted item per the 22-23 budget code F-8340-2350. Please see the attached price quotes.

Thank you for your time.

RECEIVED

JAN 19 2023

VILLAGE OF WARWICK  
CLERK

**VILLAGE OF WARWICK PROCUREMENT POLICY - EXHIBIT A  
PURCHASING QUOTATION SUMMARY FORM**

- |  |  |
|--|--|
| <p>► <b>Purchase Contracts (Single Item Purchase)</b></p> <p>\$2,000 - \$19,999 (3) Written/Email/Fax Quotes</p> <p>Above \$20,000 Mandatory Competitive Bidding</p> | <p><b>Public Works Contracts (Services/Construction)</b></p> <p>\$2,000 - \$34,999</p> <p>Above \$35,000</p> |
|--|--|
- Aggregate purchases totaling over \$20,000 -- must follow mandatory competitive bidding process.
- This form **must** be attached to voucher and invoice for Board approval.

**DESCRIPTION OF PURCHASE**

Digital Correlator System

<b>BUDGETED PURCHASE</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<b>BUDGET CODE</b> F-8340-2350	<b>CURRENT LINE BALANCE</b> <b>\$45,000.00</b>  Signature: _____ Date: _____
<b>BUDGETED AMOUNT</b> \$ <u>29,000.00</u>	<b>IF NO EXPLAIN</b>	

#	DATE OF QUOTE	VENDOR/SUPPLIER	TOTAL COST
1	9-Jan-23	C.A.TURNER Co. INC.	\$18,750.00
2	10-Jan-23	USA Bluebook	\$19,995.00
3	13-Jan-23	F&F Industrial Equipment Corp.	\$23,600.00

**Vendor Selected-C.A. TURNER Co. INC.**

**IF NOT LOWEST BID EXPLAIN WHY**

**EXCEPTIONS TO COMPETITIVE BIDDING**

<b>OTHER GOVERNMENTS</b>  STATE - COUNTY MUNICIPAL BID CONTRACTS	<b>NAME OF AGENCY</b>		
	<b>VENDOR/SUPPLIER</b>	<b>CONTRACT#</b>	
	<b>TOTAL COST \$</b>	<b>BID PERIOD EXPIRES</b>	
	<b>ADDITIONAL INFORMATION</b>		

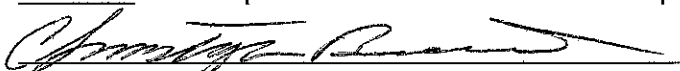
**\*\*EMERGENCY PURCHASE\*\* - Must meet one of the following situations**

- 1) Result from accident or unanticipated incident
- 2) Impact public buildings, property, or the life, health & safety of municipal residents
- 3) Requires immediate action that cannot wait for competitive bidding

**REASON FOR EMERGENCY PURCHASE - ATTACH ADDITIONAL DOCUMENTATION**

**DEPARTMENT APPROVAL**

Name/Title: \_\_\_\_\_ Christopher Bennett Water Maint Supervisor      Date 19JAN23

Signature: 

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

DATE: January 19, 2023

TO: Mayor Newhard and Board of Trustees

From: Christopher Bennett  
Distribution System Supervisor

RE: Approval to purchase Digital Water Leak Detector

For your approval, I am requesting to purchase a Digital Water Leak Detector for the Water Department. This Device is to replace an older Device that no longer works. This is a properly budgeted item per the 22-23 budget code F-8340-2350. Please see the attached price quotes.

Thank you for your time.

RECEIVED

JAN 19 2023

VILLAGE OF WARWICK  
CLERK



**VILLAGE OF WARWICK PROCUREMENT POLICY - EXHIBIT A  
PURCHASING QUOTATION SUMMARY FORM**

- |   |   |
|---|---|
| <b>Purchase Contracts (Single Item Purchase)</b><br>\$2,000 - \$19,999                      (3) Written/Email/Fax Quotes<br>Above \$20,000                      Mandatory Competitive Bidding | <b>Public Works Contracts (Services/Construction)</b><br>\$2,000 - \$34,999<br>Above \$35,000 |
|---|---|
- ▶ Aggregate purchases totaling over \$20,000 -- must follow mandatory competitive bidding process.
- ▶ This form must be attached to voucher and invoice for Board approval.

**DESCRIPTION OF PURCHASE**

Digital Water Leak Detector

<b>BUDGETED PURCHASE</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<b>BUDGET CODE</b> F-8340-2350	<b>CURRENT LINE BALANCE</b> \$45,000.00 Signature: _____ Date: _____
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<b>BUDGETED AMOUNT</b> \$ 5,000.00	<b>IF NO EXPLAIN</b>
---------------------------------------	----------------------

#	DATE OF QUOTE	VENDOR/SUPPLIER	TOTAL COST
1	9-Jan-23	C.A.TURNER Co. INC.	\$5,700.00
2	10-Jan-23	USA Bluebook	\$5,995.00
3	13-Jan-23	F&F Industrial Equipment Corp.	\$7,080.00

**Vendor Selected-C.A. TURNER Co. INC.**

**IF NOT LOWEST BID EXPLAIN WHY**

**EXCEPTIONS TO COMPETITIVE BIDDING**

<b>OTHER GOVERNMENTS</b>  STATE - COUNTY MUNICIPAL BID CONTRACTS	<b>NAME OF AGENCY</b>	
	<b>VENDOR/SUPPLIER</b>	<b>CONTRACT#</b>
	<b>TOTAL COST \$</b>	<b>BID PERIOD EXPIRES</b>
	<b>ADDITIONAL INFORMATION</b>	

**\*\*EMERGENCY PURCHASE\*\* - Must meet one of the following situations**


- 1) Result from accident or unanticipated incident
- 2) Impact public buildings, property, or the life, health & safety of municipal residents
- 3) Requires immediate action that cannot wait for competitive bidding

**REASON FOR EMERGENCY PURCHASE - ATTACH ADDITIONAL DOCUMENTATION**

**DEPARTMENT APPROVAL**

Name/Title: \_\_\_\_\_ Christopher Bennett Water Maint Supervisor

Date 19JAN23

Signature: 



***C.A. Turner Co., Inc.***

Supplies, Equipment & Services for Underground Utilities since 1960

**QUOTATION**

760 Pleasant St.- Unit 1

Rochdale, Massachusetts 01542

Tel 800-228-4032

Fax 508-752-5750

Date: 1-9-23

**Village of Warwick, NY**

**Water Division-Chris Bennett**

water@villageofwarwick.org

From: Alan Banks

cell 508 868 6300

Terms Net 30-

Telephone: 800-228-4032

Fax: 508-752-5750

Qty	Description	Price each
1	Zcorr 8 Digital Logging Correlator System complete and ready to be used with any Windows 7,8 or 10 Laptop Computer. Includes 8 Loggers, Instruction Booklet, Software USB flashdrive and one day of training.	18,750.
1	SubSurface LD-18 Digital acoustic Leak Detector	5700.

**PLEASE NOTE OUR NEW MAILING AND/OR SHIPPING ADDRESS**

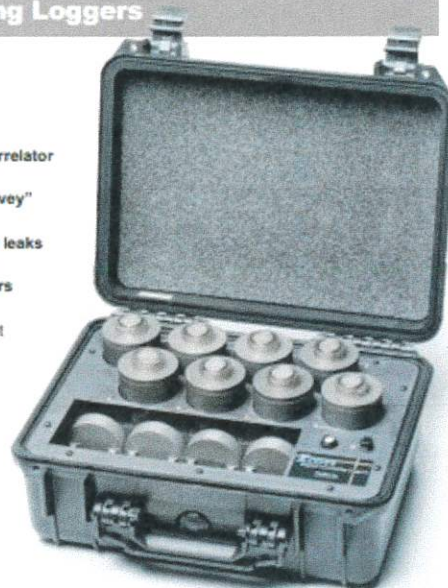
**PLEASE SEE ATTACHED LITERATURE SHEETS**



## ZCorr Digital Correlating Loggers

### Advantages of ZCorr Correlating Loggers

- Performs correlations exactly like a correlator
  - Pinpoints exact distance to leak
- Can operate at night in "Overnight Survey"
  - Less traffic and usage noise
- Multiple loggers survey large areas for leaks
  - 8, 16, or 32 loggers over miles of pipe
- Can turn "ON" multiple times with hours between recordings
  - Best chance to get leak sounds without usage noises
- Can find smaller leaks at night
  - less traffic and usage noise
- Even more sensitive than human ear
- User can listen to the actual leak sounds for 60 seconds for each recording (unfiltered)



### SUBSURFACE ZCORR CORRELATING LOGGERS

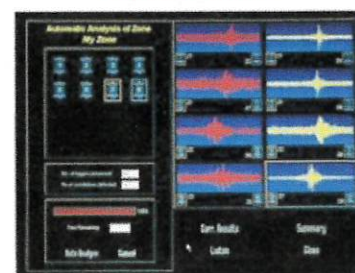
- Leak correlation noise logging system
- Computes the exact distance to the leak like a correlator
- Downloads the actual leak sounds recorded at each logger to the user's computer
- Can be used in a "short duration" mode with only 2 loggers as a substitute for a correlator, or use 32 loggers to provide an assessment of miles of pipe
- Performs leak correlations at the very quietest times late at night when usage and traffic noise are at their minimum and pressures are at their peak
- Can be set up to turn on automatically 3 different times overnight with various intervals between recordings
- Deploy loggers to intensively survey a section of the city and pinpoint leaks immediately
- Windows-based software includes GIS mapping software
- Existing GIS maps can be downloaded and used
- Software allows the printing of deployment work orders, providing necessary information for accurate survey
- Loggers are constructed of aluminum and are IP68 certified to be fully submersible
- Mounting magnets have a pulling force of 40 lbs
- Logger Power Source: Lithium battery with 5-year life, factory-replaceable
- ZCORR Pro software requires minimum 1.66 MHz Pentium processor PC with 63 MB ram
- Training is recommended for new users
- Custom ZCorr packages available, call for a quote today
- Includes: Correlating loggers, DZ-8 docking station, ZCORR Pro software and USB cables



Input Deployment Information



Correlation of Noises



Analysis

ZCorr-3	3 Loggers, Carry Case, USB Cable for Windows Software, PC Software on Flash drive and Instruction Manual	\$ 10,250.
ZCorr-8	8 Loggers, Carry Case, USB Cable for Windows Software, PC Software on Flash drive and Instruction Manual	\$18,750.

Pricing effective January 2023



C.A. Turner

760 Pleasant St. Rochdale, MA 01542 800-228-4032  
Fax 508-752-5750 www.caturner.com



## MODEL LD-18 DIGITAL WATER LEAK DETECTOR

With digital noise reduction that  
removes intermittent sounds like  
barking dogs and passing vehicles!



Graph the leak sound levels at 5-10 spots directly  
over the pipe. Let the LD-18's amplifier pinpoint  
the leak's location for you instead of relying upon  
your hearing.

## LD-18 DIGITAL WATER LEAK DETECTOR



### Standard Items

- ① Amplifier with LCD Display, Controls, and USB Connection (to PC Computers)
- ② Padded Case for Amplifier
- ③ 40 inches Belt (50 inches and 60 inches Optional)
- ④ Ground Microphone and Handswitch
- ⑤ Magnet Base and Nutdriver

### Features

All-digital amplifier with automatic noise reduction of intermittent sounds, high and low filters, storage and graphing of sound levels at different locations on the pipe, bar graph and numeric display of sound loudness, USB connection, and back light.



LD-18 Amplifier showing filter  
settings, bar graph and numeric  
display of sound loudness, and  
minimum sound level detected

Automatic noise reduction capability for intermittent noises such as pedestrian footsteps, people talking, and passing vehicles.

5 High Frequency filters, 3 Low Frequency filters (plus Low filter OFF), and 2 Notch filters (plus Notch filter OFF) to remove continuous interfering noises from A/C hum, motors, wind, etc.

Storage and graphical display of the leak's loudness at multiple locations along the pipe.



The "Saved" data file showing 10  
leak sound levels and graphical  
display. Leak is at the peak sound  
level in the center.

### Standard Accessories

- ⑥ Heavy-Duty ABS Plastic Carrying Case
- ⑦ Aviation-Grade Stereo Headphones
- ⑧ PC Software and USB Cable

### Optional Accessories

- ⑨ Sensor with Strong Magnet and 9.75 ft. Cable (to listen at valves and hydrants)

### Specifications

#### Amplifier

- Combined Sensitivity and Amplification : 900 V/G or higher (at 400 Hz)
- Low Filters : Off, 100 Hz, 200 Hz, 400 Hz, 400 Hz, 600 Hz, 800 Hz, 1200 Hz, 2200 Hz
- High Filters : Off, 50 Hz, 60 Hz
- Notch Filters : 250 (by date and time)
- Maximum No. of Sound Levels Saved in File : 250 (by date and time)
- Power : 4 C dry cell batteries
- Battery Life (continuous use) : 24 hours minimum
- Weight : 35 ounces (including 4 C batteries)
- Size : 6.4" x 3.0" x 5.7" (163mm x 76mm x 145mm)
- Weather Resistance : IP52 equivalent
- Temperature Range (Working) : Minus 4 F to Positive 130 F

#### Sensor

- Type : Piezo electric ceramic
- Weather Resistance : IP67 equivalent (3 ft water depth for 30 minutes)
- Standard Base : 3 - Pronged Plate (removable with nutdriver)

- Digital noise reduction that removes intermittent sounds like barking dogs and passing vehicles
- All-digital amplifier with automatic noise reduction of intermittent sounds, high and low filters, storage and graphing of sound levels at different locations on the pipe
- Amplifier also contains a bar graph and numeric display of sound loudness
- High frequency filters 5, 3 low frequency filters (plus low filter off) and 2 notch filters (plus notch filter off) to remove continuous interfering noises from A/C hum, motors, wind, etc
- Up to 250 date/time maximum sound levels saved in file
- Combined sensitivity and amplification 900V/G+ (at 400 Hz)
- Low filters: Off, 100 Hz, 200 Hz, 400 Hz
- High filters: 400 Hz, 600 Hz, 800 Hz, 1200 Hz, and 2200 Hz
- Notch filters: Off, 50 Hz, 60 Hz

Model	Price
LD-18 Complete kit with all products shown– Plus Magnetic tripod plate for use with Microphone #9	\$5700.00

Pricing effective January 2023



C.A. Turner

760 Pleasant St. Rochdale, MA 01542 800-228-4032  
Fax 508-752-5750 www.caturner.com

A-11

Increased holiday shipping volume and potential weather disruptions may affect carrier delivery times. Thank you for your patience.

800-548-1234

**USABlueBook**  
*Get the Best Treatment™*



[Summary](#)   [Accessories](#)   [More Like This](#)   [Just For You](#)

**Part#: 53466**

Weight: 30.0 lbs

Brand: Subsurface Locators & Leak Detection (<https://www.usabluebook.com/m-2227-subsurface-locators-leak-detection.aspx>)

## SubSurface ZCorr 8-Logger Correlation System

- Perform correlations exactly like a digital correlator
- Track leak sound patterns over time

**Price:**

**\$19,995.00** USD/Each

**Need Help? Call 800-548-1234**

Easily pinpoint the exact locations of leaks without the hassle! ZCorr Digital Correlating Loggers (DCLs) perform correlations just like a leak correlator—except the operator doesn't have to be present once it's deployed. You can set the loggers to run during an "overnight survey" when there is less traffic and noise. To survey large areas of pipe, purchase additional loggers separately.

QUOTATION  
HDSFM  
D/B/A USABLUEBOOK  
PO Box 9004  
Gurnee, IL 60031-9004  
Toll free: 1-800-548-1234  
Fax: (847) 689-3030

NO. 239682

Page 1

01/10/23

Ship-to: 4  
WARWICK, VILLAGE OF  
CENTRAL GARAGE  
24 MEMORIAL PARK DR  
WARWICK, NY 10990  
USA

Bill-to: 82906  
WARWICK VILLAGE OF  
VILLAGE DPW  
PO BOX 369  
WARWICK NY 10990-0369  
USA

REFERENCE #	EXPIRES	SLSP	TERMS	WH	FREIGHT	SHIP VIA
1/10	02/09/23	GPB	NET 30	33	FXD/PPD	FEDEXGRND

QUOTED BY: GPB | QUOTED TO: CHRIS BENNETT

ITEM	DESCRIPTION	QUANTITY	UM	PRICE	UM	EXTENSION
24892	SubSurface LD-18 Digital Water Leak Detector	1	EA	5995.00	EA	5995.00
24912	(LI)Subsurface LC-5000 Digital Quatro Correlator System	1	EA	33200.00	EA	33200.00
24940	(LI)Subsurface LC-5000 Digital Dual Correlator System	1	EA	24650.00	EA	24650.00
** ALLOW 12-13 WEEKS AFTER ORDERING **						

Please note that your order may be subject to applicable taxes based on current rates at the time your order is completed.

TO ORDER --

For your convenience, you may simply sign below and return via fax to 847-689-3030. We will process your order promptly and fax a confirmation so you know we have it. If you prefer to call your order in or have additional questions or concerns, you may contact our Customer Service Department @ 800-548-1234. Please note any changes to the quantities or shipping address. Thanks for choosing USABlueBook.

Authorization Signature

PO Number (if required)

MERCHANDISE	MISC	TAX	FREIGHT	TOTAL
63845.00	.00	.00	84.51	63929.51

USE THIS QUOTE # ON PO's!

**F & F Industrial Equipment Corp.**

195 Tower Dr. Middletown, NY 10941

P: 1-800-724-ASAP F: (845) 692-4141

www.FandFIndustrial.com

**Quote**

Date	01/13/23
Valid Until	30 Days
Quote #	JAF0113235
Customer ID	
Salesrep	JAF

**Customer:**

Chris Bennett

Village of Warwick

**Quote/Project Description**

Qty	UOM	Part Number	Description	Price	Total
1.00	ea	ZCORR8	8 Digital Corr Logger Pkg 3-6 month lead time	\$23,600.000	\$23,600.000
1.00	ea	LD18	Digital Water Leak Detector 1-2 week lead time	\$7,080.000	\$7,080.000

**Special Notes and Instructions**

Special Order:

☒

Non-Returnable:

☒

Quoted By:

John A. Fasano

Subtotal	\$	30,680.00
Tax Rate		
Tax		-
Material Total	\$	30,680.00

Payment Terms	Net 30
Freight / FOB	Delivered Price
Lead Time	See above

**Thank you for your business!**

195 Tower Dr. Middletown, NY 10941

Tel: 1-800-724-ASAP Fax: (845) 692-4141 Email: Sales@FFIE.com Web: www.FandFIndustrial.com

# Winslow

THERAPEUTIC RIDING CENTER  
*"Healing with Horses"*

Since 1974

RECEIVED

JAN 17 2023

VILLAGE OF WARWICK  
CLERK

January 16, 2023

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

Dear Mayor Newhard,

On Behalf of Winslow Therapeutic Riding Center, we are requesting permission to hold the 31<sup>th</sup> Annual Duck Derby on Sunday May 21, 2023 from 10:00 a.m. – 2:30 p.m. in Linear Park by Wawayanda creek and south street parking lot. The Duck Derby Race will take place at 1:30. Clean up- breakdown completed by 3:00.

Attached is a Certificate of Liability Insurance, along with a completed Village of Warwick Facility Use Request. Enclosed please find the \$200 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](http://www.winslow.org)





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



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

## VILLAGE OF WARWICK

INCORPORATED 1867

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

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

Date Request Submitted: 1-16-23

Title of Event: Winslow Duck Derby

Purpose of Event: Community Outreach / Fundraiser

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

☐ Railroad Green ☐ Stanley-Deming Park ☐ Lewis Woodlands

☐ Veterans Memorial Park ☐ Veterans Memorial Park Pavilion

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

Village of Warwick Parking Lots - check all that apply:

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

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

#### **SECTION 2: DATE AND TIME REQUESTED**

Date(s) Requested: 5-21-23 Rain Date Requested: N/A

Arrival Time: 8 AM Departure Time: 3 pm

Event Start Time: 10 AM Event End Time: 2 pm

#### **SECTION 3: APPLICANT INFORMATION**

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

*\*For-profit activities are prohibited.*

Applicant's Name/Responsible Party: Susan Ferro

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

Mailing Address of Responsible Party: 260 SOUTH RT 94 WARWICK NY 10990

Email Address: Sferro91@aol.com Cell Phone: 845-988-7242

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

Name of Organization (if Applicable): Winslow Therapeutic Center

Name of Organization's Director(s)/Officer(s): Susan Ferro

Organization's Phone: 845-986-6686 Email Address: SUE@Winslow.org

Mailing Address of Organization: 1433 State Rt 17A Warwick NY 10990

Physical Address of Organization: SAME

#### **SECTION 4: EVENT INFORMATION**

Maximum Number of People Intended at the Event: \_\_\_\_\_

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

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

Expected Number of Vehicles Intended at the Event: \_\_\_\_\_

Please explain the parking plan for the event: \_\_\_\_\_

EVENT IS  
DURING THE  
FARMERS MARKET  
Winslow has a booth

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

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

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

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

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

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



<b>Use of Village of Warwick Restrooms</b> <i>Memorial Park and Stanley Deming Park only.</i>	Yes _____ No <u>✓</u>
<b>Other</b> 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*)

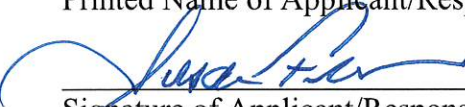
☐ Memorial Park Football/Over 35 Field Lights (circle one) - \$10 per day or \$300 per season

**TOTAL FEES:** \$ 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 Winslow Therapeutic (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 (Name Organization).

Susan Ferro  
 Printed Name of Applicant/Responsible Party

  
 Signature of Applicant/Responsible Party

1-16-23  
 Date

**Clerk Use Only:** Security Deposit Check # 1518 Certificate of Insurance ✓ Host Liquor Liability NA  
 Fees Received NA Park Map(s) NA Police Dept. Approval (if applicable) NA  
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:

SUSAN FERRO

Printed Name of Applicant/Responsible Party



Signature of Applicant/Responsible Party

Date 1-17-23



## Warwick Valley Gardeners

January 30, 2023

Mayor Michael Newhard  
Warwick Village Hall  
77 Main Street  
Warwick NY 10990

RECEIVED

JAN 30 2023

VILLAGE OF WARWICK  
CLERK

Mayor Newhard & Village Trustees:

Warwick Valley Gardeners would be happy to hold our 29<sup>th</sup> Annual Countryside Garden Tour on Saturday, July 8, 2023 (rain date Sunday, July 9). Ticket sale funds from this event maintain nine community gardens, school scholarship, library book donations, and many more.

We are requesting permission to hold our ticket sales at Railroad Green during the two dates and hours listed on our application. We would also like to use Railroad Green for our Pretour on Friday, July 7, 2023 (hours listed on application). Our application is attached.

I have spoken with Corinne Iurato and we have coordinated our parking and vendor stall locations. She will not be putting any vendors on the sidewalks of RR Green and she does not wish to use the parking meters on Main Street that we are requesting. These are meter numbers 43, 44, 45 and 46 (northbound side) as well as meter numbers 108, 109, 110 and 111 (southbound side), for a total of 8. These will be used for folks purchasing tickets the day of the event. I would like to pick up the meter bags on Thursday, July 6<sup>th</sup> and will be placing them on the meters very late at night on Friday, July 7<sup>th</sup>. They will be removed when our tickets sales ends on Saturday, July 8<sup>th</sup>. In case of a rain cancellation on July 8<sup>th</sup>, the meter bags will be removed as quickly as possible that day and put back on very late at night on Saturday, July 8<sup>th</sup> and removed again on Sunday, July 9<sup>th</sup>.



Our certificate of insurance is attached. Prior to 6/17/23 (expiration of current certificate), I will request a new one and forward it to the Village.

Deposit check for \$200 enclosed.

As always, thank you again for your consideration and continued support of our organization and our events!!

If you have any questions or concerns, please do not hesitate to contact me anytime at 973-343-1605. My email is [woody410@yahoo.com](mailto:woody410@yahoo.com).

Sincerely,

A handwritten signature in cursive script that reads "BSherwood". The letters are dark and fluid, with a large initial 'B'.

Bonnie Sherwood  
Garden Tour Chair

CC: Raina Abramson

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: 1-30-23

Title of Event: Warwick Valley Gardeners Countryside Garden Tour

Purpose of Event: Fundraiser for non profit

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

☒ Railroad Green      ☐ Stanley-Deming Park      ☐ Lewis Woodlands

☐ Veterans Memorial Park      ☐ Veterans Memorial Park Pavilion

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

Village of Warwick Parking Lots - check all that apply:

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

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

#### **SECTION 2: DATE AND TIME REQUESTED**

Date(s) Requested: 7/7/23<sup>\*</sup> + 7/8/23      Rain Date Requested: 7/9/23

Arrival Time: 8 AM      Departure Time: 3 PM

*\*7/7/23 - 4 PM → 5<sup>30</sup> PM*

Event Start Time: 8<sup>45</sup> AM      Event End Time: 2 PM

#### **SECTION 3: APPLICANT INFORMATION**

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

*\*For-profit activities are prohibited.*

Applicant's Name/Responsible Party: Pat Reinhardt

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



Mailing Address of Responsible Party: PO Box 969, Warwick NY 10990

Email Address: prpoetry@optonline.net Cell Phone: 914-980-7528

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

Name of Organization (if Applicable): Warwick Valley Gardeners

Name of Organization's Director(s)/Officer(s): Kristine Kent (President)

Organization's Phone: 973-343-1605 Email Address: \_\_\_\_\_

Mailing Address of Organization: PO Box 562, Warwick NY 10990

Physical Address of Organization: N/A

#### **SECTION 4: EVENT INFORMATION**

Maximum Number of People Intended at the Event: 100 at one time

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

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

Expected Number of Vehicles Intended at the Event: \_\_\_\_\_

Please explain the parking plan for the event: Metered pkg, (commuter pkg), RR green, streets + drive ways

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

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

<b>Greater than 200 people at any given time</b> <i>If yes, DO NOT complete this form. Please complete form: FACILITY USE PERMIT APPLICATION FOR GATHERINGS GREATER THAN 200 PEOPLE</i>	Yes _____ No <u>X</u>
<b>Music / Loudspeakers / Sound System</b> <i>If yes, explain:</i> _____ <i>Location of Music/Loud Speakers/ Sounds System:</i> _____	Yes _____ No <u>X</u>
<b>Parade, walk, road race, etc.</b> <i>Request must include in writing a clear layout of the intended route AND a letter from the Warwick Police Department approving the route and police resources.</i>	Yes _____ No <u>X</u>
<b>Tent(s)</b> <i>Include a map detailing the placement of the tent(s).</i> Date & time tent will be set up: <u>7-8-23</u> <u>8 AM</u> Date & time tent will be removed: <u>7-8-23</u> <u>2 PM</u> <u>(same times for</u> <u>rain date of 7/9/23)</u>	Yes <u>X</u> No _____

<b>RVs, Campers, Food Trucks, etc.</b> If yes, explain: _____	Yes _____ No <u>X</u>
<b>Admission Fee to Be Charged</b> If yes, please list the admission fee: <u>\$25</u>	Yes <u>X</u> No _____
<b>Alcohol</b> Host Liquor Liability Insurance is required.	Yes _____ No <u>X</u>
<b>Food will be served or sold</b> If yes, explain the method of food distribution and disposal of trash: _____ _____ _____ *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. *Applicants must provide a drawing to scale showing where the food will be served/sold and where trash will be disposed.	Yes _____ No <u>X</u>
<b>Rides: Mechanical Carnival Rides, Bounce House, Inflatable Slide, etc.</b> If yes, explain: _____ Additional contract(s) and/or insurance is required.	Yes _____ No <u>X</u>
<b>Portable Toilets</b> Placement of portable toilets must be detailed on the map that is required with the application.	Yes _____ No <u>X</u>
<b>Other</b> Please explain: _____	Yes _____ No <u>X</u>

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

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

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

Pat Reinhardt  
 Printed Name of Applicant/Responsible Party

Patricia Reinhardt  
 Signature of Applicant/Responsible Party

1-30-23  
 Date

**Clerk Use Only:** Security Deposit Check # 904 Certificate of Insurance ✓ Host Liquor Liability NA  
 Fees Received NA Park Map(s) ✓ Police Dept. Approval (if applicable) NA  
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**

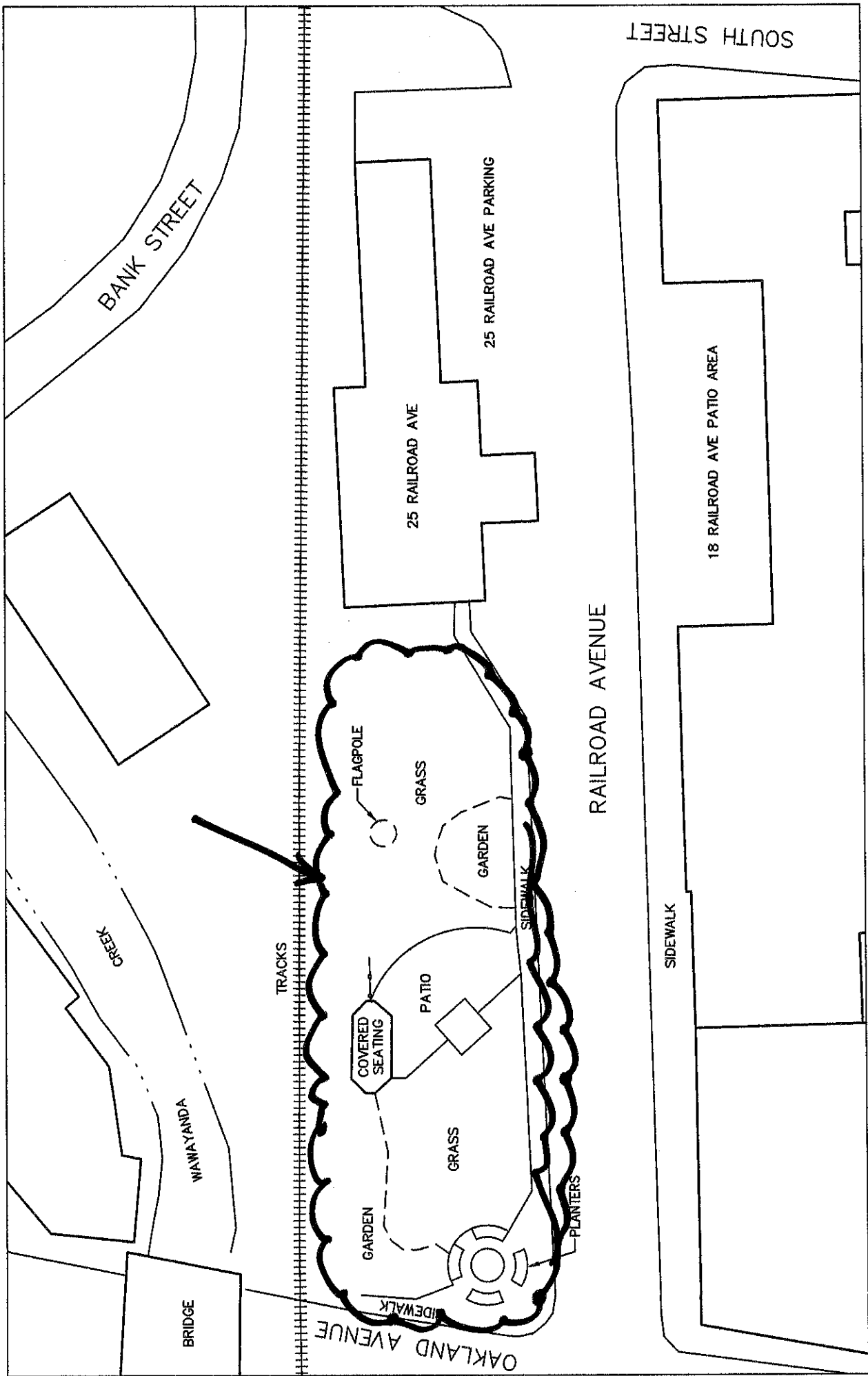
**FACILITY USER** does hereby covenant and agree to defend, indemnify, and hold harmless the Village of Warwick from and against any and all liability, loss, damages, claims, or actions (including costs and attorneys' fees) for bodily injury and/or property damage, to the extent permissible by law, arising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

Pat Reinhardt  
Printed Name of Applicant/Responsible Party

Patricia Reinhardt  
Signature of Applicant/Responsible Party

Date 1-30-23



# 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

January 13, 2023

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

Reference: 2023 Warwick Fire Department 9/11 Memorial Service

Dear Board Members

Our Annual 9/11 Memorial Service is scheduled for Monday, September 11 at 6 PM. The Warwick Fire Department would like to ask if we could have our service in Memorial Park at the 9/11 Memorial? Please feel free to contact me with any questions.

Thank you.

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

RECEIVED

JAN 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 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: 1/10/2023

Title of Event: 9/11 Memorial Service

Purpose of Event: Memorial Service

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

☐ Railroad Green ☐ Stanley-Deming Park ☐ Lewis Woodlands

☒ Veterans Memorial Park ☐ Veterans Memorial Park Pavilion

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

Village of Warwick Parking Lots - check all that apply:

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

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

#### SECTION 2: DATE AND TIME REQUESTED

Date(s) Requested: 9/11/2023 Rain Date Requested: \_\_\_\_\_

Arrival Time: 5pm Departure Time: 6:30pm

Event Start Time: 6pm Event End Time: 6:15

#### 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: PO. 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

Organization's Phone: 845-986-3473 Email Address: \_\_\_\_\_

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

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

#### **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: On Roadway / Grass

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

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

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



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

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

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

<b>Use of Village of Warwick Restrooms</b> <i>Memorial Park and Stanley Deming Park only.</i>	Yes _____ No <u>✓</u>
<b>Other</b> 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]  
 Signature of Applicant/Responsible Party

1/6/23  
 Date

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



Signature of Applicant/Responsible Party

Date 1/6/2023

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.

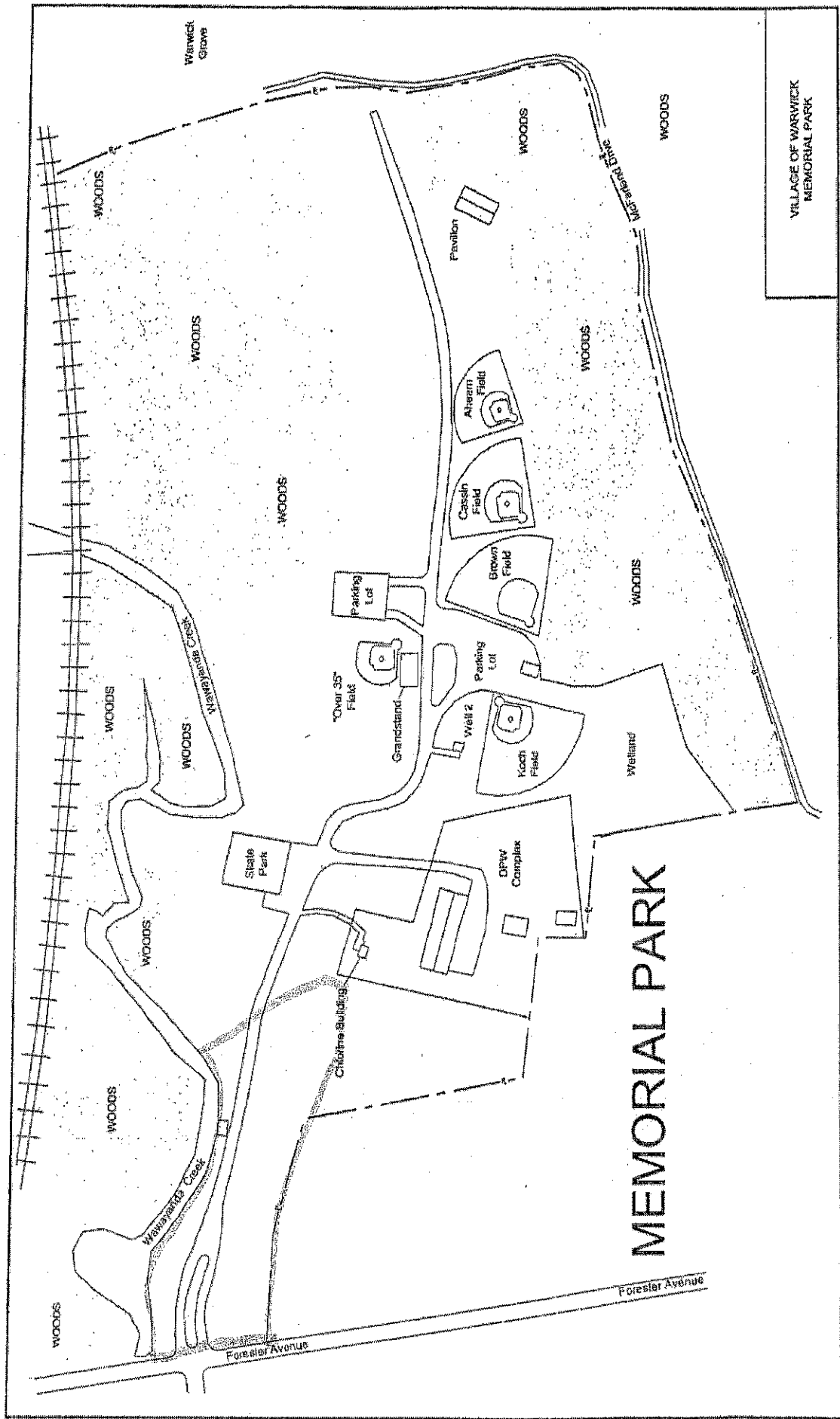
**Individuals – Required Insurance Homeowners Insurance:**

- 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



VILLAGE OF WARWICK  
MEMORIAL PARK

# MEMORIAL PARK

January 13, 2023

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

Reference: Department Picnic & Request to serve Alcohol

Dear Board Members

Please be advised that the Warwick Fire Department would like to hold it's Annual Family Picnic in Veterans Memorial Park. The Picnic will be held on Saturday, July 29, 2023 with a rain date of July 30, 2023.

We would like to serve alcohol at the Annual Family Picnic.

The required insurance certificate is attached.

Please feel free to contact me with any questions.

Thank you.

Melissa Stevens  
President,  
Warwick Fire Department  
Ph: 845-742-0886  
Email: grover80@warwick.net

RECEIVED  
JAN 18 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 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: 1/4/23

Title of Event: Warwick Fire Department Annual Picnic

Purpose of Event: Picnic

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

☐ Railroad Green ☐ Stanley-Deming Park ☐ Lewis Woodlands

☐ Veterans Memorial Park ☒ Veterans Memorial Park Pavilion

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

Village of Warwick Parking Lots - check all that apply:

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

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

#### **SECTION 2: DATE AND TIME REQUESTED**

Date(s) Requested: 7/29/2023 Rain Date Requested: 7/30/2023

Arrival Time: 9am Departure Time: 8pm

Event Start Time: 12pm Event End Time: 7pm

#### **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, WFD 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: 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: 75

Please explain the parking plan for the event: Parking along the Roadway and in Parking lot

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

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

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



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

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

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

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

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

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

- ☐ \$200 Security Deposit - (Must be a Separate Payment)
- ☐ Memorial Park Football/Over 35 Field Lights (circle one) - \$10 per day or \$300 per season

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

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

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Melissa Stevens  
 Printed Name of Applicant/Responsible Party

[Signature]  
 Signature of Applicant/Responsible Party

1/4/23  
 Date

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I have read and understand the Facilities Use Requirements:

Melissa Stevens  
Printed Name of Applicant/Responsible Party

  
Signature of Applicant/Responsible Party

Date 1/4/2023

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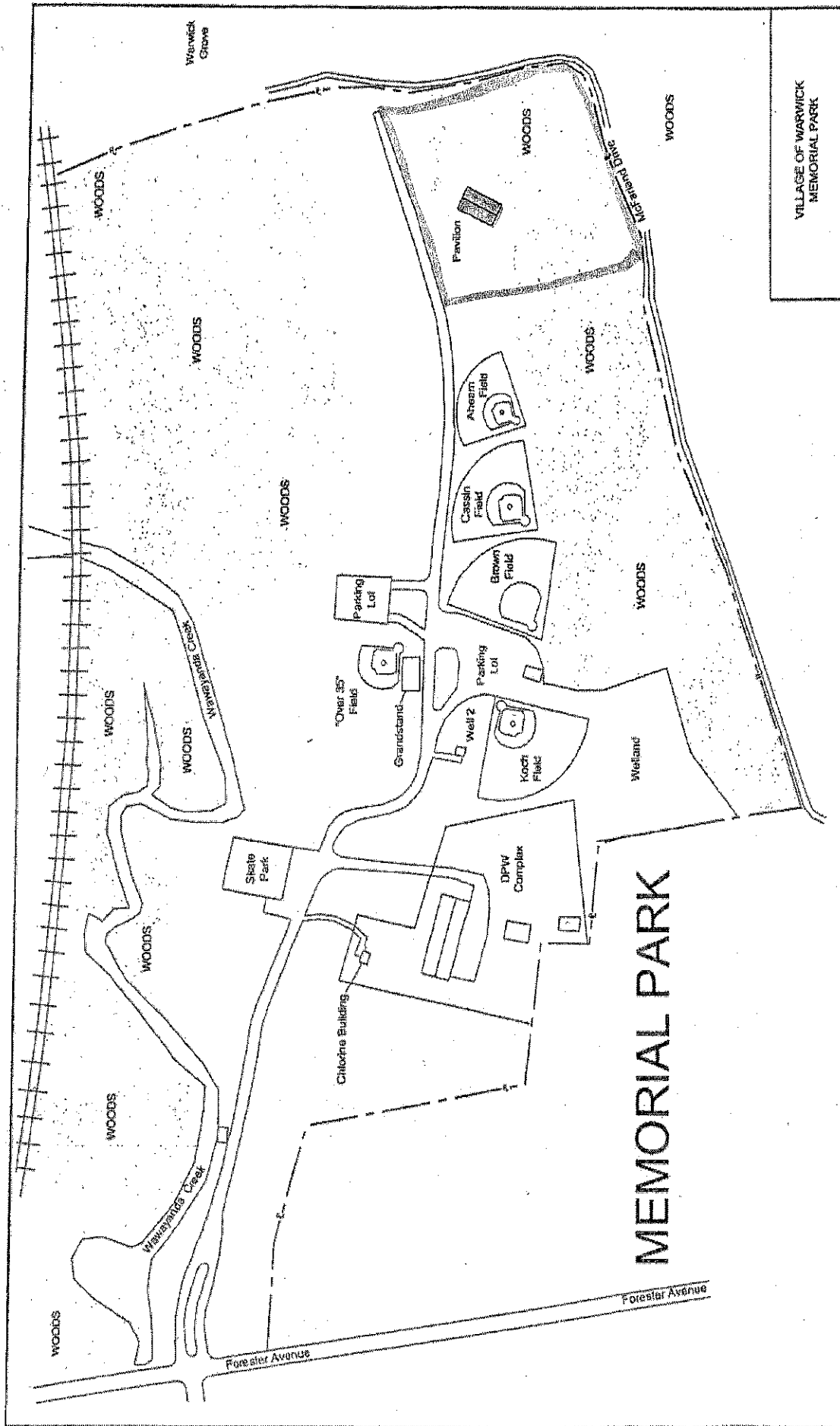
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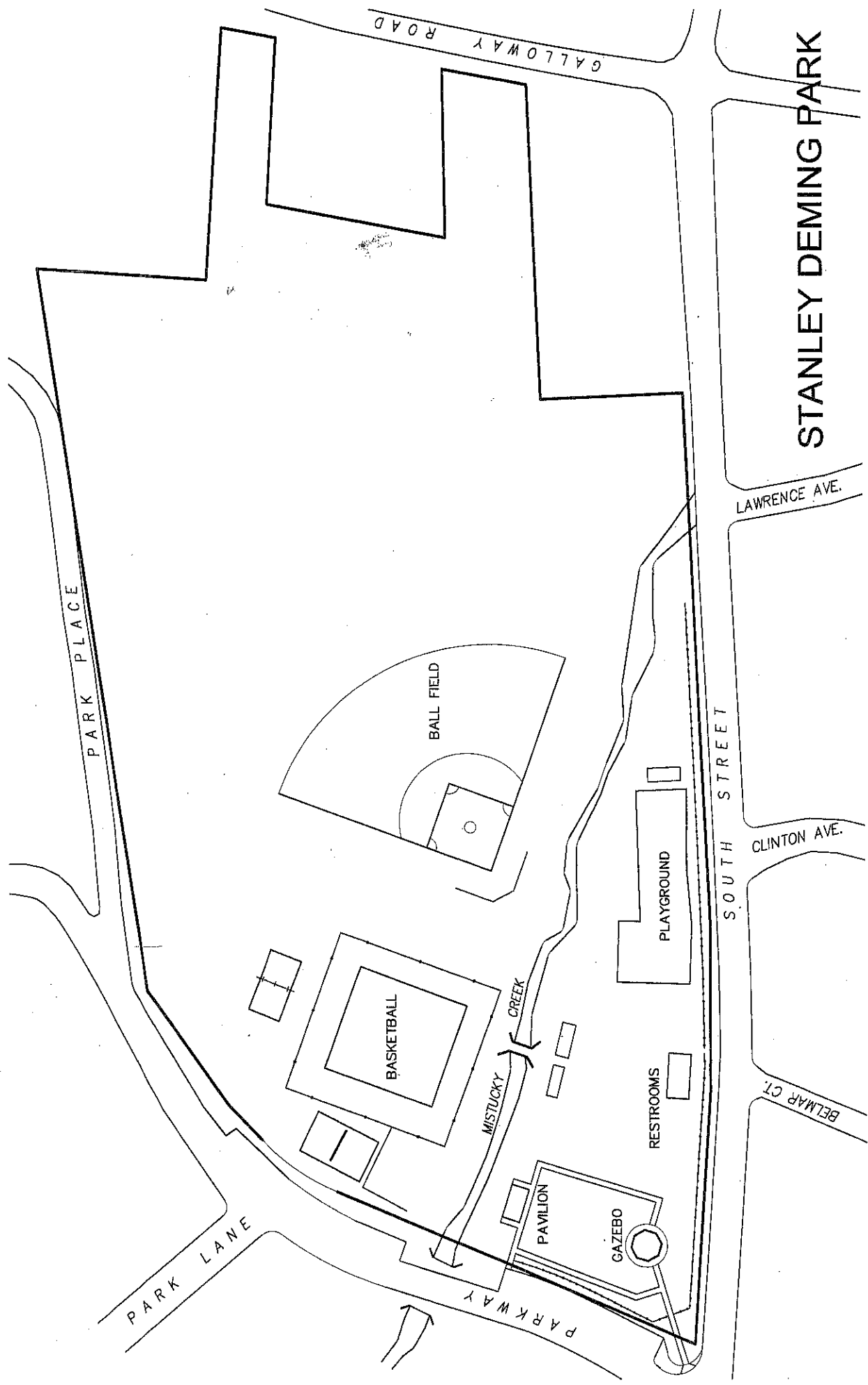
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VILLAGE OF WARWICK  
MEMORIAL PARK



STANLEY DEMING PARK



# Thank You For Registering!

Receipt #001157

Payer: Edin Chocoj-Coc

Total Due: \$10.00

Amount Paid: \$10.00

Date: 1/10/2023 11:02 AM

Via: Counter

Type: Cash

ID Card Program

Local Residency ID Card - Jan 1 2020 8:30AM

Edin Chocoj-Coc (Resident)

Local Residency ID Card Fee

\$10.00

Total Paid:

\$10.00