

**BOARD OF TRUSTEES  
VILLAGE OF WARWICK  
JUNE 6, 2022  
AGENDA**

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

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

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

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

Trustee Cheney \_\_\_\_ Trustee Foster \_\_\_\_ Trustee Bachman \_\_\_\_

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 Bachman \_\_\_\_

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

**Correspondence**

1. Letter from the Warwick Grove Homeowners Association requesting to store three snow removal vehicles on the blacktop area behind the Garden of Heroes.
2. Letter of appreciation from Commander Stan Martin of the Nicholas P. Lasando Jr. Warwick American Legion Post 214.

**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



**Motions**

**Trustee Cheney's Motions**

1. **MOTION** to raise the hourly rate for seasonal DPW employee, James Quackenbush, to \$18.00 per hour per the request of DPW Supervisor, Mike Moser.

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

Trustee Cheney \_\_\_\_ Trustee Foster \_\_\_\_ Trustee Bachman \_\_\_\_

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

**2. FY-2023 ORANGE URBAN COUNTY CONSORTIUM COMMUNITY DEVELOPMENT PROGRAM GOVERNING BODY RESOLUTION – SOUTH STREET SIDEWALKS**

The Village of Warwick is hereby submitting its Application for consideration under the FY-2023 Orange Urban County Consortium Community Development Program and the chief elected official or executive officer is hereby authorized to submit this Application for South Street Sidewalks Project as described in the proposal. Input from citizens and groups has been received and considered and an application has been prepared which addresses their community concerns. They further certify that they have read and understood the Orange Urban County Consortium Community Development Guidelines for the FY-2023 program year and have met all of its applicable requirements and that the information contained in the Application is accurate and true to the best of their knowledge. If awarded CDBG funds, the Municipality shall implement the activities in a manner to ensure compliance with all applicable federal, state, and local laws and regulations.

\_\_\_\_\_ presented the foregoing resolution which was  
seconded by \_\_\_\_\_,

The vote on the foregoing resolution was as follows:

Barry Cheney, Trustee, voting \_\_\_\_\_

Carly Foster, Trustee, voting \_\_\_\_\_

Thomas McKnight, Trustee, voting \_\_\_\_\_

Corey Bachman, Trustee, voting \_\_\_\_\_



Michael Newhard, Mayor, voting \_\_\_\_\_

**Trustee Foster's Motions**

3. **MOTION** to hire Mike Conklin and Lisa Kevins as additions to the 2022 Summer Recreation staff 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 Bachman \_\_\_\_

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

4. **MOTION** to approve the budget modification request as per the Village Treasurer's memo dated May 27, 2022.

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

Trustee Cheney \_\_\_\_ Trustee Foster \_\_\_\_ Trustee Bachman \_\_\_\_

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

5. **MOTION** to approve the revised Village of Warwick Summer Concert Series Schedule that includes the addition of concerts on July 13, 2022, and August 26, 2022 per the attached calendar provided by Summer Concert Coordinator, William Iurato.

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

Trustee Cheney \_\_\_\_ Trustee Foster \_\_\_\_ Trustee Bachman \_\_\_\_

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

6. **MOTION** to amend the Village of Warwick Schedule of Fees to reduce the fee under the heading 'Parks' under the subheading 'Facility Use Permit Application Fee for Gatherings More than 200 People', to the following:

<b><u>Type of Fee</u></b>	<b><u>Amount</u></b>
Facility Use Permit Application Fee – Gatherings More than 200 People	\$0.00

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

Trustee Cheney \_\_\_\_ Trustee Foster \_\_\_\_ Trustee Bachman \_\_\_\_

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



7. **MOTION** to amend the Village of Warwick Schedule of the Fees, under the heading ‘Parks’, under the subheading ‘Facility Use Permit Security Deposit for Gatherings More than 200 People’ and ‘Facility Use Permit Security Deposit for Gatherings Less than 200 People’ that the following entities are exempt: Warwick Valley Central School District, Warwick Fire District, Warwick Police Department, Warwick Community Ambulance Service, and the Albert Wisner Public Library.

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

Trustee Cheney \_\_\_\_ Trustee Foster \_\_\_\_ Trustee Bachman \_\_\_\_

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

8. **MOTION** to grant permission to the Warwick Fire Department to use Veterans Memorial Park to hold their annual carnival per their letter dated April 18, 2022. Set up to begin on Sunday, June 19, 2022, and breakdown will be completed by Sunday, June 26, 2022. The carnival will be open to the public from 6:00 p.m. to 10:00 p.m. Wednesday, June 22, 2022, through Friday, June 24, 2022, and from 6:00 p.m. to 11:00 p.m. on Saturday, June 25, 2022. Fireworks are scheduled for Saturday, June 25, 2022, with a rain date of Sunday, June 26, 2022. Request includes use of alcohol in the park. Completed park permit and proper insurance, including Host Liquor Liability has been received.

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

Trustee Cheney \_\_\_\_ Trustee Foster \_\_\_\_ Trustee Bachman \_\_\_\_

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

9. **MOTION** to grant permission to the Warwick Fire Department to use Veterans Memorial Park for a Firemen’s Field Day Event from 9:00 a.m. to 9:00 p.m. on Saturday, August 20, 2022, with a rain date of Sunday, August 21, 2022. Request includes use of alcohol in the park. Completed park permit and proper insurance, including proof of coverage for firematic events and contests and Host Liquor Liability has been received.

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

Trustee Cheney \_\_\_\_ Trustee Foster \_\_\_\_ Trustee Bachman \_\_\_\_

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

10. **MOTION** to grant permission to Boy Scout Troop 45 to use the Veterans Memorial Park Pavilion for an awards ceremony and end of the year event on Monday, June 13, 2022, from 4:00 p.m. to 9:00 p.m. Request includes use of restrooms, electricity, and pavilion



lights. Completed park permit and proof of proper insurance have been received.

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

Trustee Cheney \_\_\_\_ Trustee Foster \_\_\_\_ Trustee Bachman \_\_\_\_

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

**Final Comments from the Board**

**Executive Session (if applicable)**

**Adjournment**



May 11, 2022

To the Honorable Mayor Newhard and Board of Trustees,

I first want to congratulate the Mayor and new board members on your election victories. The Village of Warwick is a beautiful and vibrant village that needs good leadership. I wish you well as you serve your terms.

Prior to the election, the Warwick Grove HOA had been working with the former board members to seek approval to store three snow removal vehicles on Veterans Memorial Park property. When we realized at one point that a new board would be in place we put that conversation on hold. I would like to resume that conversation.

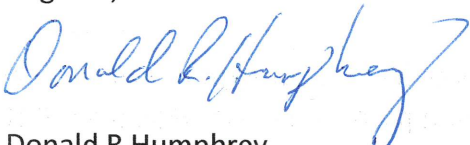
The ask would be to store three vehicles that we use to clear sidewalks and driveways on a blacktop area behind the Garden of Heroes. These snow removal vehicles are too small to drive to Warwick Grove for each snow event. This area is located at the top of Veterans Memorial Park where the park meets up with Warwick Grove off of MacFarland Avenue.

These vehicles would be stored there between December 1 and March 31 and would basically be out of view from residents and parkgoers. Currently there are aging picnic tables at this location which appear to be situated here for a couple of decades.

When Warwick Grove was built out, the plans did not include an area for snow removal or landscaping equipment storage, so my board and are hopeful that we can work with you to come up with an arrangement where we can utilize this area.

I would like to request that some of my board members and I meet with you to resume this discussion. I look forward to your reply.

Regards,



Donald R Humphrey  
President, Warwick Grove HOA  
[Donald.humphrey0802@gmail.com](mailto:Donald.humphrey0802@gmail.com)  
(845) 258-0340

**RECEIVED**

**MAY 16 2022**

**VILLAGE OF WARWICK  
VILLAGE CLERKS OFFICE**



RECEIVED

MAY 23 2022

VILLAGE OF WARWICK  
VILLAGE CLERKS OFFICE

Nicholas P. Lesando Jr.  
Warwick American Legion Post 214  
P.O. Box 491, Warwick, NY 10990

17 May 2022

RE: Letter of Appreciation for Raina Abramson

Mayor Michael Newhard:"

With great pleasure I am happy to inform you of the outstanding work performed by Raina Abramson. She has been extremely helpful and efficient whenever we have contacted her regarding veterans affairs. She was instrumental in assisting us with our latest Memorial Day parade.

As you know, we did not have a parade in 2020 due to the covid pandemic. In addition, we had all new officers who were not involved in previous parades. It was a learning experience for us. Her guidance in the 2021 and the upcoming 2022 parade plus additional veteran-related matters has been instrumental in our success in meeting requirements for permits and notifications to proper authorities. Ms. Abramson is an asset to your staff.

Our 117 members of American Legion Post 214 would also like to express our appreciation to you, your village staff, and trustees for your many acts of support to veterans in our great community.

Sincerely,



Commander Stan Martin

American Legion Post 214

Cc: Raina Abramson



VILLAGE OF WARWICK  
DEPARTMENT OF PUBLIC WORKS  
MEMO

TO: MAYOR NEWHARD

FROM : MIKE MOSER DPW SUPERVISOR

DATE: MAY 31, 2022

RE: SEASONAL LABORER

I WOULD LIKE TO REQUEST A RAISE OF HOURLY RATE FOR SEASONAL EMPLOYEE JAMES QUACKENBUSH. MR. QUACKENBUSH RETURNED FROM HIS RETIREMENT TO HELP WITH ALL THE LAWN CARE OF VILLAGE-OWNED PROPERTY AND IS AN EXPERIENCED ASSET THAT MAKES IT EASIER ON MYSELF AND WORK LEADER FOR GETTING MOWING ACCOMPLISHED EACH WEEK. I WOULD REQUEST A RAISE IN HOURLY RATE TO \$18.00; MR. QUACKENBUSH DOES NOT WORK A 20 HOUR WEEK SO A RAISE SHOULD NOT EFFECT PAYROLL BUDGET FOR SEASONAL HELP.

ANY QUESTIONS PLEASE FEEL FREE TO CONTACT ME.

THANK YOU.

RECEIVED  
MAY 31 2022  
VILLAGE OF WARWICK  
VILLAGE CLERKS OFFICE



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 6/6/22**

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
A9060.8000	Hospital & Medical Insurance	39,238.19	15,067.93	Variance for Actual Payroll	A1410.1000	Village Clerk - Personal Services	(1,996.87)	1,996.87
				Variance for Actual Payroll	A1640.1000	Central Garage - Personal Services	(2,443.46)	2,443.46
				Variance for Actual Payroll	A3620.1000	Code Enf/Bldg Insp - Personal Services	(607.83)	607.83
				Variance for Actual Payroll	A5010.1000	Street Admin - Personal Service	(2,908.40)	2,908.40
				Variance for Actual Payroll	A5010.1200	DPW - WORKERS COMP SALARY	(1,491.99)	1,491.99
				Variance for Actual Payroll	A7140.1000	Parks - Personal Service	(4,915.64)	4,915.64
				Variance for Actual Payroll	A8020.1000	Planning - Personal Services	(703.74)	703.74
<b>TOTAL</b>			<b>15,067.93</b>		<b>TOTAL</b>			<b>15,067.93</b>

**WATER FUND**

FROM Account Code	Account Description	Budget Approp. Balance	Transfer Request	Reason	TO Account Code	Account Description	Budget Approp. Balance	Transfer Amount
F1440.4950	Water - Other Engineer Services	64,019.50	11,690.48	Variance for Actual Payroll	F8340.1000	Trans/Dist - Personal Services	(10,598.20)	10,598.20
					F9030.8000	Water Social Security	(890.99)	890.99
					F9035.8000	Water Medicare	(201.29)	201.29
<b>TOTAL</b>			<b>11,690.48</b>		<b>TOTAL</b>			<b>11,690.48</b>

Respectfully submitted,

*S. Becker*  
Sadie Becker

Village Treasurer

Backup Documentation: Negative Balance Listing report

Report Date: 5/27/22



Range of Accounts: First to Last  
Report Type: Sub Account Include Non-Budget Accounts: N

Account No	Description	Budgeted	Encumbered	Expended	Transfers	Reimbursed	Canceled	Balance	%Used
A-1410-1000	Village Clerk - Personal Services	104,119.00	0.00	106,115.87	0.00	0.00	0.00	1,996.87-	101.92
A-1640-1000	Central Garage - Personal Services	85,312.00	0.00	87,755.46	0.00	0.00	0.00	2,443.46-	102.86
A-3620-1000	Code Enf/Bldg Insp - Personal Services	68,727.00	0.00	69,334.83	0.00	0.00	0.00	607.83-	100.88
A-5010-1000	Street Admin - Personal Service	92,493.00	0.00	95,401.40	0.00	0.00	0.00	2,908.40-	103.14
A-5010-1200	DPW - WORKERS COMP SALARY	0.00	0.00	11,997.18	10,505.19	0.00	0.00	1,491.99-	114.20
A-7140-1000	Parks - Personal Service	31,614.00	0.00	61,444.25	24,914.61	0.00	0.00	4,915.64-	108.70
A-8020-1000	Planning - Personal Services	52,347.00	0.00	53,050.74	0.00	0.00	0.00	703.74-	101.34
<b>Fund Total</b>									
		434,612.00	0.00	485,099.73	35,419.80	0.00	0.00	15,067.93-	103.21
F-8340-1000	Trans/Dist - Personal Services	189,450.00	0.00	226,498.20	26,450.00	0.00	0.00	10,598.20-	104.91
F-9030-8000	Water Social Security	15,235.00	0.00	17,375.99	1,250.00	0.00	0.00	890.99-	105.40
F-9035-8000	Water Medicare	3,563.00	0.00	4,064.29	300.00	0.00	0.00	201.29-	105.21
<b>Fund Total</b>									
		208,248.00	0.00	247,938.48	28,000.00	0.00	0.00	11,690.48-	104.95
<b>Year Total</b>									
		642,860.00	0.00	733,038.21	63,419.80	0.00	0.00	26,758.41-	103.79



SUMMER CONCERT SERIES  
FYE 22/23

Village of Warwick Summer Concert Series - FY 2022-23

Concert Date	Performer	Time	Location
Saturday, May 28, 2022	One Swift Kick - Ralph Edwards	7:30 p.m.	Rail Road Green
Saturday, June 4, 2022	Stoneflower	7:30 p.m.	Rail Road Green
Friday, June 10, 2022	NY Wind Symphony	7:00 p.m.	Rail Road Green
*Sunday, June 12, 2022	*NY Wind Symphony	*3:00 p.m.	Rail Road Green
*Wednesday, June 15, 2022	*NY Wind Symphony	*7:00 p.m.	Rail Road Green
Wednesday, June 22, 2022	OCS	7:30 p.m.	Rail Road Green
Saturday, July 2, 2022	Big Funk	7:30 p.m.	Rail Road Green
Sunday, July 3, 2022	Free Shrimp Band	7:30 p.m.	Rail Road Green
Wednesday, July 13, 2022	Rob Cannillo, Charlie Ventre & Friends	7:30 p.m.	Rail Road Green
Saturday, July 16, 2022	Emish	7:30 p.m.	Rail Road Green
Saturday, July 23, 2022	Dark Horses	7:30 p.m.	Rail Road Green
Saturday, July 30, 2022	Elisa Jones	7:30 p.m.	Rail Road Green
Saturday, August 6, 2022	Uncle Shuehorn	7:30 p.m.	Rail Road Green
Saturday, August 20, 2022	Oz Noy Band	7:30 p.m.	Rail Road Green
Friday, August 26, 2022	The Jennys	7:30 p.m.	Rail Road Green
Wednesday, August 31, 2022	Tangent	7:30 p.m.	Rail Road Green
Saturday, September 3, 2022	Some Guys & a Broad	7:30 p.m.	Rail Road Green
Saturday, September 10, 2022	Judith Tullock Band	7:00 p.m.	Rail Road Green
Saturday, September 17, 2022	New Swing Sextet	7:00 p.m.	Rail Road Green

\*Rain Dates

6/1/2022



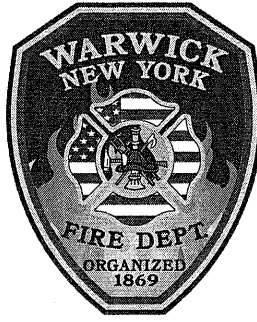
# WARWICK FIRE DEPARTMENT

CHIEF – MICHAEL CONTAXIS  
Wfd634c@yahoo.com

1<sup>ST</sup> ASST CHIEF – ANDREW LEMIN  
FFLEMIN3106@yahoo.com

2<sup>ND</sup> ASST. CHIEF – KELLY BROCK  
Kbrock915@gmail.com

SAFETY OFFICER – CHRIS DIMARCO  
Biggums151@yahoo.com



PRESIDENT – MELISSA STEVENS  
Melissa\_stevens@yahoo.com

VICE PRESIDENT ROBERT PAVLICK  
ROBB.PAVLICK@gmail.com

SECRETARY – DEB SCHWEIKART  
DLSWARWICK@GMAIL.COM

TREASURER – BILL LINDBERG  
lindberg652@gmail.com

April 18, 2022

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

Re: 2022 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 22<sup>nd</sup> to Saturday June 25<sup>th</sup>, 2022. Set up for the event will begin on Sunday June 19<sup>th</sup>, and breakdown and clean up will be completed by June 26<sup>th</sup>. 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 25<sup>th</sup>, with a rain date of Sunday, June 26<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





**VILLAGE OF WARWICK**  
INCORPORATED 1867

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

Date Request Submitted: March 21, 2022

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 19, 2022 to June 26 Rain Date(s) Requested: \_\_\_\_\_

Arrival Time: 0900 Departure Time: 5:00 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.*



PO Box 31  
Warwick, NY 10990

Mailing Address of Responsible Party: \_\_\_\_\_

Residential Address of Responsible Party: 264 St Rte 94 South  
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 <u>X</u> No _____
<b>Music / Loudspeakers / Sound System</b> <i>If yes, explain: <u>The music will be from amusement rides</u></i> <i>Location of Music/Loud Speakers/ Sounds System: _____</i>	Yes <u>X</u> No _____
<b>Parade, walk, road race, etc.</b> <i>Request must include in writing a clear layout of the intended route AND a letter from the Warwick Police Department approving the route and police resources</i>	Yes _____ No <u>X</u>
<b>Tent(s)</b> <i>Include a map detailing the placement of the tent(s)</i> <i>Date &amp; time tent will be set up: <u>June 26, both fire and ems 1st field</u></i> <i>Date &amp; time tent will be removed: <u>June 26 after noon</u></i>	Yes <u>X</u> No _____



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

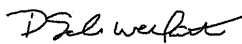






attorneys' fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of the Village of Warwick property, facilities and/or services. I have read and understand the Facilities Use Requirements:

Deborah Schweikart



3-21-22

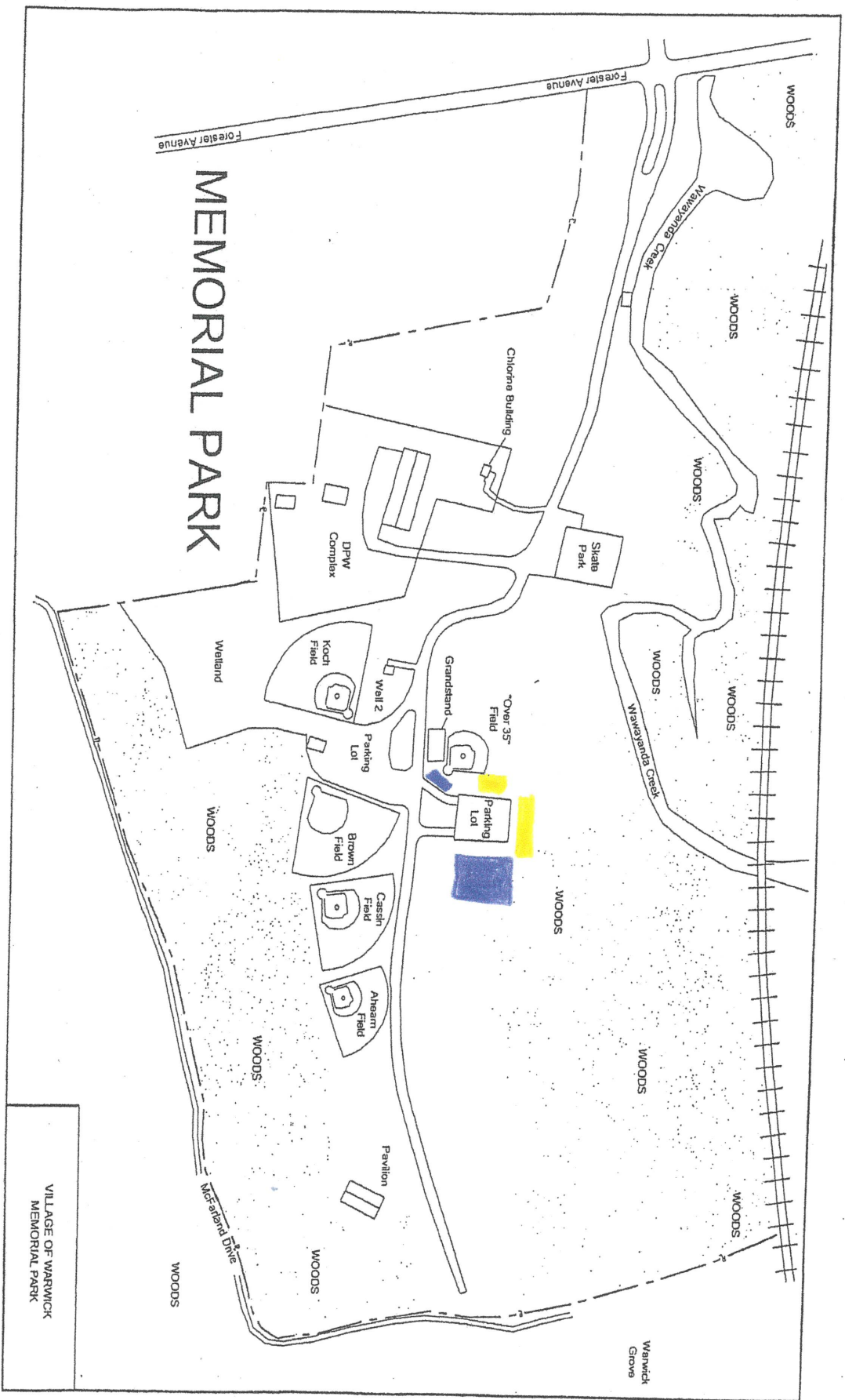
Printed Name of Applicant/Responsible Party

Signature of Applicant/Responsible Party

Date

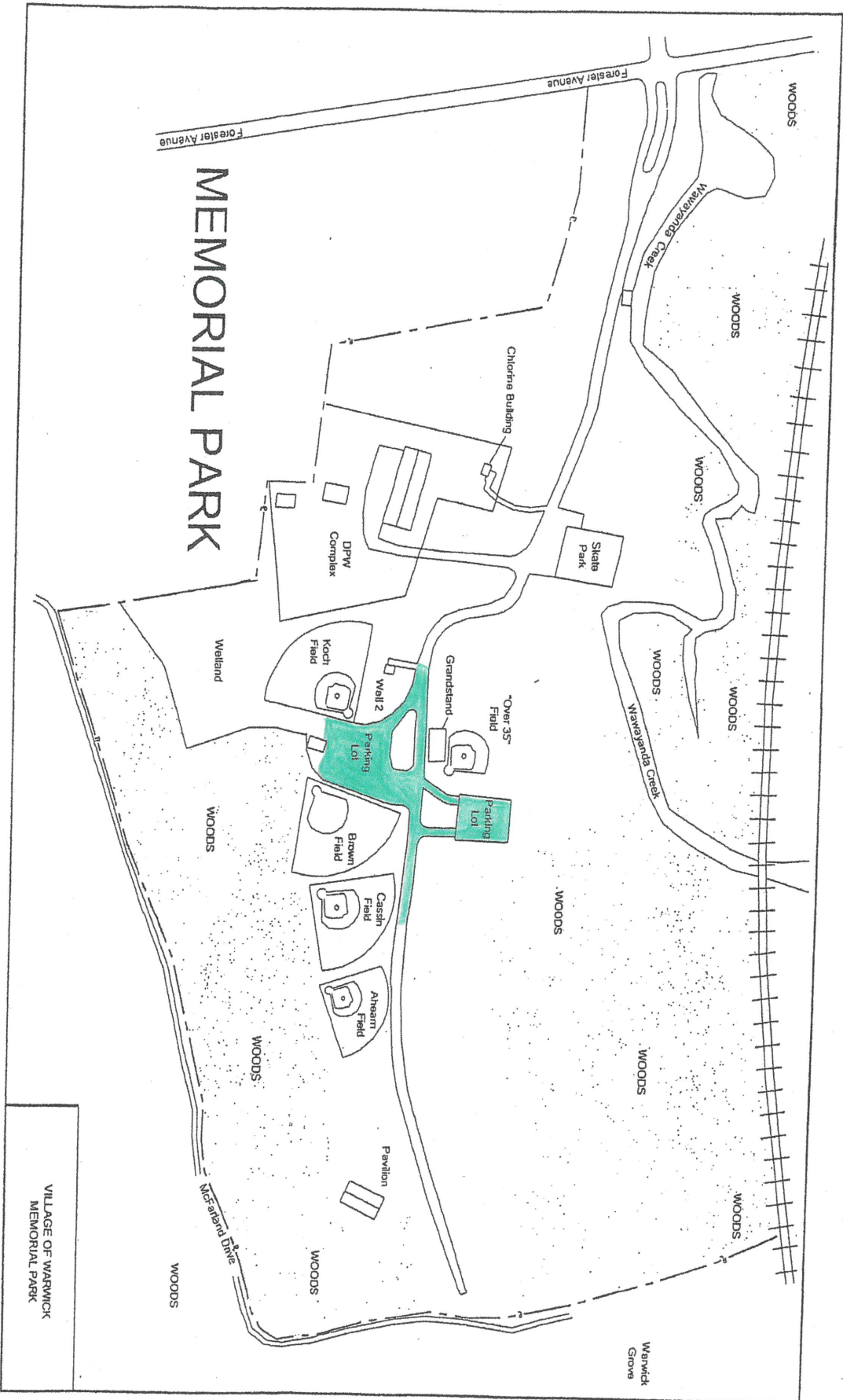


Generator Trailers  
 Camper / Housing



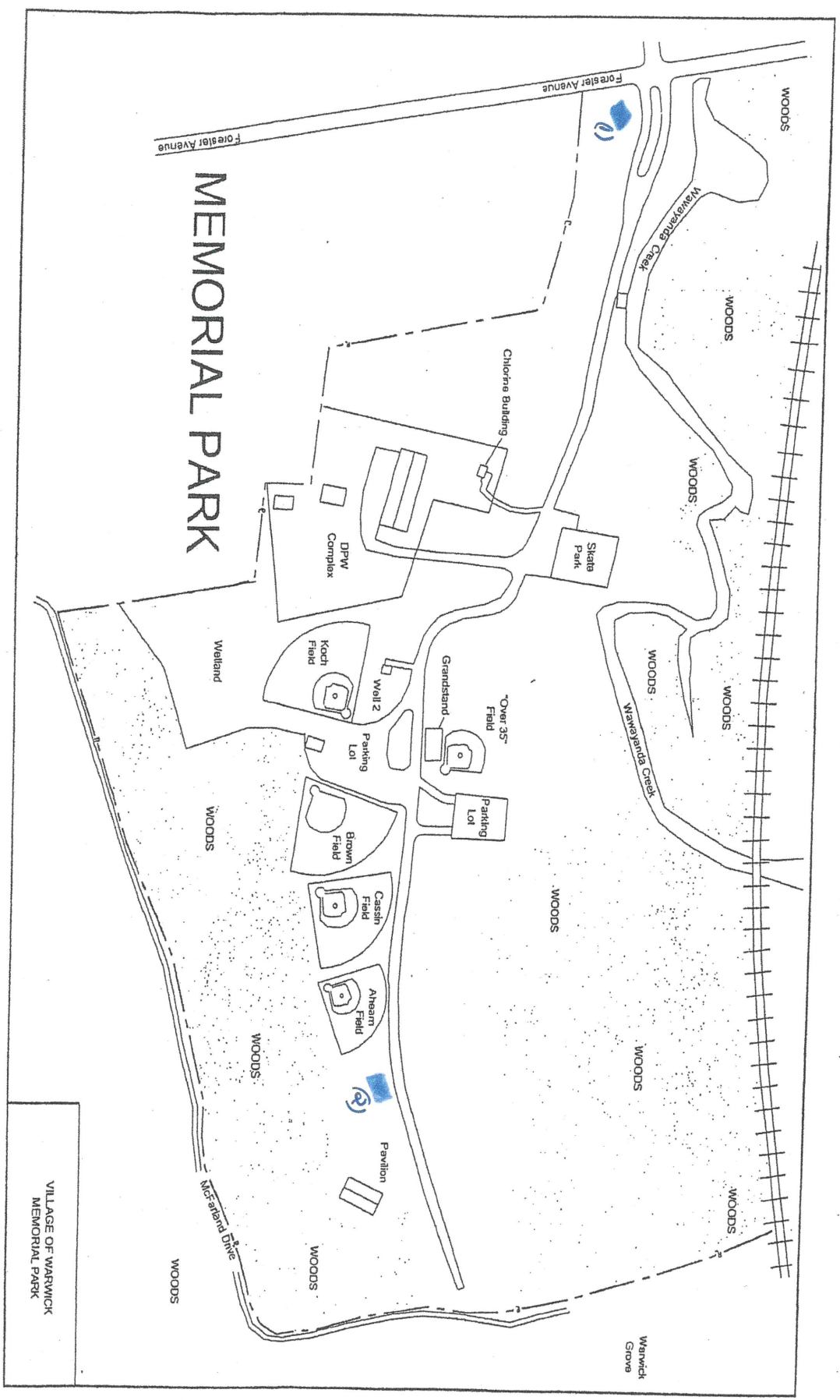


**Area Carnival Setup  
Rides and Concessions**



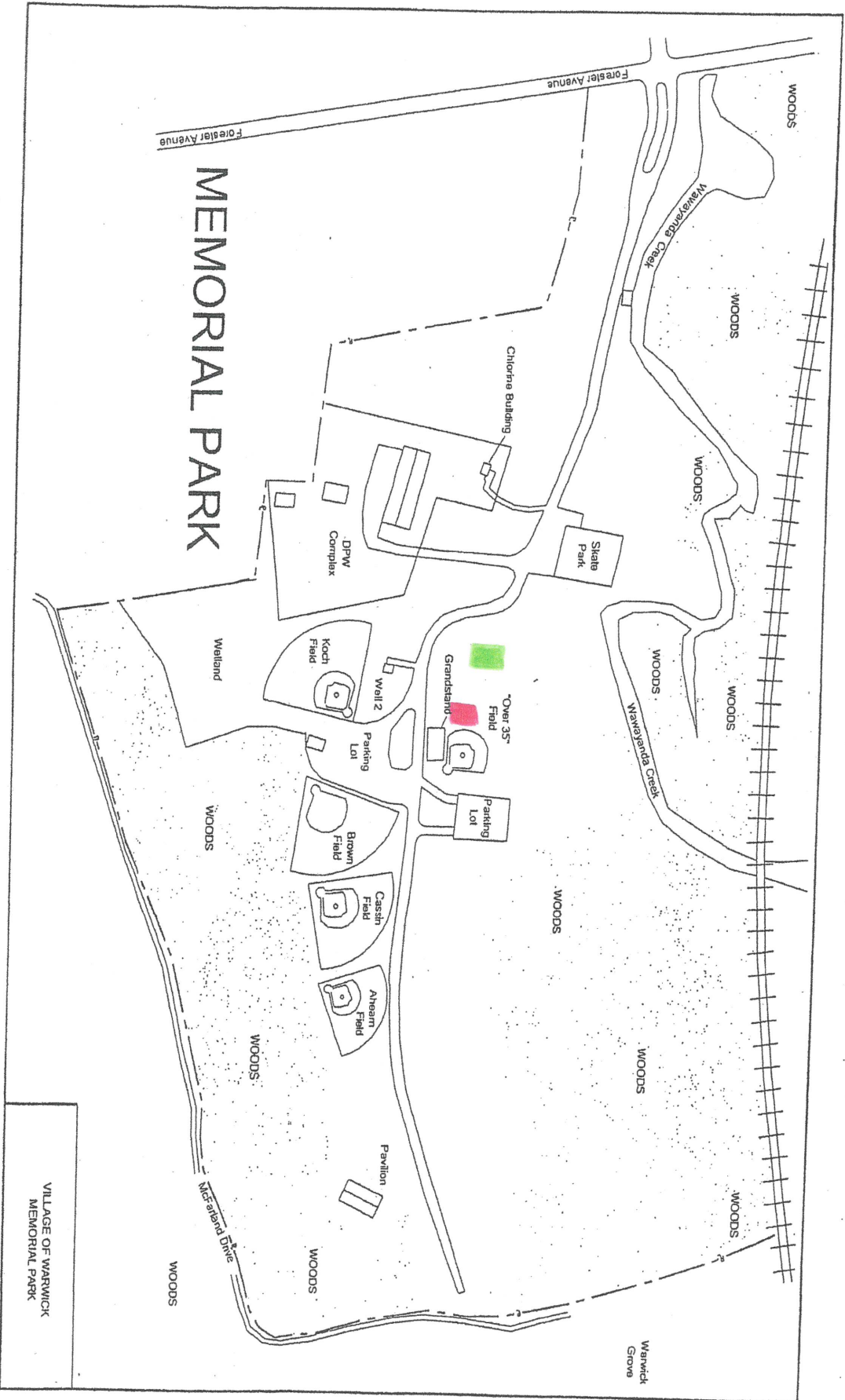


- Light Towers (Gas powered, 4x3, 4-6 Lights)
- (1) Borrowed from Village of Warwick
- (2) Borrowed from Oc Sheriff



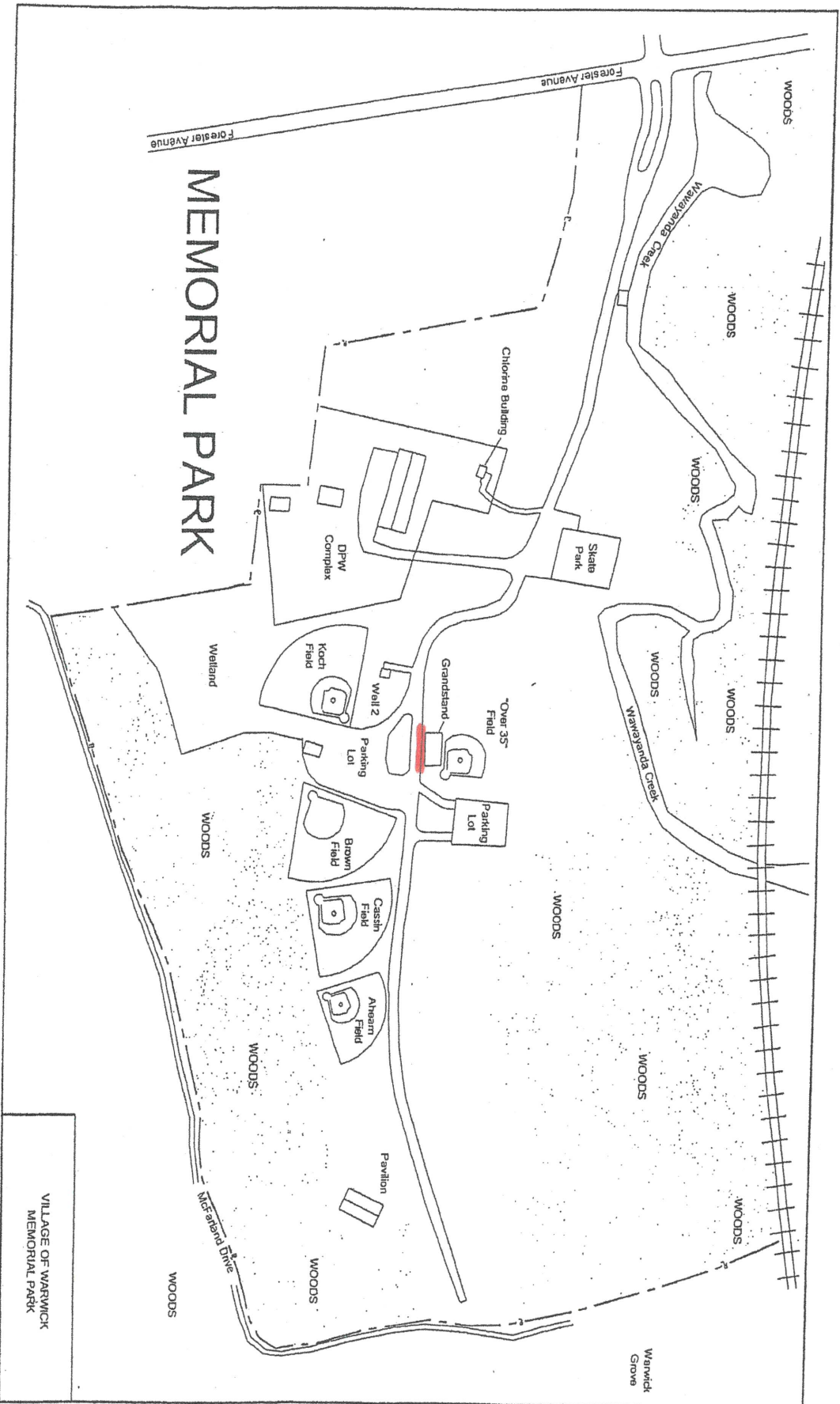


Fire Tent  
EMS Tent



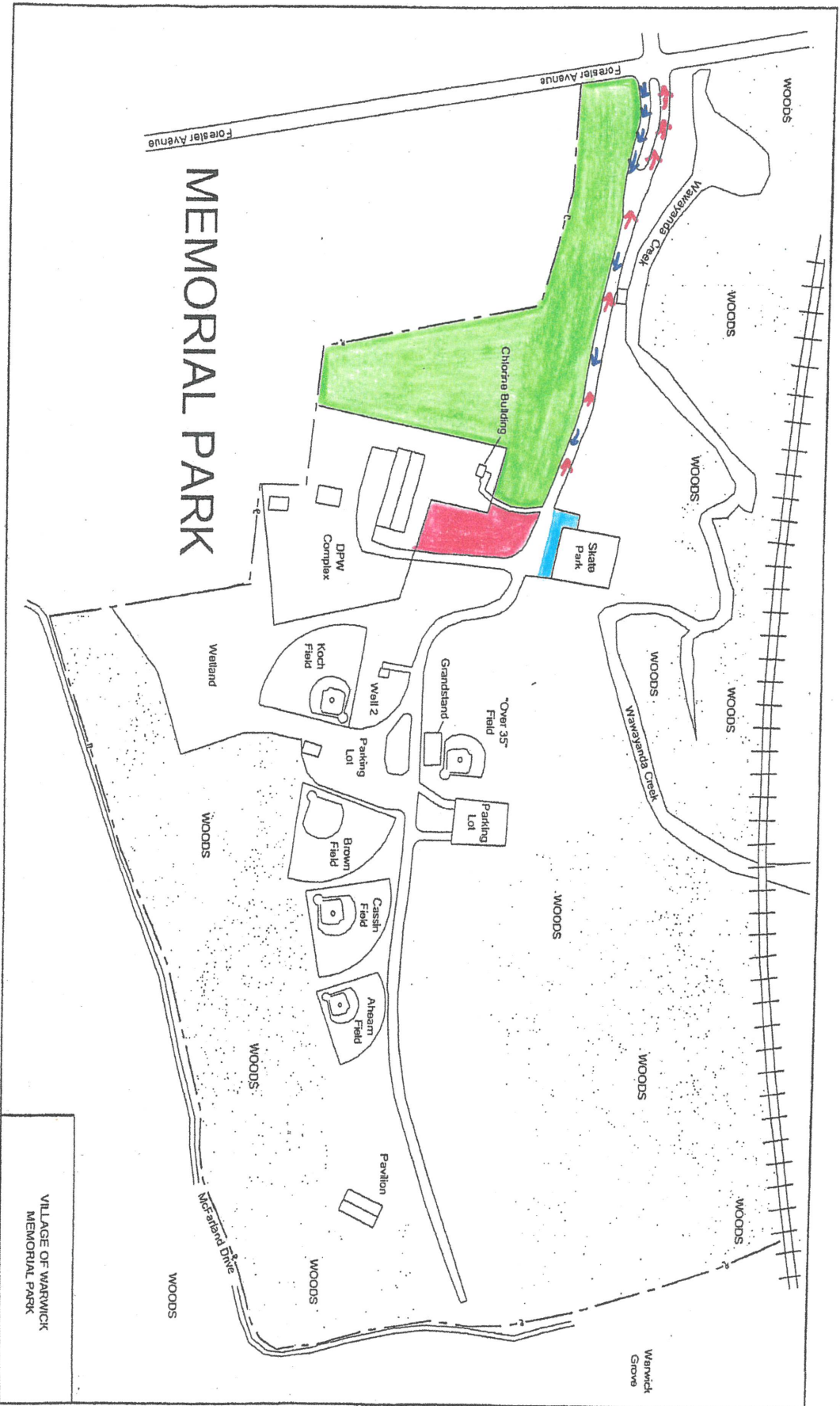


Portable Toilets





- Disability Parking
- Fire Dept. Member Parking
- Attendees Parking
- ← Egress
- Ingress







## VILLAGE OF WARWICK

INCORPORATED 1867

### Warwick Fire Department Carnival – 2022 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'
- ☐ \$250 Application fee
- ☐ \$500 security deposit
- ☒ 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 J & J Computing (DBA Fireworks Extravaganza)

- ☒ Signed contract between Fireworks Extravaganza and Warwick Fire Department titled Fireworks Extravaganza Required Insurance Information Form
- ☒ Proof of Worker's Compensation from J & J Computing, Inc (DBA Fireworks Extravaganza) to The Village of Warwick
- ☒ Proof of Worker's Compensation from J & J Computing, Inc (DBA Fireworks Extravaganza) to The Warwick Fire Dept / District
- ☒ Certificate of Insurance from J & J Computing, Inc. (DBA Fireworks Extravaganza) to the Village of Warwick including the primary and non-contributory basis form (*form ACORD 25*)
- ☒ Certificate of Insurance from J & J Computing, Inc. (DBA Fireworks Extravaganza) 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 J & J Computing Inc.(DBA Fireworks Extravaganza), Inc to The Village of Warwick
- ✓ ☒ Proof of Disability (DB-120.1 (10-17) from J & J Computing Inc.(DBA Fireworks Extravaganza), Inc 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 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 – MICHAEL CONTAXIS  
wfd634c@yahoo.com

1<sup>ST</sup> ASSIST. CHIEF – ANDREW LEMIN  
FFLEMIN3106@yahoo.com

2<sup>ND</sup> ASSIST. CHIEF – KELLY BROCK  
kbrock915@gmail.com

SAFETY OFFICER – CHRIS DIMARCO  
[biggums151@yahoo.com](mailto:biggums151@yahoo.com)



PRESIDENT – MELISSA STEVENS  
[meliss\\_stevens@yahoo.com](mailto:meliss_stevens@yahoo.com)

VICE PRESIDENT - ROBERT PAVLICK  
[ROBB.PAVLICK@gmail.com](mailto:ROBB.PAVLICK@gmail.com)

SECRETARY – DEB SCHWEIKART  
[dlswarwick@gmail.com](mailto:dlswarwick@gmail.com)

TREASURER – BILL LINDBERG  
[lindberg652@gmail.com](mailto:lindberg652@gmail.com)

May 27, 2022

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

RECEIVED  
MAY 27 2022  
VILLAGE OF WARWICK  
VILLAGE CLERKS OFFICE

Reference: 2022 Warwick Fire Department Firemen's Field Day

Dear Board Members

Please be advised that the Warwick Fire Department would like to hold a Firemen's Field Day in Veterans Memorial Park. The Field Day will be held on Saturday, August 20, 2022 with a rain date of August 21, 2022.

We would like to setup for the event at 9am, then the Field Day and picnic after would be at 12pm till 7pm, then we would cleanup and exit the park by 9pm.

An application for the use of the park is enclosed with this letter along with maps of the park indicating the areas that will be used for set up and operation of the field day.

The required insurance certificate is attached.

Please feel free to contact me with any questions.

Thank you.

Melissa Stevens  
President,  
Warwick Fire Department  
Ph: 845-742-0886  
Email: [grover80@warwick.net](mailto:grover80@warwick.net)



# WARWICK FIRE DEPARTMENT

CHIEF – MICHAEL CONTAXIS  
wfd634c@yahoo.com

1<sup>ST</sup> ASSIST. CHIEF – ANDREW LEMIN  
FFLEMIN3106@yahoo.com

2<sup>ND</sup> ASSIST. CHIEF – KELLY BROCK  
kbrock915@gmail.com

SAFETY OFFICER – CHRIS DIMARCO  
[biggums151@yahoo.com](mailto:biggums151@yahoo.com)



PRESIDENT – MELISSA STEVENS  
[meliss\\_stevens@yahoo.com](mailto:meliss_stevens@yahoo.com)

VICE PRESIDENT - ROBERT PAVLICK  
[ROBB.PAVLICK@gmail.com](mailto:ROBB.PAVLICK@gmail.com)

SECRETARY – DEB SCHWEIKART  
[dlswarwick@gmail.com](mailto:dlswarwick@gmail.com)

TREASURER – BILL LINDBERG  
[lindberg652@gmail.com](mailto:lindberg652@gmail.com)

May 27, 2022

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

Reference: Request to serve Alcohol

Dear Board Members

Please be advised that the Warwick Fire Department would like to hold a Firemen's Field Day in Veterans Memorial Park. The Field Day will be held on Saturday, August 20, 2022 with a rain date of August 21, 2022.

We would like to serve alcohol at the Fireman's Field Day and at the picnic after the activates.

The required insurance certificate is attached.

Please feel free to contact me with any questions.

Thank you.



Melissa Stevens  
President,  
Warwick Fire Department  
Ph: 845-742-0886  
Email: [grover80@warwick.net](mailto:grover80@warwick.net)



## **HOSE EVENT**

8 men allowed 3 lengths of hose, nozzle and men placed on, above or in back of a line 50' from hydrant. All coupling men including nozzle man must have one foot on starting line. Hose must not contain water at starting line. Rope or hose straps may be used. At starting signal men to take hose and nozzle and in any sequence connect same together, connect to and open hydrant using outlet nearest target, pass water through hose and nozzle and trip target , 175' from hydrant when finish time will be taken. When target is tripped, nozzle must be behind nozzle line 150' from hydrant.



## **HOSE REPLACEMENT EVENT**

12 men allowed. 4 lengths of hose, 2 nozzles, a Siamese or wye and men placed on, above and in back of, a line 50' from hydrant. Hose must not contain water at starting line. Rope or hose straps may be used. At starting signal not more than 8 men to take 3 lengths and 1 nozzle and in any sequence connect same together, connect to and open hydrant, using outlet nearest arch, pass water thru hose and nozzle and trip target on right side of course. Before target is tripped all men must have one foot on the starting line. After target is tripped, men remaining at starting line may, in any sequence, leave with, or connect together, 4<sup>th</sup> length, nozzle and Siamese or wye, take down course to coupling between 2<sup>nd</sup> and 3<sup>rd</sup> lengths to Siamese or wye, pass water thru hose, Siamese or wye and nozzle and trip 2 targets, 1 on right side of course and 1 on left side of course, each 175' from hydrant when finish time will be taken. Man on right must trip target on right side of course and man on left must trip target on left side of course. When both targets are tripped, nozzles must be behind nozzle line 150' from hydrant. .

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# Warwick Fire Department Field Day

## Point System for each Event

First Place 4 points

Second Place 3 points

Third Place 2 points

Fourth Place 1 point

Overall Winner Total Points after All 5 Events have been completed



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



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

## VILLAGE OF WARWICK

INCORPORATED 1867

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

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

Date Request Submitted: 5/20/22

Title of Event: Warwick Fire Dept Field Day/Picnic

Purpose of Event: Fun Day for the Firefighters (Field Day)

#### 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: August 20, 2022 Rain Date Requested: August 21, 2022

Arrival Time: 9am Departure Time: 9pm

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

#### SECTION 3: APPLICANT INFORMATION

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

*\*For-profit activities are prohibited.*

Applicant's Name/Responsible Party: Melissa Stevens, President WFD

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



Mailing Address of Responsible Party: 25 Church Street, Warwick, NY

Email Address: grover80@WarwickNet Cell Phone: 845-742-0886

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

Name of Organization (if Applicable): Warwick Fire Department

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

Organization's Phone: 845-986-3423 Email Address: \_\_\_\_\_

Mailing Address of Organization: P.O. Box 31, Warwick, NY 10990

Physical Address of Organization: 25 Church Street, Warwick, NY 10990

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

Maximum Number of People Intended at the Event: 150

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

# of Adults: 100 # of People Under 18: 50

Expected Number of Vehicles Intended at the Event: 75

Please explain the parking plan for the event: In the Parkinglot

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

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

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



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

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

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



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

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

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

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


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

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

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).

Melissa Stevens  
 Printed Name of Applicant/Responsible Party

  
 Signature of Applicant/Responsible Party

5/20/22  
 Date

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



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

17. Any organization with youths under 18 years old requires the presence of adequate adult supervision at all times.
18. Supervision and parking are the responsibility of the applicant organization/individual.
19. Permits may be revoked at any time.
20. All posted rules must be adhered to.
21. No field or building alterations (lining of fields, erecting goal posts or structures, etc.) are allowed without prior approval.
22. The emergency telephone number for police is 911 or 986-5000; fire and ambulance 911.
23. Prior to the start of the event, an announcement should be made to your group regarding emergency evacuation procedures, for example pointing out posted procedures, direction for exiting, procedures for emergency helicopter landing, etc. Need pamphlet to hand out to applicants.
24. In the event of an accident, please notify the Village Clerk at (845) 986-2031 before the end of the next business day.
25. The Village of Warwick does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

### **INDEMNITY & HOLD HARMLESS**

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

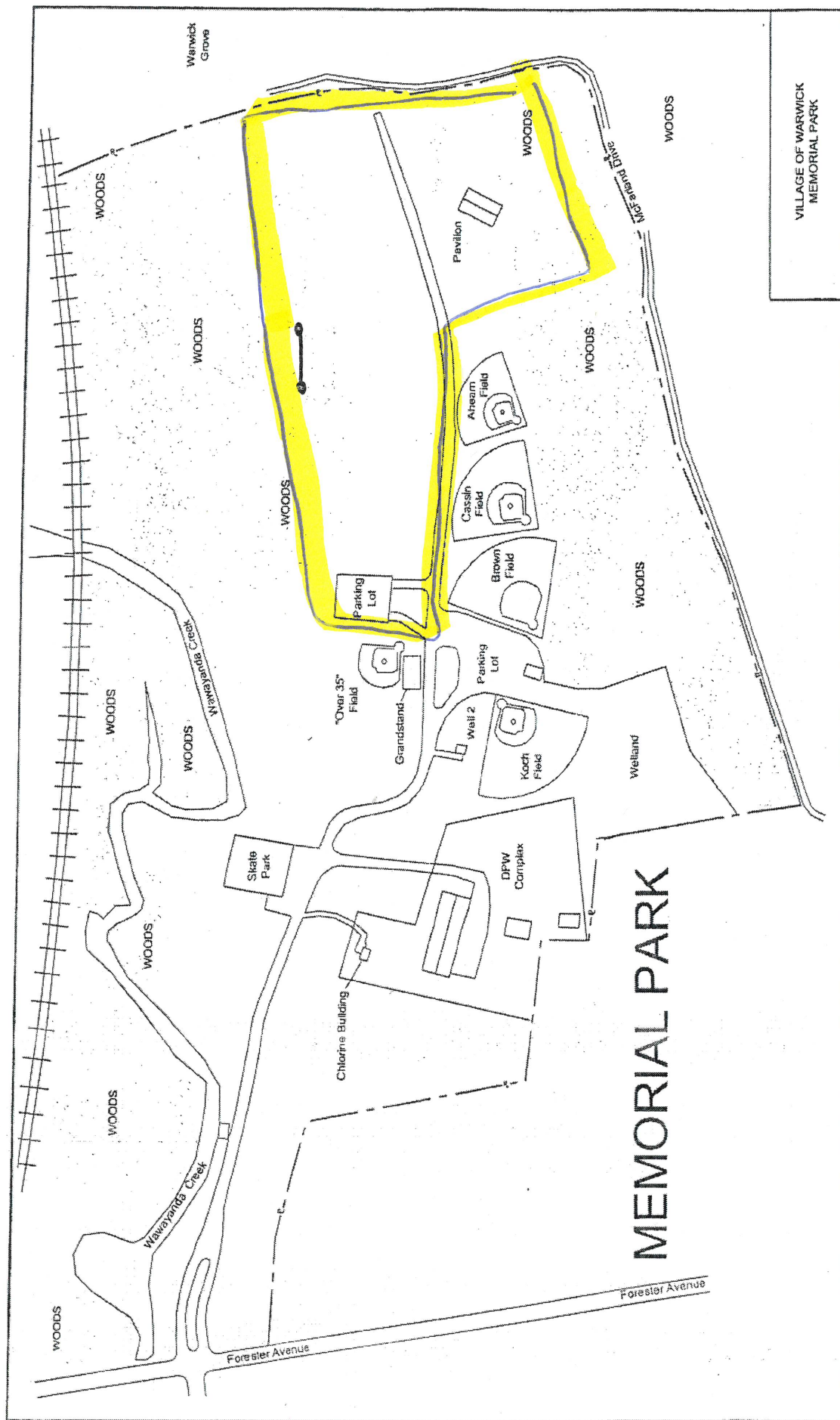
I have read and understand the Facilities Use Requirements:

Melissa Stevens  
Printed Name of Applicant/Responsible Party

  
Signature of Applicant/Responsible Party

Date 5/27/22







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



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

VILLAGE OF WARWICK  
INCORPORATED 1867

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

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

Date Request Submitted: 5/31/22

Title of Event: Awards & End of Year event - Boy Scout Troop 45

Purpose of Event: \_\_\_\_\_

**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 13<sup>th</sup>, 2022 Rain Date Requested: \_\_\_\_\_

Arrival Time: 4:00 pm Departure Time: 9:00 pm

Event Start Time: 6:00 pm Event End Time: 8:00 pm

**SECTION 3: APPLICANT INFORMATION**

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

*\*For-profit activities are prohibited.*

Applicant's Name/Responsible Party: Haydee Vargas / Troop Treasurer.

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



Mailing Address of Responsible Party: 16 Hickory Hill Dr., Warwick NY 10990

Email Address: haydee.vargas@gmail.com Cell Phone: 646-372-8989

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

Name of Organization (if Applicable): BSA Warwick Troop 4045

Name of Organization's Director(s)/Officer(s): Ruben Vargas

Organization's Phone: 646-296-1355 Email Address: \_\_\_\_\_

Mailing Address of Organization: \_\_\_\_\_

Physical Address of Organization: \_\_\_\_\_

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

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

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

# of Adults: 30 # of People Under 18: 50

Expected Number of Vehicles Intended at the Event: 25

Please explain the parking plan for the event: They will use the 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 <u>✓</u>
<b>Music / Loudspeakers / Sound System</b> <i>If yes, explain: _____</i> <i>Location of Music/Loud Speakers/ Sounds System: _____</i>	Yes _____ No <u>✓</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>✓</u>
<b>Tent(s)</b> <i>Include a map detailing the placement of the tent(s).</i> <i>Date &amp; time tent will be set up: _____</i> <i>Date &amp; time tent will be removed: _____</i>	Yes _____ No <u>✓</u>



<b>RVs, Campers, Food Trucks, etc.</b> <i>If yes, explain:</i> _____	Yes _____ No <input checked="" type="checkbox"/>
<b>Admission Fee to Be Charged</b> <i>If yes, please list the admission fee:</i> _____	Yes _____ No <input checked="" type="checkbox"/>
<b>Alcohol</b> <i>Host Liquor Liability Insurance is required.</i>	Yes _____ No <input checked="" type="checkbox"/>
<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 _____
<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 <input checked="" type="checkbox"/>
<b>Portable Toilets</b> <i>Placement of portable toilets must be detailed on the map that is required with the application.</i>	Yes _____ No <input checked="" type="checkbox"/>
<b>Other</b> <i>Please explain:</i> _____	Yes _____ No _____

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

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



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

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

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

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

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

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

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 BSA Warwick Troop 45 (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 BSA Warwick Troop 45 (Name Organization).

Haydee Vargas  
 Printed Name of Applicant/Responsible Party

[Signature]  
 Signature of Applicant/Responsible Party

5/31/22  
 Date

**Clerk Use Only:** Security Deposit Check # 2581 Certificate of Insurance ☒ Host Liquor Liability NA  
 Fees Received NA Park Map(s) ☒ Police Dept. Approval (if applicable) NA



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:

Haydee Vargas

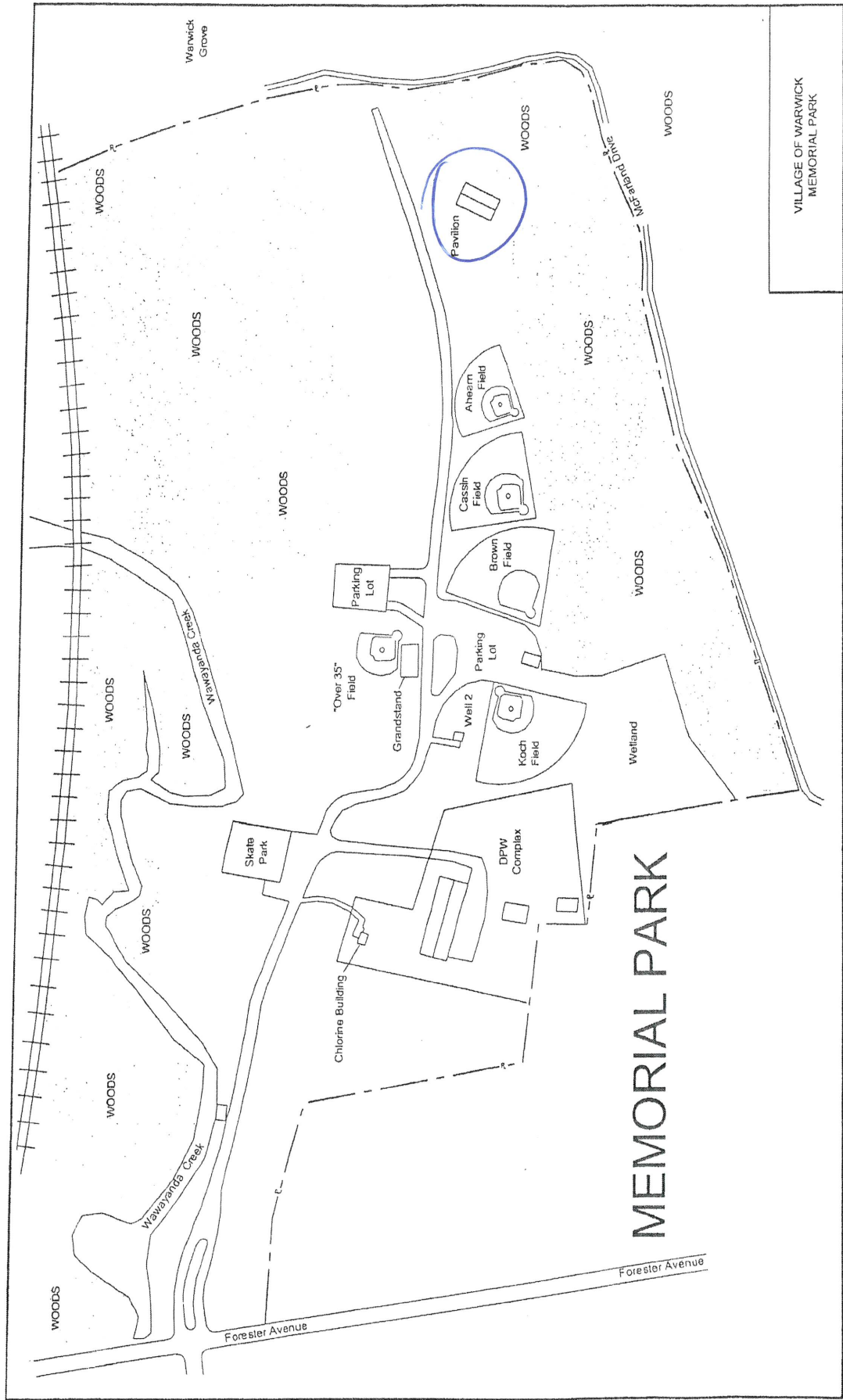
Printed Name of Applicant/Responsible Party



Signature of Applicant/Responsible Party

Date 5/22/22





VILLAGE OF WARWICK  
MEMORIAL PARK



**BOARD OF TRUSTEES  
VILLAGE OF WARWICK  
JUNE 6, 2022  
ADDENDUM NO. 1 & 2**

15. **MOTION** to grant permission to OC Bombers to use Brown Field in Veterans Memorial Park for a game on Sunday, June 19, 2022, from 4 p.m. to 11 p.m. and for practices from Monday, June 20, 2022, through Wednesday, November 30, 2022. All events must be in coordination with the other activities taking place in the park such as Warwick Little League, Warwick Youth Football, Highlander Rugby, Warwick Adult Kickball League, and Warwick Wascals. Completed park permit, proper insurance, and security deposit have been received.

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

Trustee Cheney \_\_\_\_ Trustee Foster \_\_\_\_ Trustee Bachman \_\_\_\_

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

16. **MOTION** to hire Ryan Richards to the position of Seasonal Department of Public Works Laborer at a salary of \$16.00 per hour each at 40 hours per week for 12 weeks with a start date to of May 23, 2022, per the recommendation of DPW Supervisor, Mike Moser.

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

Trustee Cheney \_\_\_\_ Trustee Foster \_\_\_\_ Trustee Bachman \_\_\_\_

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



RECEIVED  
JUN 03 2022  
VILLAGE OF WARWICK  
CLERK

**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: 6/3/22

Title of Event: OC Bombers Travel Softball - Game/Practice

Purpose of Event: Game/Practice

**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** (only if LL or any other teams not using)

Date(s) Requested: 6/19/22 (Practices 6/20-11/30/22) Rain Date Requested: \_\_\_\_\_

Arrival Time: 4pm      Departure Time: 11pm (most likely earlier)

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

**SECTION 3: APPLICANT INFORMATION**

tax ID # 81-469-0999  
Check one: ☒ Non-Profit Organization    ☐ Commercial/Business Organization    ☐ Family

*\*For-profit activities are prohibited.*

Applicant's Name/Responsible Party: Elena Fogg

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



Mailing Address of Responsible Party: 100 Forester Ave Warwick, NY 10990

Email Address: magoo919@optonline.net Cell Phone: (845) 325-4338

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

Name of Organization (if Applicable): OC Bombers - Family Sports Center

Name of Organization's Director(s)/Officer(s): Gina Marchese

Organization's Phone: (845) 548-9825 Email Address: ginamarchese@msn.com

Mailing Address of Organization: 26 Bristol Dr. Middletown, NY 10941

Physical Address of Organization: 26 Bristol Drive. Middletown NY 10941

#### **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: 50 # of People Under 18: \_\_\_\_\_

Expected Number of Vehicles Intended at the Event: 30-40 ?

Please explain the parking plan for the event: Memorial Park

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

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

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



<b>RVs, Campers, Food Trucks, etc.</b> <i>If yes, explain:</i> _____	Yes _____ No <input checked="" type="checkbox"/>
<b>Admission Fee to Be Charged</b> <i>If yes, please list the admission fee:</i> _____	Yes _____ No <input checked="" type="checkbox"/>
<b>Alcohol</b> <i>Host Liquor Liability Insurance is required.</i>	Yes _____ No <input checked="" type="checkbox"/>
<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 <input checked="" type="checkbox"/>
<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 <input checked="" type="checkbox"/>
<b>Portable Toilets</b> <i>Placement of portable toilets must be detailed on the map that is required with the application.</i>	Yes _____ No <input checked="" type="checkbox"/>
<b>Other</b> <i>Please explain:</i> _____	Yes _____ No <input checked="" type="checkbox"/>

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

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



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

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

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☒ \$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:** \$ 10 (excluding security deposit)

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Elena Fogg  
 Printed Name of Applicant/Responsible Party

[Signature]  
 Signature of Applicant/Responsible Party

6/3/22  
 Date

**Clerk Use Only:** Security Deposit Check # 3856 Certificate of Insurance ☒ Host Liquor Liability N/A  
 Fees Received ☒ Park Map(s) ☒ Police Dept. Approval (if applicable) N/A  
#3857

\* To return field light fee -  
 \* fee only for Over 35 field



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

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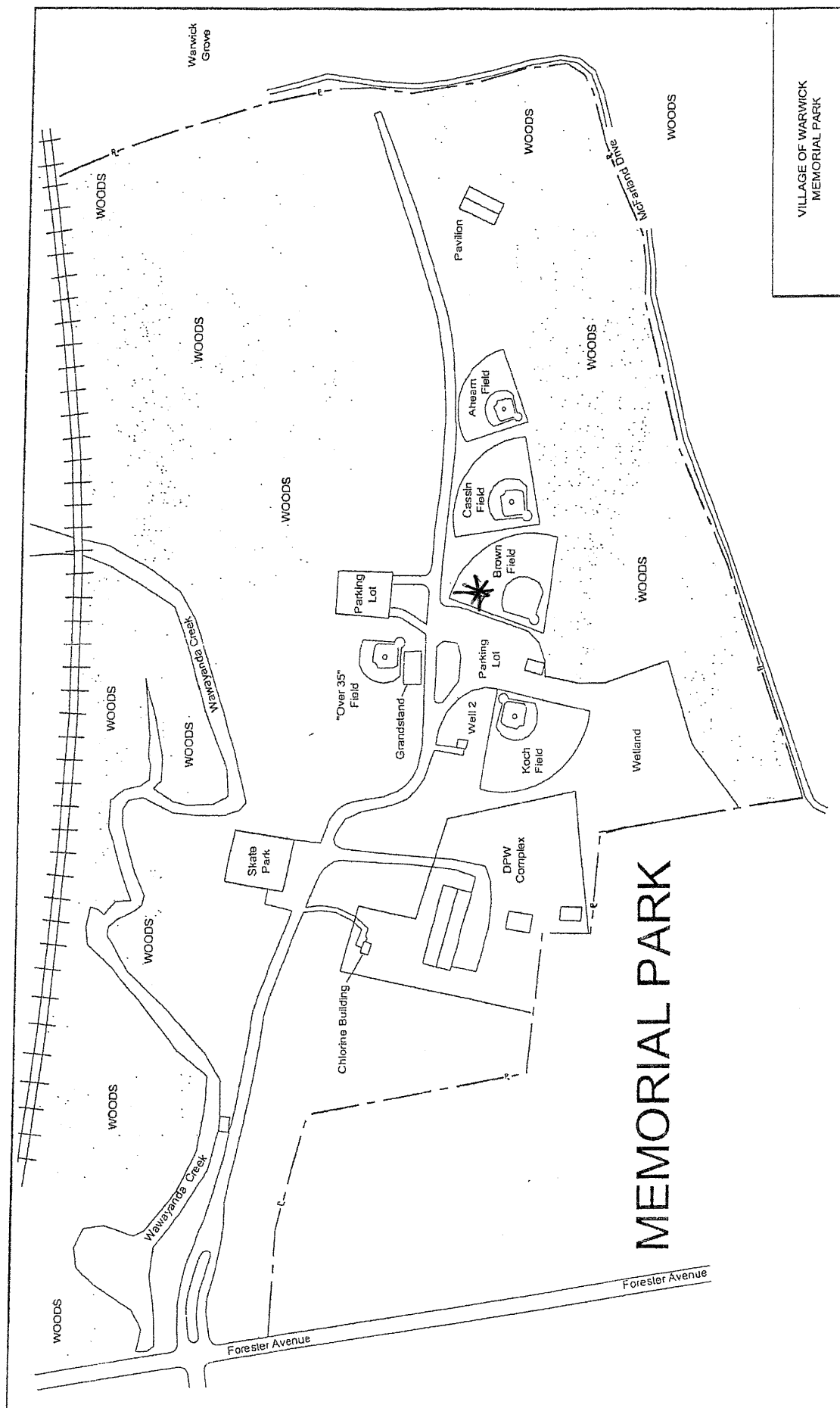
I have read and understand the Facilities Use Requirements:

Elena Fogg  
Printed Name of Applicant/Responsible Party

  
Signature of Applicant/Responsible Party

Date 6/3/22





# MEMORIAL PARK

VILLAGE OF WARWICK  
MEMORIAL PARK



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## MEMORANDUM

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**TO:** MAYOR NEWHARD & THE VILLAGE BOARD  
**FROM:** MIKE MOSER, DPW SUPERVISOR  
**SUBJECT:** SEASONAL LABORER  
**DATE:** JUNE 6, 2022

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Motion to hire Ryan Richards as Seasonal Laborer at a rate of \$16.00 hr. This position is a 12-week period at 40 hours per week. Start date to be determined by DPW Supervisor.