

**BOARD OF TRUSTEES  
VILLAGE OF WARWICK  
JUNE 3, 2024  
AGENDA**

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

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

1. Introduction by Mayor Newhard.
2. Acceptance of Minutes: May 6, 2024.

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

Trustee Cheney \_\_\_\_ Trustee Foster \_\_\_\_ Trustee Collura \_\_\_\_

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 Collura \_\_\_\_

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

**Announcements**

1. Village of Warwick Tax Collection begins June 1, 2024. Residents can pay their village taxes without penalty through July 1, 2024. Tax bills can be viewed & paid online at [www.villageofwarwick.org](http://www.villageofwarwick.org) or paid by mail or in person at Village Hall, Monday – Friday from 8:30 a.m. – 4:00 p.m.

**Correspondence**

1. Letter from Robert Krahulik on behalf of Warwick Commercial Properties, LLC regarding a proposed petition for a zone change to the GC District for SBL 214-10-3.21 & 214-10-4.1.

## **Public Comment - Agenda Items Only**

### **GUIDELINES FOR PUBLIC COMMENT**

The public may speak only during the meeting's Public Comment period and at any other time a majority of the Board allows. Speakers must be recognized by the presiding officer, step to the front of the room/microphone, give their name, residency, and organization, if any. Speakers must limit their remarks to three minutes (this time limit may be changed to accommodate the number of speakers) and may not yield any remaining time they may have to another speaker. Board members may, with the permission of the mayor, interrupt a speaker during their remarks, but only for the purpose of clarification or information. The Village Board is not required to accept or respond to questions from the public at meetings but may request that inquiries be submitted in writing to be responded to at a later date. All remarks must be addressed to the Board as a body and not to individual Board members. Interested parties or their representatives may also address the Board by written communications.

### **Motions**

#### **Trustee Cheney's Motions**

1. **MOTION** to accept the amended agreement from Barton & Loguidice dated May 1, 2024, for engineering services for the Lead Service Lateral Inventory Program with an increased cost of \$485,770 for a total cost not-to-exceed \$535,770 and authorize the Mayor to sign the amendment to the Master Services Agreement with Barton & Loguidice. The project is part of the 2022, Bipartisan Infrastructure Law Lead Service Line Replacement funding through the Drinking Water State Revolving Fund for the Lead Service Line Inventory for assistance in the amount up to \$575,770.

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

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

2. **MOTION** to hire Jack Maxcy & Shane Augusta as Seasonal Department of Public Works Laborers for up to 40 hours per week for 16 weeks with a start date to be determined by DPW Supervisor, Michael Moser. Salary will be based on the FY24-25 budget.

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

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

### Trustee Foster's Motions

3. **MOTION** to approve the 2024 Summer Recreation staff and salaries as per the enclosed list, per the recommendation of Village of Warwick Recreation Director, Ron Introini.

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

Trustee Cheney \_\_\_\_ Trustee Foster \_\_\_\_ Trustee Collura \_\_\_\_

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

4. **MOTION** to grant permission to the Warwick Fire Department to use Veterans Memorial Park to hold their annual carnival per their letter dated March 7, 2024. Set up to begin on Sunday, June 23, 2024, and breakdown will be completed by Monday, July 1, 2024. The carnival will be open to the public from 6:00 p.m. to 10:00 p.m. Wednesday, June 26, 2024, through Friday, June 28, 2024, and from 6:00 p.m. to 11:00 p.m. on Saturday, June 29, 2024. Fireworks are scheduled for Saturday, June 29, 2024, with a rain date of Sunday, June 30, 2024. Request includes use of alcohol in the park. Completed park permit, insurance and Host Liquor Liability have been received. Approval is pending NYMIR's confirmation of acceptable insurance coverage.

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

Trustee Cheney \_\_\_\_ Trustee Foster \_\_\_\_ Trustee Collura \_\_\_\_

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

5. **MOTION** to grant permission to East Coast Basketball to use Railroad Green to hold a fundraiser on Sunday, June 9, 2024, from 9:00 a.m. to 3:15 p.m. to sell baked goods and organic dog treats. Completed facility use permit, proof of insurance and security deposit have been received. The May 18, 2024 event that was previously approved by the Village Board was cancelled.

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

Trustee Cheney \_\_\_\_ Trustee Foster \_\_\_\_ Trustee Collura \_\_\_\_

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

### Trustee Collura's Motions

6. **MOTION** to close Village Hall on Wednesday, June 19, 2024, for the Federal holiday Juneteenth.

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

Trustee Cheney \_\_\_\_ Trustee Foster \_\_\_\_ Trustee Collura \_\_\_\_

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

7. **MOTION** to approve the budget modification request as per the Village Treasurer's memo dated May 22, 2024.

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

Trustee Cheney \_\_\_\_ Trustee Foster \_\_\_\_ Trustee Collura \_\_\_\_

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

8. **MOTION** to acknowledge that Michael Vernieri, Auditor for the Village of Warwick, performed an internal audit of the Village of Warwick Justice Court as of May 31, 2022, to comply with section 2019-a of the Uniform Justice Court Act and has found that all reporting and record keeping is being completed in a timely manner and the reports are in compliance with the New York State requirements.

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

Trustee Cheney \_\_\_\_ Trustee Foster \_\_\_\_ Trustee Collura \_\_\_\_

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

#### **Trustee McKnight's Motions**

9. **MOTION** to appoint Nikki Delille as Alternate Member to the Zoning Board of Appeals to fill a vacancy with a term ending April 7, 2025.

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

Trustee Cheney \_\_\_\_ Trustee Foster \_\_\_\_ Trustee Collura \_\_\_\_

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

10. **MOTION** to re-advertise and receive bids for Electrical Power Supply for the Village of Warwick for the period of July 1, 2024, through May 31, 2026.

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

Trustee Cheney \_\_\_\_ Trustee Foster \_\_\_\_ Trustee Collura \_\_\_\_

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

**Public Comment – *Non-Agenda Items***

**Final Comments from the Board**

**Executive Session, if applicable**

**Adjournment**

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

### LEGAL NOTICE PUBLICATION OF NOTICE OF COLLECTION OF TAXES REAL PROPERTY TAX LAW SEC. 1428

**NOTICE IS HEREBY GIVEN** that the fiscal year 2024-2025 Village of Warwick tax roll and warrant have been delivered to the Village of Warwick for the collection of taxes levied on such roll. **The Village of Warwick tax payment schedule is as follows:**

- **June 1 – July 1, no penalty.**
- July 2 – July 31, 5% penalty;
- August 1 – August 31, 6% penalty;
- September 1 – September 30, 7% penalty;
- October 1 – October 31, 8% penalty.
- After these dates, Village taxes are payable to the Orange County Commissioner of Finance in Goshen, NY from Nov. 1 through Nov. 15. Unpaid taxes after November 15 will be re-levied onto the January County/Town tax bill.

#### **Payment Methods:**

- Online at [www.villageofwarwick.org](http://www.villageofwarwick.org) (fees apply)
- By mail: Village of Warwick, Attn: Village Clerk, P.O. Box 369, Warwick, NY 10990
- Secure night drop: Located on the front of Village Hall, 77 Main Street, Warwick, NY.
- In person: Village Hall, 77 Main Street, Warwick, NY 10990 Monday through Friday, excluding holidays, between the hours of 8:30 a.m. and 4:00 p.m.

**RAINA ABRAMSON  
VILLAGE CLERK  
VILLAGE OF WARWICK  
NEW YORK**

**Dated: May 24, 2024**

**BEATTIE & KRAHULIK**

Attorneys At Law  
Two Bank Street  
Warwick, New York 10990  
(845) 986-1156  
Fax (845) 986-9421  
[www.hudsonvalleylaw.us](http://www.hudsonvalleylaw.us)

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

Robert E. Krahulik\*

\*Also admitted in FL and NJ  
[bob@hudsonvalleylaw.us](mailto:bob@hudsonvalleylaw.us)  
Karen Costanzo, Paralegal  
[karen@hudsonvalleylaw.us](mailto:karen@hudsonvalleylaw.us)

May 1, 2024

Boris Rudzinski, Building Inspector  
Village of Warwick  
77 Main Street  
Warwick, New York 10990

RECEIVED  
MAY 17 2024  
VILLAGE OF WARWICK  
CLERK'S OFFICE

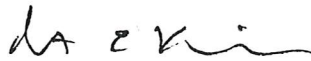
Re: Warwick Commercial Properties LLC  
Sec 214 Blk 10 Lots 1, 3.21, 3.22, 3.23 and 4.1

Dear Mr. Rudzinski:

I have been retained by Brian Singer and Warwick Commercial Properties LLC concerning the above parcels located on Galloway Road in the Village of Warwick. I am working with Kirk Rother P.E. to develop a site plan/subdivision map and application for submission to the Village of Warwick Planning Board and if necessary the Zoning Board of Appeals. We will also be submitting a petition to the Village Board to change the zoning district classification for tax lots 3.21 and 4.1 to the GC District. I understand that there are a number of outstanding issues to be resolved and it is our hope that the approvals sought will remedy all issues. As soon as I have a chance to meet with Kirk Rother, I will give you an estimated time for filing our application.

Very truly yours,

BEATTIE & KRAHULIK



ROBERT E. KRAHULIK

REK/kc  
cc: Mayor Michael Newhard  
Brian Singer  
Kirk Rother P.E.



May 1, 2024

Honorable Michael J. Newhard, Mayor  
Village of Warwick  
77 Main Street  
Warwick, New York 10990

Re: Supplement to Engineering Services  
Lead Service Line Inventory Program

File: 1334.021.002

Dear Mayor Newhard:

This letter serves as an amendment to the original agreement signed by the Village on November 8, 2023. Barton & Loguidice, D.P.C. (B&L) is pleased to continue assisting the Village in the progression of developing and implementing a Lead Service Line Inventory Program as outlined in the Preliminary Engineering Report (PER), entitled "*Village of Warwick Lead Service Inventory Project*," dated August 2022. The PER was prepared in accordance with New York State Environmental Facilities Corporation (NYSEFC) guidance for Bipartisan Infrastructure Law (BIL) Lead Service Line projects.

On June 30, 2023, The New York State Department of Health (NYSDOH) notified the Village that it had completed an evaluation for Federal Fiscal Year (FFY) 2022 Bipartisan Infrastructure Law Lead Service Line Replacement (BIL-LSLR) funding through the Drinking Water State Revolving Fund (DWSRF) for the project. The Village is eligible for a BIL-LSLR grant award of up to \$575,770.

As required by the NYS Environmental Facilities Corporation (NYSEFC), Architectural/Engineering Services Procurement for Federally Funded Projects that request financing for architectural and engineering (A/E) professional services, the Village prepared a Request for Qualifications (RFQ) for consultants to submit qualifications. The Village has since selected B&L for this project through the RFQ process. An initial agreement was signed by the Village Mayor on November 8, 2023. B&L has now prepared this amendment to the initial agreement for an increase in the scope of services and fees that was requested by the Village.

#### **Existing Service Line Inventory**

Currently, the Village has no Lead Service Line Inventory List (LSLI). The Village is now requesting B&L to complete an LSLI using the NYSDOH's Template Excel Spreadsheet. The following information is required in the NYSDOH LSLI Template:





- A street address associated with each LSL and GSLRR – A block, intersection, or landmark is acceptable if a local code doesn't allow using an exact address. An address or other locational identifier for an unknown SL is strongly recommended but not required.
- Whether a SL owned by a water system is or ever was made of lead.
- Identify a material of each SL owned by a water system and a customer among one of the following:
  - Lead including lead-lined galvanized
  - Copper
  - Galvanized
  - Plastic
  - Known Other
  - Unknown but could be lead
  - Unknown but unlikely lead
  - Unknown
- A method used to verify the material of each SL owned by a water system and a customer.

This amended agreement is for an increase in scope of services that includes engineering services for administration and coordination of the review of existing records, community outreach program, predictive modeling, and excavation program. The following are the recommended Lead Service Lateral Program Actions and will be under B&L's scope of services:

- **Review of Existing Records** - B&L, with the assistance from the Village, will compile and review all available photographs and record documents that may contain evidence of SL material. Also, B&L and the Village will complete a search of codes enforcement and tax records to inventory structures constructed after June 1986. We will work with Chris Bennett and Village staff on water meter data, water lateral repair documentation, work orders, building permits, etc.
- **Community Involvement/Outreach** - For those properties for which LSL status cannot be determined through existing records, B&L will assist the Village with public outreach through customer surveys or interviews to identify customers' SL materials in combination with verification by qualifying water system staff, e.g., an inspection of photos of customers SL. If a photo does not clearly indicate an SL material, B&L and the Village will use other reliable verification methods, e.g., visiting a customer's house for verification.
- **Water Quality Sampling** - Water Quality Sampling methods are not acceptable for systems using a corrosion inhibitor. The Village uses orthophosphate for corrosion control. Therefore, B&L cannot use this method for inventory.
- **Engineering Services** - Prepare an LSL inventory on the required DOH template along with GIS mapping tool that will utilize the methods described herein to minimize the number of unknowns throughout the system at the time it is due.



- **Disadvantage Business Enterprise (DBE) Compliance** - B&L will comply with all requirements and procedures for business participation opportunities for federal disadvantage business enterprises and equal employment opportunities for woman and minority group members. B&L will prepare the utilization plan and workplan in accordance with the Mandatory Terms and Conditions for Treatment Works and Drinking Water Equivalency Project Funded with the Drinking Water State Revolving Fund (DWSRF) Program.
- **Emerging Technologies** - B&L will use subconsultant Electro Scan Inc. to furnish all labor, equipment, materials, transportation, and tools necessary to perform the Water Service Line Inventory, Data Collection and Management Program.
- **Exploratory Excavation/Physical Verification** - B&L will use Disadvantaged Business Enterprise (DBE) subcontractor to perform exploratory excavation at the water service curb stop to visually observe the material on either side.
- **GIS Mapping** - B&L will create a GIS Map utilizing County data to summarize the most up to date LSL inventory; and complete the final LSL inventory and subsequent recommended replacement program.

#### Budget Summary

CATEGORY	COST	DESCRIPTION
Engineering Fees	\$535,770	B&L - Meetings, DWSRF Funding Assistance, Emerging Technologies, Disadvantage Business Enterprise (DBE) Compliance, Review of Existing Records, Community Involvement/Outreach, Exploratory Excavation (Pot Holing)/Physical Verification, and GIS Mapping.
Village Technical Forces	\$25,000	Department of Public Works Assistance – Traffic Control, and Utility Location
Village Administrative Forces	\$15,000	Village Administration Assistance – Records Review, and Community Outreach.
<b>Total:</b>	<b>\$575,770</b>	LSL Current Agreement

The initial allocation for engineering services was \$50,000. This amended agreement is for an increase of \$485,770 for a total of \$535,770 for engineering costs for B&L to develop the LSL Inventory List in accordance with NYSDOH requirements. B&L's additional services will be provided on a lump sum basis and billed monthly. Remaining fees will be assessed during the bi-weekly meetings at which point it will be determined if additional fees will be allocated pending B&L further level of involvement.

We trust that this amended agreement will meet the Village's needs for the LSL program and is in compliance with the NYSEFC's State Revolving Fund Equivalency Mandatory Terms and Conditions, and we are available to proceed immediately with the services upon authorization. We appreciate this opportunity to be of service to the Village and look forward to working with you.

Honorable Michael J. Newhard, Mayor  
Village of Warwick  
May 1, 2024  
Page 4



If you have any questions regarding any item in this agreement amendment, please feel free to contact us directly.

Sincerely,

BARTON & LOGUIDICE, D.P.C.

A handwritten signature in black ink, appearing to read 'Donald H. Fletcher', written over a horizontal line.

Donald H. Fletcher, P.E.  
Principle

JAB2/tlh

Attachment: NYSEFC Mandatory State Revolving Fund Equivalency Project Terms and Conditions for Equivalency Projects Funded with NYS Clean Water State Revolving Fund or Drinking Water State Revolving Fund Programs.

#### Authorization

Barton & Loguidice, D.P.C. is hereby authorized by the Village of Warwick to proceed with the services described herein and in accordance with the Terms and Conditions of the original agreement.

\_\_\_\_\_  
Michael J. Newhard, Mayor  
Village of Warwick

\_\_\_\_\_  
Date

2024 SUMMER RECREATION STAFF																		
TOTAL NO. OF STAFF	LAST NAME	FIRST NAME	Summer 2024 FY 24-25 HOURLY RATE OF PAY	Summer 2024 FY 24-25 HOURLY RATE OF PAY	Summer 2024 FY 24-25 HOURLY RATE OF PAY	Summer 2024 FY 24-25 HOURLY RATE OF PAY	Summer 2024 FY 24-25 HOURLY RATE OF PAY	LIST ALL POSITION TITLES THAT APPLY Summer 2024 Salaries PROGRAM DIRECTOR - \$18.50 / hour ASSISTANT DIRECTOR - \$13.50 / hour HEALTH DIRECTOR - \$18.50 / hour INSTRUCTOR - \$11.50 / hour 2nd + YEAR INSTRUCTOR - \$13.50 / hour										
								1st YEAR INSTRUCTOR	2nd YEAR INSTRUCTOR	ASSISTANT DIRECTOR	DIRECTOR	HEALTH DIRECTOR	PARK PROGRAM	FOOTBALL	SOCCER	CHEERLEADING	BASKETBALL	TENNIS
REHIRE																		
1	Banker	Brody	NA	\$13.50							2nd +							
2	Beattie	Lily	NA	\$13.50												2nd +		
3	Blanton	Mandy	NA	\$13.50			\$18.50			P/T 2nd +		2nd +					PD	
4	Blanton	Skyler	NA	\$13.50						2nd +		2nd +					2nd +	
5	Blanton	Sierra	NA	\$13.50						2nd +		2nd +					2nd +	
6	Brady	Kimberly	NA	\$13.50			\$18.50			P/T 2nd +		PD						
7	Brady	Samantha	NA	\$13.50								2nd +				2nd +	2nd +	
8	Buddenhagen	Matthew	NA	\$13.50			\$18.50			P/T 2nd +						PD		
9	Burley	Camden	NA	\$13.50						2nd +								
10	Cruz	Jordan	NA	\$13.50						2nd +								
11	Daly	Matthew	NA		\$13.50					AD								
12	DeLucia	Corey	NA	\$13.50			\$18.50			2nd + Maybe	PD							
13	DeLucia	Tyler	NA	\$13.50						2nd +								
14	Doerats	Megan	NA	\$13.50										2nd +				
15	Gassaway	William	NA	\$13.50						2nd +								
16	Hall	Taylor	NA	\$13.50			\$18.50			2nd + Maybe		PD						
17	Hortner	Sarah	NA	\$13.50												2nd +		
18	Jados	Kristen	NA		\$13.50					AS								
19	Kemp	Patrick	NA					\$18.50		HD								
20	Larney	Kaitlyn	NA	\$13.50						2nd +		2nd +					2nd +	
21	Lindsay	Teresa	NA					\$18.50							HD	HD		
22	Luciano	Douglas	NA	\$13.50			\$18.50			PD	2nd +							
23	Manno	Paige	NA	\$13.50						2nd +								
24	Maysonet	Angel	NA	\$13.50						2nd +								
25	Micallef	Shane	NA	\$13.50			\$18.50			2nd +				PD				
26	Neil	Harrison	NA	\$13.50										2nd +				
27	Oswald	Rowan	NA	\$13.50						2nd +								
28	Perez	Brendan	NA	\$13.50						2nd +								

2024 SUMMER RECREATION STAFF																
TOTAL NO. OF STAFF	TOTAL Under 18 = employees 18+ = employee	LAST NAME	FIRST NAME	Summer 2024 FY 24-25 HOURLY RATE OF PAY	Summer 2024 FY 24-25 HOURLY RATE OF PAY	Summer 2024 FY 24-25 HOURLY RATE OF PAY	Summer 2024 FY 24-25 HOURLY RATE OF PAY	Summer 2024 FY 24-25 HOURLY RATE OF PAY	LIST ALL POSITION TITLES THAT APPLY Summer 2024 Salaries PROGRAM DIRECTOR - \$18.50 / hour ASSISTANT DIRECTOR - \$13.50 / hour HEALTH DIRECTOR - \$18.50 / hour INSTRUCTOR - \$11.50 / hour 2nd + YEAR INSTRUCTOR - 13.50 / hour							
									PARK PROGRAM	FOOTBALL	SOCCER	CHEERLEADING	BASKETBALL	TENNIS	TRACK	LACROSSE
29		Smith	Erin	NA	\$13.50										2nd +	
30		Tanner	Luke	NA	\$13.50						2nd +					
31		Thomas	Kirk	NA	\$13.50	\$13.50			2nd + P/T						AD	
32		Unger	Emily	NA	\$13.50				2nd +							
33		Unger	James	NA	\$13.50				2nd +							
34		Venter	Rachel	NA	\$13.50										2nd +	
35		Yloupis	Jack	NA	\$13.50									2nd +		
NEW HIRES																
36		Smith	Reagan	\$11.50											1st	
37		Fitzgerald	Ashley	\$11.50											1st	
38		Seld	Arielle	\$11.50					1st				1st			
39		Nagel	Logan	\$11.50										1st		
40		Abel	Matthew	\$11.50					1st							
41		Carter	Grace	\$11.50					1st							
42		Schlesinger	Elaina	\$11.50					1st							
43		Roberson	Brett	\$11.50											1st	
44		Perez	Sean	\$11.50					1st				1st			
45		Costanza	Isabella	\$11.50					1st Last 3 weeks only							
46		Jaackel	Bridgette	\$11.50					1st last 4 weeks only							
47		McSweeney	Madelyn	\$11.50							1st					1st
48		Starr	Allison	\$11.50											1st	
49		Larney	Kelsey	\$11.50					1st		1st					1st
50		Glirardi	Roose	\$11.50					1st							
51		Glass	Benjamin	\$11.50										1st		
52		Leonard	Robert	\$11.50					1st (first 2 weeks only)							
53		McGovern	Kevin				\$18.50							PD		
54		Koneally	Francis	\$11.50												1st
55		Introni	Sydney	\$11.50					1st P/T					1st		
56		Pinelli	Liam	\$11.50					1st				1st			
57		Almodovar	Dennis	\$11.50											1st	
58		McLaughlin	Carly	\$11.50					1st							
59		Polsky	Zachary	\$11.50										1st		
60		Yloupis	Ryan	\$11.50					1st							
61		Beattie	Luke	\$11.50											1st	
62		Olszewski	Maddie	\$11.50											1st	
63		Wendt	Charlotte	\$11.50											1st	
64		Lazina	Athons	\$11.50											1st	
65		Stone	Helena	\$11.50								1st				



## VILLAGE OF WARWICK

INCORPORATED 1867

### Warwick Fire Department Carnival – 2024 Checklist

The following items must be received by the Village Clerk ***at least 90 days prior to the desired Board meeting*** for which they will go before the Village Board for consideration:

#### **ALL REQUESTS & INSURANCE MUST REFLECT ALL DATES OF THE EVENT**

#### **1. Forms the Warwick Fire Department needs to provide to the Village of Warwick**

☒ Cover letter as specified on the 'Facility Use Request Instructions for Gatherings Greater Than 200 People', the details all the events taking place such as carnival, fireworks, etc., including:

- ☒ A statement specifying whether food or beverage is intended to be prepared, served or distributed. If food or beverages are intended to be prepared, sold or distributed, a statement specifying the method of preparation and distribution of such food or beverage such as food trucks or open grills and the method of disposing of garbage, trash, rubbish or any other refuse arising therefrom. If food or beverage is to be prepared, sold and distributed, a plan or drawing to scale must be attached to the application showing the buildings or other structures from which the food or beverages shall be prepared, sold or distributed.

***\*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.***

- ☒ A statement specifying that the Warwick Police Department, Warwick Fire Department, and Warwick EMS have been notified of the event, including any recommendations from the aforesaid Departments.
- ☒ A statement specifying whether any outdoor lights or signs are to be utilized, and, if so, a map showing the number, location, size, type of such lights and signs.
- ☒ A statement specifying whether any camping or housing facilities are to be available, and, if so, a plan drawn to scale showing the intended number and location of the same.

- ☒ A statement specifying the contemplated duration of assembly and use.
- ☒ A detailed map showing the location of the event including any structures to be erected for the purpose of the assembly.
- ☒ A plan drawn to scale showing the layout of any parking area for motor vehicles, including disability parking spots and the means of egress from and ingress to such parking area.
- ☒ Completed Village of Warwick 'Facility Use Permit Application for Gatherings Greater Than 200 People on Village-Owned Property'
- ☐ \$500 security deposit – \*WFD is exempt
- ☒ Certificate of Insurance from the Warwick Fire Department to the Village of Warwick including the primary and non-contributory basis form (*form ACORD 25*)
  - \*COI must include required limits as specified in the 'Facility Use Permit Application for Gatherings Greater Than 200 People on Village-Owned Property'
  - \*COI must include **Host Liquor Liability Coverage** if applicable.
  - \*Liability coverage must include mechanical rides / bounce houses/ inflatable slides
- ☒ Warwick Fire District Policy Endorsement, Addition of Primary and Noncontributory
- ☒ Warwick Fire District Policy Endorsement, Deletion of Exclusion

## 2. **Forms required from July 4 Ever Fireworks**

- ☒ Indemnity & Hold Harmless between July 4 Ever Fireworks and Village of Warwick.
- ☒ Signed contract between July 4 Ever Fireworks and Warwick Fire Department.
- ☒ Proof of Worker's Compensation from July 4 Ever Fireworks to The Village of Warwick
- ☒ Proof of Worker's Compensation from July 4 Ever Fireworks to The Warwick Fire Dept / District
- ☒ Certificate of Insurance from July 4 Ever Fireworks to the Village of Warwick including the primary and non-contributory basis form (*form ACORD 25*)
- ☒ Certificate of Insurance from July 4 Ever Fireworks to the Warwick Fire Dept / District including the primary and non-contributory basis form (*form ACORD 25*)
- ☒ Proof of Disability (DB-120.1 (10-17) from July 4 Ever Fireworks to The Village of Warwick

☒ Proof of Disability (DB-120.1 (10-17)) from July 4 Ever Fireworks to Warwick Fire Dept / District

☒ Commercial General Liability (ECG 20 592 05 09) - Name of Additional Insured Person(s) or Organization(s) – Village of Warwick and Warwick Fire District / Department

### **3. Forms required from Gillette Shows**

☒ Signed Agreement between Gillette Shows, LLC and Warwick Fire Department to furnish a combination of rides and concessions known as Gillette Shows

☒ Signed Indemnity and Hold Harmless Agreement between Gillette, The Warwick Fire Dept / District, and Village of Warwick

☒ Certificate of Insurance from Gillette Shows Inc. to the Warwick Fire District and Warwick Fire Department including the primary and non-contributory basis form (*form ACORD 25*)

☒ Non-Contributory Endorsement for Additional Insureds from Gillette Shows, Inc. to the Warwick Fire District and Warwick Fire Department (LD-20287)

☒ Certificate of Insurance from Gillette Shows Inc. to the Village of Warwick including the primary and non-contributory basis form (*form ACORD 25*)

☒ Non-Contributory Endorsement for Additional Insureds from Gillette Shows, Inc. to the Village of Warwick, trustees, employees, and agents (LD-20287)

☒ Commercial General Liability (CG 20 26 07 04) - Name of Additional Insured Person(s) or Organization(s) – Warwick Fire District and Warwick Fire Department

☒ Commercial General Liability (CG 20 26 07 04) - Name of Additional Insured Person(s) or Organization(s) – The Village of Warwick, its trustees, employees, and agents

☒ Proof of Worker's Compensation (C-105.2 (9-07) from Gillette Shows, Inc to The Village of Warwick, its trustees, employees, and agents

☒ Proof of Worker's Compensation (C-105.2 (9-07) from Gillette Shows, Inc to Warwick Fire Dept / District, its trustees, employees, and agents

☒ Proof of Disability (DB-120.1 (10-17) from Gillette Shows to The Village of Warwick

☒ Proof of Disability (DB-120.1 (10-17) from Gillette Shows to Warwick Fire Dept / District



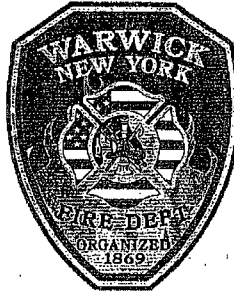
# WARWICK FIRE DEPARTMENT

CHIEF – ANDREW LEMIN  
FFLEMIN3106@yahoo.com

1ST ASST. CHIEF – KELLY BROCK  
Kbrock915@gmail.com

2ND ASST. CHIEF – KEVIN HUGHES  
kfrancisshughes@gmail.com

SAFETY OFFICER – CHRIS DIMARCO  
Biggums151@yahoo.com



PRESIDENT – MELISSA STEVENS  
Melissa\_stevens@yahoo.com

VICE PRESIDENT CHRIS GARDNER  
cgardner@warwick.net

SECRETARY – DEB SCHWEIKART  
Warwickfire150@GMAIL.COM

TREASURER – BILL LINDBERG  
lindberg652@gmail.com

March 7, 2024

Board of Trustees Village of Warwick  
PO Box 369  
Warwick, NY 10990

Re: 2024 Warwick Fire Department Carnival

Dear Members of the Village Board:

Please be advised that the Warwick Fire Department plans of holding its annual carnival this year in Veterans Memorial Park. The Carnival will run from Wednesday June 26th to Saturday June 29<sup>th</sup>, 2024. Set up for the event will begin on Sunday June 23<sup>rd</sup>, and breakdown and clean up will be completed by July 1st. The Carnival will be open from 6:00 PM to 10:00 PM Wednesday through Friday and 6:00 PM to 11:00 PM on Saturday. Fireworks are scheduled for Saturday, June 29<sup>th</sup>, with a rain date of Sunday, June 30<sup>th</sup>. An application for the use of the park has been submitted, with the map marked indicating the use of the whole park, that will be used for set up and operation of the carnival.

Per the Village of Warwick Facility Use Request Information: The Carnival will provide food and rides at a cost to the attendees. A detailed map is attached to the facility request. The Warwick Fire Department will provide garbage disposal containers and porta pottys. The Warwick Police Department, Warwick Fire Department and Warwick Ambulance have been notified of the Carnival. The Warwick Fire Department will provide lights as needed. The required insurance certificates and paperwork is attached.

Please feel free to contact me with any questions at (845) 494-3810 or by email [warwickfire150@gmail.com](mailto:warwickfire150@gmail.com)

Deborah Schweikart  
Secretary

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: March 7, 2024

Title of Event: Warwick Fire Department Carnival

Purpose of Event: Fire Department 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: June 23rd to July 1st, 2024 Rain Date(s) Requested: \_\_\_\_\_

Arrival Time: 0900 Departure Time: 5 PM

Event Start Time: 5 PM Event End Time: 11 PM

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

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

*\*For-profit activities are prohibited.*

Applicant's Name/Responsible Party: Deborah Schweikart, Warwick Fire Department

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

Mailing Address of Responsible Party: PO Box 31  
Warwick, NY 10990

Residential Address of Responsible Party: 72 Southern Lane, Warwick, NY 10990

Email Address: warwickfire150@gmail.com Cell Phone: 845-494-3810

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

Name of Organization (if Applicable): Warwick Fire Department

Organization's Phone: 845-986-fire Email Address: warwickfire150@gmail.com

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

Mailing Address of Organization: PO Box 31  
Warwick, NY 10990

Physical Address of Organization: 25 Church St Ext, Warwick, NY 10990

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

Maximum Number of People Intended at the Event: over 200

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

Expected Number of Vehicles Intended at the Event: over 100

Please explain the parking plan for the event: Warwick Fire Department Fire Police will park cars as they enter Memorial Park

#### **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 <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Music / Loudspeakers / Sound System</b> <i>If yes, explain: The music will be from amusement rides</i> <i>Location of Music/Loud Speakers/ Sounds System: _____</i>	Yes <input checked="" type="checkbox"/> No <input 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 <input type="checkbox"/> 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: June 20, both fire and ems 1st field</i> <i>Date &amp; time tent will be removed: June 25 after noon</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

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

**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 <input type="checkbox"/> 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 <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Use of Electricity</b>	Yes <input type="checkbox"/> 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 <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Use of Memorial Park Pavilion Lights</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

<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> <i>Please explain: _____</i>	Yes _____ No <u>X</u>

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

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

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

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

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

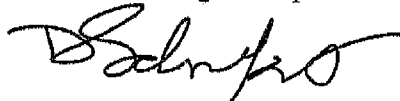
### **SECTION 6: INDEMNITY & HOLD HARMLESS**

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

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.

Deborah Schweikart



3-7-2024

Printed Name of Applicant/Responsible Party

Signature of Applicant/Responsible Party

Date

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

**Village of Warwick  
Facility Use Requirements & Acknowledgement Form  
For Gatherings Greater Than 200 People**

The use of all Village recreational and park facilities shall be subject to the approval and rules of the Village Board of Trustees administered by the Village Clerk or other Board designee.

1. Organizations or individuals wishing to use Village facilities shall first apply to the Village Clerk using the prescribed form. Such form shall then be forwarded to the Village Board of Trustees for consideration. All forms, security deposit, fees, and insurance documents shall be submitted to the Village Clerk for inclusion on the Village Board Meeting Agenda *at least 90 days prior to the desired Board meeting* for which they will go before the Village Board for approval. Village Board meetings typically take place on the 1st and 3rd Monday of each month. The Village of Warwick meeting dates can be found on our website: [www.villageofwarwick.org](http://www.villageofwarwick.org)
2. Permits must be requested by a **Town of Warwick** resident. Said resident shall be responsible for the event, club, team or group to which this permit is issued.
3. Organizations/individuals shall indicate areas to be used during an event or season on the attached map.
4. A fee, as listed on the Village Schedule of Fees, will be charged for use of field lights.
5. A limited number of tables and chairs are available for use in the Memorial Park pavilion. Applicants are responsible for the set up and take down.
6. A security deposit of \$500 for gatherings of over 200 people is required at the time the application is submitted to the Village Clerk. If the grounds are restored to proper condition, the deposit will be refunded 30 days following the conclusion of the event. Should any damage be done to the premises for which the cost to repair shall be in excess of said deposit, then either the individual making application for said permit or the group which they represent or on whose behalf they sign, or both, may be held legally responsible for said excess costs.
7. The Village Board of Trustees, at its discretion, has the authority to waive any facility use fees and/or security deposit.
8. All users must provide the following insurance. **Insurance certificates must accompany the Facilities Use Permit.**
  - I. Notwithstanding any terms, conditions, or provisions, in any other writing between the parties, the permittee hereby agrees to effectuate the naming of the Village as an additional insured on the permittee's insurance policies.
  - II. The policy naming the Village as an additional insured shall:

- Be an insurance policy from an A.M. Best rated "secure" or better insurer, licensed in New York State.
  - State that the organization's coverage shall be primary and noncontributory coverage for the Village, its Board, employees and volunteers.
  - The Village shall be listed as an additional insured by using endorsement CG 2026 or equivalent. A completed copy of the endorsement must be attached to the certificate of insurance.
  - At the Village's request, the organization shall provide a copy of the declaration page of the liability and umbrella policies with a list of endorsements and forms. If so requested, the organization will provide a copy of the policy endorsements and forms.
- III. The permittee agrees to indemnify the municipality for any applicable deductibles and self-insured retentions.
- IV. The insurance producer must indicate whether or not they are an agent for the companies providing the coverage.
- V. Required Insurance:

**No less than the following:**

- **Commercial General Liability Insurance**

\$1,000,000 per occurrence/ \$2,000,000 aggregate, with coverage for athletic participants.

Not less than \$500,000/\$1,000,000 bodily injury or death.

Limits of not less than \$500,000 for property damage.

**Excess Insurance:**

\$\_\_\_\_\_ each Occurrence and Aggregate. Excess coverage shall be on a follow-form basis.

**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**

- VI. User acknowledges that failure to obtain such insurance on behalf of the municipality constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the municipality. The user is to provide the municipality with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities. The

failure of the Village to object to 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.
- VIII. Insurance is not cancelable without 10 days' prior written notice to the Village of Warwick.

**Individuals - Required Insurance Homeowners Insurance:**

- Section Two – Liability:  
\$1,000,000 per occurrence/ \$2,000,000 aggregate, with coverage for athletic participants.
- Not less than \$500,000/\$1,000,000 bodily injury or death.
- Limits of not less than \$500,000 for property damage.
- Policy shall not exclude the off-premises activities of the insured.
- Insurance is not cancelable without 10 days' prior written notice to the Village of Warwick.

**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. All persons shall comply with the rules and regulations as set forth in Chapter 39 'Assemblies, Public – Village Owned Property' of the Code of the Village of Warwick. *See Exhibit B.*
12. Illegal drugs, smoking, tobacco use, cannabis, electronic cigarettes, and vapor products are not permitted.
13. 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.



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

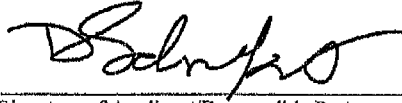
#### **INDEMNITY & HOLD HARMLESS**

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

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

Deborah Schweikart

Printed Name of Applicant/Responsible Party

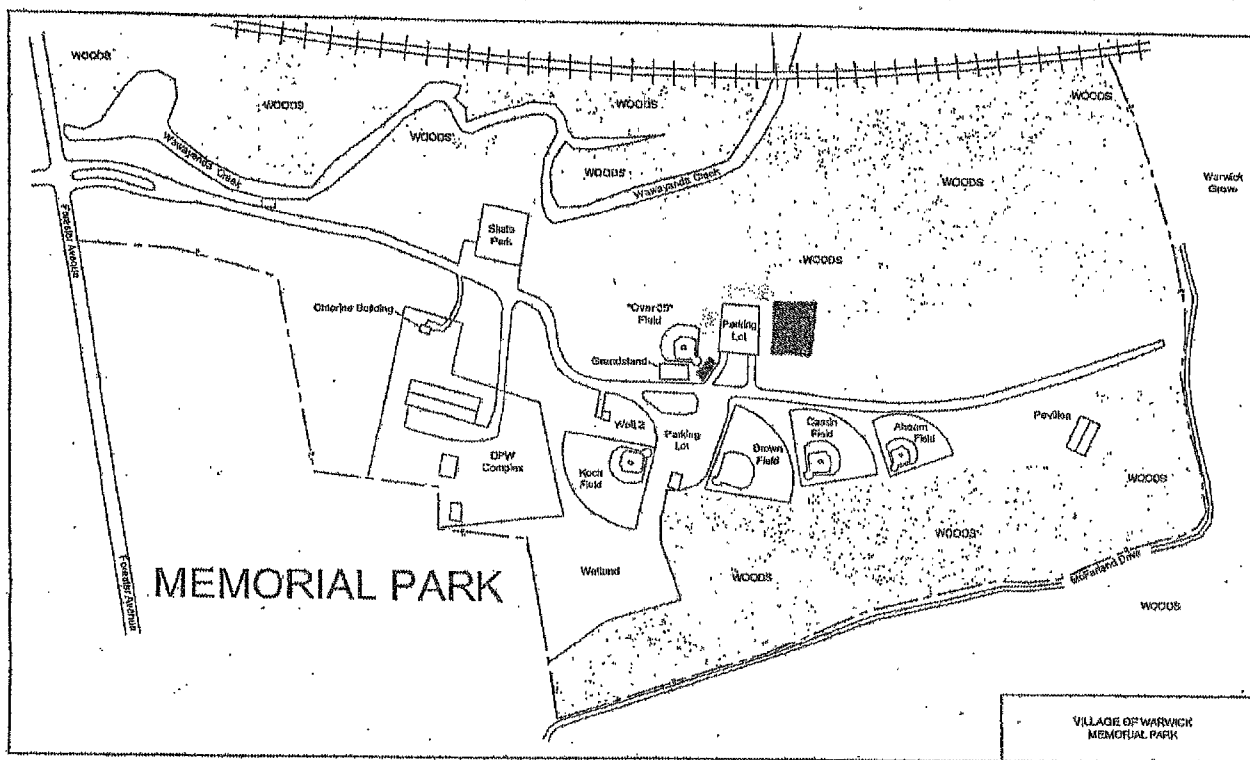


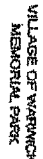
Signature of Applicant/Responsible Party

3-7-2024

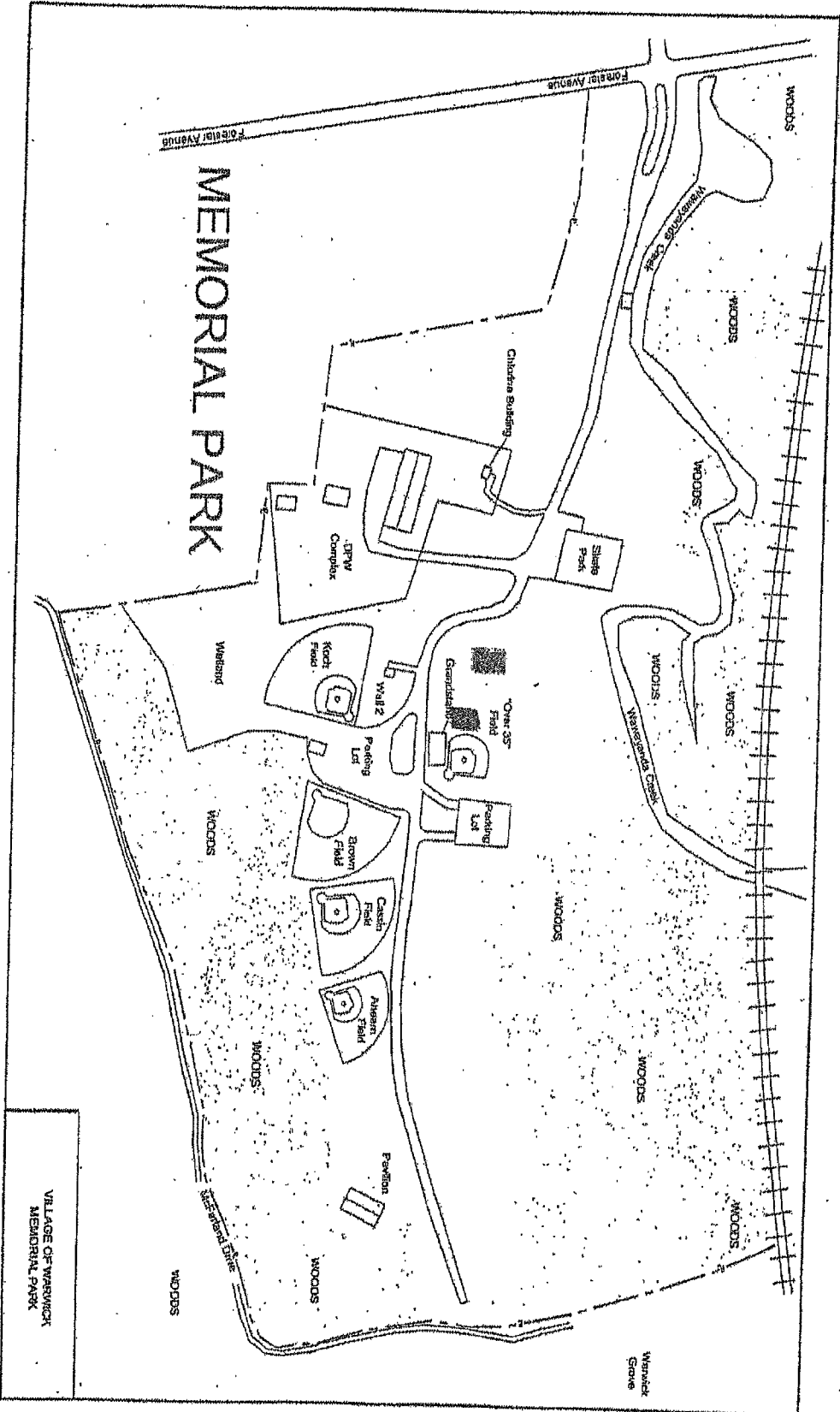

Date

- Generator Trailers
- Camper / Housing







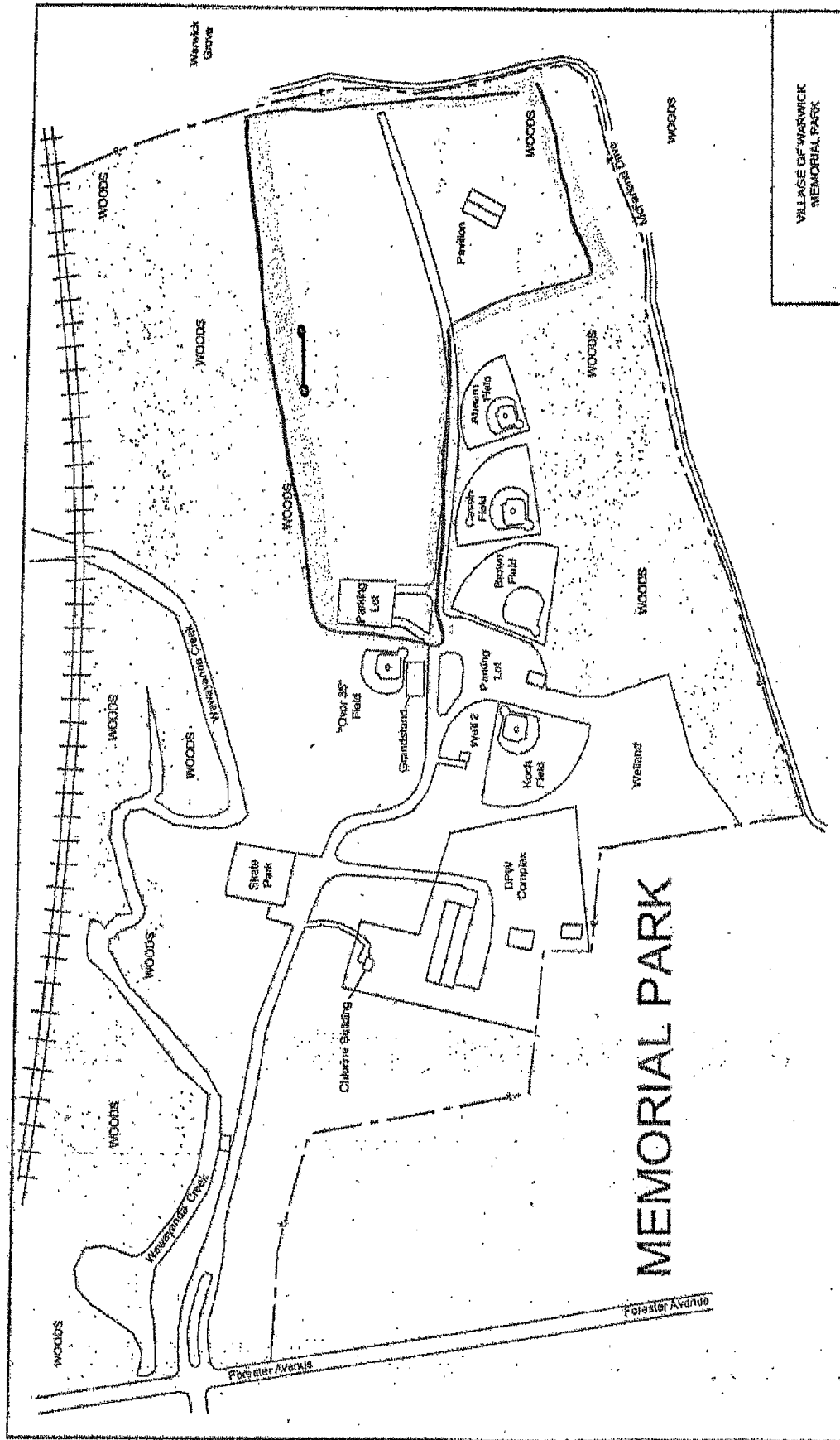


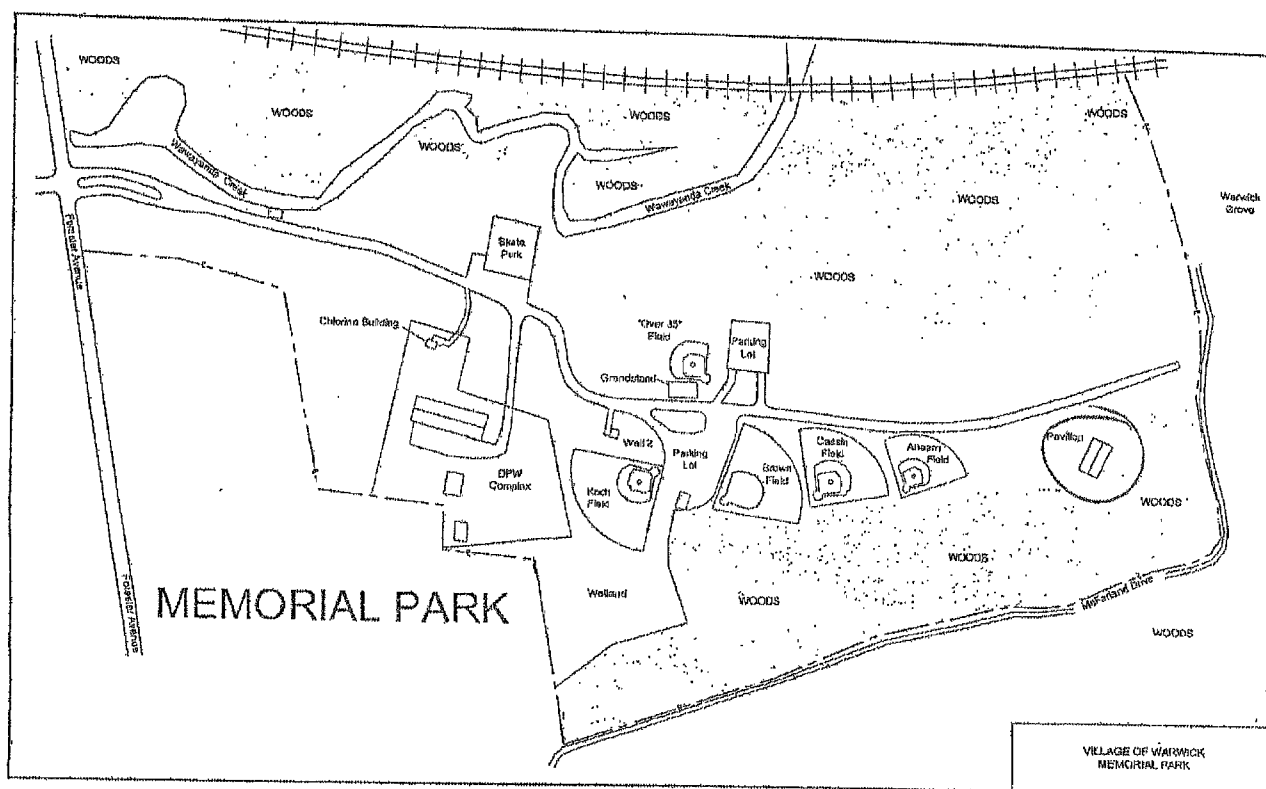
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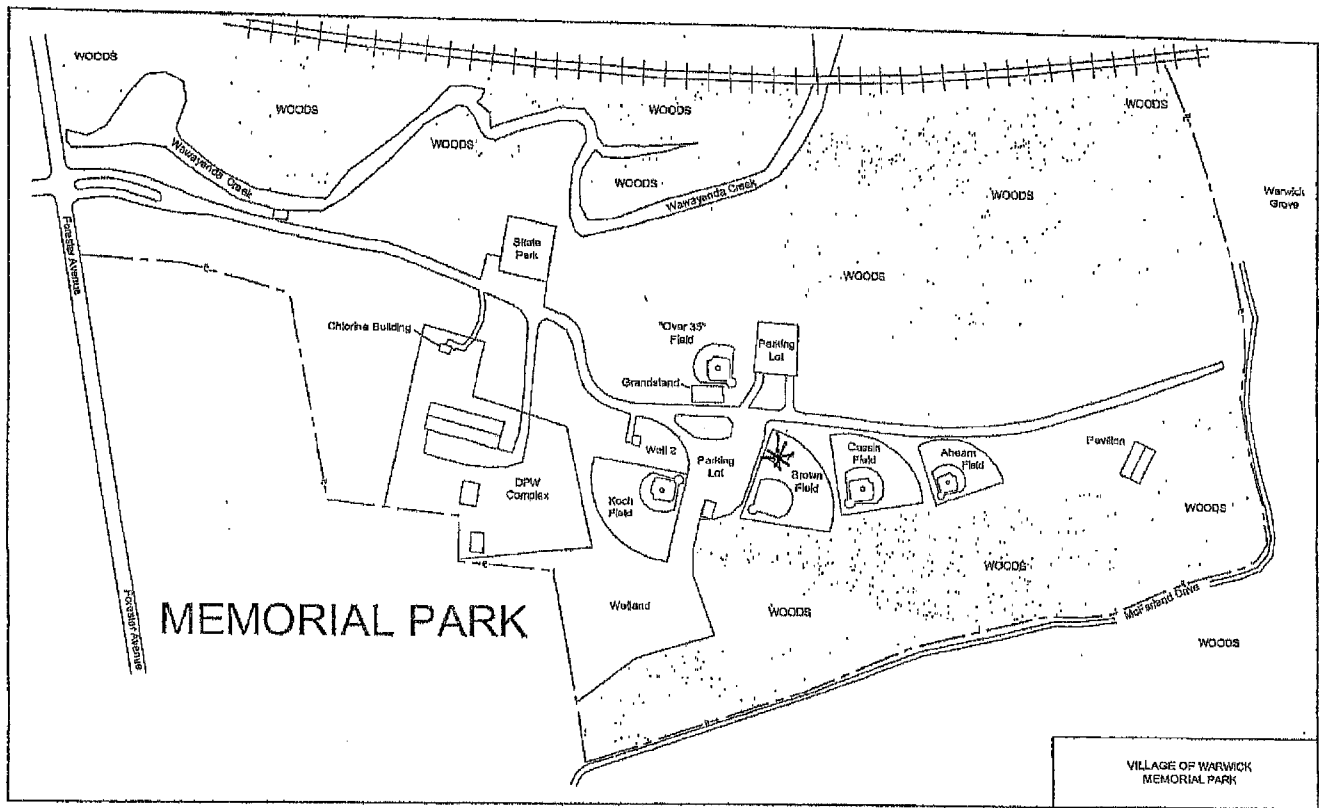












77 Main Street  
Post Office Box 369  
Warwick, NY 10990  
www.villageofwarwick.org



**RECEIVED**  
MAY 17 2024  
(845) 986-2031  
FAX (845) 986-6884  
mayor@villageofwarwick.org  
clerk@villageofwarwick.org  
**VILLAGE OF WARWICK  
CLERK'S OFFICE**

**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: 5/18/24

Title of Event: East Coast Elite Basketball Fundraiser

Purpose of Event: raise money for basketball team - 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: 06/09/24      Rain Date Requested: \_\_\_\_\_

Arrival Time: 9am      Departure Time: 3pm

Event Start Time: 9:15      Event End Time: 3:15

**SECTION 3: APPLICANT INFORMATION**

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

Applicant's Name/Responsible Party: Marijane Lamattina  
*\*Person of responsibility representing the organization must be a Town of Warwick resident.*

Mailing Address of Responsible Party: 64 Amity Rd, Warwick NY 10990

Email Address: ecbasketball@yahoo.com Cell Phone: 516-672-8894

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

Name of Organization (if Applicable): East Coast Elite Basketball

Name of Organization's Director(s)/Officer(s): Marijane Lamattina

Organization's Phone: 516-672-8894 Email Address: ecbasketball@yahoo.com

Mailing Address of Organization: 64 Amity Rd Warwick NY 10990

Physical Address of Organization: (same as above)

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

Maximum Number of People Intended at the Event: 50

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

# of Adults: 10 # of People Under 18: 20

Expected Number of Vehicles Intended at the Event: 1

Please explain the parking plan for the event: vehicle will park in a 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 ____
<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> <i>Date &amp; time tent will be set up:</i> <u>9 AM</u> <i>Date &amp; time tent will be removed:</i> <u>3:15 pm</u>	Yes <u>X</u> No ____

<b>RVs, Campers, Food Trucks, etc.</b> <i>If yes, explain: _____</i>	Yes _____ No <u>X</u>
<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> _____ _____ <i>*A permit is required from the Orange County Department of Health when offering or selling any food to the public. It is the applicant's responsibility to contact the Orange County Department of Health to obtain necessary permits. Contact the Orange County Department of Health for further information.</i> <i>*Applicants must provide a drawing to scale showing where the food will be served/sold and where trash will be disposed.</i>	Yes _____ No <u>X</u>
<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.</i>	Yes _____ No <u>X</u>
<b>Other</b> <i>Please explain: _____</i>	Yes _____ No <u>X</u>

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

<b>Road Closure</b> <i>List road(s): _____</i> <i>Closed between the hours of _____ and _____</i> <i>Number of 'No Parking' meter bags requested, if applicable: _____</i>	Yes _____ No <u>X</u>
<b>Use of Village-owned tables and chairs</b> <i>Veterans Memorial Park Pavilion Only. No. of Tables _____ No. of Chairs _____</i>	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> <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>✓</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 East Coast Elite Basketball (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 \_\_\_\_\_ (Name Organization).

Maryone Lamaltn  
 Printed Name of Applicant/Responsible Party

[Signature]  
 Signature of Applicant/Responsible Party

5/11/21  
 Date

**Clerk Use Only:** Security Deposit Check # 003 Certificate of Insurance ✓ Host Liquor Liability nla  
 Fees Received nla Park Map(s) ✓ Police Dept. Approval (if applicable) nla  
 Facility Use Calendar ✓ Parade Calendar (if applicable) nla

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

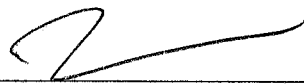
17. Any organization with youths under 18 years old requires the presence of adequate adult supervision at all times.
18. Supervision and parking are the responsibility of the applicant organization/individual.
19. Permits may be revoked at any time.
20. All posted rules must be adhered to.
21. No field 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.

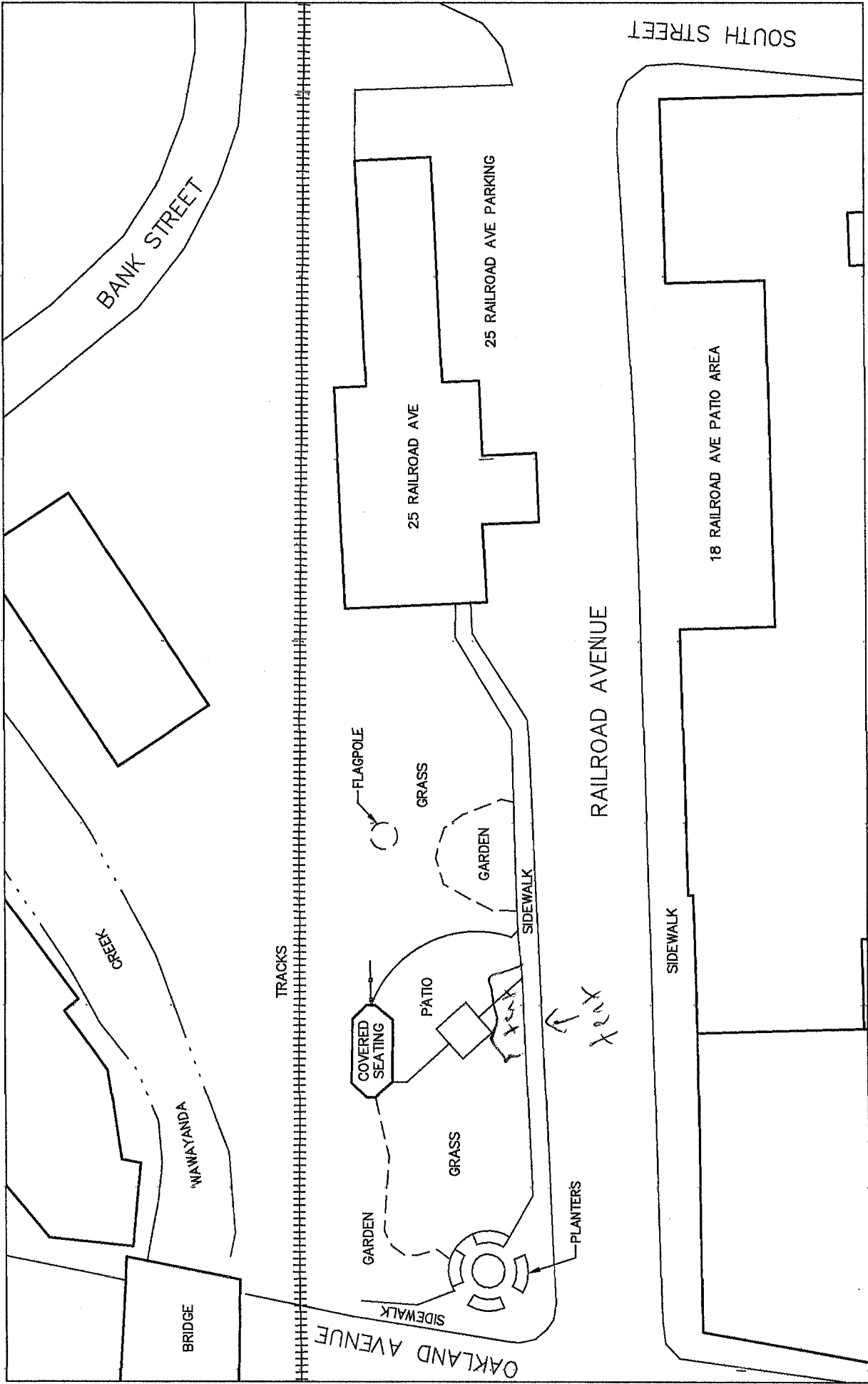
I have read and understand the Facilities Use Requirements:

Marijane Lometh  
Printed Name of Applicant/Responsible Party

  
Signature of Applicant/Responsible Party

Date 3/28/21





77 Main Street  
Post Office Box 369  
Warwick, NY 10980  
www.villageofwarwick.org



(845) 986-2031  
FAX (845) 986-8884  
mayor@villageofwarwick.org  
clerk@villageofwarwick.org

**VILLAGE OF WARWICK**  
INCORPORATED 1867

**Budget Modification Request**

**For Board of Trustees Approval - Meeting on 6/3/2024**

For approval to modify the budget appropriations and revenue for the increase in CHIPS, PAVENY and EWR

**GENERAL FUND**

Expenditure Code	Account Description	Reason	Adopted Budget	Modified Appropriation
A5112.4950	CHIPS Permanent Improvements	Increase in funding for CHIPS	213,548.00	215,823.00
TOTAL				215,823.00

Revenue Code	Account Description	Reason	Adopted Budget	Modified Revenue
A3591	Highway Capital Projects (CHIPS)	Increase in funding for CHIPS and POP program	213,548.00	215,823.22
TOTAL				215,823.22

Respectfully submitted,

Sadie Becker  
Village Treasurer

Backup Documentation: Department of Transportation letter dated 4/30/24

Report Date: 5/22/24



# Department of Transportation

KATHY HOCHUL  
Governor

MARIE THERESE DOMINGUEZ  
Commissioner

April 30, 2024

MICHAEL MOSER  
COMMISSIONER OF PUBLIC  
VILLAGE OF WARWICK  
PO BOX 369 77 MAIN STREET  
WARWICK NY 10990

Dear Mr. Moser:

The 2024-25 State Budget provides funding to support the repair, rehabilitation, and modernization of local roads and bridges. The Budget includes \$598.1 million in Consolidated Local Street and Highway Improvement Program (CHIPS) funding, \$150 million in PAVE-NY funding, and \$100 million in Extreme Winter Recovery (EWR) funding and \$100 million in Pave Our Potholes (POP). Also included are reappropriations of rollover funds remaining from previous State fiscal year CHIPS, PAVE-NY, EWR and POP appropriations. Please provide a copy of this letter to the chief financial officer for your municipality.

The next quarterly SFY 2024-25 CHIPS, PAVE-NY, EWR and POP reimbursements are scheduled to be made on June 26, 2024. Requests for the June payments must be for expenditures made on or after December 26, 2022 through May 17, 2024. Refer to the Program Guidelines on the CHIPS website ([www.dot.ny.gov/programs/chips](http://www.dot.ny.gov/programs/chips)) regarding eligible project activities and program requirements. The Village of Warwick has the following funding amounts available for the June payments.

Program	Total Balance	24-25 Apportionment Balance	Cumulative Rollover Balance
CHIPS	\$135,094.36	\$134,596.32	\$498.04
PAVE NY	\$32,412.15	\$32,412.15	\$0.00
EWR	\$24,957.42	\$24,957.42	\$0.00
POP	\$23,359.29	\$21,608.10	\$1,751.19

The instructions for applying for the June 26, 2024 reimbursements are located on the back of this letter and on the CHIPS website. The New York State Department of Transportation (NYSDOT) Regional Office must receive all program payment submission items no later than **May 23, 2024**. Please sign the certification on each page of the reimbursement request forms and keep a copy of the completed forms for your files. Your NYSDOT municipal code for entry on the forms is 831516.

Municipalities may mail or e-mail their Documentation Checklists, reimbursement request forms, and supporting documentation to their NYSDOT Region. Guidance for e-mail submissions may be obtained on the CHIPS website. Contact information:

Giselle Conrad  
NYSDOT Regional CHIPS Representative  
New York State Department of Transportation  
4 Burnett Boulevard  
Poughkeepsie, NY 12603  
[dot.sm.r08.CHIPS@dot.ny.gov](mailto:dot.sm.r08.CHIPS@dot.ny.gov)

If you have any questions, please contact Giselle Conrad at 845-431-5731.

Respectfully yours,

Matthew T. Haas  
Director, Office of Integrated Modal Services

135,094,360,000 +  
32,412,150,000 +  
24,957,420,000 +  
23,359,290,000 +  
004,000,000 +  
215,823,220,000 +

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

RECEIVED  
MAY 20 2024  
VILLAGE OF WARWICK  
CLERK'S OFFICE

Michael Vernieri, CPA  
Diane Scocozza

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

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

I have examined the books and records of the Village of Warwick – Justice Court as of May 31, 2022 in order to provide an internal audit to comply with section 2019-a of the Uniform Justice Court Act.

The annual audit checklist is enclosed with this report.

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



May 17, 2024

# Appendix 9 – Annual Audit Checklist

## CHECKLIST FOR INITIAL REVIEW OF JUSTICE COURT RECORDS

### Cash Receipts Book

YES   NO

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

*Last Recorded Receipt:*                      # 30714                      *Date* 05/31/22                      *Amount* \$ 150.00

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

*Last Recorded Deposit:*                      *Date* 05/31/22                      *Amount* \$ 595.00

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

*Last Month Totaled and Summarized:*   MAY 2022

### Cash Disbursements Book

YES   NO

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

*Last Recorded Check :*                      # 1097                      *Date* 05/03/22                      *Amount* \$ 13,925.00

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

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

☒

*Last Bank Reconciliation for Each Bank Account:*

*Date Performed*  
06/01/22

*Month Ending*  
MAY 2022

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

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

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

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

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

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

☒☐☒☐

*Last Determination of Accountability:* *Date Performed*  
06/01/22

*Month Ending*  
MAY 2022

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

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

☒☐☐☒

Reports to Justice Court FundYES NO

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

☒ ☐  
☒ ☐  
☒ ☐

*Last Report Submitted -*      *Month Ending*      *Date*      *Amount*  
   05/31/22      06/01/22      \$ 13,592.07

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

☐ ☒

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Reporting to Department of Motor Vehicles - TSLE&D ProgramYES NO

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

☒ ☐  
☐ ☒

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

☒ ☐

*Last TSLE&D Report Available:*      *Date* 06/06/22

- ▶ How many cases are shown as pending in the last TSLE&D report? 132

→ Is the number of pending cases reasonable?

☒ ☐

→ How many cases are shown as pending for more than 90 days? 29

→ What actions have been taken to dispose of these cases?

COURT DATES, SUSPENSIONS, AND WARRANTS ARE USED TO  
DISPOSE OF CASES.

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Overall Evaluation

GOOD

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# VILLAGE OF WARWICK

INCORPORATED 1867

## NOTICE OF BID ELECTRICAL POWER SUPPLY

**PLEASE TAKE NOTE** that the Village of Warwick is seeking proposals for the supply of electrical power. Sealed proposals marked, "**Electrical Power Supply Proposals 2024/26**" on the outside of the mailing envelope must be submitted to the Village Clerk at 77 Main Street, Warwick, NY on or before June 17<sup>th</sup>, 2024, at 4:00 p.m. That evening all Bids will be opened and publicly read aloud at the Village Board Meeting which begins at 7:30 p.m.. Vendors should be aware that there could be an initial administrative delay of up to a month for the utility to change over accounts.

A listing of the Village of Warwick Orange and Rockland account numbers are available at the Village Clerk's office. The vendor submitting an RFP is responsible for obtaining historical data usage. Vendors must submit, via email to [clerk@villageofwarwick.org](mailto:clerk@villageofwarwick.org), on a form written by the Vendor, a request for historical data usage. The Vendor is responsible for submitting this form to the utility and acquiring the historical data usage.

Specifications for the bid may be found on the Village of Warwick's website [www.villageofwarwick.org](http://www.villageofwarwick.org) or by emailing the Village Clerk's Office at [clerk@villageofwarwick.org](mailto:clerk@villageofwarwick.org).

The Village Clerk may be contacted by email at [clerk@villageofwarwick.org](mailto:clerk@villageofwarwick.org) or by phone 845-986-2031 ext. 102. Questions are to be directed in writing to the Village Clerk at the above address and phone number. All questions must be received by June 12, 2024.

**BY ORDER OF THE BOARD OF TRUSTEES  
VILLAGE OF WARWICK, NEW YORK  
RAINA ABRAMSON  
VILLAGE CLERK**



Village of Warwick  
77 Main Street/PO Box 369  
Warwick NY 10990  
Villageofwarwick.org

Electrical Power Supply Request for Proposal

**INVITATION FOR PROPOSAL**

The Village of Warwick, New York is seeking proposals for the supply of electrical power. Sealed proposals plainly marked "Electrical Power Supply Proposal 2024/2026" on the outside of the mailing envelope, must be submitted to the Village Clerk at 77 Main Street, Warwick, New York on or before June 17, 2024, at 4:00 p.m. local time. Vendors should be aware that there could be an initial administrative delay of up to a month for the utility to change over the accounts. Page 4 of this form will be used to review proposals and award a contract.

The Village of Warwick is requesting qualifications and fixed price information from interested vendors for the Village's purchase of electrical power supply to be used at all municipal buildings.

The selected vendor will be expected to supply electrical power for a determined term starting with all billing cycles in July 2024. Addendum to this project, if any, will be posted on the Village of Warwick website, [www.villageofwarwick.org](http://www.villageofwarwick.org) under the project heading. Interested parties may supply an email or mailing address to the Village of Warwick Clerk in advance of the "RFP" opening to receive updates to this project.

The Village of Warwick reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the Village and to negotiate the terms and conditions of any proposal leading to execution of an Agreement for Services.

Questions may be directed to the Village Clerk, in writing, to: [clerk@villageofwarwick.org](mailto:clerk@villageofwarwick.org), and must be received by Wednesday, June 12, 2024 by 4:00 p.m.

**GENERAL INFORMATION:**

The Village of Warwick is requesting fixed price information for the purchase of electrical power to be used at all Village of Warwick buildings and facilities. A listing of the Village of Warwick Orange and Rockland account numbers is available by contacting the Village Clerk at [clerk@villageofwarwick.org](mailto:clerk@villageofwarwick.org). The vendor (submitting an RFP) is responsible for obtaining historical data usage. Vendors must submit, in person, to the Village Clerk, on a form written by the Vendor, a request for historical data usage. The Vendor is responsible for submitting this form to the utility and acquiring the historical data usage.

Vendors making proposals must respond in writing to all requirements of this Request for Proposal (RFP). Responses should reflect detailed considerations of the issues and opportunities presented by this specific project. Any additional information or tasks that are felt to be relevant by the responding firm should be included together with the submittal requirements.

Questions may be directed to the Village of Warwick Clerk at: [clerk@villageofwarwick.org](mailto:clerk@villageofwarwick.org). Questions submitted by phone, written correspondence, or in person will not be accepted.

Vendors are required to hold their proposals open until the signing of the contract. An award will be made, and an agreement will be signed June 17, 2024 and returned that evening or the following day by 10:00 a.m. to lock in a rate, if the Village of Warwick agrees to all conditions and pricing data of a submitted proposal.

Vendors must be licensed to market electrical power in the State of New York and provide qualifying documentation.

#### **SUBMITTAL REQUIREMENTS:**

Vendors are required to submit two (2) copies of the proposal package. The following shall be included as part of the proposal package:

1. A letter providing the Vendor Company summary of qualifications and contact information.
2. A description of the vendor's overall capability, resources and assurance that it can meet its commitment to successfully provide these services.
3. References: Submit references for three (3) major municipal or commercial customers and their aggregate dollar value of such contracts with which they have supplied the electrical power during the past two (2) years. Include contact name, company name, address and telephone number.
4. Specifications, Requirements Documents, and Addendum issued initialed at the bottom of each page.
5. Completed and signed Proposal Form (Page 4 of this document).
6. Completed and signed W-9 (Tax Form).
7. State of New York License to market electrical power.
8. Proposed Agreement for Services.
9. Such other documentation regarding programs and features as vendor deems helpful to the Village's evaluation.

Failure to include the above referenced items at the time of proposal submittal may disqualify the vendor.

#### **EVALUATION CRITERIA:**

Proposals will be evaluated based on the following:

- Vendor qualifications and capabilities.
- Vendor responsiveness, price structure, supplier financial viability, and experience and market presence.
- Programs and features of Vendor that may make it unique or better than others.
- Price
- Proposed Agreement for Services

**No Proposal will be considered unless the company submitting the Proposal has been engaged in business for a minimum of twenty-four (24) months.**

#### **RESERVATION OF RIGHTS:**

The Village of Warwick reserves the right to undertake such investigation as it deems necessary to evaluate the qualifications of the vendor and to evaluate the proposal submitted. Vendors may be requested to execute releases for information. Failure to provide a release upon request may result in disqualification.

The Village of Warwick reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the Village and to negotiate the terms and conditions of any proposal.

## **REQUIREMENTS OF AGREEMENT FOR SERVICES:**

1. The term of the contract for this proposal will begin July 1, 2024, and end based on the term decided by the Village, i.e., 12, 24, 36 months or any term determined within that time period.
2. A single invoice will be submitted to the Village for all buildings and facilities monthly.
3. The successful Vendor will provide a monthly invoice with the total of kilowatt-hours of electrical power delivered for each building for that month. The vendors must be prepared to accept that weather conditions, or other factors, could increase or decrease the amount of power actually consumed to a level above or below the historical data provided by the utility.
5. The successful Vendor shall not assign the contract without receiving prior express written approval of the Village.
6. The successful Vendor shall submit a statement that will indemnify, defend, and hold harmless, the Village of Warwick, against all claims for loss, damage, cost, and injury of any kind to property and persons, including death, resulting from, or arising out of, or occurring in connection with, the performance of the contract by the successful Vendor, its officers, agents, or employees.
7. Failure to adhere to and comply with any of the conditions of the Agreement for Services and specifications of this RFP will result in cancellation of the Agreement upon written notice. In the event of cancellation of the Agreement and the necessity to negotiate a new Agreement for electrical power supply with another supplier, the Vendor will be responsible for making whole the Village of Warwick for its loss, damages and costs incurred.
8. A cost-saving analysis at the end of the contract year is required as part of the Agreement for Services.

## **9. SEXUAL HARASSMENT POLICY**

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all its employees. Such policy shall, at minimum, meet the requirements of Section 201-G of the New York State Labor Law.

Village of Warwick  
77 Main Street/PO Box 369  
Warwick NY 10990  
Villageofwarwick.org

## Price Proposal Form for Electrical Power Supply

**Term beginning July 1, 2024 - Fixed Price per KWH: See attached:**

Fixed Price per Kilowatt Hour: Regular Power: \_\_\_\_\_ 100% Green Power: \_\_\_\_\_  
50% Green Power: \_\_\_\_\_ Green Power Source: \_\_\_\_\_ (see attached)

Date of Signature: \_\_\_\_\_

Please Print Representative's Name: \_\_\_\_\_

Please indicate number of years as an established company: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Price per kWh to include all of the following line items:**

Energy

Ancillaries

Capacity

Clean Energy Standard which includes all of the following:

- ZEC
- RES Tier 1
- TOTS
- PPT

Losses

Consolidated billing

Full Swing

Pricing Page (All terms):

12 months:

Fixed Price per Kilowatt Hour:

Regular Power: \_\_\_\_\_

100% Green Power: \_\_\_\_\_

50% Green Power: \_\_\_\_\_

Green Power Source: \_\_\_\_\_

24 months:

Fixed Price per Kilowatt Hour:

Regular Power: \_\_\_\_\_

100% Green Power: \_\_\_\_\_

50% Green Power: \_\_\_\_\_

Green Power Source: \_\_\_\_\_

Lowest price of all terms available:

Fixed Price per Kilowatt Hour:

Regular Power: \_\_\_\_\_

100% Green Power: \_\_\_\_\_

50% Green Power: \_\_\_\_\_

Green Power Source: \_\_\_\_\_

**BOARD OF TRUSTEES  
VILLAGE OF WARWICK  
JUNE 3, 2024  
ADDENDUM NO. 1**

11. **MOTION** to advertise and receive bids for Consulting and Professional Services for the Village of Warwick Multi-Use Trail Feasibility Study project as part of the 2023 Empire State Development Strategic Planning and Feasibility Study Funding Program.

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

Trustee Cheney \_\_\_\_ Trustee Foster \_\_\_\_ Trustee Collura \_\_\_\_

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