

**BOARD OF TRUSTEES  
VILLAGE OF WARWICK  
JANUARY 3, 2022  
AGENDA**

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

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

1. Introduction by Mayor Newhard.
2. Acceptance of Minutes: December 19, 2022

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

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

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

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

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

**Announcement**

1. The Village of Warwick rescinds the Voluntary Water Restrictions effective January 3, 2023.
2. Orange & Rockland energy efficient upgrades to the DPW Garage at no cost to the Village.

**Correspondence**

1. Letter from Ralph Lucarelli announcing his resignation from the Architectural Review Board effective on December 31, 2022.

2. Letter from the Historical Society of the Town of Warwick thanking Mayor Newhard and the Village of Warwick Trustees for their support.

### **Discussion**

1. Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Funding opportunities.

### **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 Fosters Motions**

1. **MOTION** to grant permission to the Warwick Valley Chamber of Commerce to hold the 33<sup>rd</sup> Warwick Applefest on Sunday, October 1, 2023, 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, Railroad Avenue, Railroad Green, Stanley-Deming Park, the Chase parking lot, and the South Street parking lot. Event setup will begin at 6:00 a.m. and breakdown will be complete by 7:00 p.m. Request includes: use of Veterans Memorial Park and the First Street lot for event parking, use of electricity, and tent setup on Railroad Green and along the sidewalk on High Street on Saturday, September 30, 2023, between 12:00 p.m. and 5:00 p.m., as per their letter dated December 14, 2022, and facility use application. Completed facility use application, proper insurance, detailed map, and security deposit have been received. Approval is subject to the Warwick Valley Chamber of Commerce providing the Village of Warwick with a complete list of vendors and individual vendor insurance certificates naming the Village of Warwick as an additional insured.

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

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

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

2. **MOTION** to close South Street to Lawrence Avenue, Railroad Avenue, First Street, Second Street, Third Street, High Street, Bank Street, Clinton Avenue, Park Avenue, Park Lane, and Parkway for the benefit of Applefest 2023 on Sunday, October 1, 2023, in coordination with the Warwick Police Department and the Village of Warwick Department of Public Works.

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

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

**Trustee McKnight's Motions**

3. **MOTION** to grant permission to Village of Warwick Employee, Maureen Evans, to carry over 4.46 vacation days.

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

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

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

**Final Comments from the Board**  
**Executive Session, if applicable**  
**Adjournment**

**Deputy Clerk**

---

**From:** Cheney  
**Sent:** Tuesday, December 27, 2022 11:37 AM  
**To:** Raina Abramson; Deputy Clerk  
**Cc:** Michael Newhard; ChristopherB; Mike Moser  
**Subject:** Water Restriction Lifting Announcement Draft

The Village of Warwick instituted Voluntary Water Restrictions in August 2022 in an effort to conserve water. This was necessary because a lack of precipitation had depleted the water reserves in the Village's reservoirs and aquifer.

As a result of customers reducing water consumption during the Voluntary Water Restriction period and increased precipitation over the last six weeks the reservoirs have replenished and are full. As such the Village is rescinding the Voluntary Water Restrictions effective January 3, 2023.

We appreciate our customers efforts to reduce consumption and ask that you continue to find ways save water. Information on saving water can be found on the Village's website ([www.villageofwarwick.org](http://www.villageofwarwick.org)).

**Barry Cheney**

Trustee  
Village of Warwick  
PO Box 369  
Warwick, NY 10990  
[cheney@villageofwarwick.org](mailto:cheney@villageofwarwick.org)  
Mobile: 201-317-6484

## Raina Abramson

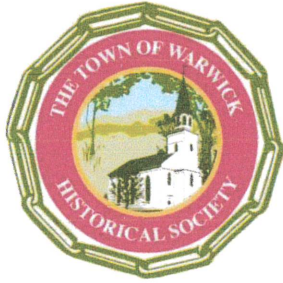
---

**From:** ralph lucarelli <ralph.lucarelli@gmail.com>  
**Sent:** Wednesday, December 21, 2022 4:19 PM  
**To:** Michael Newhard  
**Cc:** MaureenE; Raina Abramson  
**Subject:** Resigning from the ARB

Hello Michael

I wanted to let you know that we will be moving out of Warwick to be closer to family. With that in mind, I will be resigning my position on the ARB effective on 12/31/2022. It was such a pleasure to be on this board and I wish you continued success.

Thank you and Happy Holidays  
Ralph



## The Historical Society of the Town of Warwick

2 Colonial Ave., PO Box 353, Warwick, NY 10990  
845-986-3236~admin@whsny.org~www.whsny.org

RECEIVED  
DEC 19 2022  
VILLAGE OF WARWICK  
VILLAGE CLERKS OFFICE

Mayor Michael Newhard and Village of Warwick Trustees  
Village of Warwick  
77 Main Street  
PO Box 369  
Warwick, NY 10990

December, 2022

Dear Mayor Newhard and Village of Warwick Trustees,

The Hands-on-History series of adult and family-friendly workshops hosted during March and April 2022 at the Warwick Historical Society was a great success. Thanks in part to the support of the Village of Warwick, we welcomed over 250 people to the workshop series featuring 7 programs and tours that included historic walk-about, and interesting presentations about the history of poetry, permaculture, beekeeping and Jazz.

With help for funding through the generosity of the Village of Warwick, the Warwick Historical Society is excited to offer another interesting line-up of programs and presentations beginning in February 2023.

Our goal is to spark interest in a myriad of topics, from creating a family time-capsule, to demonstrations of old-fashioned arts and crafts, and create an opportunity for adults and families to enjoy learning about a diverse variety of subjects.

Once the schedule of workshops is set, the WHS will be promoting the programs to the community. I invite you to attend one of the upcoming Hands-on-History workshops, and help make history with us.

The Warwick Historical Society is proud to keep the stories of the Town and Village of Warwick, for today's and tomorrow's generations, and witness and record the history happening around us every day. Thank you to the Village of Warwick for all the ways you support our mission of preserving, sharing and celebrating the history of the Town of Warwick.

Sincerely,

Nora Gurvich  
Executive Director

RECEIVED

DEC 14 2022

VILLAGE OF WARWICK  
VILLAGE CLERK'S OFFICE



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

Dear Mayor Newhard,

On behalf of the Warwick Valley Chamber of Commerce the Applefest Committee requests approval to hold the 33rd annual **Warwick Applefest** on Sunday, October 1, 2023.

Upon approval from your office arrangements will be made with the Police Department, Ambulance Corps, Fire Department, Department of Public Works, etc. for proper coverage of the event as they have done in the past.

We have attached a certificate of insurance for Applefest and will provide an updated version once the Chamber renews its insurance policy in June 2023.

Please note that for the protection and health of the event's many sponsors, craft & food vendors, volunteers, suppliers, community members and visitors, the final decision to conduct Applefest is subject to pandemic conditions this fall. The decision will be made in accordance with Federal, State and Local regulations and restrictions in place at the time 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 2023 Coordinator  
[WarwickApplefest@gmail.com](mailto:WarwickApplefest@gmail.com)  
Cell: 845-988-7818



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

### **Proposed Schedule of Events for Applefest Weekend 2023**

#### **Sunday, October 1**

**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**

Before and after “walk-through” of the Stanley-Deming Park, Memorial Park, and Railroad Green will be made with the Village Supervisor of Public Works and one or more Applefest Committee members.

#### **Road Closures**

For Applefest we will be closing the following roads

- South St. to Lawrence
- Railroad Ave.
- 2nd Street
- 3rd Street
- High Street
- Bank Street
- Clinton Ave.
- Park Ave
- Park Lane
- Park Way

Please note that we are blocking all entrances except ones that are manned.

Roads Blocked off

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

Streets to be manned



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

### **Festival Map**

Below you will find the tentative festival map. Please note that if there are any changes these will be shared for review / approval.



### **Banners Request**

Included in our email you will find the banner request for First Street, West Street, and the Utility Poles. Below you will find example for each banner. Please note that the verbiage will be updated with this year's date and sponsors.

<p><b>First and West Street Banner Example</b></p> <p><b>APPLEFEST</b>  <b>OCT. 2, 2016</b>  <b>PLATINUM SPONSOR</b>  <b>TRANS TECH BUS</b></p>	<p><b>Utility Banner Example</b></p> <p><b>WAR WICK</b>  <b>NEW YORK</b>  <b>Applefest</b>  <b>Myles Wealth Management</b></p>
---	--

### **Portable Bathroom Units**

<b>Location in Applefest festival area</b>	<b>No. of units</b>
<b>South St. parking lot</b> (Lot across from Caboose) <ul style="list-style-type: none"> <li>Place along railroad tracks / with 3 wash units</li> </ul>	15 regular 2 handicapped
<b>Stanley-Deming Park</b> (On South St. near Parkway) <ul style="list-style-type: none"> <li>Farther down South St. - NOT NEAR THE CORNER with 3 wash units</li> </ul>	14 regular 2 handicapped
<b>Stanley-Deming Park</b> (Carnival side of park) <ul style="list-style-type: none"> <li>2 - Carnival ticket booth on grass</li> <li>1 - Handball court for ambulance tent with 1 wash unit.</li> </ul>	3 regular
<b>Chase Bank ATM parking lot</b> (lot next to Caboose) <ul style="list-style-type: none"> <li>Place at rear of lot, across back end (starting from the railroad tracks in) with 2 wash units.</li> </ul>	6 regular 2 handicapped
<b>Veterans Memorial Park</b> (Lot on Forester Ave.) <ul style="list-style-type: none"> <li>3 Units near shuttle bus stop near park entrance - to the left as you come into the park, where the concrete extends towards the water.</li> <li>2 Units should be inside the park, near the skateboard park (1 regular &amp; 1 handicapped)</li> </ul>	4 regular 1 handicapped
<b>Kuiken Brothers</b> <ul style="list-style-type: none"> <li>Place in rear of small parking lot behind the flag pole behind the building with 1 wash station.</li> </ul>	1 regular 0 handicapped
<b>Middle School parking lot</b> <ul style="list-style-type: none"> <li>Place on grass between HS and MS</li> </ul>	2 regular 1 handicapped

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



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

## VILLAGE OF WARWICK

INCORPORATED 1867

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

Date Request Submitted: December 5, 2022

Title of Event: Warwick Applefest

Purpose of Event: Festival that will include both craft, food, and non-profit vendors. As well as entertainment.

#### 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: Please see cover letter for all roads

#### SECTION 2: DATE AND TIME REQUESTED

Date(s) Requested: October 1, 2023 Rain Date(s) Requested: October 1, 2023

Arrival Time: 6 AM Departure Time: 7 PM

Event Start Time: 9 AM Event End Time: 5 PM

#### SECTION 3: APPLICANT INFORMATION

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

*\*For-profit activities are prohibited.*

Applicant's Name/Responsible Party: Stefanie Keegan, Chamber of Commerce Executive Director

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

Mailing Address of Responsible Party: 25 South Street Warwick NY

Residential Address of Responsible Party: 63 South Street Warwick NY

Email Address: Skeegan@WarwickCl.org Cell Phone: 347 432 9017

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

Name of Organization (if Applicable): Warwick Applefest on the behalf of the Chamber of Commerce

Organization's Phone: 845-988-7818 - Coordinator's Cell Email Address: warwickapplefest@gmail.com

Name of Organization's Director(s)/Officer(s): Cristina Hohmann - Applefest Coordinator  
Stefanie Keegan, Chamber of Commerce Executive Director

Mailing Address of Organization: P.O. Box 22, Warwick, NY 10990

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

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

Maximum Number of People Intended at the Event: Approx. 25,000 - Mix of Children & Adults

# of Adults: \_\_\_\_\_ # of Under 18 Yrs. Old: \_\_\_\_\_

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

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

We will have designated parking memorial park, high school & middle school

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

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

<b>Greater than 200 people at any given time</b> <i>If no, DO NOT complete this form. Please complete form: FACILITY USE PERMIT APPLICATION FOR GATHERINGS OF LESS THAN 200 PEOPLE.</i>	Yes <u>X</u> No _____
<b>Music / Loudspeakers / Sound System</b> <i>If yes, explain: <u>We will have entertainment stages throughout the festival</u></i> <i>Location of Music/Loud Speakers/ Sounds System: <u>Kuiken, RR Green, South Street, SD Park, Chase Lot</u></i>	Yes <u>X</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>X</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: <u>Sept. 30 Entertainment Tents - Oct 1st - Between 12 PM - 5 PM</u></i> <i>Date &amp; time tent will be removed: <u>Vendor Tents - Oct. 1st - Between 6 AM and 8 AM</u></i> <i><u>All removal will be on Oct 1st between 5 PM - 6 PM</u></i>	Yes <u>X</u> No _____



<b>RVs, Campers, Food Trucks, etc.</b> <i>If yes, explain.</i> <u>We may have a small number of food trucks this year. We will work with the local police department on all necessary rules and regulations</u>	Yes <u>X</u> No ____
<b>Admission Fee to Be Charged</b> <i>If yes, please list the admission fee:</i> _____	Yes ____ No <u>X</u>
<b>Alcohol</b> <i>Host Liquor Liability Insurance is required.</i>	Yes ____ No <u>X</u>
<b>Food will be served or sold</b> <i>If yes, explain the method of food distribution and disposal of trash:</i> <u>Food can be purchased by one of the food vendors. All vendors will be certified by the board of health</u> <hr/> <i>*A permit is required from the Orange County Department of Health when offering or selling any food to the public. It is the applicant's responsibility to contact the Orange County Department of Health to obtain necessary permits. Contact the Orange County Department of Health for further information.</i> <i>*Applicants must provide a drawing to scale showing where the food will be served/sold and where trash will be disposed.</i>	Yes <u>X</u> No ____
<b>Rides: Mechanical Carnival Rides, Bounce House, Inflatable Slide, etc.</b> <i>If yes, explain:</i> _____ <i>Additional contract(s) and/or insurance is required.</i>	Yes ____ No <u>X</u>
<b>Portable Toilets</b> <i>Placement of portable toilets must be detailed on the map that is required with the application. Please see cover letter</i>	Yes <u>X</u> No ____
<b>Other</b> <i>Please explain:</i> _____	Yes ____ No ____

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

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

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

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

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

☐ Memorial Park Football/Over 35 Field Lights (circle one) -

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

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

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

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

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

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

Stefanie Keegan  
 Printed Name of Applicant/Responsible Party

[Signature]      12/14/22  
 Signature of Applicant/Responsible Party      Date

**Clerk Use Only:** Security Deposit Check # 10335 Certificate of Insurance ☒ Host Liquor Liability NA  
 Fees Received NA Park Map(s) ☒ Police Dept. Approval (if applicable) \_\_\_\_  
 \*Certificates of Insurance Reviewed by NYMIR/Broker ☒  
Facility Use Calendar ☒  
Banner Calendar ☒

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

Stefanie Keegan

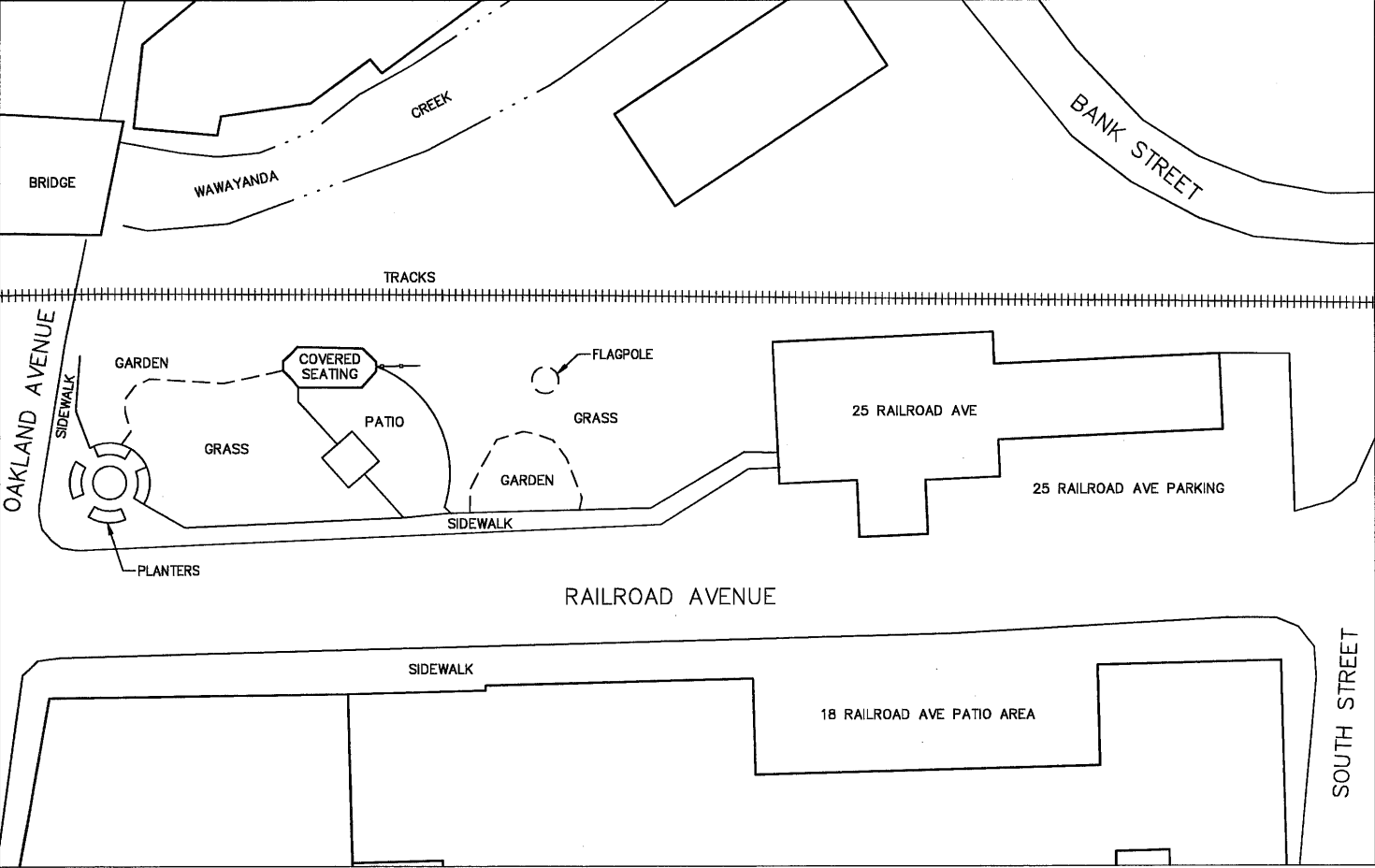
Printed Name of Applicant/Responsible Party



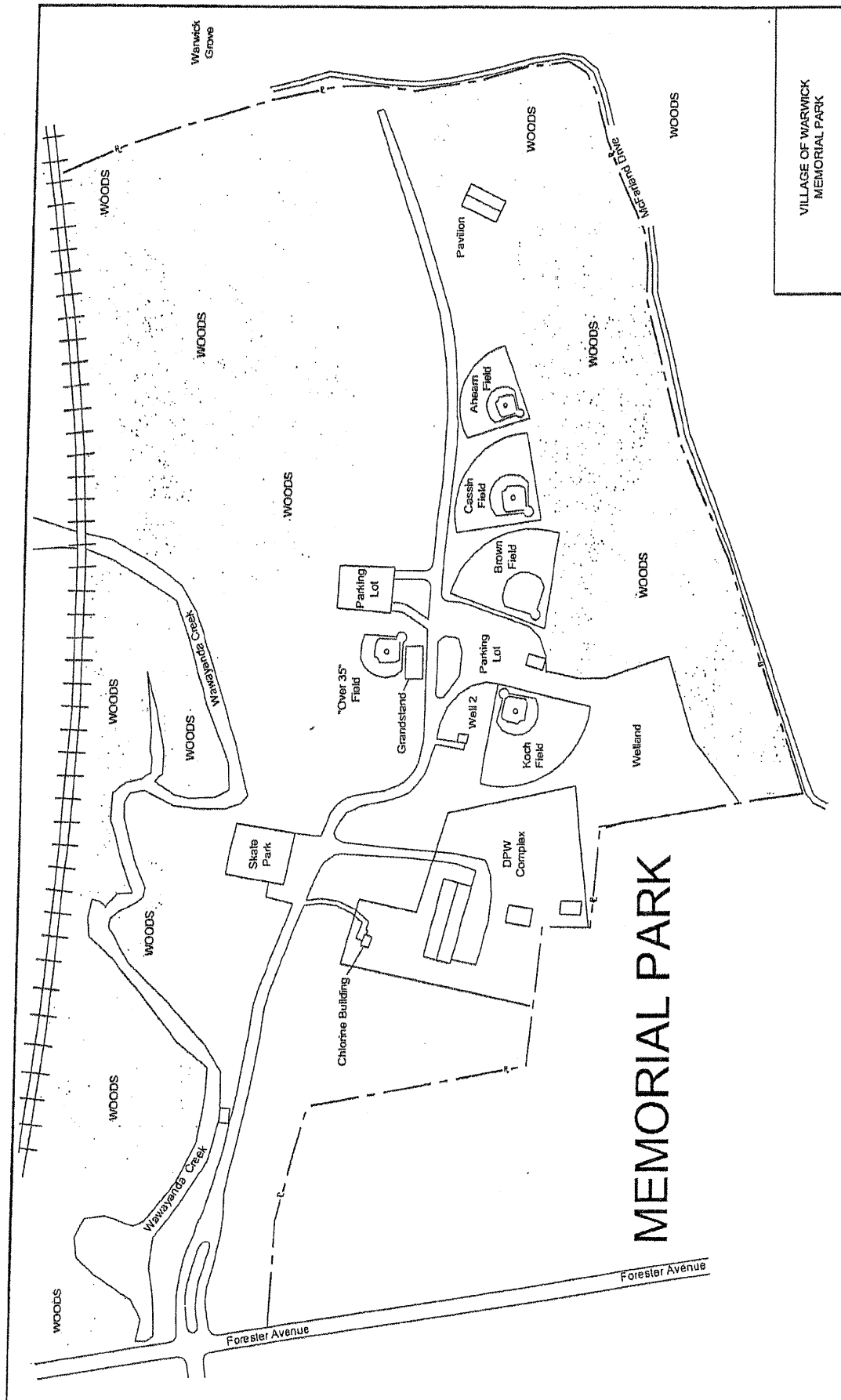
Signature of Applicant/Responsible Party

12/6/22

Date







VILLAGE OF WARWICK  
MEMORIAL PARK

