

**BOARD OF TRUSTEES  
VILLAGE OF WARWICK  
JULY 19, 2021  
AGENDA**

**VILLAGE HALL  
77 MAIN STREET, WARWICK, NY 10990  
7:30 P.M.**

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

1. Introduction by Mayor Newhard.
2. Acceptance of Reports - June 2021: Clerk's Office & Tax Collection Summary, Justice, Recreation Revenue, Building & Planning.

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

Trustee Cheney \_\_\_\_ Trustee Lindberg \_\_\_\_ Trustee Bachman \_\_\_\_

Trustee McManus \_\_\_\_ Mayor Newhard \_\_\_\_

3. Acceptance of Minutes: June 7, 2021.

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

Trustee Cheney \_\_\_\_ Trustee Lindberg \_\_\_\_ Trustee Bachman \_\_\_\_

Trustee McManus \_\_\_\_ Mayor Newhard \_\_\_\_

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

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

Trustee Cheney \_\_\_\_ Trustee Lindberg \_\_\_\_ Trustee Bachman \_\_\_\_

Trustee McManus \_\_\_\_ Mayor Newhard \_\_\_\_

5. Police Report

## **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 close a portion of Main Street (Route 94) to permit outdoor dining on Fridays and Saturdays from 5:30 p.m. to 11:00 p.m. starting August 6, 2021, through September 4, 2021 per New York State Department of Transportation COVID-19 Recovery Temporary Use Permit.

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

Trustee Cheney \_\_\_\_ Trustee Lindberg \_\_\_\_ Trustee Bachman \_\_\_\_

Trustee McManus \_\_\_\_ Mayor Newhard \_\_\_\_

2. **MOTION** to allow restaurants on Main Street that are enrolled in the Village of Warwick Outdoor Dining Program to place tables on the sidewalks in front of their property for dining and to close the parking spaces in front of their property to allow room for pedestrian access on Sundays from August 8, 2021, through September 5, 2021, from 12:00 p.m. to 4:00 p.m. per New York State Department of Transportation COVID-19 Recovery Temporary Use Permit.

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

Trustee Cheney \_\_\_\_ Trustee Lindberg \_\_\_\_ Trustee Bachman \_\_\_\_

Trustee McManus \_\_\_\_ Mayor Newhard \_\_\_\_

3. **MOTION** to allow restaurants on Railroad Avenue and Spring Street that are enrolled in the Village of Warwick Outdoor Dining Program to place tables on the sidewalks in front of their property for dining and to close the parking spaces in front of their property to allow room for pedestrian access on Fridays and Saturdays from 5:30 p.m. to 11:00 p.m. and Sundays from 12:00 p.m. to 4:00 p.m. from August 8, 2021, through September 5, 2021, per New York State Department of Transportation COVID-19 Recovery Temporary Use Permit.

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

Trustee Cheney \_\_\_\_ Trustee Lindberg \_\_\_\_ Trustee Bachman \_\_\_\_

Trustee McManus \_\_\_\_ Mayor Newhard \_\_\_\_

4. **MOTION** to approve the purchase and installation of a new air conditioner unit from Westar Tech Services Corp for the upstairs in Village Hall at a cost not to exceed \$15,895.00 per the recommendation of DPW Supervisor, Mike Moser. This is an emergency purchase that will be funded under budget code A.1620.4400.

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

Trustee Cheney \_\_\_\_ Trustee Lindberg \_\_\_\_ Trustee Bachman \_\_\_\_

Trustee McManus \_\_\_\_ Mayor Newhard \_\_\_\_

#### **Trustee Bachman's Motions**

5. **MOTION** to reschedule, due to the weather, the Summer Concert 'Free Shrimp Band' from July 3, 2021, to Friday, August 20, 2021, at 7:00 p.m.

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

Trustee Cheney \_\_\_\_ Trustee Lindberg \_\_\_\_ Trustee Bachman \_\_\_\_

Trustee McManus \_\_\_\_ Mayor Newhard \_\_\_\_

6. **MOTION** to approve the budget modification and transfer request as per the Village Treasurer's letter dated July 14, 2021.

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

Trustee Cheney \_\_\_\_ Trustee Lindberg \_\_\_\_ Trustee Bachman \_\_\_\_

Trustee McManus \_\_\_\_ Mayor Newhard \_\_\_\_

#### **Reports**

**Trustee Cheney's Report:** Liaison to Planning & Zoning, Town of Warwick, Public Works Daily Operations, Engineering and Infrastructure, Water and Wastewater Operations, Green Building Practices/Alternative Energy Options, Citizens Awareness Panel/Jones Chemical, Orange County Planning, Veterans, Comprehensive Master Plan.

**Trustee Lindberg's Report:** Liaison to Office of the Treasurer, Parks & Recreation, Community Health & Fitness, Government Efficiency, Weekender Bus & Transportation Issues, Traffic and Parking, Liaison to Warwick Fire Department, Safety Committee, Crosswalk & Pedestrian Issues, Policy Development, Employee Training – Workplace Violence/Sexual Harassment.

**Trustee Bachman's Report:** Liaison to Merchants, Chamber of Commerce, Tourism, Arts & Culture, Historical Society, Public Interface and Outreach, Senior Citizens, Issues of Public Health, St. Anthony's Community Hospital and Bon Secour, Orange County Department of Health.

**Trustee McManus' Report:** Liaison to Albert Wisner Library, Warwick Valley Schools, Town of Warwick Police Department, Ethics, Cablevision, Altea (WVT), Issues of Emergency and Homeland Security, WYDO and Warwick Valley Community Center, Youth Leadership Academy, Warwick Valley Prevention Coalition.

**Final Comments from the Floor**

**Final Comments from the Board**

**Executive Session, if applicable**

**Adjournment**

---

## INTEROFFICE MEMORANDUM

---

**TO:** MAYOR NEWHARD & THE VILLAGE BOARD  
**FROM:** MIKE MOSER, DPW SUPERVISOR  
**SUBJECT:** AIR CONDITIONER UNIT PURCHASE  
**DATE:** JULY 13, 2021

---

Request a motion to purchase a new Air Conditioner unit from Westar Tech Services Corp. for the BLDG/DPW Dept Upstairs Village Hall in the amount of \$15895.00. Westar has advised the current unit is obsolete and would not be cost effective to repair.

This is an Emergency Purchase; a Budget Modification has been submitted to the Treasurer. Westar Tech Service Corp. is in Contract with the Village of Warwick until 5/31/2022.

**Westar Tech Services Corp.**  
**PO Box 988**  
**Middletown, NY 10940**  
**845-342-1118**

# Estimate

DATE	NUMBER
7/9/2021	3507

VILLAGE OF WARWICK  
77 MAIN STREET  
PO BOX 369  
WARWICK, NY 10990

QTY	DESCRIPTION	COST	TOTAL
	Department of Public Works AC  Work to Include: * Reclaim, remove and dispose of air handler and condensor * Install new A-coil and condensor * Install new line set * All necessary transitions to ductwork, piping and wiring * Increase return air grill and ductwork * Start & test COST  Based on Labor of 74 man hours at \$149.75 per hour Material at \$4,813.50	15,895.00	15,895.00

**Subtotal** \$15,895.00

**Sales Tax (0.00)** \$0.00

**TOTAL** \$15,895.00

**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**

*Air Conditioner Unit*

**BUDGETED PURCHASE**  
☐ YES ☒ NO

**BUDGET CODE**

*A1620.4400*

**CURRENT LINE BALANCE**

\$ *5000.00*  
 Signature: *(Signature)*

Date: *7/13/21*

**BUDGETED AMOUNT**

\$

**IF NO EXPLAIN**

*Emergency Purchase (Budget Modification)*

#	DATE OF QUOTE	VENDOR/SUPPLIER	TOTAL COST
1			\$
2			\$
3			\$

**VENDOR SELECTED**

*Westar Tech Services Corp.*

**IF NOT LOWEST BID EXPLAIN WHY**

*Westar in Contract w/ Village until 5/31/2022*

**IF ONLY (1) QUOTE EXPLAIN OR IF A SOLE SOURCE**

**EXCEPTIONS TO COMPETITIVE BIDDING**

**OTHER GOVERNMENTS**

**NAME OF AGENCY**

**STATE - COUNTY  
MUNICIPAL BID  
CONTRACTS**

**VENDOR/SUPPLIER**

**CONTRACT#**

**TOTAL COST \$**

**BID PERIOD EXPIRES**

**ADDITIONAL INFORMATION**

**\*\*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: *Michael Moser*

Date: *7/13/21*

Signature: *(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

**Budget Modification Request**

**For Board of Trustees Approval - Meeting on 7/19/21**

For approval to transfer available appropriations for the following Fiscal Year 2021-2022 budget account lines:

**GENERAL FUND**

FROM Account Code	Account Description	Budget Approp. Balance	Transfer Request	Reason	TO Account Code	Account Description	Budget Approp. Balance	Transfer Amount
A5110.2350	Streets - Equipment	100,000.00	15,895.00	to cover the unexpected cost of a new AC unit for upstairs at Village Hall	A1620.4400	Village Hall - Repairs/Building	5,000.00	15,895.00
TOTAL			15,895.00		TOTAL			15,895.00

Respectfully submitted,

Sadie Becker  
Village Treasurer

Backup Documentation: M.Moser request

Report Date: 7/14/21

## Sadie Becker

---

**From:** CathyS  
**Sent:** Tuesday, July 13, 2021 10:03 AM  
**To:** Sadie Becker  
**Cc:** Mike Moser  
**Subject:** Air Conditioner Unit DPW/BLDG

Sadie,

I am requesting the following Budget Modification to cover the unexpected cost of a new Air Conditioner Unit for the Bldg./DPW Dept Upstairs VH. Westar Tech Services Corp. has a contract with the Village of Warwick until 5/31/2022. Westar Advised Unit is Obsolete and not cost effective to Repair.

- **\$15895.00** from **A5110.2350** Streets/Equipment to **A1620.4400** Village Hall – Repairs/Building

Thanks

*Cathy Schweizer*  
DPW Clerk  
Village of Warwick  
[dpw@villageofwarwick.org](mailto:dpw@villageofwarwick.org)  
845-986-2031 Ext 6

**Westar Tech Services Corp.**  
**PO Box 988**  
**Middletown, NY 10940**  
**845-342-1118**

# Estimate

DATE	NUMBER
7/9/2021	3507

VILLAGE OF WARWICK  
77 MAIN STREET  
PO BOX 369  
WARWICK, NY 10990

QTY	DESCRIPTION	COST	TOTAL
	Department of Public Works AC  Work to Include: * Reclaim, remove and dispose of air handler and condensor * Install new A-coil and condensor * Install new line set * All necessary transitions to ductwork, piping and wiring * Increase return air grill and ductwork * Start & test COST  Based on Labor of 74 man hours at \$149.75 per hour Material at \$4,813.50	15,895.00	15,895.00

<b>Subtotal</b>	\$15,895.00
<b>Sales Tax (0.00)</b>	\$0.00
<b>TOTAL</b>	\$15,895.00

**Westar Tech Services Corp.**  
**PO Box 988**  
**Middletown, NY 10940**  
**845-342-1118**

# Estimate

DATE	NUMBER
7/9/2021	3507

VILLAGE OF WARWICK  
77 MAIN STREET  
PO BOX 369  
WARWICK, NY 10990

QTY	DESCRIPTION	COST	TOTAL
	Department of Public Works AC  Work to Include: * Reclaim, remove and dispose of air handler and condensor * Install new A-coil and condensor * Install new line set * All necessary transitions to ductwork, piping and wiring * Increase return air grill and ductwork * Start & test COST	15,895.00	15,895.00

**Subtotal** \$15,895.00

**Sales Tax (0.00)** \$0.00

**TOTAL** \$15,895.00