

**BOARD OF TRUSTEES  
VILLAGE OF WARWICK  
MARCH 3, 2025  
AGENDA**

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

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

1. Introduction by Mayor Newhard.
2. Acceptance of Minutes: February 18, 2025

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

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

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

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

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

**Announcements**

1. The Village of Warwick General Election will be held on Tuesday, March 18, 2025.
2. Brush Program Disposal Schedule for 2025.

**Correspondence**

1. Letter from Stefanie Keegan, Executive Director of The Warwick Valley Chamber, regarding tourism enhancements.

## **Discussions**

1. Summer Concert Series

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

### **GUIDELINES FOR PUBLIC COMMENT**

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

## **Motions**

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

#### **1. RESOLUTION INTRODUCING A PROPOSED LOCAL LAW IMPOSING A SIX-MONTH MORATORIUM ON LAND USE APPROVALS FOR DEVELOPMENT OF PUBLIC UTILITY FACILITIES INVOLVING ENERGY STORAGE SYSTEMS**

WHEREAS, the Village Board of the Village of Warwick has a local law before it entitled: "The Village of Warwick Temporary Moratorium on the Acceptance and Processing of Applications for Approval of Public Utility Facilities Involving Energy Storage Systems", and

WHEREAS, in order to enact the said local law it is necessary to formally introduce it and to hold a public hearing on it,

NOW, THEREFORE, BE IT RESOLVED as follows:

1. That the movant of this resolution does hereby introduce the proposed local law, and

2. That a public hearing on the proposed local law be set for March 17, 2025 at 7:30 o'clock p.m. and that due notice of the same is directed to be given by publication and posting.

\_\_\_\_\_ 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 \_\_\_\_\_

Mary Collura, Trustee, voting \_\_\_\_\_

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

2. **MOTION** to approve payment #5 in the amount of \$122,553.33 to TAM Enterprises, Inc. for the Well #3 Treatment Plant Project as per the recommendation of Pitingaro & Doetsch Consulting Engineers, P.C. Funds are appropriated in budget code F.8330.2350.

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

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

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

3. **MOTION** to advertise for the position of Seasonal Department of Public Works Laborer to perform the duties of Brush Pile Attendant at Veterans Memorial Park for the period of April – November 2025 during designated brush pile operation dates and times. Start date to be determined by the DPW Supervisor, Mike Moser. The rate of pay to be in accordance with the FY24-25 & FY25-26 budget.

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

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

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

4. **MOTION** to advertise for the position of Village of Warwick Engineer Intern for 32.5 hours per week for up to thirteen (13) weeks. The rate of pay to be in accordance with the FY25-26 budget.

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

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

#### **Trustee Foster's Motions**

5. **MOTION** to advertise for the position of Village of Warwick Office Intern for 32.5 hours per week for up to thirteen (13) weeks. The rate of pay to be in accordance with the FY25-26 budget.

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

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

6. **MOTION** to grant permission to Warwick Youth Football and Cheerleading to use the Veterans Memorial Park Football/Rugby Field and the area between the Daniel Prial Field and parking lot for practices and games from April 1, 2025, to November 30, 2025. Request includes use of field lights for the season and in the event of rain, use of the Veterans Memorial Park Pavilion for the cheer teams. It is the responsibility of Warwick Youth Football and Cheerleading to ensure that parking is in the designated parking lot and not on the grass on the entrance roads. All events must be in coordination with the other sports activities taking place in the park. Completed facility use permit, proof of insurance, and security deposit have been received. Approval is pending receipt of the Memorial Park Football/Over 35 Field Light fee.

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

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

7. **MOTION** to grant permission to Wickham Works to hold their Treecycle 2025 event at Stanley Deming Park on Saturday, April 26, 2025, from 1:00 p.m. to 5:00 p.m. with a rain date of Sunday, April 27, 2025, with setup to begin at 9:00 a.m. and breakdown to be completed by 7:00 p.m. Permission includes use of restrooms, sound systems, pavilion,

gazebo, and handball courts. Town of Warwick Police, Fire, and EMS have been notified of the event. DPW has approved the event parking plan. Completed park permit, proof of insurance, and security deposit, have been received. Pending permission from Park Avenue Elementary to use the school parking lot. Pending proper insurance requirements from any participating vendors.

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

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

8. **MOTION** to grant permission to the Warwick Merchants Collective to hold their annual Summer Sidewalk Sale and Street Fair on Main Street, Railroad Avenue and Railroad Green on Saturday, July 12, 2025, from 10:00 a.m. to 5:00 p.m., with setup to begin at 8:00 a.m. and breakdown complete by 6:00 p.m. and on Sunday, July 13, 2025, from 10:00 a.m. to 3:00 p.m., with setup to begin at 8:00 a.m. and breakdown to be complete by 4:00 p.m. Completed facility use permit, proof of insurance and security deposit have been received.

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

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

9. **MOTION** to grant permission to the Warwick Merchants Collective to place ‘No Parking’ meter bags on the meters on Saturday, July 12, 2025, from 7:00 a.m. to 6:00 p.m. and on Sunday, July 13, 2025, from 7:00 a.m. to 4:00 p.m. along Main Street as follows: Eddies Roadhouse to Bank Street, G’s Restaurant to Fetch Bar and Grill, Bertoni Gallery to Etched in Time, B Free to Café Dolce, Akins Pharmacy to WVT for the benefit of the Warwick Merchants Collective Sidewalk Sale and Street Fair. Pickup and return of ‘No Parking’ meter bags to be coordinated with the Village of Warwick’s Planning Department.

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

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

10. **MOTION** to place ‘No Parking’ meter bags on the meters along Railroad Avenue on Saturday, July 12, 2025, from 7:00 a.m. to 6:00 p.m. and Sunday, July 13, 2025, from 7:00 a.m. to 4:00 p.m. for the benefit of the Warwick Merchants Collective Sidewalk Sale and Street Fair. Pickup and return of ‘No Parking’ meter bags to be coordinated with the Village

of Warwick's Planning Department.

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

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

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

**MOTION** to close Railroad Avenue on Saturday, July 12, 2025, from 8:00 a.m. to 6:00 p.m. and Sunday, July 13, 2025, from 7:00 a.m. to 4:00 p.m. for the benefit of the Warwick Merchants Collective Sidewalk Sale and Street Fair.

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

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

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

#### **Trustee Collura's Motions**

11. **MOTION** to approve the budget modification request as per the Village Treasurer's memo received February 26, 2025.

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

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

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

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

#### **Final Comments from the Board**

#### **Executive Session, if applicable**

#### **Adjournment**

77 Main Street  
Post Office Box 369  
Warwick, NY 10990  
[www.villageofwarwick.org](http://www.villageofwarwick.org)



(845) 986-2031  
FAX (845) 986-6884  
[mayor@villageofwarwick.org](mailto:mayor@villageofwarwick.org)  
[clerk@villageofwarwick.org](mailto:clerk@villageofwarwick.org)

# VILLAGE OF WARWICK

INCORPORATED 1867

## **LEGAL NOTICE VILLAGE OF WARWICK GENERAL ELECTION TUESDAY, MARCH 18, 2025**

The General Village Election for the Village of Warwick will be held on Tuesday, March 18, 2025, at Goodwill Hook & Ladder Co., 25 Church Street Extension, Warwick, NY. The polls will be open from 9:00 a.m. to 9:00 p.m. Candidates nominated to fill the office of one (1) Village Justice for a four-year term are:

Jeanine Garritano Wadeson – Village Justice (4 Year Term)  
24 Park Avenue  
Warwick, NY 10990

**BY ORDER OF THE BOARD OF TRUSTEES  
VILLAGE OF WARWICK  
RAINA ABRAMSON, VILLAGE CLERK  
Dated: February 24, 2025**

The Village of Warwick will again have the Brush Disposal Program. The Brush Pile will open for the season in April. A Valid Picture ID showing Village Residency will be required at the site.

Hours of Operation:

April/May/June – Saturday & Sundays 12pm-4pm

**VILLAGE OF WARWICK  
BRUSH DISPOSAL  
SCHEDULE**

The Village of Warwick will again have the Brush Disposal Program. The Brush Pile will open for the season in April. A Valid Picture ID showing Village Residency will be required at the site.

Only Village of Warwick Residents will be allowed to dispose of brush at the disposal site. The disposal area is located at the Village of Warwick Dept 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:**

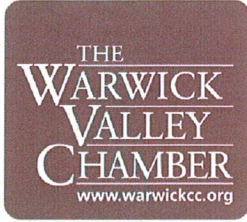
**April/May/June – Saturday & Sundays 12pm-4pm**

**July/August/September – Saturday & Sundays 12pm – 4pm**

**October/November – Saturday & Sundays 12pm – 4pm**

**Site Closed all Holidays and Applefest Sunday.**





THE WARWICK VALLEY  
CHAMBER OF COMMERCE  
75 MAIN STREET WARWICK, NY 10990  
(845) 986-2720  
INFO@WARWICKCC.ORG  
WWW.WARWICKCC.ORG

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Mayor Michael Newhard  
Village of Warwick Trustees  
77 Main Street  
Warwick, NY 10990

#### Orange County Tourism Grant Proposal

Dear Mayor Newhard and Village of Warwick Trustees,

Since moving into 75 Main Street and opening up the tourism center, The Warwick Valley Chamber of Commerce has looked for new ways to improve and enhance visitor and local experience when interacting with our local partners.

Recently our tourism coordinator and I met with a company called Visit Widget. Visit Widget is an incredible tool that would be an addition to not only our website but would also allow us to have an app that both visitors and locals can access. Visit widget can enhance our website by adding trip planner technology. Additionally with a branded app that folks can use to navigate the Warwick Valley experiences like Applefest that may seem hard to navigate for visitors and deter them from coming, this will streamline their experience and make visitors feel more welcomed.

The build out cost of this is \$5,000 with a monthly cost of \$600 to \$1,000 taken on by the chamber. While the chamber staff and board members do recognize this is a big cost for us to take on it is something that needs to be done to enhance our visitor experience and further the push to amplify our tourism efforts.

We appreciate your consideration and look forward to building out a truly unique visitor and local experience together.

Very truly yours,

Stefanie Keegan  
Executive Director  
Warwick Valley Chamber of Commerce

## **VILLAGE OF WARWICK**

### **LOCAL LAW NO. \_\_ OF THE YEAR 2025**

A Local Law establishing a six (6) month moratorium on the acceptance and processing of applications for land use approvals for public utility facilities involving energy storage systems in the Village of Warwick.

BE IT ENACTED that the Village of Warwick imposes a moratorium on approval of public utility facilities involving energy storage systems as follows:

#### **Section 1. Authority**

This Local Law is adopted pursuant to the provisions of the Municipal Home Rule Law of the State of New York.

#### **Section 2. Short Title**

This Local Law shall be known as: "The Village of Warwick Temporary Moratorium on the Acceptance and Processing of Applications for Approval of Public Utility Facilities Involving Energy Storage Systems."

#### **Section 3. Definitions**

"Code" means the Village of Warwick Code.

"Public utility facilities involving energy storage systems" means any building or site at which electricity is stored in batteries for purposes of supplying power to the electrical utility grid.

"Village" means the Village of Warwick.

"Village Board" means the Village Board of the Village of Warwick.

"Village Clerk" means the Village Clerk of the Village of Warwick.

#### **Section 4. Legislative Purpose**

The Village of Warwick has previously experienced serious fires at public utility facilities involving energy storage systems which posed a grave risk to the health, welfare and safety of Village residents. The Village Board of the Village of Warwick has determined that the Village Code lacks provisions sufficient to oversee the approval and safe operation of public utility facilities involving energy storage systems. The Village wishes to consider adopting a code provision based, wholly or in part, on the NYSERDA model law for battery energy storage systems. The intent of this Local Law is to impose a six (6) month moratorium on the acceptance and processing of applications for land use approvals for public utility facilities involving energy storage systems in the Village of Warwick in order to afford the Village Board

time to develop and enact local regulations sufficient to oversee the approval and safe operation of the same.

**Section 5. Imposition of Moratorium**

For a period of six (6) months from and after the effective date of this Local Law, except as provided in Sections "6" and "7" below no applications for land use approvals for public utility facilities involving energy storage systems shall be accepted or processed by the Village for any real property located in the Village of Warwick.

**Section 6. Exemptions**

This Local Law shall not apply to any application for approval of a public utility facility involving energy storage systems designed for and installed in a residential use.

**Section 7. Alleviation of Extraordinary Hardship**

A. The Village Board may authorize exceptions to the moratorium imposed by this Local Law when it finds, based upon evidence presented to it, that deferral of action on an application for approvals for public utility facilities involving energy storage systems during the term of this moratorium would impose an extraordinary hardship on a landowner or applicant.

B. An application for an exception based upon extraordinary hardship shall be filed with the Village Clerk, including a fee of Five Hundred and 00/100 Dollars (\$500.00) for each tax map parcel claimed to be subject to extraordinary hardship, by the landowner or the applicant, upon the consent of the landowner. The application shall provide a recitation of the specific facts that are alleged to support the claim of extraordinary hardship and shall contain such other information and/or documentation as the Village Board shall prescribe as necessary for the Village Board to be fully informed with respect to the application.

C. A public hearing on any application for an exception to this Local Law based upon extraordinary hardship shall be held by the Village Board at a meeting of the Village Board no later than thirty (30) days after the complete application for an extraordinary hardship exception has been filed with the Village Clerk. The Village Board shall determine, by resolution duly adopted, when an application based upon extraordinary hardship is complete.

D. In reviewing an application for an exception based upon a claim of extraordinary hardship, the Village Board shall consider the following criteria:

1. The extent to which the proposed development impacts environmentally sensitive land, would cause environmental degradation, or would adversely impact nearby properties and the neighborhood.
2. Whether the moratorium will expose a property owner or applicant to substantial monetary liability to a third person or would leave the property owner or applicant completely unable, after a thorough review of alternative solutions, to have a reasonable alternative use of the property.

3. The extent to which actions of the applicant were undertaken in the good faith belief that the proposed development of a public utility facilities involving energy storage systems constituted an approvable use under the existing provisions of the Village Code.

E. Mere delay or concern that new regulations regarding public utility facilities involving energy storage systems may be adopted is insufficient to constitute an extraordinary hardship under this section.

F. At the conclusion of the public hearing and after reviewing the evidence and testimony placed before it, the Village Board shall, in its sole discretion, act upon the application for an exception based upon extraordinary hardship. The Village Board may approve, deny or approve in part and deny in part the application being acted upon.

### **Section 8. Default Approvals Abolished.**

Notwithstanding any law, rule, or regulation to the contrary, no applications for public utility facilities involving energy storage systems shall be granted, deemed granted, or dispensed with as a result of the passage of time during the effective period of this moratorium. Any and all land use approvals for public utility facilities involving energy storage systems granted during the period of the moratorium shall require the affirmative vote of the reviewing board(s) with jurisdiction and endorsement of the plat or plan as otherwise required by law.

### **Section 9. Penalties.**

A. Any person, firm or entity that operates a public utility facility involving energy storage systems without required approvals shall otherwise violate any of the provisions of this Local Law shall be subject to:

1. Such penalties as may otherwise be provided by applicable local laws, ordinances, rules, regulations of the Village for violations; and

2. A fine not to exceed \$500.00 per day from the date that any action is taken in contravention of this local law, together with any other civil remedies available at law; and

3. Injunctive relief in favor of the Village to cease any and all such actions which conflict with this Local Law and, if necessary, to remove any such uses that may have taken place in violation of this Local Law.

B. Any application accepted or approval granted in violation of this Local Law shall be null and void.

### **Section 10. Extension or Termination of Moratorium.**

A. This moratorium may be extended by two (2) additional periods of up to six (6) months each by resolution of the Village Board upon a finding of need for such extension(s).

B. This moratorium, and any extensions thereof, may be terminated at any time by resolution of the Village Board.

**Section 11. Validity**

In the event that any section, sentence, clause or phrase of this Local Law is held to be invalid or unconstitutional by any court of competent jurisdiction, said holding shall in no way affect the validity of the remaining portions of this Local Law.

**Section 12. Effective Date**

This Local Law shall become effective upon filing with the Secretary of State of the State of New York subsequent to having been duly adopted by the Village Board.

February 27, 2025

Mayor Michael Newhard and Board of Trustees  
Village of Warwick  
77 Main Street  
Warwick, NY 10990

Re: Warwick Village Well #3 Water Treatment Plant  
General Contract Payment Application #5

Dear Mayor Newhard and Board of Trustees:

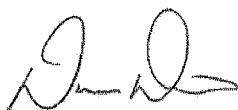
Please let this letter serve as background for the above-mentioned payment application.

We have reviewed the Application for Payment #5 from TAM Enterprises, Inc for the Warwick Village Well #3 Water Treatment Plant project. As of February 27, 2025, the existing building and pump have been demolished, and the new building foundation has been completely poured.

We recommend the approval of the payment of \$122,553.33. The balance amount to close the project, including retainage, is \$937,868.85.

Should you have any questions or require anything further in this matter, please contact our office.

Very truly yours,



Darren D. Doetsch, PE  
Vice President

DDD/AB/lk

G:\Shared Drives\Engineering\Warwick (V)\248101 - Well 3 WTP Construction Management\03 - Construction\Pay Apps\GC\Pay App #5\20250224 Letter To Board Pay App 5.Docx



# AIA® Document G702® – 1992

## Application and Certificate for Payment

TO OWNER: Village of Warwick  
77 Main Street,  
Warwick, NY

PROJECT: Well #3 WTP

APPLICATION NO: 005

PERIOD TO: February 28, 2025

CONTRACT FOR: General Construction

CONTRACT DATE:

PROJECT NOS: 2431 / /

Distribution to:

OWNER: ☐

ARCHITECT: ☐

CONTRACTOR: ☐

FIELD: ☐

OTHER: ☐

FROM  
CONTRACTOR: TAM Enterprises, Inc.  
114 Hartley Road,  
Goshen, NY 10924

VIA  
ARCHITECT: Pitingaro & Doersch  
20 Industrial Drive  
Middletown, NY 10941

### CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.  
AIA Document G703®, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM .....	\$1,196,000.00
2. NET CHANGE BY CHANGE ORDERS .....	\$0.00
3. CONTRACT SUM TO DATE (Line 1 ± 2) .....	\$1,196,000.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) .....	\$271,717.00
5. RETAINAGE:	
a. 5.00 % of Completed Work (Column D + E on G703) .....	\$13,585.85
b. 5.00 % of Stored Material (Column F on G703) .....	\$0.00
Total Retainage (Lines 5a + 5b or Total in Column I of G703) .....	\$13,585.85
6. TOTAL EARNED LESS RETAINAGE .....	\$258,131.15
(Line 4 Less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT .....	\$135,577.82
(Line 6 from prior Certificate)	
8. CURRENT PAYMENT DUE .....	\$122,553.33
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$937,868.85

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total approved this Month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order		\$0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: [Signature]

State of: New Jersey

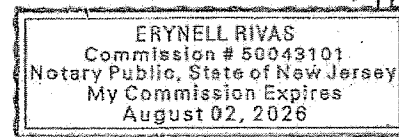
County of: Essex

Subscribed and sworn to before  
me this 24th day of Feb, 2025

Notary Public: [Signature]

My Commission expires: 8/2/26

Date: 2/24/25



### ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED .....

\$122,553.33

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By: [Signature]

Date: 2/27/2025

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



# AIA® Document G703® – 1992

## Continuation Sheet

AIA Document G702®, Application and Certification for Payment, or G732™, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.  
Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO:

005

APPLICATION DATE:

February 28, 2025

PERIOD TO:

February 28, 2025

ARCHITECT'S PROJECT NO:

Pitingaro & Doetsch

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD			% (G+C)		
1	Bonds and Insurance	29,900.00	29,900.00	0.00	0.00	29,900.00	100.00%	0.00	1,495.00
2	Submittals	50,700.00	48,165.00	0.00	0.00	48,165.00	95.00%	2,535.00	2,408.25
3	Mobilization/Demobilization	22,183.00	0.00	11,091.50	0.00	11,091.50	50.00%	11,091.50	554.57
4	Demolition of Existing Treatment Building and Well Pump	51,047.00	0.00	51,047.00	0.00	51,047.00	100.00%	0.00	2,552.35
5	Furnish and install a new treatment building with drainage foundation floor walls roof windows doors and all other items specified	267,460.00	0.00	66,865.00	0.00	66,865.00	25.00%	200,595.00	3,343.25
6	Furnish and install proposed well pump radar level sensor VFD and control panel. Electrical connections by others	140,810.00	0.00	0.00	0.00	0.00	0.00%	140,810.00	0.00
7	Furnish and install SCADA panel and system.	34,602.00	0.00	0.00	0.00	0.00	0.00%	34,602.00	0.00
8	Furnish and install UV system and appurtenances.	85,294.00	0.00	0.00	0.00	0.00	0.00%	85,294.00	0.00
9	Furnish and install an 80-kw natural gas generator with weather	57,890.00	0.00	0.00	0.00	0.00	0.00%	57,890.00	0.00

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User Notes:



A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	%(G+C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
	enclosure and compatible ATS including natural gas piping. Electrical Connections by others								
10	Furnish and Install a chemical injection system	26,275.00	0.00	0.00	0.00	0.00	0.00%	26,275.00	0.00
11	Furnish and Install cartridge filter housings	86,198.00	64,648.50	0.00	0.00	64,648.50	75.00%	21,549.50	3,232.43
12	Furnish and Install a flow meter turbidity analyzer chloriner esidual analyzers chart recorders pressure gauges a pressure transmitter and all other instrumentation specified	101,585.00	0.00	0.00	0.00	0.00	0.00%	101,585.00	0.00
13	Furnish and Install a mini split system electrical unit heaters and an exhaust fan and louver.	23,953.00	0.00	0.00	0.00	0.00	0.00%	23,953.00	0.00
14	Furnish and Install a ductile iron pipe and fittings.	64,354.00	0.00	0.00	0.00	0.00	0.00%	64,354.00	0.00
15	Furnish and Install a shower and eyewash station combination unit	6,190.00	0.00	0.00	0.00	0.00	0.00%	6,190.00	0.00
16	Furnish and Install ADA compliant bathroom	12,176.00	0.00	0.00	0.00	0.00	0.00%	12,176.00	0.00
17	Furnish and Install all water supply piping and	7,208.00	0.00	0.00	0.00	0.00	0.00%	7,208.00	0.00

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	%(G÷C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
	drainage piping								
18	Start-up	10,350.00	0.00	0.00	0.00	0.00	0.00%	10,350.00	0.00
19	Punch List	10,350.00	0.00	0.00	0.00	0.00	0.00%	10,350.00	0.00
20	Close out	7,475.00	0.00	0.00	0.00	0.00	0.00%	7,475.00	0.00
21	Stated Allowance for Unforeseen Items	100,000.00	0.00	0.00	0.00	0.00	0.00%	100,000.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	GRAND TOTAL	\$1,196,000.00	\$142,713.50	\$129,003.50	\$0.00	\$271,717.00	22.72%	\$924,283.00	\$13,585.85

## MEMO

---

**Date:** February 24, 2025

**To:** Mayor Newhard & The Village Board

**From:** Mike Moser, DPW Supervisor

**Re:** Brush Pile Attendant

Request a motion to advertise for a Seasonal Department of Public Works Laborer to perform duties of Brush Pile Attendant at Veterans Memorial Park for the period of April – November 2025 during designated brush pile operation dates and times.

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: 2/20/25

Title of Event: Warwick Youth Football + Cheer

Purpose of Event: Flag + Contact Football + cheer teams K-12

#### 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: 4/1 - 11/30/25 Rain Date Requested: team practice varies

Arrival Time: Varies Departure Time: Varies

Event Start Time: Varies Event End Time: 10:00 pm

#### SECTION 3: APPLICANT INFORMATION

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

Applicant's Name/Responsible Party: Brian Perer - Board Member

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

Mailing Address of Responsible Party: 19 Ridgefield Road Warwick, NY 10990

Email Address: brian.perez@westpointsi.com Cell Phone: 845-987-4898

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

Name of Organization (if Applicable): Warwick Youth Football + Cheer

Name of Organization's Director(s)/Officer(s): Brian Perez, Matt McCullough, Marisa Kellerhause

Organization's Phone: 845-987-4898 Email Address: brian.perez@westpointsi.com

Mailing Address of Organization: 19 Ridgefield Rd Warwick, NY 10990

Physical Address of Organization: Veteran's Memorial Park

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

Maximum Number of People Intended at the Event: 150-180

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

# of Adults: 10-100 # of People Under 18: 0-100

Expected Number of Vehicles Intended at the Event: 25-75

Please explain the parking plan for the event: Communicate, direct + signage to main 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>X</u>
<b>Music / Loudspeakers / Sound System</b> <i>If yes, explain:</i> <u>league owned speaker system</u> <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:</i> _____ <i>Date &amp; time tent will be removed:</i> _____	Yes _____ No <u>X</u>

<b>RVs, Campers, Food Trucks, etc.</b> If yes, explain: _____	Yes ____ No <u>X</u>
<b>Admission Fee to Be Charged</b> If yes, please list the admission fee: _____	Yes ____ No <u>X</u>
<b>Alcohol</b> Host Liquor Liability Insurance is required.	Yes ____ No <u>X</u>
<b>Food will be served or sold</b> If yes, explain the method of food distribution and disposal of trash: <u>Concession Stand</u> <small>*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.          *Applicants must provide a drawing to scale showing where the food will be served/sold and where trash will be disposed.</small>	Yes <u>X</u> No ____
<b>Rides: Mechanical Carnival Rides, Bounce House, Inflatable Slide, etc.</b> If yes, explain: _____ Additional contract(s) and/or insurance is required.	Yes ____ No <u>X</u>
<b>Animals:</b> (Example, horses, pony rides, petting zoo, etc.) If yes, explain: _____	Yes ____ No <u>X</u>
<b>Portable Toilets</b> Placement of portable toilets must be detailed on the map that is required with the application.	Yes ____ No <u>X</u>
<b>Other</b> Please explain: _____	Yes ____ No <u>X</u>

**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 ____ No <u>X</u>
<b>Use of Village-owned tables and chairs</b> Veterans Memorial Park Pavilion Only. No. of Tables ____ No. of Chairs ____	Yes ____ No <u>X</u>
<b>Use of Electricity</b>	Yes <u>X</u> No ____
<b>Use of Memorial Park Football/Over 35 Field Lights</b> Additional fee required for use of field lights.	Yes <u>X</u> No ____

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

### SECTION 5: FEES/SECURITY DEPOSIT

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

☒ \$200 Security Deposit - (*Must be a Separate Payment*)

☒ Memorial Park Football/Over 35 Field Lights (circle one) - \$10 per day or \$300 per season

**TOTAL FEES:** \$ 300 (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 Youth Football + Cheer (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 Youth Football + Cheer (Name Organization).

Brian Perez  
Printed Name of Applicant/Responsible Party

B.T. Perez  
Signature of Applicant/Responsible Party

2/20/25  
Date

#### **Office Use Only:**

Security Deposit Check # 3301  
Fees Received       
DPW Pre-Approval     

Certificate of Insurance ✓  
Park Map(s) ✓  
Facility Use Calendar     

Host Liquor Liability na  
Police Dept. Approval na  
Parade Calendar 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:

Brian Perez

Printed Name of Applicant/Responsible Party

B.T. Perez

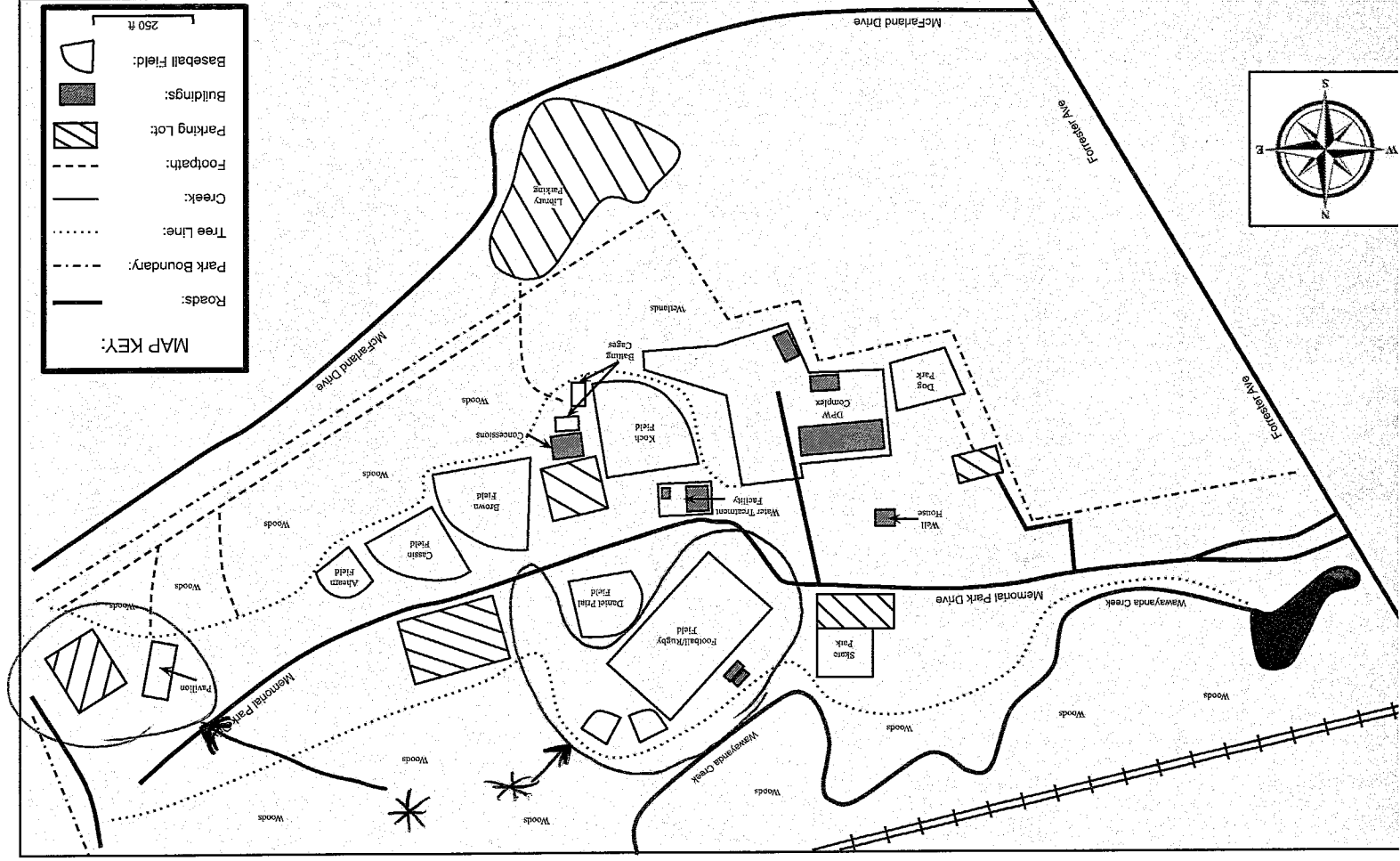
Signature of Applicant/Responsible Party

Date

2/20/25



VETERANS MEMORIAL PARK  
Village of Warwick 2024





Mailing Address:  
3 Forester Ave., Unit 8  
Warwick, NY 10990

February 19th, 2025

Re: Facility Use Request for Treecycle 2025 at Stanley Deming Park

Dear Village Board of Trustees,

Wickham Works is submitting a Facility Use Request form for over 200 people for the use of Stanley Deming Park on Saturday, April 26, 1 - 5PM, with a rain date of Sunday, April 27, for **Treecycle 2025**, an Earth Day celebration of Art, Community, and Environmental Action.

Treecycle 2025 is a collaborative effort between community members of all ages, environmental and arts groups, public organizations and local businesses that results in community-created art installations and hands-on art activities focusing on the creative reuse of materials, live performances by local artists, including a puppet show by Arm-of-the-Sea puppet theater, sponsored by the Albert Wisner Public Library, and opportunities for the public to learn from local groups like Sustainable Warwick about sustainability initiatives in the Warwick Valley.

Set-up for the event will start at 9am. Breakdown and clean-up of the event will be complete by 7pm.

Please find attached a letter from the DPW Supervisor providing approval of submitted event and parking details. Wickham Works will submit a request for additional parking at Park Avenue school.

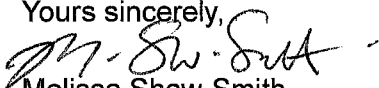
The Warwick Police, Fire and EMS departments have been notified of the event.

No outdoor lights or signs will be used. No camping or housing facilities will be included in the event. No street closures are required, and there will be no parades.

A certificate of insurance is attached, and a \$500 Security Deposit.

Thank you for your consideration.

Yours sincerely,

  
Melissa Shaw-Smith  
Wickham Works, Director

77 Main Street  
Post Office Box 369  
Warwick, NY 10990  
[www.villageofwarwick.org](http://www.villageofwarwick.org)



(845) 986-2031  
FAX (845) 986-6884  
[mayor@villageofwarwick.org](mailto:mayor@villageofwarwick.org)  
[clerk@villageofwarwick.org](mailto:clerk@villageofwarwick.org)

VILLAGE OF WARWICK  
INCORPORATED 1867

January 31, 2025

Melissa Shaw-Smith  
Creative Director, Wickham Works  
8 Forester Ave. Unit 8  
Warwick, NY 10990

**Re:** Treecycle 2025

Dear Melissa Shaw-Smith,

I have reviewed the Facility Use Request for April 26, 2025, scheduled event and approve the event details and traffic/parking plan as it is presented in the document.  
If you have any further questions please feel free to contact me.

Thank You,

Michael Moser  
DPW Supervisor  
Village of Warwick

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



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

VILLAGE OF WARWICK  
INCORPORATED 1867

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

RECEIVED  
FEB 24 2025  
VILLAGE OF WARWICK  
CLERK'S OFFICE

Date Request Submitted: 2-20-25

Title of Event: TREECYCLE 2025

Purpose of Event: Free community event celebrating art and environmental action

**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: Sat. April 26 + 27, 2025 Rain Date(s) Requested: April 27<sup>th</sup>

Arrival Time: 9 AM Departure Time: 7 PM

Event Start Time: 1 PM Event End Time: 5 PM

**SECTION 3: APPLICANT INFORMATION**

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

Applicant's Name/Responsible Party: MELISSA SHAW-SMITH, WICKHAM WORKS  
*\*Person of responsibility representing the organization must be a Town of Warwick resident.*

# WICKHAM WORKS

Mailing Address of Responsible Party: 3 FORESTER AVE, #8, WARWICK, NY 10990

Residential Address of Responsible Party: 69 WALLING RD, WARWICK, NY, 10990

Email Address: mshawsmith@wickhamworks.org Cell Phone: (917) 922-0943

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

Name of Organization (if Applicable): WICKHAM WORKS INC.

Organization's Phone: (329) 222-4930 Email Address: mshawsmith@wickhamworks.org

Name of Organization's Director(s)/Officer(s): KENNETH EICHER, CHAIR

Mailing Address of Organization: 3 FORESTER AVE, #8, WARWICK, NY 10990

Physical Address of Organization: WV COMMUNITY CENTER, 11 HAMILTON AVE, WARWICK

## SECTION 4: EVENT INFORMATION

Maximum Number of People Intended at the Event: 400

# of Adults: 200 # of Under 18 Yrs. Old: 200

Expected Number of Vehicles Intended at the Event: 150

Please explain the parking plan for the event: Permit for parking at Park Avenue School.  
Signage to direct folks NOT to park on grass.

## WILL YOUR EVENT INCLUDE:

## CHECK YES OR NO

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



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

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

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

<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 checked="" type="checkbox"/>

### SECTION 5: FEES/SECURITY DEPOSIT

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

☐ Memorial Park Football/Over 35 Field Lights (circle one) - \$10 per day or \$300 per season

☒ \$500 Security Deposit (*Must be a Separate Payment*)

**TOTAL FEE:** \$ 500 - (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 Wickham Works (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 Wickham Works (Name Organization).

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

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

MELISSA SHAW-SMITH      M. Shaw-Smith      2-19-25  
 Printed Name of Applicant/Responsible Party      Signature of Applicant/Responsible Party      Date

#### **Office Use Only:**

Security Deposit Check # 538      Certificate of Insurance ☒      Host Liquor Liability na  
 Fees Received na      Park Map(s) ☒      Police Dept. \_\_\_\_\_  
 Facility Use Calendar ☒      Parade Calendar na      DPW Pre-Approval ☒  
 \*Certificates of Insurance Reviewed by Village Insurance Carrier ☒

**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 SHAW SMITH

Printed Name of Applicant/Responsible Party

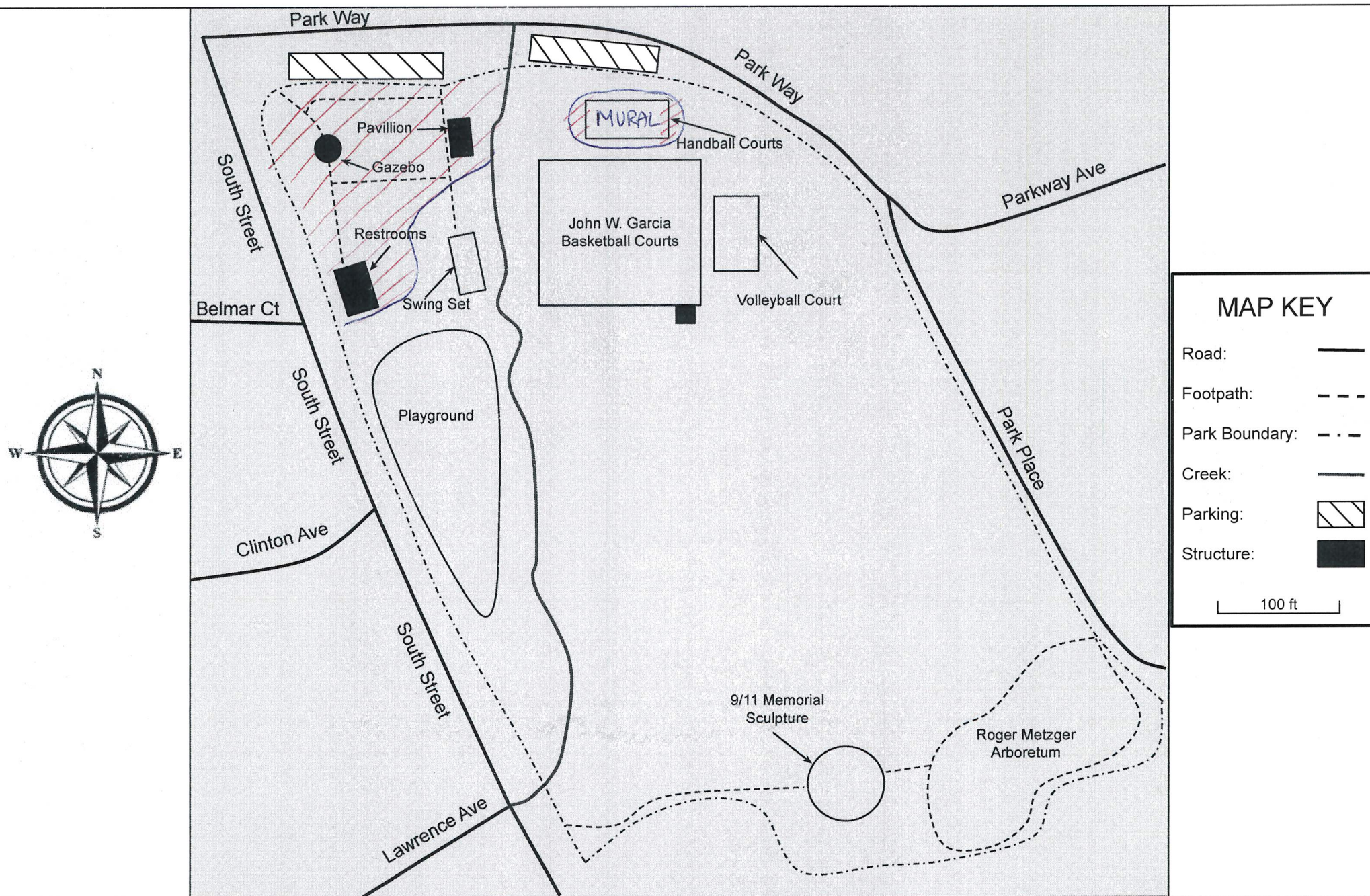
M. Shaw Smith

Signature of Applicant/Responsible Party

2-19-25

Date





Stanley Deming Park

Village of Warwick 2024



THE WARWICK VALLEY  
CHAMBER OF COMMERCE  
75 MAIN STREET WARWICK, NY 10990  
(845) 986-2720  
INFO@WARWICKCC.ORG  
WWW.WARWICKCC.ORG

---

Mayor Michael Newhard  
Village of Warwick Trustees  
77 Main Street  
Warwick, NY 10990

Dear Mayor Newhard and Village of Warwick Trustees,

The Warwick Merchants Collective (a committee of the Warwick Valley Chamber of Commerce) is requesting permission to hold our annual street faire July 12<sup>th</sup> and 13<sup>th</sup>, 2025. The time of the event is Saturday July 12<sup>th</sup> from 10 a.m. to 5 p.m. and Sunday July 13<sup>th</sup> 10 a.m. to 3 p.m.

We would like to close Railroad Avenue to vehicular traffic from 8 a.m. to 6 p.m. on Saturday July 12<sup>th</sup> and 7 a.m. to 4 p.m. on Sunday July 13<sup>th</sup>

We would like to close the following parking spaces on Main Street from 7 a.m. to 6 p.m. on Saturday July 12<sup>th</sup> and 7 a.m. to 4 p.m. on Sunday July 13<sup>th</sup>

- Eddies Roadhouse to Bank Street
- G's restaurant to Fetch Bar & Grill
- Bertoni Gallery to Etched in Time
- B. Free to Café E Dolci
- Akins Pharmacy to WVT

This yearly event is wonderful at increasing visibility of our wonderful village and for merchants to come together and offer deals and discounts to folks.

We appreciate your consideration and hope you will grant us the opportunity to hold this event once again!

---

Stefanie Keegan Craver  
Executive Director  
Warwick Valley Chamber of Commerce



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**

RECEIVED  
FEB 26 2025  
VILLAGE OF WARWICK  
CLERK'S OFFICE

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

Date Request Submitted: 2/5/25

Title of Event: Street Fair

Purpose of Event: a street fair Down Main St to Railroad Ave

**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: Railroad Ave

**SECTION 2: DATE AND TIME REQUESTED**

Date(s) Requested: 7/12/25 - 7/13/25 Rain Date Requested: N/A

Arrival Time: 8 a.m. Departure Time: 6 p.m.

Event Start Time: 9 a.m. Event End Time: 5 p.m.

**SECTION 3: APPLICANT INFORMATION**

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

Applicant's Name/Responsible Party: Stefanie Keegan, Warwick Valley Chamber  
*\*Person of responsibility representing the organization must be a Town of Warwick resident.*

Mailing Address of Responsible Party: 75 Main St. Warwick NY 10990

Email Address: info@WarwickCC.org Cell Phone: 347 432 9017

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

Name of Organization (if Applicable): Warwick Valley Chamber

Name of Organization's Director(s)/Officer(s): Stefanie Keegan

Organization's Phone: 845 9862720 Email Address: info@WarwickCC.org

Mailing Address of Organization: 75 Main St. Warwick NY 10990

Physical Address of Organization: 75 Main St. 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: \_\_\_\_\_ # of People Under 18: \_\_\_\_\_

Expected Number of Vehicles Intended at the Event: 75

Please explain the parking plan for the event: folks will Park in Chase 10th South St 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>X</u>
<b>Music / Loudspeakers / Sound System</b> <i>If yes, explain:</i> <u>Possibly on Fair Grounds</u> <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:</i> <u>7/12 &amp; 7/13 8am-6pm</u> <i>Date &amp; time tent will be removed:</i> <u>7/12 &amp; 7/13, 6pm</u>	Yes <u>X</u> No _____

<b>RVs, Campers, Food Trucks, etc.</b> <i>If yes, explain:</i> _____	Yes _____ No <u>X</u>
<b>Admission Fee to Be Charged</b> <i>If yes, please list the admission fee:</i> _____	Yes _____ No <u>X</u>
<b>Alcohol</b> <i>Host Liquor Liability Insurance is required.</i>	Yes _____ No <u>X</u>
<b>Food will be served or sold</b> <i>If yes, explain the method of food distribution and disposal of trash:</i> <u>Possibly food trucks</u> <small>*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.          *Applicants must provide a drawing to scale showing where the food will be served/sold and where trash will be disposed.</small>	Yes <u>X</u> No _____
<b>Rides: Mechanical Carnival Rides, Bounce House, Inflatable Slide, etc.</b> <i>If yes, explain:</i> _____ <i>Additional contract(s) and/or insurance is required.</i>	Yes _____ No <u>X</u>
<b>Animals:</b> (Example, horses, pony rides, petting zoo, etc.) <i>If yes, explain:</i> _____	Yes _____ No <u>X</u>
<b>Portable Toilets</b> <i>Placement of portable toilets must be detailed on the map that is required with the application.</i>	Yes _____ No <u>X</u>
<b>Other</b> <i>Please explain:</i> _____	Yes _____ No <u>X</u>

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

<b>Road Closure</b> <i>List road(s):</i> <u>Rail Road Ave</u> <i>Closed between the hours of</i> <u>8am</u> <i>and</i> <u>6pm</u> <i>Number of 'No Parking' meter bags requested, if applicable:</i> <u>30 (?) Main St + parking meters as well</u>	Yes <u>X</u> No _____
<b>Use of Village-owned tables and chairs</b> <i>Veterans Memorial Park Pavilion Only. No. of Tables _____ No. of Chairs _____</i>	Yes _____ No <u>X</u>
<b>Use of Electricity</b>	Yes _____ No <u>X</u>
<b>Use of Memorial Park Football/Over 35 Field Lights</b> <i>Additional fee required for use of field lights.</i>	Yes _____ No <u>X</u>

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

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

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

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

Warwick Valley Chamber (Name Organization).

Stefanie Keegan

Printed Name of Applicant/Responsible Party

[Signature]

Signature of Applicant/Responsible Party

2/5/25

Date

#### **Office Use Only:**

Security Deposit Check # 147

Fees Received na

DPW Pre-Approval \_\_\_\_\_

Certificate of Insurance ✓

Park Map(s) ✓

Facility Use Calendar ✓

Host Liquor Liability na

Police Dept. Approval \_\_\_\_\_

Parade Calendar 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.

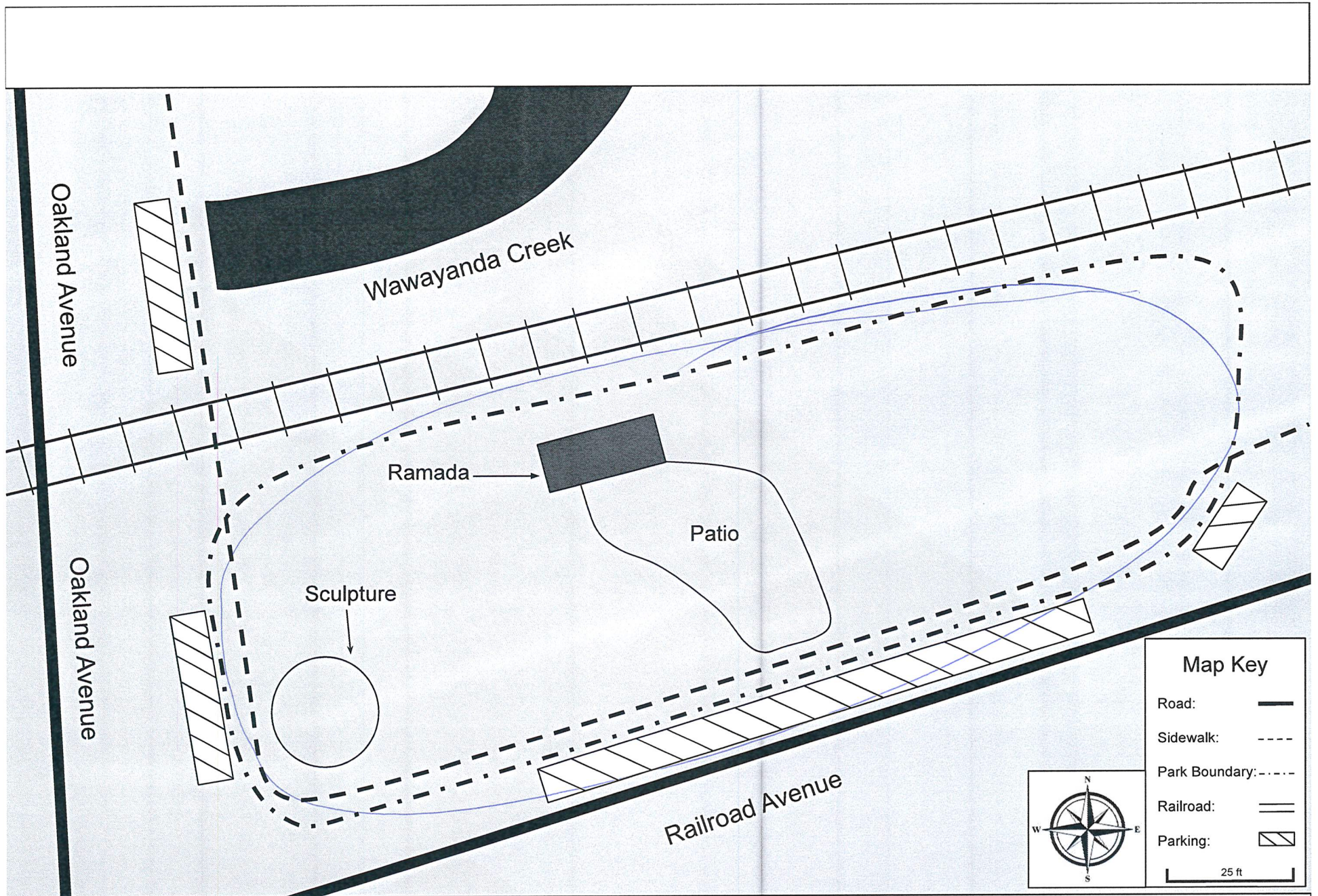
I have read and understand the Facilities Use Requirements:

Stefanie Keegan  
Printed Name of Applicant/Responsible Party

[Signature]  
Signature of Applicant/Responsible Party

Date 2/5/25





Railroad Green Park Village of Warwick 2024



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 1887

**Budget Modification Request**

**For Board of Trustees Approval - Meeting on 3/3/25**

For approval to transfer available appropriations for the following Fiscal Year 2024-2025 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
A1620.4950	Village Hall - Special Projects	17,396.33	2,209.42	Treasurers office upstairs furniture	A1325.2000	Treasurer - Equipment	(2,209.42)	2,209.42
A1930.4610	Judgment & Claims	5,000.00	5,000.00	To cover attorney fees	A1420.4000	Attorney - Contracted Services	(458.23)	5,000.00
A5110.1000	Streets - Personal Service	191,999.65	4,727.28	Actual vs Budget Payroll	A5010.1200	DPW - WORKERS COMP SALARY	(1,313.95)	1,313.95
				Actual vs Budget Payroll	A5142.1000	Snow Removal - Personal Service	(3,413.33)	3,413.33
A1640.2350	Central Garage - Machinery/Equip	46,842.42	15,000.00	Repairs to Truck #11	A5110.4050	Streets - Auto Maintenance	(7,353.45)	15,000.00
<b>TOTAL</b>			<b>26,936.70</b>		<b>TOTAL</b>			<b>26,936.70</b>

Respectfully submitted,

*Sadie Andryshak*  
Sadie Andryshak

Village Treasurer

Backup Documentation: Negative balance listing report

Report Date: 2/26/25

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-1325-2000	0.00	0.00	2,209.42	0.00	0.00	0.00	2,209.42-	0.00
A-1420-4000	35,000.00	0.00	40,458.23	5,000.00	0.00	0.00	458.23-	101.15
A-5010-1200	0.00	0.00	29,288.16	27,974.21	0.00	0.00	1,313.95-	104.70
A-5110-4050	60,000.00	0.00	77,353.45	10,000.00	0.00	0.00	7,353.45-	110.50
A-5142-1000	51,362.00	0.00	54,775.33	0.00	0.00	0.00	3,413.33-	106.65
A-5182-2000	60,000.00	0.00	200,457.00	0.00	0.00	0.00	140,457.00-	334.10
Fund Total	206,362.00	0.00	404,541.59	42,974.21	0.00	0.00	155,205.38-	162.25
Year Total	206,362.00	0.00	404,541.59	42,974.21	0.00	0.00	155,205.38-	162.25