

**BOARD OF TRUSTEES  
VILLAGE OF WARWICK  
NOVEMBER 20, 2023, 6:00 P.M.  
WORK SESSION**

**9870**

A Work Session of the Board of Trustees of the Village of Warwick was held on Monday, November 20, 2023, at 6:00 p.m. in Village Hall, 77 Main Street, Warwick, NY. Present was: Mayor, Michael J. Newhard, Trustees: Barry Cheney, Carly Foster, Mary Collura, and Tom McKnight. Also, present was Village Clerk, Raina Abramson and Village Attorney, Stephen Gaba. Others present: William Lindberg.

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

**Discussion**

1. Draft Film Code & permit application.

Trustee Foster explained that the goal of updating the film code is to improve coordination and to make it easier to work with the village.

Trustee Foster discussed the need for a simplified and accessible film permit process, citing issues with the current system and researching best practices from other communities.

Trustee Foster proposed a new code that combines elements from various municipalities, aiming to maximize investment in the community while minimizing disruption.

Trustee Foster explained that the updated film policy defines student films and exempts them from paying for film permits.

Mayor Newhard appreciated the clarity brought by the definitions in the updated policy, particularly for student films.

The Board discussed potential regulations for film permits, including insurance, fee waivers, filming on private and public property, news media filming in public spaces, and the role of the film committee. They spoke about potential exemptions, focusing on safety considerations and the impact on the public.

2. Draft Short-Term Rental Code.

Bill Lindberg stated that he believed the Village Board had the latest copy of the policy that includes notes from Trustee Cheney, Stephen Gaba, and Trustee Foster.

It was clarified that Trustee Collura would be the point of contact moving forward for comments regarding the latest version of the draft code.

3. Draft Code of Ethics.

Bill Lindberg said that he, Stephen Gaba, and the mayor reviewed the draft code of ethics several times and believes that the latest copy has Mr. Gaba's suggestions.

Trustee Cheney said that NYCOM can be a sounding board for any of the village's code changes in addition to the Village Attorney and that it would be appropriate for them to review both the ethics and the short-term rental codes.

4. Draft Cash Management Policy.

The Village Board discussed cash management, separation of duties, cash collection procedures, including secure storage, daily deposits, metered coin, record retention, receipts, and escrow accounts. The Board also spoke about including the Deputy Mayor as an additional check signer if the Treasurer and Mayor are unable to fulfill their duties.

Village Attorney, Stephen Gaba, explained that the cash management policy covers checks, money orders, and other forms of cash, and that the purpose of the policy is to keep them in a safe place until they can be deposited or cashed.

5. Addition of monthly work sessions.

Mayor Newhard suggested that the next meeting begin with a 6:00 p.m. work session. Trustee Cheney asked the Board to use discretion on work session topics so more people can see and comment if desired. The Board made the determination to hold work sessions when needed as opposed to ahead of each regularly scheduled meeting.

6. Revision of the start time of Village Board meetings.

The Village Board and Village Attorney briefly discussed the possibility of starting meetings at an earlier time.

7. Professional Agreements.

Topic was not discussed.

**Adjournment of Work Session**

A **MOTION** was made by Trustee McKnight, seconded by Trustee Cheney and carried to adjourn the work session at approximately 7:30 p.m.

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

Trustee Cheney Aye    Trustee Foster Aye    Trustee Collura Aye

Trustee McKnight Aye    Mayor Newhard Aye

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Raina M. Abramson, Village Clerk