

**BOARD OF TRUSTEES
VILLAGE OF WARWICK
MAY 15, 2017
AGENDA**

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

1. Introduction by Mayor Newhard.
2. Acceptance of the Minutes of April 17th and May 1st, 2017.
3. Acceptance of Reports: Justice, ARB, Planning and Zoning.
4. Authorization to Pay all Approved and Audited Bills in the Amount of \$ _____.
5. Police Report.

Presentation:

Jay Zeiger – 12 Main Street

Correspondence:

1. Letter from the Warwick Fire Department inviting the Mayor to participate in its Biennial Parade.
2. Letter from Curt Zimmerman asking the Village Board's permission to be accepted into the Village Shade Tree Commission.

Discussion:

1. 50 Orchard Street – Water Bill.

Privilege of the Floor

Motions:

Trustee Cheney's Motions:

1. Motion to accept the bid from Slack Chemical for PACL, Caustic Dry Bead, Liquid Caustic, Sodium Bisulfite, Sodium Permanganate and Ortho Phosphate as per the DPW Supervisor's recommendation. The contract period will be from June 1, 2017 to May 31, 2018.

2. Motion to accept the bid from Wechsler for Hypochlorite as per the DPW Supervisor's recommendation. The contract period will be from June 1, 2017 to May 31, 2018.
3. Motion to accept the bid from Coyne for Polymer and Endimal as per the DPW Supervisor's recommendation. The contract period will be from June 1, 2017 to May 31, 2018.
4. Motion to accept the bid from Surpass for Hydrogen Peroxide and Citric Acid as per the DPW Supervisor's recommendation. The contract period will be from June 1, 2017 to May 31, 2018.
5. Motion to accept the bid from E.C.E. for Totalox as per the DPW Supervisor's recommendation. The contract period will be from June 1, 2017 to May 31, 2018.
6. Motion to accept the refuse bid from Interstate Waste & Recycling as per the DPW Supervisor's recommendation. The contract period will be from June 1, 2017 through May 31, 2018.
7. Motion to grant permission to the DPW Supervisor to attend the 2017 Highway School at Ithaca College from June 12th through June 14th, 2017 at a cost of \$485.00.
8. Motion to adopt a Resolution introducing proposed Local Law to amend Village Code §145-171, scheduling a Public Hearing on the proposed Local Law for Monday, June 19, 2017 at 7:30 p.m. in Village Hall, and referring the proposed Local Law to the County Planning Department pursuant to GML §239-m. (Please read resolution).
9. Motion to advertise for two seasonal laborers for a period of 12 weeks each at 40 hours a week at a salary of \$10.00 an hour.
10. Motion to entertain a request to abandon Village property located at 12 Main Street, establish an escrow and make referrals to the Village Attorney and DPW. (Please read resolution).
11. Motion to amend Section 4.5 of the Employee Handbook regarding the Vehicle Use Policy.

Trustee Lindberg's Motions:

12. Motion to authorize the Mayor to sign the Maintenance Agreement with S.E.M. Security Systems for Bosch Village park cameras described in the attached letter. The service agreement is at a cost of \$2,004 per year.

13. Motion to grant permission to Goodwill Hook & Ladder to hold their annual picnic in the Memorial Park Pavilion on July 29, 2017 from 10 a.m. to 7 p.m. Completed park permit and the proper insurance has been received. The \$100 security deposit has been waived.
14. Motion to grant permission to the Warwick Valley Central School District to have a third grade field trip in Lewis Woodlands on May 9th and May 12th, 2017 from 9 a.m. to 11 a.m. Completed park permit and the proper insurance has been received. The \$100 security deposit has been waived.
15. Motion to grant permission to St. Stephen's School to hold a Food Truck Festival in Stanley Deming Park/Memorial Park on June 1, 2017 from 4:30 p.m. to 9 p.m. Completed park permit, \$100 security deposit and the proper insurance has been received.
16. Motion to grant permission to St. Stephen's School to hang a banner on First Street from May 22nd through June 2, 2017. Completed banner request form, image of the banner and the proper insurance has been received.
17. Motion to grant permission to Warwick Playground Dreams Corp. to have a Bring Your Parent to the Playground event in Stanley Deming Park on June 10, 2017 from 10 a.m. to 2 p.m. as per their letter received on May 10, 2017. Completed park permit, \$100 security deposit and the proper insurance has been received.

Trustee Patterson's Motions:

18. Motion to proclaim the month of May General Aviation Appreciation Month. (Please read the attached proclamation).
19. Motion to grant permission to the Warwick Community Bandwagon, Inc. to hang a banner on West Street from June 5, 2017 through June 12, 2017. Completed banner request form, an image of the banner and the proper insurance has been received.
20. Motion to approve the Treasurer's request for budget transfers and modifications as per the attached letter.

Trustee McManus's Motions:

21. Motion to close the road in front of Park Avenue Elementary School on June 2, 2017 from 4 p.m. to 9 p.m. with a rain date of June 3rd from 11 a.m. to 5 p.m. for the Park Avenue Elementary School annual Family Picnic.

Board of Trustees
Village of Warwick
May 15, 2017
Page Four

22. Motion to hire George Arnott to present the NYS Defensive Driving Course to Village employees at a fee of \$35 per person.

23. Motion to appoint Curt Zimmerman to the Village Shade Tree Commission.

Reports:

Trustee Cheney's Report: Liaison to Planning & Zoning, Town of Warwick, Public Works Daily Operations, Engineering and Infrastructure, Green Building Practices/Alternative Energy Options, Citizens Awareness Panel/Jones Chemical, Orange County Planning.

Trustee Lindberg's Report: Liaison to Parks & Recreation, Weekender Bus & Transportation Issues, Traffic and Parking, Liaison to Warwick Fire Department, Safety Committee, Crosswalk & Pedestrian Issues, and Employee Training – Workplace Violence/Sexual Harassment.

Trustee Patterson's Report: Liaison to Merchants, Chamber of Commerce, Tourism, Issues of Public Health, Senior Citizens, Public Interface and Outreach, Government Efficiency, St. Anthony's Community Hospital and Bon Secour, Orange County Department of Health.

Trustee McManus's Report: Liaison to Albert Wisner Library, Warwick Valley Schools, Police, Ethics, Cablevision, Alteva (WVT), Issues of Emergency and Homeland Security, WYDO and Warwick Valley Community Center, Historical Society.

Mayor Newhard's Report

Final Comments from the Floor

Final Comments from the Board

Executive Session, if Applicable

Adjournment

WARWICK FIRE DEPARTMENT

CHIEF – JASON BRASIER
FFBrasier@yahoo.com

1ST ASSIST. CHIEF – PHIL CIALELLA
pcialella@gmail.com

2ND ASSIST. CHIEF – KEVIN HAGAN
khagan7937@hotmail.com

SAFETY OFFICER – CHRIS GARDNER
cgardner@warwickfire.com



PRESIDENT – MELISSA STEVENS
meliss_stevens@yahoo.com

VICE PRESIDENT - ROBIN KITTNER
granada99@gmail.com

SECRETARY – DEB SCHWEIKART
debs@warwick.net

TREASURER – BILL LINDBERG
lindberg652@gmail.com

RECEIVED

MAY 04 2017

VILLAGE OF WARWICK
VILLAGE CLERKS OFFICE

May 1, 2017

Mayor Newhard
Village of Warwick
P.O. Box 369
Warwick, New York 10990

Dear Mayor Newhard,

The Warwick Fire Department will once again be hosting its Biennial Parade in the Village of Warwick in 2017. This year's parade will be held Saturday, June 10th.

On behalf of the Chiefs and the 2017 Parade Committee, I would like to cordially invite you to participate in our parade. Line up will be at 5 PM rain or shine, and step off will occur promptly at 6 PM.

On behalf of the Chiefs, I hope that you will be able to attend and join in our 2017 Parade festivities.

Sincerely,

Melissa Stevens
Parade Secretary
Ph: 845-742-0886
Email: grover80@warwick.net

RECEIVED

MAY 04 2017

Dear Warwick Board Members,

VILLAGE OF WARWICK
VILLAGE CLERKS OFFICE

I am asking for your permission to be accepted onto the Village Shade Tree Commission. It would be a privilege and honor to serve at this capacity for this great village and township. I look forward to a new opportunity and would try to help at whatever capacity the new commissioner determines.

Sincerely,

Curt Zimmerman



Governor's Office of
Storm Recovery

ANDREW M. CUOMO
Governor

RECEIVED

MAY 08 2017

VILLAGE OF WARWICK
VILLAGE CLERKS OFFICE

LISA BOVA-HIATT
Executive Director

May 3, 2017.

Village of Warwick
Village Board
77 Main Street
P.O. Box 369
Warwick, NY10990
Attn: Hon. Michael J. Newhard

RE: Account No: 215600-0
50 Orchard Street, Warwick
Billing period: 02/01/17 to 05/01/17
GOSR AP ID: FW-005-BA

Dear Mayor Newhard,

We are respectfully requesting that the attached water bill be waived.

New York State acquired this property Through its NY Rising Buyouts and Acquisitions program in October of last year with the understanding that all of the utilities to the home had been disconnected. We relied upon that understanding and did not request service to the home since the home is slated for demolition by our program.

Recently, we discovered a broken water heater and corrected it as soon as practicable. Our field team corrected it by closing the watermain on the inside of the house. We worked with your team and we thank you for your assistance. However, we were charged for excessive usage and we are requesting that the charge be waived.

Please let us know if there is anything else that we can provide to you to support our request.

Thank you for your consideration.

Very truly yours,
Daniel Greene, General Counsel GOSR

By: Laura M. Dillimetin, Sr. Counsel

MEMO

Date: May 2, 2017

To: Mayor Newhard & The Village Board

From: Mike Moser, DPW Supervisor

Re: Chemical Bid Award 6/2017 – 5/2018

The Chemical Bid Opening was held April 24, 2017. Bids will be for the period of June 1, 2017 – May 31, 2018. Bids for the following chemicals were received: PACL, Hypochlorite, Polymer, Caustic Dry Beads, Liquid Caustic, Endimal, Totalox, Hydrogen Peroxide, Sodium Bisulfite, Sodium Permanganate, Citric Acid, and Ortho Phosphate. Results shown on attached ***Chemical Bid Tabulation***.

Bids were reviewed by JCO (Water/Sewer Plant Operators) and approved by DPW Supervisor.

Request a motion to accept The Following:

Slack Chemical – PACL, Caustic Dry Bead, Liquid Caustic, Sodium Bisulfite, Sodium Permanganate, Ortho Phosphate.

Wechsler – Hypochlorite

Coyne – Polymer, Endimal

Surpass – Hydrogen Peroxide, Citric Acid

E.C.E. - Totalox

Dear Village of Warwick Mayor and Board of Trustees; the following is my recommendations regarding the chemical bids received and opened on April 24th, 2017 12:00 p.m.

I am recommending the following vendors and the respective chemical bids highlighted in blue as accepted. Bid pricing highlighted with red or yellow are being rejected. When two vendors have the same pricing I chose the current vendors simply based on past reliable service, and see no need to entertain new chemistry into our processes for no financial benefit.

KEITH J. HERBERT _____

CHEMICAL	COYNE	SURPASS	SLACK CHEM.	WECHSLER	E.C.E.
PACL	3.998		2.35		
HYPOCHLORITE 12.5%			2.15 *****	2.15 ****	
CATIONIC FLOCCULANT (POLYMER)	3.6464 #####				3.79
CAUSTIC DRY BEADS	.553	.517	.439		
LIQUID CAUSTIC 25%	4.156	2.20	1.549		
ENDIMAL	9.944				
TOTALOX			10.85		10.25
HYDROGEN PEROXIDE 35%	4.528	2.94			4.00
SODIUM BISULFITE 38%	2.304		1.997		
SODIUM PERMANGANATE 20%	10.378		7.85		
CITRIC ACID 50%	6.116	3.28	5.44		
ORTHO PHOSPHATE	7.634		10.75		

****	BOTH VENDORS HAVE THE EXACT SAME PRICE, I AM ELECTING TO STAY WITH WECHSLER FOR TWO REASONS, 1) PAST SERVICE HAS BEEN GREAT 2) THE TERMINAL IS RIGHT IN GOSHEN.
	CHEMICAL BID IS 18%-36% AND DOES NOT MEET THE RFP SPECS OF 50%-50% I AM REJECTING BID
#####	CHEMICAL WAS NOT PRE-QUALIFIED, BUT WILL ACCEPT THE BID ONLY IF ACTUAL PLANT TRIAL PERFORMANCE IS EQUAL TO OR BETTER THAN THE E.C.E. PRODUCT WHICH WE CURRENTLY USE. IF COYNE PRODUCT DOES NOT PERFORM SATISFACTORILY WE WILL DEFAULT BACK TO THE E.C.E. PRODUCT.

MEMO

Date: May 2, 2017

To: Mayor Newhard & The Village Board

From: Mike Moser, DPW Supervisor

Re: Refuse Services 6/2017 – 5/2018

The Refuse bid for pickup and delivery of 30yd containers for the period of June 1, 2017 thru May 31, 2018 was held April 24, 2017. Two Bids were received:


Interstate Waste Services	\$190.00 per “haul” / \$85.00 per ton
County Waste & Recycling	\$225.00 Per “haul”/ \$95.00 per ton

I recommend **Interstate Waste Services** be awarded the Refuse Bid for the Village of Warwick.

Memo

Date: May 9, 2017

To: Mayor Newhard & The Village Board

From: Mike Moser, DPW Supervisor 

Re: 2017 Highway School

Request a motion to grant permission to the DPW Supervisor to attend the 2017 Highway School at Ithaca College from June 12 to June 14 at a cost of \$485.00.

**RESOLUTION INTRODUCING PROPOSED LOCAL LAW
TO AMEND VILLAGE CODE §145-171.**

WHEREAS, the Village Board of the Village of Warwick is considering amending Village Code 145-171, entitled "Petitions", to require individuals who submit petitions for zoning changes to mail notice of the public hearing on such proposed zoning changes to all owners of real property located within five hundred feet of the property for which the zoning change is sought; and

WHEREAS, the Village Board has before it a proposed local law by which the proposed amendment to the Village Code may be enacted;

NOW, THEREFORE, BE IT RESOLVED as follows:

1. That the movant of this resolution does hereby introduce the attached proposed local law; and
2. That a public hearing on the proposed local law is set for June 19, 2017 at 7:30 o'clock p.m. and that due notice of the same is directed to be given by publication and posting; and
3. That a copy of this resolution, along with the proposed local law and the SEQRA EAF shall be submitted to the County Planning Department for review and comment pursuant to General Municipal Law §239-m.

_____ presented the foregoing resolution which was seconded by _____,

The vote on the foregoing resolution was as follows:

Barry Cheney, Trustee, voting _____

William Lindberg, Trustee, voting _____

George McManus, Trustee, voting _____

Eileen Patterson, Trustee, voting

Michael Newhard, Mayor, voting

VILLAGE OF WARWICK
LOCAL LAW NO. __ OF THE YEAR 2017

A local law to repeal Village Zoning Code Section 145-171 entitled "Petitions" and to replace that section with a section of the same number requiring mailings to certain property owners when there is a proposal by petition to change the zoning designation of real property.

Section 1. Purpose:

The purpose of this Local Law is to repeal the Village's Zoning Code Section 145-171 and replace that section with a section of the same number requiring Petitioners seeking to change the zoning designation of real property to mail notice of the proposed change and hearing thereon to property owners within five hundred (500) feet via Certified Mail.

Section 2. Amendment of Code:

Village of Warwick Section 145-171 "Petitions" is hereby repealed and re-enacted to read as follows:

"145-171 Petitions

Petitions to amend this chapter shall be in writing and shall contain a description of the property affected, together with such other information as the Village Board shall require. Such petitions shall include the names and addresses of all owners of real property within five hundred (500) feet of the property affected or any other contiguous property of a petitioner in the same ownership and, further, prior to conducting a public hearing on the proposed amendment to this chapter, the petitioner shall provide the Village Board with proof that notice of the public hearing, including the date, place and time of such public hearing and a summary of the proposed amendment, has been mailed to all such property owners via Certified Mail Return Receipt Requested not less than seven (7) days before the date of such hearing. All petitions for amendment of this chapter, excepting those submitted by the Planning Board or on motion of the Village Board, shall be accompanied by a fee in accordance with the Standard Schedule of Fees of the Village of Warwick. Mailing of notice to property owners of a public hearing on any amendments to this chapter instituted on submission by the Planning Board or on motion of the Village Board shall be wholly discretionary with the Village Board and shall not be required."

Section 3. Severability:

If any part or provision of this local law or the application thereof to any person or circumstance be adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part or provision or application directly involved in the controversy in which such judgment shall have been rendered and shall not affect or impair the validity of the remainder of this local law or the application thereof to other persons or circumstances, and the Village Board of the Village of Warwick hereby declares that it would

have passed this local law or the remainder thereof had such invalid application or invalid provision been apparent.

Section 4. 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.

Memo

Date: May 10, 2017

To: Mayor Newhard & The Village Board

From: Mike Moser, DPW Supervisor

Re: Seasonal Laborer

Request a motion to advertise for two Seasonal Laborers, for a period of 12 weeks, 40 hours a week at \$10.00 an hour.

RESOLUTION ENTERTAINING REQUEST TO ABANDON VILLAGE PROPERTY.

WHEREAS, the Village Board of the Village of Warwick has received a request from Mr. Alfred Nazari to abandon certain real property located at 12 Main Street to which the Village has a potential or putative claim as shown on a survey prepared by John McGloin, L.S.; and

WHEREAS, the Village Board is willing to consider taking action upon the said request;

NOW, THEREFORE, BE IT RESOLVED as follows:

1. That upon the applicant posting with the Village of Clerk an escrow in the amount of \$_____ to pay the Village's costs and expenses herein, and upon providing a metes and bounds description of the property at issue, the Village will commence the requested abandonment proceedings; and

2. That the said request to abandon Village property is hereby referred to the Village Attorney and the Village Department of Public Works to review and report on the request; and

3. That the Village Board directs that a draft resolution by which the requested abandonment may be effected be prepared and submitted to the Board for consideration.

_____ presented the foregoing resolution which was seconded by _____,

The vote on the foregoing resolution was as follows:

Barry Cheney, Trustee, voting _____

William Lindberg, Trustee, voting _____

George McManus, Trustee, voting _____

Eileen Patterson, Trustee, voting _____

Michael Newhard, Mayor, voting _____

VILLAGE OF WARWICK VEHICLE USE POLICY

SECTION I - Purpose:

It shall be the policy of the Village of Warwick to assign certain employees motor vehicles commensurate with the job functions performed. In certain instances, mileage reimbursement or a vehicle allowance may be paid to the employee in lieu of the provision of a village-owned vehicle in accordance with IRS regulations.

SECTION II - Usage:

Village vehicles are for official business use unless otherwise authorized by the Board of Trustees. Vehicles shall be assigned for functional operating purposes based on the need as established, documented and determined by the Board of Trustees.

SECTION III - Need:

Each fiscal year, as part of the budgetary process, the Board of Trustees, in conjunction with individual Department Heads, shall develop and/ or update, a strategic plan which inventories all assigned vehicles and the anticipated replacement/ additional vehicles required to perform Village business each year for the upcoming year and four (4) successive years as part of the Village's Capital Plan.

SECTION IV - Vehicle Assignments:

Vehicles owned by the Village may be assigned or otherwise made available to elected officials, appointed officials, department heads and superintendents, and employees of the Village. Such assignment or use of vehicles owned by the Village shall only be permitted with upon approval by the Village Board.

Vehicles approved by the Village Board for assignment may be assigned by Department Heads and Superintendents to work crews or individuals on a daily basis as the need dictates. Vehicles assigned are for the purpose of conducting Village business and the vehicle operator has the sole responsibility for assuming that said vehicle is properly maintained and operated in accordance with the laws of the State of New York.

With prior approval of the Board of Trustees, employees temporarily assigned to perform the duties of a Department Head while the Department Head is on vacation or absent may have the use of the Village vehicle assigned to such Department Head for the duration of such Department Head's vacation or absence.

SECTION V - Terms and Conditions of Use:

- Employees are required to have a valid motor vehicle license for the class of vehicle to be operated issued by the State of New York and must show proof of such valid license to their Supervisor or Department Head prior to being assigned a Village Vehicle. Prior to the assignment of a Village vehicle, a copy of the operator's New York driving record will be reviewed as described in this policy.
- Employees authorized to use village vehicles may be subject to periodic driving record checks, through the Department of Motor Vehicles. This is necessary for the Village to appropriately identify potential risk of liability. Driving records may be reviewed by the Mayor, Department Head and/or Board of Trustees. Employees may be disqualified from driving municipal vehicles if driving records are determined to be a safety concern.
- Use of Village Vehicles is prohibited if the employees' license is revoked, suspended, or expired or their driving privileges are otherwise restricted. Employees who drive in connection with village business are required to report to change in driver's license status immediately to their supervisor.
- The vehicle operator is responsible for reporting all damage to and problems with said vehicle to their Supervisor.
- The vehicle operator is responsible to inspect the vehicle daily for exterior or interior damage, to keep the interior clean, and to keep the gas tank full.
- There is ample research and evidence to indicate that cell phone use while driving, even when hands are not used, is a distraction and a frequent cause of accidents. Some states prohibit or restrict their use while driving. The use of cell phones while driving a Village vehicle must be in compliance with applicable state laws and regulations. It is recommended that the employee driver safely stop and park the vehicle to use a cell phone.
- No person shall smoke within any vehicle owned by the Village of Warwick
- All employees assigned a vehicle are prohibited from allowing any non-employees to drive said vehicle.
- The vehicle operator is responsible for the security of the vehicle at all times. The vehicle operator must keep the vehicle locked or under direct supervision at all times.
- Employees are required to maintain a weekly mileage log to document commuting mileage. Each month employees must sign and forward the mileage log form to the Board of Trustees for approval.

- Individuals assigned a Village Vehicle with commuting privileges may make "incidental personal uses" such as stopping at a grocery store or going to the bank, on his/her way home, but only if the stop does not add mileage to the trip.
- Employees assigned vehicles may allow other Village employees to drive the vehicle in connection with Village business provided that such other Village employees have been approved by the Village Board to operate Village vehicles. Non-employee passengers may be transported only when their presence is necessary to the primary purpose of the trip. The Village shall not be liable for the loss or damage of any personal property transported in the Village Vehicle.
- Vehicle operators are to ensure that they and all passenger(s) in a Village Vehicle wear seat belts at all times, if the Village Vehicle is so equipped.
- Employees who incur parking or other fines/citations while operating or using an assigned Village Vehicle or using a Personal Vehicle on work related travel, will be personally responsible for payment of such fines/citations.
- Employees who are issued citations for any offense while operating or using a Village Vehicle must notify their Supervisor immediately when practicable, but in no case later than 24 hours after the issuance of an issued citation.
- Village vehicles are not allowed to be used in connection with any outside employment.

SECTION VI - Overnight Usage:

Vehicles may be made available to personnel on an overnight basis when their job function or position dictates a 24-hour responsibility to be available for work related situations. The personnel listed below are authorized to utilize a Village-owned vehicle on a full time basis for Village-related business, and some designated employees permitted to limited personal use:

- Public Works Supervisor
- Any other employee deemed necessary by the Board of Trustees, in writing.

"Limited personal use" as that term is used herein, shall mean, travel within thirty (30) miles of the Village of Warwick, unless stated by separate agreement or authorized in advance in writing by the Village Board. The vehicle shall not be utilized as the primary car for the employee's family.

Department Heads, with the written approval of the Board of Trustees, may allow for temporary overnight usage of vehicles for specific supervisory personnel based on a demonstrated need. All terms and conditions of use articulated herein Section V of this policy apply to the above-mentioned employees.

SECTION VII - IRS Rules and Regulations:

All assigned vehicles are subject to IRS rules and regulations as they apply, and as they amend from time to time, if the vehicles are used for commuting purposes to and from home.

SECTION VIII - Meetings and Conferences:

Employees who use vehicles for Village-related and approved meetings must have prior approval from the Board of Trustees before attendance. In the case of an employee using a vehicle for overnight conference attendance, this must be included and clearly indicated on the purchase order authorizing conference attendance.

SECTION IX - Accident Protocol

In the event of an accident, Village employees will follow all applicable laws regarding the reporting of accidents

- If the accident involves two vehicles and occurred when both vehicles were in motion and/or resulted in an injury to any person and/or resulted in significant damage of any kind, the local or state police must be called to the scene.
- Employees shall not admit negligence or liability, provided, however, a truthful, purely factual, description how the accident occurred may be given to law enforcement officials making an official inquiry in regard to the accident.
- Employees shall not attempt settlement, regardless how minor.
- Employees shall obtain the name, address and phone number of injured person and witness if possible.
- Employees shall obtain the vehicle operator name, address and phone number of all vehicles involved in the accident.
- Employees shall obtain license plate number (and state, if not NY) and insurance information for all vehicles involved in the accident.
- Regardless of whether there is injury or significant damage, the employee shall call immediate supervisor or other Village official to the scene.
- Employee shall complete the accident report in the vehicle.

SECTION X – Drug & Alcohol Testing.

Drug and alcohol testing of union employees shall be governed by the terms of their collective bargaining agreement with the Village. In regard to elected officials, department heads and other non-union employees of the Village to whom Village vehicles have been assigned, the following shall be applicable:

- Village employees who are unwilling to submit to the drug and alcohol tests referenced in this section may decline to use assigned Village vehicles. By accepting the use of an assigned vehicle, such employees shall be deemed to consent to submit to the drug and alcohol tests referenced in this section.
- As soon as practicable following an accident involving operation of a Village vehicle which resulted in personal injury or significant damage, the Village employee operating the said vehicle shall submit to such urine and/or blood test for alcohol and drugs as the Village shall schedule.
- In the event that the Village fails to schedule a test for drugs and/or alcohol within thirty-two hours (32) hours following the accident, the employee shall not be required to submit to a blood or urine test for the same.

SECTION XI - Violations of the Policy

Employees assigned a Village-owned vehicle are expected to abide by all provisions of this policy and applicable law. If any employee of the Village violates any section of this policy, they may be subject to an appropriate disciplinary action as determined by the Board of Trustees.



S.E.M. Security Systems

Established 1987

PO Box 454 Warwick NY 10990

845 986 0336 973 764 0336 201 868 4477

semsecuritysystems.com

RECEIVED

MAY 08 2017

VILLAGE OF WARWICK
VILLAGE CLERKS OFFICE

October 10, 2016
Village of Warwick
Main Street
Warwick NY

Attn: Bill Lindberg

This follows our conversation for a service agreement for the Bosch camera system. The following is for your review and the Board's approval.

S.E.M. Security Systems will provide annual update of firmware when recommended by Bosch. Annual service agreement to provide the cleaning of cameras, lens and focus and adjust field of view. We will need the village to supply a lift.

Provide Three 1-hour technical service calls per year by phone unless otherwise needed at the site.

The service agreement is \$2,004.00 per year billed in quarters at 167.00 per month. All other service for the system is billed on a call basis at \$150 1st half hour and \$150 per hour thereafter.

David is going to go over with Mike Moses the use of the system, this when he mounts the bathroom camera.

Best regards

Stan Mocarsky

UL Listed Central Station
Five Diamond Certified Central Station
Electronic Security Association
We support and encourage NICET Certification
NJ Lic #34BF00015000-NY Lic #12000007458

RECEIVED

MAY 09 2017

VILLAGE OF WARWICK
FACILITY USE REQUEST

VILLAGE OF WARWICK
VILLAGE CLERKS OFFICE

Today's Date 5/9/2017

Date(s) Requested: 5/9 + 5/12

Time of Event: 9⁰⁰am to 11⁰⁰am

Village Park/Facility Requested: Lewis Woodlands

****Please use attached map to indicated areas to be used****

Information about Group/Organization:

Name of Organization or individual: Warwick Valley CSD

Check One: ☐ Non-Profit ☒ 501(c)3 ☐ For Profit ☐ Private Event

Proof of Residency: _____ Designated Contact: Debra Rogan

Mailing Address: PO Box 595 Warwick NY 10990

Telephone: (Day) 845-987-3000 (Evening) x 10526 (Cell) _____

Information about intended use of Village Facilities:

Purpose of Use: On 3 field trip to learn about trail maintenance + Hiking etiquette

Total Participants Expected: 6 Adults 25 Children

How will the event be advertised? School Event

Is Village equipment required? ☐ Yes ☒ No

If needed, state type and for what purpose: _____

Village of Warwick Participants: unknown Non-Resident Participants: _____

Is an admission fee charged? ☐ Yes ☒ No

If so, what will proceeds be used for: _____

Will food be served? NO Will food be sold? NO

Please give details: _____

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 for the use and care of the facilities. He/she, on behalf of WVCS (name organization) does hereby covenant and agree to defend, indemnify and hold harmless the Village 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 WVCS (name organization).

Debra Rogan
Signature of Organization's Representative (must be a Village of Warwick Resident)

Address: PO Box 595 Warwick Telephone: 845 987-3000 x

NY 10990

10526

VILLAGE OF WARWICK
FACILITY USE REQUEST

Today's Date 04/26/17

Date(s) Requested: 06/01/17

Time of Event: 4:30-9:00 pm

Village Park/Facility Requested: Stanley Deming
****Please use attached map to indicated areas to be used****

Information about Group/Organization:

Name of Organization or individual: St. Stephens School ("SSSE")

Check One: ☒ Non-Profit ☐ 501(c)3 ☐ For Profit ☐ Private Event

Proof of Residency: DL Designated Contact: Tracy Gregoire

Mailing Address: 5 Linden Place

Telephone: (Day) 987-7116 (Evening) _____ (Cell) 914-391-3509

Information about intended use of Village Facilities:

Purpose of Use: Food truck festival

Total Participants Expected: _____ Adults _____ Children ~1500-2000

How will the event be advertised? Social media, local newspaper + radio; banner flyers

Is Village equipment required? ☒ Yes ☐ No pls see attached!

If needed, state type and for what purpose: table + chairs; waste receptacles; garbage bags; electricity for bands

Village of Warwick Participants: ☒ Non-Resident Participants: ☒

Is an admission fee charged? ☐ Yes ☒ No

If so, what will proceeds be used for: _____

Will food be served? Yes Will food be sold? Yes

Please give details: Food trucks & beer/wine garden

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 for the use and care of the facilities. He/she, on behalf of SSSE (name organization) does hereby covenant and agree to defend, indemnify and hold harmless the Village 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 St. Stephens School (name organization).

Signature of Organization's Representative (must be a Village of Warwick Resident)

Address: 5 Linden Telephone: as above

\$100 Security Deposit
rec'd

Village of Warwick

Banner Request Form

5/22

Today's Date 04/26/17

Dates Requested 05/19-06/02/17

Location Requested:

West Street _____

Utility Poles _____

First Street ☒ _____

Information about Group/Organization:

Name of Organization: St Stephen's School / Sesquicentennial Committee

Mailing Address: 75 Sanfordville Rd, Warwick

Telephone: (day) _____ (evening) _____ (cell) 914-391-3509

(Tracy)

Dimensions:

Banners over West Street must be 20 feet wide and 3 feet high. Banners must also be designed for wind loads.

Banners by the First Street Parking Lot must be 6 feet wide and 3 feet high.

Banners on utility poles must be 2 feet wide by 5 feet high.

Banners may be hung for a **maximum** of two weeks only. **Banners that do not meet the above specifications will not be hung; no exceptions.**

Diagram and/or picture of banner showing content must accompany this permit.

Permit must be submitted with required certificate of liability insurance to be presented to the Board of Trustees for approval. Board meetings are the 1st and 3rd Mondays of every month and permit must be received by close of business the Wednesday before the Board meeting. Permit must be signed by a Village resident.

The undersigned is over 21 years of age and has read this form and attached regulations and agrees to comply with them. He/she, on behalf of the organization does hereby covenant and agree to defend, indemnify and hold harmless the Village 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 banner hanging.

[Signature]
Signature of Village resident

Address: 5 Linden Pl

Telephone: 987-7116

RECEIVED

MAY 10 2017

VILLAGE OF WARWICK
FACILITY USE REQUEST

Today's Date 5/10/17

Date(s) Requested: 5/10/17
VILLAGE OF WARWICK
VILLAGE CLERKS OFFICE

Time of Event: 10 am - 2 pm

Village Park/Facility Requested: Stanley-Deming Park
****Please use attached map to indicated areas to be used****

Information about Group/Organization:

Name of Organization or individual: Warwick Playground Dreams Corp.

Check One: ☐ Non-Profit ☒ 501(c)3 ☐ For Profit ☐ Private Event

Proof of Residency: _____ Designated Contact: Christina LeBar

Mailing Address: 3 Factory Street, Warwick

Telephone: (Day) _____ (Evening) _____ (Cell) 646.533.6933

Information about intended use of Village Facilities:

Purpose of Use: Bring Your Parent to the Playground Event, both as a fundraiser and public relations event. Please see attached cover letter for details.

Total Participants Expected: 100 Adults 250 Children

How will the event be advertised? Facebook, flyers around town

Is Village equipment required? ☐ Yes ☒ No

If needed, state type and for what purpose: _____

Village of Warwick Participants: ☒ Non-Resident Participants: ☒

Is an admission fee charged? ☐ Yes ☒ No

If so, what will proceeds be used for: _____

Will food be served? _____ Will food be sold? Yes, if vendor available

Please give details: _____

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 for the use and care of the facilities. He/she, on behalf of Warwick Playground Dreams Corp. (name organization) does hereby covenant and agree to defend, indemnify and hold harmless the Village 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 Playground Dreams Corp. (name organization).

Christina LeBar
Signature of Organization's Representative (must be a Village of Warwick Resident)

Address: 3 Factory Street, Warwick NY Telephone: 646.533.6933

\$100 Security Deposit
rec'd



RECEIVED

MAY 10 2017

VILLAGE OF WARWICK
VILLAGE CLERKS OFFICE

A component fund of the Community Foundation of Orange and Sullivan

PO Box 1226, Greenwood Lake, NY 10925

www.WarwickPlaygroundDreams.org

Dear Village Board of Trustees,

Warwick Playground Dreams would like to host "Bring Your Parent to the Playground" at Stanley Deming Park on June 10, 2017 from 10 A.M. to 2 P.M.. As the weather is warming up we wanted to offer an enjoyable, family-friendly event near the playground. We envision this event as an opportunity to fundraise for the new playground equipment as well as a great opportunity to discuss the project with residents and families. This will be a free event and open to the public, both village and town residents. However, we will have various stations and vendors who will be selling items (see below for details).

If approved, we would like to utilize the area between the bathrooms and bandstand with food truck utilizing parking spot. At one station, we would like to set up a tent under which we will have an information table with the playground's schematic design and committee members who can receive community feedback and answer questions. We hope this will offer an added opportunity to clarify and correct any misconceptions about the project. We also plan to have a merchandise table where we will sell t-shirts and distribute forms for engraved bricks and picket sponsorship. We will be offering free tattoos and animal balloons with a suggested donation.

Warwick Playground Dreams would like to have a bounce house and a few kids stations with some fun activities that can be done for a low fee. We plan to have a tie dye station for kids; however, after dyed, the shirts will not be air dried but remain in a bag, tied with rubber bands and packaged with directions. Also, with the increased awareness of the Warwick Rocks initiative, we would like to offer a rock-painting station. This would be a great ADA-accessible activity for all kids. There will also be a few small carnival games like a ring toss, bean bag toss etc. Additionally, our committee has reached out to a few local people to see if they can offer their services to the event; if they are able, we will then have a face painter and an artisan to help kids create floral head wreaths.

We have been approached by a few local vendors who would like to set up their merchandise. At this time, we hope to have a Lu Lu Roe station and Jewelry tables up for sale with a portion of the proceeds going towards the new playground equipment. Since the event will be during lunch, we have reached out to Adam Powers to see if he will bring his cheese steak food truck and to Dairy Swirl to offer ice cream.

All and all, our desire is to have a safe, fun-filled morning at the park. If you have any questions, please don't hesitate to reach out to us!

Sincerely,

Warwick Playground Dreams

PROCLAMATION
General Aviation Appreciation Month 2017

WHEREAS, the Village of Warwick in the state of New York has a significant interest in the continued vitality of general aviation, aircraft manufacturing, aviation educational institutions, aviation organizations and community airports; and

WHEREAS, general aviation and the Warwick Municipal Airport have an immense economic impact on the Village of Warwick; and

WHEREAS, according to the New York Department of Transportation Aviation Bureau, there are 108 public-use general aviation airports in New York. The FAA reports that these airports support 16,267 pilots and 5,116 active general aviation aircraft; and

WHEREAS, FAA data shows that New York is home to 118 repair stations, 11 FAA-approved pilot schools, 2,617 flight instructors and 4,108 student pilots. In addition, there are 75 fixed-base operators in the state, according to the comprehensive AC-U-KWIK directory. According to Helicopter Association International, there are 587 heliports in New York; and

WHEREAS, general aviation airports in New York account for 37,800 jobs and over \$2.9 billion in labor income; and

WHEREAS, general aviation not only supports New York's economy, it improves overall quality of life by supporting emergency medical and healthcare services, law enforcement, firefighting and disaster relief, and by transporting business travelers to their destinations quickly and safely; and

WHEREAS, the nation's aviation infrastructure represents an important public benefit, and Congressional oversight should be in place to ensure stable funding of this system;

NOW THEREFORE, I, Michael J. Newhard, Mayor of the Village of Warwick, do hereby proclaim general aviation a vital strategic resource to Warwick and declare May as

GENERAL AVIATION APPRECIATION MONTH

Village of Warwick

Banner Request Form

Today's Date 5.10.17

Dates Requested 6-5-17 thru 6/12/17

Location Requested:

West Street ✓

Utility Poles _____

First Street _____

Information about Group/Organization:

Name of Organization: Warwick Community Bandwagon, Inc.

Mailing Address: 11 Hamilton Ave Warwick NY 10990

Telephone: (day) 845-986-6422 (evening) 917-922-0963 (cell) 917 922 0943 day/evening
ext 4 Melissa Shaw-Smith

Dimensions:

Banners over West Street must be 20 feet wide and 3 feet high. Banners must also be designed for wind loads.

Banners by the First Street Parking Lot must be 6 feet wide and 3 feet high.

Banners on utility poles must be 2 feet wide by 5 feet high.

Banners may be hung for a maximum of two weeks only. **Banners that do not meet the above specifications will not be hung; no exceptions.**

Diagram and/or picture of banner showing content must accompany this permit.

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The undersigned is over 21 years of age and has read this form and attached regulations and agrees to comply with them. He/she, on behalf of the organization does hereby covenant and agree to defend, indemnify and hold harmless the Village 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 banner hanging.

[Signature]
Signature of Village resident

Address: 13 SPRING ST APT 2A

Telephone: 845-527-7679

Village of Warwick

Treasurer's Request

BUDGET TRANSFERS & MODIFICATIONS FOR APPROVAL on 5/15/2017

1) Fund Transfer Request

Transfer \$800,000 from the Unappropriated Fund Balance to the General Fund Reserve Account per the recommendation of Village Accountant Michael Vernieri.

2) Year End 5/31/2017 Transfers per Budget

General Fund

- Transfer \$250,000 to General Fund Reserve Account.
- Transfer \$131,508.85 from the Kosuga Foundation Grant Account received 4/3/2015 and held in escrow for the purchase/installation of the gazebo and pavilion for Stanley Deming Park (\$130,000 grant + \$1508.85 interest earned).
- Transfer \$1,000 to Unemployment Reserve Account.
- Transfer \$23,000 from Money in Lieu of Parks for various park improvements.
- Transfer \$348,415.50 from General Capital Reserve for BAN payment due 5/18/2017.

Water Fund

- Transfer \$173,048.96 from Water Capital Reserve for BAN payments due 5/18/2017.

Sewer Fund

- Sewer Plant billed a total of \$46,121.17 for water usage 6/1/2016-5/1/2017.
- Transfer \$31,920.70 from Sewer Capital Reserve for BAN payment due 5/18/2017

3) Budget modifications for the General Fund

TRANSFER TO			TRANSFER FROM		
ACCT CODE	ACCT DESCRIPTION	AMOUNT	ACCT CODE	ACCT DESCRIPTION	AMOUNT
A.1450.4950	Elections - Other	1,521.00	A.1210.4950	Mayor	500.00
A.1910.4800	Village Dues	100.00	A.1410.4975	Clerk Safety Committee	1,000.00
A.1910.4950	Special Items - Other	780.00	A.1930.4610	Judgment & Claims	5,000.00
A.3120.4570	Police Contracted	5,902.50	A.1990.4950	Contingent	1,905.50
A.4010.4910	Public Health Services	102.00			
TOTAL		8,405.50	TOTAL		8,405.50

Respectfully submitted,

Cathy M. Richards
Village Treasurer

PARK AVENUE ELEMENTARY SCHOOL

PARK AVE PTA | WARWICK, NY



April 18th

RECEIVED

MAY 01 2017

VILLAGE OF WARWICK
VILLAGE CLERKS OFFICE

Village of Warwick
77 Main Street
PO Box 369
Warwick, NY 10990

Dear Mayor and Village Board:

Park Avenue PTA would like to request permission to have the road in front of Park Avenue Elementary School closed on June 2, 2017 from 4pm to 9pm. With a rain date of June 3rd from 11am – 5pm. Park Avenue Elementary school will be holding their annual Family Picnic that evening. Thank you in advance for your consideration.

Sincerely,

A handwritten signature in blue ink that reads "Samantha Romig".

Samantha Romig
Park Avenue PTA Member

20 Village Cove
Warwick, NY 10990

March 6, 2017

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

Dear Mayor Newhard:

I am available to present the NYS Defensive Driving Course to the Village employees. The fee will be \$35 per person attending the course.

This course entitles the participant to receive traffic point reduction and a 10% car insurance discount for three years.

Please contact me (845)-544-1388 to discuss any date (weekday or weekend) and time to present the course.

Thank You,

A handwritten signature in black ink that reads "George R. Arnott". The signature is written in a cursive, flowing style.

George R. Arnott
Defensive Driver Instructor



Susan Lynch
PO Box 343
Sugar Loaf, NY 10981
February 28, 2017

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

Dear Michael Newhard:

I am a long-time resident and active member of Warwick, I would like to offer my expertise in teaching the Six Hour Defensive Driving course to your DPW employees for both the village and town of Warwick.

I understand the importance of offering the class not only as a means to reduce the cost of insurance but to increase the awareness of safe driving techniques. I teach this class for a variety of reasons, most importantly to me it's about making our community safer! That is why I give back 25% of the proceeds when I teach at the Warwick Community Center on a bimonthly basis.

Communities like Warwick are such a gem and we need to do everything we can to preserve them. I would like to briefly share my family's involvement in Warwick: both of my children attended Warwick Schools, participated in town sports, both worked in town at Maskers Orchard, The Creamery, and my son works at Warwick Thai when he is home from college. My son is also an Eagle Scout from troop 45 who meets at Good Shepard Church in Warwick. My husband, Ed, is a long term member of Warwick Rotary, served on the Board for Winslow, and held his business in Warwick for 11 years. We are both members of the Warwick Chamber of Commerce, the Warwick Country Club and I am a Warwick Lion.

The fee for my class is \$40.00 per student. Also, my schedule allows me to be very flexible to accommodate the DPW's needs – class may be scheduled any weekday starting at any time beginning at 7:00am.

I urge you to engage me as your Defensive Driving Instructor as I will provide quality education with informative stories and just enough humor to keep the six hours interesting so each class participant will be fully engaged in the class.

I am looking forward to your response!

Sincerely,

Susan Lynch
Certified Defensive Driving Instructor #2301