

**BOARD OF TRUSTEES
VILLAGE OF WARWICK
JUNE 23, 2017
AGENDA**

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

1. Introduction by Mayor Newhard.

Motions:

Trustee Cheney's Motions:

2. Motion to hire Kristian Finn to the position of DPW Seasonal Employee at a rate of \$10 an hour as per the DPW Supervisor's recommendation. Start date will be June 30th, 2017.
3. Motion to hire Christopher Manzi to the position of DPW Seasonal Employee at a rate of \$10 an hour as per the DPW Supervisor's recommendation. Start date will be June 30th, 2017.
4. Motion to adjust the annual salary of Barbara Ranieri, Deputy Treasurer from \$33,923.48 to \$38,923.48 to be retroactive from June 1, 2017.

Trustee Lindberg's Motions:

5. Motion to approve the Recreation employees and salaries for the 2017 Warwick Recreation Program.

Trustee Patterson's Motions:

6. Motion to grant permission to the Warwick Valley Chamber of Commerce and the Warwick Valley Community Center to hold the 29th annual Warwick Applefest on Sunday, October 1, 2017 from 9 a.m. to 5 p.m. as per their letter dated June 22, 2017. Proof of proper insurance has been received.
7. Motion to grant permission to the Chamber of Commerce and the Warwick Valley Community Center to use Veterans Memorial Park for parking for Applefest attendees on Sunday, October 1, 2017 from 7 a.m. to 6 p.m. Completed park permit, \$100 security deposit and the proper insurance has been received.
8. Motion to grant permission to the Chamber of Commerce and the Warwick Valley Community Center to hang banners from the utility poles along Main Street from

9. September 15th through October 2nd, 2017. Banner request form, an image of the banner and the proper insurance has been received.
10. Motion to grant permission to the Chamber of Commerce and the Warwick Valley Community Center to hang a banner o First Street from September 15th to October 2nd, 2017. Banner request form, an image of the banner and the proper insurance has been received.
11. Motion to grant permission to the Chamber of Commerce and the Warwick Valley Community Center to use the First Street parking lot from 5 p.m. on Saturday, September 30th until 8 p.m. on Sunday, October 1st, 2017 for Applefest.
12. Motion to grant permission to the Chamber of Commerce and the Warwick Valley Community Center to use Stanley Deming Park on Sunday, October 1, 2017 from 9 a.m. to 5 p.m. for food, crafts, non-profit vendors and kids activities in connection with Applefest. Completed park permit, \$100 security deposit, a detailed map and the proper insurance has been received.

Executive Session, if applicable

Adjournment

Memorandum

DATE: June 20, 2017

To: Mayor Newhard & The Village Board

From: Mike Moser, DPW Supervisor

Re: Seasonal Employee

Request a motion to hire **Kristian Finn** and **Christopher Manzi** to the position of Seasonal Employee at the rate of \$10.00 hr. Start date to be June 30, 2017. Per DPW Supervisors Recommendation.

Village of Warwick Recreation Program
Employee Appointments for 2017

Amatetti	Alexander	Recreation	\$9.00/hr.
Bartolotta	Danielle	Recreation	\$9.00/hr.
Blanton	Mandy	Recreation	\$9.00/hr.
Bodeker	Abigail	Recreation	\$9.00/hr.
Bodeker	Eric	Recreation	\$9.00/hr.
Brady	Kimberly	Recreation	\$9.00/hr.
Byrne	Seamas	Recreation	\$9.00/hr.
Calandra	Gabriella	Recreation	\$9.00/hr.
Calandra	Michaela	Recreation	\$9.00/hr.
Chester	Katlyn	Recreation	\$9.00/hr.
Cox	Kevin	Recreation	\$9.00/hr.
Delehanty	Kelly	Recreation	\$9.00/hr.
Delucia	Tyler	Recreation	\$9.00/hr.
Desrats	Lauren	Recreation	\$9.00/hr.
Diguilio	Ciarra	Recreation	\$9.00/hr.
Diguilio	Makenna	Recreation	\$9.00/hr.
Eder	Brendan	Recreation	\$9.00/hr.
Eder	Emily	Recreation	\$9.00/hr.
Eigo	James	Recreation	\$9.00/hr.
Eisele	Allish	Recreation	\$9.00/hr.
Esch	Sydney	Recreation	\$9.00/hr.
Finkel	Stephen	Recreation	\$9.00/hr.
Gamory	Gabriela	Recreation	\$9.00/hr.
Garcia	Brad	Recreation	\$9.00/hr.
Garcia	John	Recreation	\$9.00/hr.
Garcia	Rocco	Recreation	\$9.00/hr.
Gardiner	Thomas	Recreation	\$9.00/hr.
Hall	Taylor	Recreation	\$9.00/hr.
Kearns	Emily	Recreation	\$9.00/hr.
Leahey	Colleen-Ann	Recreation	\$9.00/hr.
Mahon	Margaret	Recreation	\$9.00/hr.
Mann	Taylor	Recreation	\$9.00/hr.
McCarthy	Margaret	Recreation	\$9.00/hr.
McGovern	Brian	Recreation	\$9.00/hr.
Meade	Matthew	Recreation	\$9.00/hr.
Meehan	Patrick	Recreation	\$9.00/hr.
Mendrzycki	Morgan	Recreation	\$9.00/hr.
Miele	Ryan	Recreation	\$9.00/hr.
Nafash	Jason	Recreation	\$9.00/hr.
Nafash	Joseph	Recreation	\$9.00/hr.
Nafash	Thomas	Recreation	\$9.00/hr.

Nilson	Haley	Recreation	\$9.00/hr.
Ramirez	Lauren	Recreation	\$9.00/hr.
Rivera, Jr.	Antonio	Recreation	\$9.00/hr.
Senius	Jared	Recreation	\$9.00/hr.
Singer	Lauren	Recreation	\$9.00/hr.
Soto	Luke	Recreation	\$9.00/hr.
Stevens	Matthew	Recreation	\$9.00/hr.
Villarosa	Lauren	Recreation	\$9.00/hr.
Welling	Emily	Recreation	\$9.00/hr.
Williams	Kyle	Recreation	\$9.00/hr.
Wottring	Elyssa	Recreation	\$9.00/hr.
Ziegler	Emily	Recreation	\$9.00/hr.
Hasbrouck	Aaron	Recreation	\$10.00/hr.
Kemp	Patrick	Recreation	\$10.00/hr.
Thomas	Kirk	Recreation	\$10.00/hr.
Jados	Kristen	Recreation	\$12.00/hr.
Lindsay	Teresa	Recreation	\$12.00/hr.
Conklin	Mike	Recreation	\$13.00/hr.
Buddenhagen	Matthew	Recreation	\$15.00/hr.
Daly	Matthew	Recreation	\$15.00/hr.
Luciano	Douglas	Recreation	\$15.00/hr.



Warwick Applefest • P.O. Box 22 • Warwick, New York 10990

June 22, 2017

Mayor Michael Newhard
Office of the Mayor
Warwick Village Hall
P.O. Box 369
Warwick, NY 10990

Dear Mayor Newhard,

On behalf of the Warwick Valley Chamber of Commerce the Applefest Committee requests approval to hold the 29th annual **Warwick Applefest** on Sunday, October 1, 2017.

The proposed schedule of events, Village Facility Use Requests forms, and security deposit checks are enclosed.

Upon approval from your office, all required permits and certificates of insurance will be promptly filed, and arrangements will be made with the Police Department, Ambulance Corps, Fire Department, Department of Public Works, etc. for proper coverage of the event.

Should you have any questions relating to this request, please feel free to contact me.

Thank you for your continued support.

Sincerely,

Cristina Hohmann

Cristina Hohmann
Warwick Applefest 2017 Coordinator
generalinfo@warwickapplefest.com
Cell: 845-988-7818

cc: Mr. M. Sweeton, Warwick Town Supervisor.



Warwick Applefest • P.O. Box 22 • Warwick, New York 10990

Proposed Schedule of Events for Applefest Weekend 2017

Sunday, October 1 / 9 am - 5 pm

- We wish to hold the festival in the area between Lewis Park and Stanley-Deming Park, encompassing High Street, South Street, and the parking lots on South Street and Railroad Avenue/Village Green.
- Additionally, we would like to once again use Memorial Park and the parking lot at Oakland Ave. & First Street for parking.

Village of Warwick, NY - Facility Use Request Additional Notes

Applefest 2017 - Stanley-Deming Park

- You should have received a security deposit check in the amount of \$100 for the use of Stanley-Deming Park. If you do not have possession of this check please let me know.
- Certificate of Insurance attached.
- Before and after "walk-through" of the Stanley-Deming Park area will be made with the Village Supervisor of Public Works and one or more Applefest Committee members.

Applefest 2017 - Memorial Park

- You should have received a security deposit check in the amount of \$100 for the use of Memorial Park. If you do not have possession of this check please let me know.
- Certificate of Insurance attached.
- Before and after "walk-through" of the Memorial Park area will be made the Village Supervisor of Public Works and one or more Applefest Committee members.

Village of Warwick
Facility Use Request

Today's Date March 3, 2017

Date(s) Requested: October 1, 2017

Time of Event: 7 AM - 6 PM

Village Park/Facility Requested: Memorial Park

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

Information about Group/Organization:

Name of Organization or Individual: Applefest

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

Proof of Village Residency: _____ Designated Contact: Cristina Hohmann

Mailing Address: P.O. Box 22, Warwick, NY 10990

Telephone: (day) _____, (evening) _____, (cell) 845-988-7818

Information about Intended Use of Village Facilities:

Purpose of Use: Parking for Applefest.

Total Participants Expected: _____ Adults _____ Children Total amount of people attending Applefest - 30K

How Will the Event be Advertised: Social Media, Local Papers, etc.

Is Village equipment required? ☐ Yes ☒ No

If needed, state type and for what purpose: _____

Village of Warwick Participants: ☒ Non-Resident Participants: ☒ Both will attend Applefest

Is an admission fee charged? ☐ Yes ☐ No

If so, what will proceeds be used for? There is no charge for Applefest, however there will be a charge for cars to park at Memorial Park.

Will food be served? _____ Will food be sold? _____
Please give details: Food will be sold at Applefest but nothing will be served at Memorial Park.

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 Applefest (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 Applefest (name organization).

Cristina Hohmann *Cristina Hohmann*
Signature of Organization's Representative

Address: 56 Homestead Village Dr., Warwick, NY 10990

Telephone: 845-988-7818

*\$100 Security deposit
rec'd [signature]*



Warwick Applefest • P.O. Box 22 • Warwick, New York 10990

March 2017

Mayor Michael Newhard and Village Board
Warwick Village Hall
P.O. Box 369
Warwick, New York 10990

Dear Mayor Newhard and Village Board,

This year we would like to hang Applefest banners with the logo, the words Warwick Applefest and a sponsor name at the bottom on telephone poles along Main St. in the Village.

The banners would be placed within the area between Colonial Ave. and Third St., depending upon the number of sponsors.

We also request permission to hang one Applefest banner by First Street as well.

We would like to schedule all banners to be hung from Friday, September 15, 2017 to Sunday, October 1, 2017.

Enclosed you will find two (2) banner request forms for each banner. If there is anything else that you would need from us at this time please let me know.

Thank you for your continued support.

Sincerely,

Cristina Hohmann

Cristina Hohmann
Warwick Applefest 2017 Coordinator
generalinfo@warwickapplefest.com
Cell: 845-988-7818

Village of Warwick

Banner Request

Today's Date March 3, 2017

Dates Requested September 15 - October 1, 2017 ²

Location Requested:

West Street _____

Utility Poles Telephone Poles along main street. The number of banners would depend on how many sponsors we would have in 2016.

First Street _____

Information about Group/Organization:

Name of Organization or Individual: Applefest

Mailing Address: P.O. Box 22, Warwick, NY 10990

Telephone: (day) _____ (evening) _____ (cell) 845-988-7818 (Cristina Hohmann - Event Coordinator)

Dimensions:

Banners over West Street must be 20 feet wide and 2 to 3 feet high.

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.

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.

Cristina Hohmann

Signature of Village Resident

Address: 56 Homestead Village Dr., Warwick, NY 10990

Telephone: 845-988-7818

Village of Warwick

Banner Request

Today's Date March 3, 2017

Dates Requested September 15 - October 7, 2017 ²

Location Requested:

West Street _____

Utility Poles _____

First Street 1 Sponsorship Banner

Information about Group/Organization:
Name of Organization or Individual: Applefest

Mailing Address: P.O. Box 22, Warwick, NY 10990

Telephone: (day) _____ (evening) _____ (cell) 845-988-7818 (Cristina Hohmann -
Event Coordinator)

Dimensions:

Banners over West Street must be 20 feet wide and 2 to 3 feet high.

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.

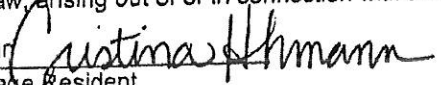
Banners may be hung for a **maximum** of two weeks only.

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.

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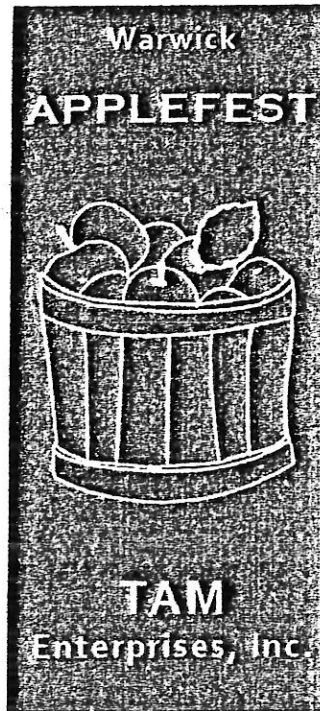
Cristina Hohmann


Signature of Village Resident

Address: 56 Homestead Village Dr., Warwick, NY 10990

Telephone: 845-988-7818

Please note that the banners will have the same look and feel however the sponsor names will change depending on who we bring in to sponsor the event.



Sample of the Telephone Banners



Sample of the Larger Vertical Banner - ~~Westland~~ First Street



Warwick Applefest • P.O. Box 22 • Warwick, New York 10990

March 2017

Mayor Michael Newhard
Office of the Mayor
Warwick Village Hall
P.O. Box 369
Warwick, NY 10990

Dear Mayor Newhard and Village Board,

On behalf of the Warwick Valley Chamber of Commerce the Applefest Committee requests approval to use the First Street Parking lot during Applefest which will take place on October 1, 2017.

We would like to request the use of this parking lot starting at 5 PM on Saturday, September 30th until 8 PM on October 1st.

Should you have any questions relating to this request, please feel free to contact me.

Thank you for your continued support.

Sincerely,

Cristina Hohmann

Cristina Hohmann
Warwick Applefest 2017 Coordinator
generalinfo@warwickapplefest.com
Cell: 845-988-7818

Village of Warwick
Facility Use Request

Today's Date March 3, 2017

Date(s) Requested: October 1, 2017

Time of Event: 9 AM - 5 PM

Village Park/Facility Requested: Stanley-Deming Park

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

Information about Group/Organization:

Name of Organization or Individual: Applefest

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

Proof of Village Residency: _____ Designated Contact: Cristina Hohmann

Mailing Address: P.O. Box 22, Warwick, NY 10990

Telephone: (day) _____, (evening) _____, (cell) 845-988-7818

Information about Intended Use of Village Facilities:

Purpose of Use: Area for both food, craft, and non-profit vendors, kids activities, etc.

Total Participants Expected: _____ Adults _____ Children Total amount of people attending Applefest - 30K

How Will the Event be Advertised: Social Media, Local Papers, etc.

Is Village equipment required? ☐ Yes ☒ No

If needed, state type and for what purpose: _____

Village of Warwick Participants: ☒ Non-Resident Participants: ☒ Both will attend Applefest

Is an admission fee charged? ☐ Yes ☒ No

If so, what will proceeds be used for? There is no charge for Applefest.

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

Please give details: Yes, food will be served. All vendors will have a certificate by the board of health.

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 Applefest (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 Applefest (name organization).

Cristina Hohmann *Cristina Hohmann*
Signature of Organization's Representative

Address: 56 Homestead Village Dr., Warwick, NY 10990

Telephone: 845-988-7818

*\$100 security deposit
rec'd*

