

**BOARD OF TRUSTEES
VILLAGE OF WARWICK
March 16, 2020**

8517

The regular bi-monthly meeting of the Board of Trustees of the Village of Warwick was held on Monday, March 16, 2020 at 7:30 p.m. in Village Hall, 77 Main Street, Warwick, NY. Present were: Mayor, Michael J. Newhard, Trustees: Barry Cheney, William Lindberg, Eileen Patterson and George McManus. Also, present were: Village Attorney, Stephen Gaba, Village Deputy Clerk, Maryann Benedict and DPW Supervisor, Mike Moser. Approximately 8 people were in attendance.

The Mayor called the meeting to order and led in the Pledge of Allegiance.
The Deputy Clerk held the roll call.

The Mayor read his Mayor's column dated Monday, March 16, 2020.

A United Effort

We have all been making personal decisions over the last weeks on how to deal with the threats of COVID-19. On a municipal level, we take our directives from Orange County Government, Orange County Department of Health and the Governor's Office. We use two very important information resources, the websites for the Center for Disease Control and Prevention and the Orange County Department of Health. These sites can give you the most up to date information. We are connected to the County DOH by daily conference calls. Each call gives new directives that are immediately implemented. There are still many unknowns, but it is clear we must all do our part.

The Center of Disease Control: <https://www.cdc.gov/>

Orange County Department of Health: <https://www.orangecountygov.com/149/Health>

As new cases are being discovered in our region and testing is underway there are many guidelines that we must follow. In the event you feel you have symptoms it's important to call your doctor, do not go to the doctor's office, emergency room or hospital. Testing facilities are forthcoming, and it will be clear where they are throughout the County through the DOH website.

Personal hand hygiene is the most important thing we can do individually, personal distancing is something that we all should abide by.

As I write this column, we are waiting for a determination from the Governor's Office on a possible delay of this year's Village election. Based on information from OCDOH we have closed Stanley Deming Playground and Basketball Courts and are also anticipating the possible closures of our municipal offices to the public which would include all meetings. A skeleton staff

may be in place to continue municipal business. Water bills, parking tickets, and taxes can all be paid online. We will post any changes on the Village's website and Facebook page.

Neighbor to neighbor, this is the time we act together. A resident reached out to me about an email and phone chain that will help keep their neighborhood informed and able to help someone in possible need. This is a simple and effective way to be ready to help each other.

The Village Clerk read the public notice:

NOTICE OF PUBLIC HEARING

The Board of Trustee of the Village of Warwick invites public comments and suggestions regarding projects to be considered for funding under the FY-2021 Orange County Community Development Block Grant Program. A Public Hearing will be held on Monday, March 16, 2020 at 7:30 p.m. in Village Hall, 77 Main Street, Warwick, NY. The purpose of this Public Hearing is to :

1. Inform citizens of the opportunity to apply for funding.
2. Review the community development needs.
3. Obtain citizen input, particularly from low to moderate income persons on which activities should be included in funding proposals and application.

The Village of Warwick will be considering projects to be submitted to the Orange County Community Development Program, the deadline for which is Friday, April 24, 2020.

Discussion

Mayor Newhard proposed that the Village of Warwick look at the South Street sidewalk, the area from Second Street to Third Street. It is a very rough sidewalk and plans have been done up several years ago by Lehman & Getz. Discussion ensued about the condition of the sidewalk.

Close the Public Hearing FY-2021 Orange County CDBG Program

A **MOTION** was made by Trustee McManus, seconded by Trustee Lindberg and carried to close the Public Hearing for projects to be considered for funding under the FY-2021 Orange County Community Development Block Grant Program.

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

Trustee Cheney Aye Trustee Lindberg Aye Trustee Patterson Aye

Trustee McManus Aye Mayor Newhard Aye

Acceptance of Minutes

A **MOTION** was made by Trustee McManus, seconded by Trustee Patterson and carried to accept the Minutes of March 2, 2020.

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

Deputy Mayor Cheney Aye Trustee Lindberg Aye Trustee Patterson Aye

Trustee McManus Aye Mayor Newhard Aye

Acceptance of Reports

A **MOTION** was made by Trustee McManus, seconded by Trustee Patterson and carried to accept the reports: February 2020: Clerk's Office, Justice, Building, Planning Board & ZBA.

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

Trustee Cheney Aye Trustee Lindberg Aye Trustee Patterson Aye

Trustee McManus Aye Mayor Newhard Aye

Authorization to Pay all Approved and Audited Claims

A **MOTION** was made by Trustee McManus, seconded by Trustee Patterson and carried for the authorization to pay all approved and audited claims #20001530 – 20001624 in the amount of \$177,040.82.

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

Trustee Cheney Aye Trustee Lindberg Aye Trustee Patterson Aye

Trustee McManus Aye Mayor Newhard Aye

Police Report

Lt. Rader read the following announcement from Thomas F. McGovern.

Due to the current health concerns surrounding the corona virus, and in agreement with recommendations by the State, the County and the CDC, the Town of Warwick police department will no longer routinely engage in the following activities, until further notice:

- Non-life-threatening medical calls
- Requests to unlock vehicles
- Walk-in requests for police reports or motor vehicle accident information
- Fingerprinting requests
- Ride-along programs
- Courtesy transports
- Station tours
- Public appearances for informational purposes
- We cannot accept any gifts such as food, etc.
- The drug “drop-off” box is off limits, as well.

The department asks the cooperation of the public to use the telephone for any police contact. Please do not come to the station, we are open, but we can usually take care of your request just as quickly on the phone. Our number is 986-5000. Officers will call you back as soon as it is practical. If we do have to respond to your house, do not be offended if the officer may ask you to step outside and speak to him/her. We need to minimize our potential exposure to be able to continue to provide the best, safest service possible to all of you.

Announcement

The Village of Warwick will again have the Brush Disposal Program. A Valid picture ID showing Village Residency will be required at the site.

Only Village of Warwick residents will be allowed to dispose brush at the disposal site. The disposal area is located at the Village of Warwick Department of Public Works site in Memorial Park. No commercial operators will be permitted. Brush cannot exceed 6” in diameter. Bagged leaves will be accepted (paper only). No grass clippings will be allowed.

Hours of Operation:

April/May/June – Saturdays & Sundays 12:00 p.m. to 4:00 p.m.

July/August/Sept. – First and Third Weekends 12:00 p.m. to 4:00 p.m.

October/November – Saturdays & Sundays 12:00 p.m. to 4:00 p.m.

Site Closed Applefest Sunday

Correspondence

1. Letter from James Quackenbush announcing his retirement.
2. Letter from NYS DEC - Congratulating the Village of Warwick on adopting the Climate Smart Communities Pledge.
3. Letter of resignation – Planning Board Member, Karl Scheible.

Privilege of the Floor

(Please limit your comments to **five (5)** minutes. If reading a document, please submit a copy to the Clerk. Please note all remarks must be addressed to the Board as a body and not to individual Board members. Please state your name clearly before speaking). These rules are taken from the Handbook for Village Officials – New York State Conference of Mayors and Municipal Officials.

No comments were made.

Annual Electrical, Plumbing and HVAC Bids

A **MOTION** was made by Trustee Patterson, seconded by Trustee McManus and carried to go out to bid for the following on-call services: Electrical, Plumbing and HVAC. Bids will be for the period of June 1, 2020 through May 31, 2022. Bid opening to be held April 22, 2020 at 12:00 p.m. at Village Hall, as per the recommendation of the DPW Supervisor, Mike Moser.

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

Trustee Cheney Aye Trustee Lindberg Aye Trustee Patterson Aye

Trustee McManus Aye Mayor Newhard Aye

Annual Chemical Bid

A **MOTION** was made by Trustee Patterson, seconded by Trustee McManus and carried to go out to bid for: chemicals for the water and sewer plant including delivery to the water plant, Well #2, Well #3, and the Micro Filtration Plant. Bids will be for the period of June 1, 2020 through May 31, 2021. Bid opening to be held April 15, 2020 at 12:00 p.m. at Village Hall, as per the recommendation of the DPW Supervisor, Mike Moser.

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

Trustee Cheney Aye Trustee Lindberg Aye Trustee Patterson Aye

Trustee McManus Aye Mayor Newhard Aye

Annual Refuse Bid

A **MOTION** was made by Trustee Patterson, seconded by Trustee Lindberg and carried to go out to bid for refuse pickup and delivery of a 30-yard refuse container at 24 Memorial Drive on an as need basis and pickup and delivery of a 2-yard container one time per week at the Village of Warwick waste water treatment plant, 104 River Street. Bids will be for the period of June 1, 2020 through May 31, 2021. Bid opening to be held April 15, 2020 at 12:00 p.m. at Village Hall, as per the recommendation of the DPW Supervisor, Mike Moser.

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

Trustee Cheney Aye Trustee Lindberg Aye Trustee Patterson Aye

Trustee McManus Aye Mayor Newhard Aye

Solicit for Electrical Power Supply

A **MOTION** was made by Trustee Patterson, seconded by Trustee Lindberg and carried to solicit for Electrical Power Supply for the Village of Warwick for the period of June 1, 2020 through May 31, 2022. Bid opening to be held April 14, 2020 at 12:00 p.m. at Village Hall, as per the recommendation of the Building Inspector, Boris Rudzinski.

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

Trustee Cheney Aye Trustee Lindberg Aye Trustee Patterson Aye

Trustee McManus Aye Mayor Newhard Aye

Solicit for Natural Gas Supply

A **MOTION** was made by Trustee Patterson, seconded by Trustee McManus and carried to solicit for Natural Gas Supply for the Village of Warwick for the period of June 1, 2020 through May 31, 2022. Bid opening to be held April 14, 2020 at 12:00 p.m. at Village Hall, as per the recommendation of the Building Inspector, Boris Rudzinski.

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

Trustee Cheney Aye Trustee Lindberg Aye Trustee Patterson Aye

Trustee McManus Aye Mayor Newhard Aye

Generator Maintenance Service – ENER-G Rudox, Inc.

MOTION to accept the service agreement from ENER-G Rudox LLC to provide maintenance service on the newly installed generator at the Homestead Village pump station. Agreement will commence on March 18, 2020 and continue in force until May 31, 2021. The Village of Warwick is currently in contract with ENER-G Rudox LLC for maintenance of all Village owned generators until May 31, 2021. This generator will be added to current maintenance contract without any increase in cost. **AMENDED**

Generator Maintenance Service – ENER-G Rudox, Inc.

A **MOTION** was made by Trustee Patterson, seconded by Trustee McManus and carried to amend the existing Agreement for Professional Services between the Village of Warwick and ENER-G Rudox, Inc. dated June 25, 2018 to add Homestead Village Pump Station Generator Kohler Model KG2204T, 35 KW to the agreement and increase the lump sum cost for the period June 1, 2020-May 31, 2021 by \$710 to \$4,724.50 to perform engine maintenance services during that period.

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

Trustee Cheney Aye Trustee Lindberg Aye Trustee Patterson Aye

Trustee McManus Aye Mayor Newhard Aye

DPW Equipment – Auction

A **MOTION** was made by Trustee Patterson, seconded by Trustee McManus and carried to auction a surplus of DPW equipment owned by the Village of Warwick on www.govdeals.com in accordance with the letter from DPW Supervisor, Mike Moser dated March 9, 2020.

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

Trustee Cheney Aye Trustee Lindberg Aye Trustee Patterson Aye

Trustee McManus Aye Mayor Newhard Aye

Barton & Loguidice – Engineering Services for Water Storage Tank Improvements

A **MOTION** was made by Trustee Patterson, seconded by Trustee McManus and carried to accept the proposal dated January 20, 2020 for engineering services from Barton & Loguidice for updating the Water Storage Tank Capital Improvement Plan and authorize the Mayor to enter into an agreement for the same at a total lump sum fee of \$14,500.

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

Trustee Cheney Aye Trustee Lindberg Aye Trustee Patterson Aye

Trustee McManus Aye Mayor Newhard Aye

Seasonal Laborer Advertisement

A **MOTION** was made by Trustee Patterson, seconded by Trustee Lindberg and carried to advertise for two (2) Seasonal Laborer's at a rate of \$14.00 per hour. Each laborer will be hired for a 12-week period at 40 hours per week. Start date to be determined by DPW Supervisor, Mike Moser.

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

Trustee Cheney Aye Trustee Lindberg Aye Trustee Patterson Aye

Trustee McManus Aye Mayor Newhard Aye

Parking area on Church Street – Warwick Historical Society

A **MOTION** was made by Trustee Lindberg, seconded by Trustee Patterson and carried to allow the Warwick Historical Society to utilize the parking area on the south side of Church Street along Lewis Park for the placement of a 18.5' W x 18' L port-o-john trailer for the benefit of a wedding taking place at the Old School Baptist Church on June 6, 2020 as per their email dated Tuesday, February 11, 2020. The trailer will be delivered on Friday, June 5, 2020, removed on Monday, June 8, 2020 and will be properly marked with cones for safety. Proper insurance has been received.

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

Trustee Cheney Aye Trustee Lindberg Aye Trustee Patterson Aye

Trustee McManus Aye Mayor Newhard Aye

Little League

A **MOTION** was made by Trustee Lindberg, seconded by Trustee Patterson and carried to grant permission to Warwick Little League to use Memorial Park and Stanley Deming fields for the 2020 Little League season which will extend from March 1, 2020 through November 15, 2020 as per their letter dated March 4, 2020. Completed park permit, proof of proper insurance and security deposit has been received.

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

Trustee Cheney Aye Trustee Lindberg Aye Trustee Patterson Aye

Trustee McManus Aye Mayor Newhard Aye

Little League

MOTION to grant permission to the Warwick Little League to hold their Opening Day Parade and Picture Day on Saturday, April 18, 2020. The parade will step off promptly at 10:00 a.m. with lineup beginning at 9:30 a.m. on High Street. The parade route will be Main Street, Railroad Avenue, South Street, Parkway, Park Lane, and then crossing Forester Avenue into Memorial Park. Picture Day activities will be between 8:00 a.m. and 6:00 p.m. in the Memorial Park Pavilion. Town of Warwick Police Department approval, completed park permit, proof of proper insurance and security deposit has been received. **WITHDRAWN**

Little League

MOTION to close High Street on Saturday, April 18, 2020 starting at 9:00 a.m. for the benefit of the Little League parade. Barriers to be provided by the Department of Public Works. The parking spaces on the east side of Main Street between High and Church Streets to be designated as "No Parking" so they can be used for drop off of participants. **WITHDRAWN**

Employee Training – Michael J. Newhard, Mayor

A **MOTION** was made by Trustee Patterson, seconded by Trustee Lindberg and carried to grant permission to Mayor, Michael J. Newhard to attend the NYCOM Annual Meeting from Sunday, May 3, 2020 through Tuesday, May 5, 2020 at the Sagamore Hotel in Bolton Landing, NY at a cost of \$285 for registration and \$229.50 per night for lodging and meals. An additional \$229.50

per night for lodging and meals will be paid directly to the hotel by Mayor Newhard in order to include a guest. Mileage reimbursement is applicable.

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

Trustee Cheney Aye Trustee Lindberg Aye Trustee Patterson Aye

Trustee McManus Aye Mayor Newhard Aye

FY-2021 Orange Urban County Consortium Community Development Program
Resolution ADA Compliant Sidewalks on South Street between Second and Third Street

The Village of Warwick is hereby submitting its Application for consideration under the FY-2021 Orange Urban County Consortium Community Development Program and the chief elected official or executive officer is hereby authorized to submit this Application for ADA Compliant Sidewalks on South Street between Second and Third Street 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-2021 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.

Trustee Patterson presented the foregoing resolution, which was seconded by Lindberg,

Barry Cheney, Trustee, voting Aye

William Lindberg, Trustee, voting Aye

Eileen Patterson, Trustee, voting Aye

George McManus, Trustee, voting Aye

Michael Newhard, Mayor, voting Aye

Warwick Valley Chamber of Commerce / OCNV Pride Event

A **MOTION** was made by Trustee McManus, seconded by Trustee Lindberg and carried to grant permission to the Warwick Valley Community Center to use Railroad Green on Sunday, June 14,

2020 from 11:00 a.m. to 5:00 p.m., with setup to begin at 9:00 a.m. and breakdown to be completed by 7:00 p.m., for the OCNYS Pride Parade event. Completed park permit, proof of proper insurance, and security deposit has been received.

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

Trustee Cheney Aye Trustee Lindberg Aye Trustee Patterson Aye

Trustee McManus Aye Mayor Newhard Aye

Parade – Warwick Valley Chamber of Commerce / OCNYS Pride Event

MOTION to grant permission to the Warwick Valley Community Center to hold the Warwick OCNYS Pride Parade at 1:00 p.m. on Sunday, June 14, 2020. Lineup will begin at the Warwick Valley Community Center with the parade route as follows: Orchard Street to Main Street, South Street to Railroad Avenue arriving at Railroad Green at 1:30 p.m. for performances and live music. Completed park permit, proof of proper insurance, security deposit, and Town of Warwick Police Department approval have been received. **AMENDED**

Parade – Warwick Valley Chamber of Commerce / OCNYS Pride Event

A **MOTION** was made by Trustee McManus, seconded by Trustee Patterson and carried to grant permission to the Warwick Valley Community Center to hold the Warwick OCNYS Pride Parade at 1:00 p.m. on Sunday, June 14, 2020. Lineup will begin at the Warwick Valley Community Center with the parade route as follows: Orchard Street to Main Street, South Street to Railroad Avenue arriving at Railroad Green at 1:30 p.m. for performances and live music. Proof of proper insurance, security deposit, and Town of Warwick Police Department approval have been received.

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

Trustee Cheney Aye Trustee Lindberg Aye Trustee Patterson Aye

Trustee McManus Aye Mayor Newhard Aye

Railroad Green – Warwick Valley Chamber of Commerce / OCNYS Pride Event

A **MOTION** was made by Trustee McManus, seconded by Trustee Patterson and carried to close Railroad Avenue on Sunday, June 14, 2020 from 9:00 a.m. to 7:00 p.m. for the benefit of the Warwick Valley Community Center's Pride Parade event.

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

Trustee Cheney Aye Trustee Lindberg Aye Trustee Patterson Aye

Trustee McManus Aye Mayor Newhard Aye

Town and County Tax – 50 Orchard Street

A **MOTION** was made by Trustee McManus, seconded by Trustee Lindberg and carried to authorize payment in the amount of \$532.39 ‘under protest’ for the 2020 Town and County tax on the Village of Warwick owned property located at 50 Orchard Street, Section 210 Lot 11 Block 2, per the recommendation of Village Attorney, Stephen Gaba.

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

Trustee Cheney Aye Trustee Lindberg Aye Trustee Patterson Aye

Trustee McManus Aye Mayor Newhard Aye

Emergency Response Plan for COVID-19/Coronairus for Village Hall

A **MOTION** was made by Trustee Patterson, seconded by Trustee McManus and carried to adopt a policy temporarily limiting Village services as follows:

The Village of Warwick Board of Trustees and Department Heads have established the following initial Emergency Response Plan to prepare for the COVID-19/Coronairus in our community for the safety of the Village's employees and their constituents as it relates to the Village Clerk's and Court Office access, events, court dates and meetings:

Beginning Tuesday, March 17, 2020, Village Hall will be closed to the public until further notice.

Village employees in the Clerk's Building, Planning, Zoning and Court offices will be reporting to work in order to conduct business.

All Planning Board and Zoning Board meetings will be postponed pending further notice.

The Village Justice Court has cancelled Traffic Court for the month of March. Appearances will be rescheduled by mail.

Village Clerk, Village Court, Building, Planning, and Zoning office staff can be reached via email and telephone.

Effective immediately, the following Village services are suspended pending further notice:

- Handicapped stickers (available by appointment only)
- Municipal Id's
- Notary Public Services
- Garage Sale Permits
- Facility Use Requests.

All postponements will be posted on the Village of Warwick's website.

Residents will have access to the drop box at the front entrance of Village Hall for payment of water and/or sewer bills as well as traffic tickets. FOR WATER AND/OR SEWER BILLS, NO CASH WILL BE ACCEPTED, only check or money order or you may pay on-line by visiting the Village of Warwick website at villageofwarwick.org. For TRAFFIC TICKETS, NO CHECKS WILL BE ACCEPTED, only cash or money order or you may pay on-line by visiting the Village of Warwick website at villageofwarwick.org.

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

Trustee Cheney Aye Trustee Lindberg Aye Trustee Patterson Aye

Trustee McManus Aye Mayor Newhard Aye

Alternate Election Inspectors

A **MOTION** was made by Trustee McManus, seconded by Trustee Patterson and carried to appoint five alternate election inspectors:

Whereas, due to the recent outbreak of the corona virus the Village is experiencing a shortage of election inspectors for the Village election to be held on April 28, 2020; and

Whereas, in order to secure the services of alternate election inspectors on an emergency basis to serve at polling places, the Village Board is accepting volunteers from among qualified Village employees to work as paid alternate election inspectors; and

Whereas, as an incentive to secure volunteers from among the Village's employees to work as paid alternate election inspectors, the Village Board has determined to credit such

volunteers who actually work at the polls with one additional paid vacation day in 2020 in addition to election inspector's pay;

NOW, THEREFORE, it is hereby resolved that:

- (1) Cathy Richards, Denise Bulnes, Maryann Benedict, Cathy Schweizer and Milissa Hyde are appointed as alternate election inspectors for the Village election to be held on April 28, 2020; and
- (2) Any of the said volunteers who actually serve at the polls shall be credited by the Village with one additional paid vacation day in 2020 in addition to election inspector's pay.

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

Trustee Cheney Aye Trustee Lindberg Aye Trustee Patterson Aye

Trustee McManus Aye Mayor Newhard Aye

Reports

Trustee Cheney's Report: No report currently

Trustee Lindberg's Report: No report currently

Trustee Patterson's Report: No report currently

Trustee McManus' Report:

The Warwick Valley School District is looking for volunteers to help deliver meals to students who normally are provided breakfast, lunches and backpack snack attack. If you would like to volunteer please go to <https://www.warwickvalleyschools.com/>.

DPW Supervisor, Mike Moser's Report:

The Village of Warwick will be flushing fire hydrants starting on March 18, 2020 from approximately 7:00 p.m. to 12:00 a.m. This will be done every evening until all the hydrants are completed. The water may be discolored but will clear up, it is not harmful. You may also experience some pressure problems while the fire hydrants are being flushed in your area.

Mayor Newhard's Report:

The Mayor presented Trustee Patterson with flowers and a gift from the Village Board members and thanked her for all her years of service.

Final Comments from the Board – No comments made.

Adjournment

A **MOTION** was made by Trustee McManus, seconded by Trustee Lindberg and carried to adjourn the regular meeting at approximately 8:38 p.m.

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

Trustee Cheney Aye Trustee Lindberg Aye Trustee Patterson Aye

Trustee McManus Aye Mayor Newhard Aye

Maryann Benedict
Deputy Village Clerk