

**BOARD OF TRUSTEES
VILLAGE OF WARWICK
NOVEMBER 19, 2018
AGENDA**

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

1. Introduction by Mayor Newhard.
2. Approval of Minutes: November 5, 2018
3. Acceptance of Reports: Clerk's Office (October 2018) & Tax Collection Summary (October 1 - November 2, 2018), Justice (October 2018), Building (October 2018), Planning Board & ZBA (October 2018).
4. Authorization to pay all approved and audited bills in the amount of \$ _____.
5. Police Report (October 2018)

Presentation

1. Warwick Immigrant Neighbors, Nobody Leaves Mid-Hudson, and local Hispanic Families

Correspondence

1. Letter from Dr. David Leach of the Warwick Valley Central School District

Privilege of the Floor

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

Motions

Trustee Cheney's Motions:

1. **MOTION** to approve the final payment of \$9,630.10 to Fred Devens Construction for the New Water Main Valve Project on the Pioneer Farm property per the recommendation of Village Engineer, David Getz.

2. **MOTION** to authorize the Mayor to enter into a contract with Forte, a credit, debit, and eCheck platform that is integrated with the Village's tax collection software (BAS), for the purpose of online tax payment transactions and in person credit and debit card tax payment transactions via a credit card swipe terminal at no cost to the Village of Warwick.

Trustee Lindberg's Motions:

3. **MOTION** to grant permission to Boy Scout Troop 38 to participate in the Adopt-A-Street Program by picking up litter and conducting other enhancement work if specified, within Forester Avenue, Park Lane, and Burt Street per their Adopt-A-Street Application dated November 9, 2018.

Trustee Patterson's Motions:

4. **MOTION** to grant permission to the Warwick Valley Chamber of Commerce to have Non-Profits such as the Warwick Valley School District organizations, Warwick Historical Society, Playground Dreams, etc. to sell items such as hot chocolate, warm cider and snacks on Railroad Green on the following days: December 1, 2, 8, 9, 15 & 16, 2018. Proof of proper insurance has been received.

Trustee McManus' Motions:

5. **MOTION** to appoint Eileen Astorino as the Registrar of Vital Statistics, Melissa Stevens as Deputy Registrar, and Carolyn Purta as Sub-Deputy Registrar for the Village of Warwick effective January 2, 2019.

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 Community Hospital, Bon Secour, and Orange County Department of Health.

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

Mayor Newhard's Report

Final Comments from the Floor

Final Comments from the Board

Executive Session, if applicable

Adjournment

Warwick

WARWICK VALLEY CENTRAL SCHOOL DISTRICT
Office of the Superintendent: **David Leach, Ed.D.**

October 31, 2018

Mr. Michael Newhard, Mayor
77 Main Street
P.O. Box 369
Warwick, NY 10990

Dear Michael,

On behalf of the Board of Education, I would like to thank you for participating in our Board's work session on October 29.

Research confirms that high performing school districts often also have high levels of community involvement. You've helped instill a belief in our community that together we have a responsibility to educate our students.

Please know that you play a vital role in this effort, and your contributions are very much appreciated.

Sincerely,



David Leach, Ed.D.
Superintendent of Schools

RECEIVED

NOV 05 2018

VILLAGE OF WARWICK
VILLAGE CLERKS OFFICE



October 30, 2018

Village of Warwick Board of Trustees
77 Main Street
Warwick, NY 10990

Att: Mayor Michael Newhard

Re: New Water Main Valve Project
Pioneer Farm property
L&G #1800.71

Dear Mayor Newhard and Trustees:

Our office has conducted final inspections of the installation of the new valve on the Village's water main on the Pioneer Farm property. The date of October 2, 2018 is the date of substantial completion.

The original contract amount: \$112,460.00
Payment on September 24, 2018: \$102,829.90
Balance Due: \$9,630.10

The contractor has opted to post a maintenance bond in lieu of the village holding 5% retainage. The original copy of the bond is attached, as well as a voucher for payment.

We have reviewed the Application and Certificate for Payment dated October 16, 2018 submitted by Fred Devens Construction, and recommend approval of the final payment of \$9,630.10.

Sincerely,

Lehman & Getz, P.C., Village Engineers
David A. Getz, P.E.

cc: Chris Bennett, Water Dept.
Mike Moser, Dept. of Public Works
Bob Hamilton, Fred Devens Construction

RECEIVED

OCT 31 2018

**VILLAGE OF WARWICK
VILLAGE CLERKS OFFICE**

APPLICATION AND CERTIFICATION FOR PAYMENT

TO (Owner): Village of Warwick PROJECT: New Valve Warwick, NY APPLICATION NO: war 1804-2

ATTENTION: Fred Devens Construction CONTRACTOR:

PERIOD FROM: 9-24-18
TO: 10-24-18
Fred Devens Construction
403 Stonetown Road
Ringwood, NJ 07456
ENGINEER'S
PROJECT NO: _____

CONTRACTOR'S APPLICATION FOR PAYMENT

CHANGE ORDER SUMMARY		
Change orders approved in previous months by Owner	ADDITIONS	DEDUCTIONS
TOTAL		
Approved this Month		
Number	Date Approved	
CO1		
TOTALS		\$0.00
Net change by Change Orders		

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

CONTRACTOR: Fred Devens Constr Verified by PDFfiller 10/16/2018

By: Robert W. Hamiton Date: 11/9/18

Robert W. Hamiton gm

ENGINEER'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Engineer certifies to the Owner that the Work has progressed to the point indicated; that to the best of his knowledge, information and belief, the quality of the Work is in accordance with the Contract Documents; and that the Contractor is entitled to payment of the AMOUNT CERTIFIED.

Application is made for Payment, as shown below, in connection with the Contract.
(Tabulation of Contract Detail is attached)
The present status of the account for this Contract is as follows:

ORIGINAL CONTRACT SUM 112,460.00
Net change by Change Orders -0-
CONTRACT SUM TO DATE 112,460.00
TOTAL COMPLETED & STORED TO DATE 112,460.00
Retainage reduction % final
TOTAL EARNED LESS RETAINAGE 112,460.00
LESS PREVIOUS CERTIFICATES FOR PAYMENT 102,829.90
CURRENT PAYMENT DUE 9,630.10

State of: New Jersey County of: Passaic
Subscribed and sworn to before me xxx 16th xxx October 2018
Notary Public
My Commission expires: 10-1-21
CATHERINE T SOBECK
Notary Public - New Jersey
Attach explanation if request certifies for amount applied for

AMOUNT CERTIFIED 9,630.10
ENGINEER
Date: 11/9/18
By: Catherine T Sobek

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

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



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

VILLAGE OF WARWICK
INCORPORATED 1867

MEMO

Date: November 8, 2018

To: Mayor Newhard & Village Board of Trustees

From: Raina Abramson, Village Clerk

Re: Online Tax Collection & In Person Credit / Debit Card Tax Collection

Dear Mayor Newhard and Village Board of Trustees,

I am kindly requesting that the Village Board consider switching from Official Payments (ACI) to Forte for the collection of online and in person tax payments.

In 2010 the Village Board authorized the Mayor to sign the Orange County Tax Collectors/Receivers License Agreement for the BAS Tax Collection System. The Village began utilizing BAS in June 2012. Because the Village of Warwick is already using the BAS Online History Module, the Village is able to enter into a contract, free of charge, with Forte in order to begin accepting online tax payments and in person credit and debit card transactions.

Currently, we use Official Payments (ACI) in order to accept online credit card tax payment transactions only at no cost to the Village, however this method has limited benefits to residents and to the Village.

Please see the attached comparison charts which explain the fees and services to the Village of Warwick and to residents, plus the pros and cons of utilizing either Forte or Official Payments (ACI).

Thank you for your consideration in making the switch to Forte in order to provide greater customer service and convenience to our residents and greater efficiency within the daily tax collection process.

Sincerely,

Raina Abramson
Village Clerk

Enc.

**Online Tax Collection
Village of Warwick**

Fees/Services to Village of Warwick	Forte	Official Payments (ACI)
Fees incurred by the Village of Warwick for accepting online payments	\$0	\$0
Fees incurred by the Village of Warwick for use of Forte or BAS software maintenance, training, and helpdesk	\$0	N/A
Fee to have a Credit Card Swiper in the Clerk's Office	\$0 for purchase, installation, and maintenance of the machine \$0 for accepting payments in the Clerk's Office	\$120 purchase fee + one time implementation fee of over \$150 + per Visa regulations, Official Payments can't enable Visa for utility payments made in the office. The only way around this is to have the Village pay the credit card fee.

Fees/Services to Residents	Forte	Official Payments (ACI)
MasterCard, Visa, Discover, and American Express Fees to Customer	2.45% of the payment amount with a minimum of \$1.95, whichever is greater	3.15% of the payment amount
Visa Debit Card Pricing to Customer	Flat Fee of \$3.95 per transaction \$1.75 per transaction for eChecks in the amount of \$0 - \$50,000 * see pricing fee schedule for fees of eChecks greater than \$50,000.01	N/A
Electronic Check Fee to Customer		N/A

**Online Tax Collection
Village of Warwick**

Pros and Cons

Service	Forte	Official Payments (ACI)
Ease of use for Residents	<p>Forte is completely integrated with BAS, our current tax collection software.</p> <p>Beginning in June 2018 residents have been able go the the VOW website and look up their tax bill using an address, last name, or SBL. Now, they can simply click on the pay it now link and easily pay their tax bill and print a receipt for their records.</p>	<p>Not integrated with our tax collection software. Residents must know the tax amount that is due in order to make the payment.</p> <p>*Often payments are incorrect because residents forget to take into account the penalties on late payments. The resident must then be contacted to request an additional payment before the payment can be posted. We are not allowed by law to accept partial payments.</p>
When are payments posted into BAS tax collection system?	<p>Forte provides a real-time reporting system that reflects transactions in real time. The current amount due, including penalties if applicable, are available to the customer for payment. Payments are then automatically downloaded into our BAS software.</p>	<p>Payments are reported to the Clerk via email the day after the transaction occurs. The Clerk must print the report and manually enter the payment into BAS system.</p>
Accepting Credit Card Payments in the Clerk's Office via Credit Card Swipe Terminal	<p>Forte will provide us with a credit card swipe terminal at no cost to the Village allowing the Clerk's Office to accept in person credit card transactions.</p> <p>All fees continue to be passed to the customer as they would be for online payments.</p> <p>The terminal will be program with a MID (Merchant ID) for Taxes that will correspond to the pricing. The debit cards are identified separately from a credit card by a bin range that automatically identifies it as a debit card and would charge the flat fee.</p> <p>The swipe machine is not integrated with the BAS software, therefore in person credit card payments must be manually entered into BAS.</p>	<p>The Village of Warwick can purchase a credit card swipe terminal at a fee of \$120 + a one time implementation fee of over \$150.</p> <p>Service fee would be the same to the customer as payments taken over the web</p> <p>EXCEPT -</p> <p>per Visa regulations, Official Payments can't enable Visa for utility payments made in the office. The only way around this is to have <i>the Village pay the credit card fee</i>.</p> <p>In person credit card payments must be manually entered into BAS.</p>



PRICING FEE SCHEDULE- Village of Warwick, NY

Forte Payment Systems is proud to provide a robust processing platform and flexible pricing strategies:

- **Service Fee Model** – in a service fee model approach, the citizen pays a service fee for processing their transaction. Your office incurs no cost.

Service (Convenience) Fee Pricing Option:

MasterCard, Visa, Discover and American Express cards

2.45% of the payment amount with a minimum fee of \$1.95 whichever is greater

Tax Departments: Visa Debit Card Pricing (Tax Payments Only)

Flat fee of \$3.95


Electronic check

Includes Forte Verification for known accounts

eCheck Transaction Tiers	Fees	Frequency
\$0.00 to \$50,000.00	\$1.75 w/Verification	Per Transaction
\$50,000.01 to \$75,000.00	\$3.00 w/Verification	Per Transaction
\$75,000.01 to \$100,000.00	\$6.00 w/Verification	Per Transaction
\$100,000.01 to \$150,000.00	\$10.00 w/Verification	Per Transaction
\$150,000.01 + \$250,000.00	\$15.00 w/Verification	Per Transaction

Equipment and Service Pricing:

The following table reflects our Equipment and Service Offerings

Standard Product and Optional Service Pricing	Description	Fees and Cost of Equipment
VeriFone Vx520 EMV Terminal		\$00.00 per reader plus shipping *equipment is place at no-cost at Forte's expense and will remain the asset of Forte.
VeriFone Vx520 Hybrid Cable Requirement	Used for Hybrid Load Terminals	\$24.95
On-line Reporting Tools	All Channels (INT, IVR, POS)	Unlimited Users \$0.00
Set-Up Fee	Configuration, Implementation, Training	WAIVED

Equipment Placement

Merchant understand and agrees that it will not acquire any title, or any other ownership right to any equipment provided by Forte in conjunction with the Services hereunder. Merchant will protect all such items from loss, theft, damage or any legal encumbrance and will allow Forte and its designated representatives reasonable access to Merchant's premises for their repair, removal, modification, installation and relocation if any such becomes necessary. Merchant acknowledges that any equipment or software provided under this Card Services Agreement is embedded with proprietary technology ("Software"). Merchant shall not obtain title, copyrights or any other proprietary right to any Software and such will be protected under the Agreement. At all times, Forte or its suppliers retain all rights to such Software, including but not limited to updates, enhancements and additions. Merchant shall not disclose such Software to any party, convey, copy, license, sublicense, modify, translate, reverse engineer, decompile, disassemble, tamper with, or create any derivative work based on such Software. Upon termination of this Agreement, Merchant shall return any equipment provided by Forte, to Forte at Forte's expense and in accordance with Forte's instructions for return.

Select pricing option desired: Absorbed Pricing

☐

Service Fee Pricing

☒

Relationship Management

Forte Payment Systems' team of experienced professionals will support the government's employees or constituents at any time. Our customer service and technical support staff are experienced in payment processing for the government sector and will be your first line of contact. If the government should require additional assistance or have questions after hours, we have support staff that is available to assist as well.

We have found it is always best to route communications through a central point of contact whenever it is feasible to do so. This allows one person in your organization to understand fully what is going on within the business relationship between you and Forte Payment Systems and to keep us updated on important issues.

Should you have questions regarding your relationship, pricing, statement questions or adding additional merchant locations, please contact Josh Budd at 866-290-5400 ext:765

***Required Merchant Signature:** _____

Date _____



VILLAGE OF WARWICK
ADOPT-A-STREET APPLICATION

Please complete all items. (Use NA if not applicable.)

APPLICANT

BSA TROOP 38, Warwick

ORGANIZATION OR APPLICANT

(Contact): 36 Wood Road

STREET ADDRESS

pameloniuss@yahoo.com

CONTACT E-MAIL

Pamela Burgio

CONTACT (IF ORGANIZATION)

Chester, NY 10918

CITY, STATE, ZIP

(H) 845 610-3806 (C) 845-825-9076

CONTACT PHONE NUMBER

STREET ADOPTION PREFERENCES

(1st Choice)

Forester Avenue + loop (Park Ln / Park Pl /
Burt St.)

ROADWAY

Forester Ave (0.7 mile) + loop (0.8 mile)

SECTION LENGTH

Colonial Ave.

FROM (cross street or address)

Route 17A

TO (cross street or address)

(2nd Choice)

ROADWAY

SECTION LENGTH

FROM (cross street or address)

TO (cross street or address)

(3rd Choice)

ROADWAY

SECTION LENGTH

FROM (cross street or address)

TO (cross street or address)

TERMS AND CONDITIONS

1. Adoption is for a period of 3 years.
2. The Volunteer Group is agreeing to perform litter pickup along adopted streets in an effort to keep them attractive.
3. The Volunteer Group is responsible for contacting the Village DPW if they are not capable of removing certain items (large items, animal carcasses, etc.)
4. Volunteer Groups should apply for renewal before the end of the adoption period.
5. Adoption is revoked at the discretion of the Village of Warwick should the Volunteer Group fail to meet the terms and conditions.
6. Road clean-up must be performed during daylight hours.
7. Minors participating in clean-up activity must be accompanied by an adult over 18.
8. Participants must adopt a minimum of 2000 feet of street.
9. Participating Volunteer Groups must fill out an Adopt-a-Street Agreement and Code of Conduct.
10. A Recognition Plaque will be displayed in Village Hall with the name of volunteer groups participating in the program.

NAME TO APPEAR ON ADOPT-A-STREET PLAQUE (please print carefully)


WARWICK TROOP 38

LIMIT 30 CHARACTERS INCLUDING SPACES

RECEIVED

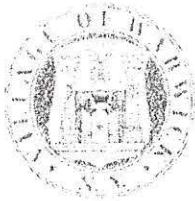
NOV 09 2018

VILLAGE OF WARWICK
VILLAGE CLERKS OFFICE

Pamela Burgio 

11/09/2018

SIGNATUR



VILLAGE OF WARWICK
ADOPT-A-STREET

Agreement # _____

Volunteer Group Agreement & Code of Conduct

The Village of Warwick, herein after called the "Village" and BSA TROOP 38, WARWICK, hereinafter called the "Volunteer Group", are entering into this Agreement to permit the Volunteer Group to contribute toward the effort to control litter and enhance roadside and neighborhood appearance. The Village does hereby authorize the Volunteer Group to participate in the **ADOPT-A-STREET Program** by picking up litter, and conducting other enhancement work if specified, within the assigned section of road. By signature below, the Volunteer Group Leader acknowledges awareness that the safety of volunteers is of primary importance and agrees to the following terms and conditions.

The Volunteer Group does hereby agree to:

1. Pick up litter a minimum of two times per year for a period of three years. Additional cleanups may be done as necessary to maintain a neat appearance.
2. Reserve safety kits containing clean-up supplies and materials from the Village of Warwick DPW two weeks in advance of the clean-up and pick-up the kits during regular business hours.
3. Conduct activities with safety in mind and any other conditions that may be required by the Village.
4. Instruct each volunteer in the "ADOPT-A-STREET Safety Rules" before participating in roadside activities.
5. Ensure that each volunteer signs a Volunteer Informed Consent/Release form prior to their participation in each cleanup.
6. Leave filled trash and recycling bags by the roadside for pickup and disposal by the DPW and provide the DPW with the specific location of the filled trash bags.
7. Treat other volunteers, members of the public, and Village employees with respect and dignity.
8. Provide the Village a copy of the Consent/Release agreement with names and signatures of individual Volunteers in the cleanup within seven calendar days following each and every clean-up activity.
9. Return to the DPW in good condition the safety kits, advance warning signs and unused trash bags furnished by the DPW within two business days following each use. Abstain from use of Village equipment/resources for personal use.
10. Report any injuries incurred by volunteers during cleanup activities to the ADOPT-A-STREET program staff within two working days of the injury.
11. Adhere to all Village rules and policies (including the Workplace Violence Prevention Policy and the Code of Ethics) and comply with all federal, state and local laws.
12. Not to accept tips, meals, or otherwise accept payment for volunteer work or use the volunteer position to obtain special consideration of any type.

If, in the sole judgment of the Village, the Volunteer Group is not meeting the terms and conditions of this agreement, the Village may terminate the adoption Agreement immediately and remove the group's ADOPT-A-STREET signs.

The Village does hereby agree to:

1. Provide a list of safety rules to the Volunteer Group Leader prior to the first cleanup.
2. Furnish the Volunteer Group with safety equipment and trash bags for Volunteers to use during cleanup activities.
3. Remove the filled trash bags.
4. Assist the Volunteer Group, in cleaning up litter and/or debris under unusual circumstances (i.e., when large, heavy, or hazardous items are found).
5. Furnish and install an ADOPT-A-STREET sign(s) with the Volunteer Group name or acronym displayed at the assigned area following completion of the first clean-up event.
6. Coordinate, at its discretion, publicity efforts with the Volunteer Group to solicit local media coverage.

ADOPT-A-STREET Program

01.31.2017

Other Considerations, Terms, and Conditions:

Volunteers shall be 18 years of age or older unless prior approval is granted by the Village as indicated

below. Minors age 11 and above may
participate in clean-up events: ☒ YES ☐ NO

If participation of minors is approved, one supervising adult must be present for every four minors during cleanup events.

It is required that the Volunteer Group have at least one person on the crew with a valid First Aid Card during Clean-up activities.

It is also required that the Volunteer Group have a cellular phone or radio on site in case of emergency.

Recycling is an accepted and encouraged activity. Volunteer groups are responsible for separating recyclable materials into clear bags

The Village DPW is authorized to suspend this Agreement temporarily if road maintenance and/or construction is required within the limits of the assigned area. Once these activities have been completed the Volunteer Group will be notified and the Agreement restored.

This Agreement is not assignable or transferable, either in whole or in part.

The term of this Agreement shall commence on: _____, and shall be renewed every three years unless terminated by the Village or the Volunteer Group. Upon termination of this Agreement, the ADOPT-A-STREET sign(s) shall be removed and remain the property of the Village.

VOLUNTEER GROUP INFORMED CONSENT/RELEASE:

On behalf of BSA Troop 38, Warwick, Volunteer Group, I have read the terms and conditions for participation and reviewed the ADOPT-A-STREET safety rules, and I agree and acknowledge the following:

- 1) Volunteers in this program are under the control and supervision of our group and not Village. Our organization will evaluate all Volunteers to determine that they are suitably responsible individuals who will abide by the ADOPT-A-STREET Safety Rules and use due care and caution while participating in this cleanup program.
- 2) Each Volunteer will be instructed in the ADOPT-A-STREET safety rules prior to participation in the program.
- 3) The Volunteer Group Leader will conduct a safety briefing for all volunteers prior to each cleanup event.
- 4) Volunteers recognize that this program will expose them to traffic along roadways, as well as other potential hazards. It is the Volunteer Group's responsibility to provide the Village with a copy of the ADOPT-A-STREET Volunteer Informed Consent/ Release form with names and signatures of individual Volunteers (or parent/guardian) in the cleanup within seven calendar days following each and every work activity.
- 5) The Volunteer Group and its volunteers, collectively and individually, agree to release and forever discharge Village of Warwick, its officers and employees from all claims, action, or damages of every kind and description which may accrue to or be suffered by any volunteer by reason of their participation in the ADOPT-A-STREET Program or any of its activities in which they participate.

I CERTIFY THAT I AM AUTHORIZED TO SIGN THIS AGREEMENT ON BEHALF OF OUR VOLUNTEER GROUP, AND CONSENT TO ITS TERMS.

VOLUNTEER GROUP LEADER

Pamela Furgio
Signature

10/12/2018
Date

VILLAGE OF WARWICK

Signature

Date

Pamela Furgio
Print Name

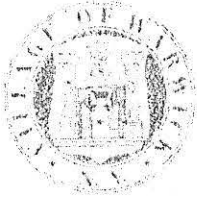
Print Name

BSA Troop 38, Warwick
Organization

Mayor, Village of Warwick
Organization

ADOPT-A-STREET Program

01.31.2017



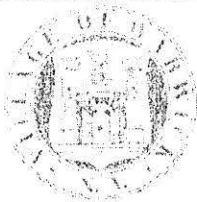
VILLAGE OF
WARWICK
ADOPT-A-STREET
Safety Rules

*Read /acknowledged/
Copied for distribution
to volunteer group.
10/12/2018*

Volunteers in the **Village of Warwick ADOPT-A-STREET Program** must comply with the following **ADOPT-A-STREET Safety Rules**. The following list is not all inclusive and is not a substitute for common sense; volunteer group leaders and volunteers agree to make safety the first priority during **ADOPT-A-STREET** clean-ups.

- Be prepared for any unexpected behavior of motorists. Never assume a driver sees you.
- Clean only one side of the road at a time and walk facing on-coming traffic.
- Do not stand or jump on guardrails, drainage pipes, or concrete walls.
- Never enter the roadway to pick up trash.
- Do not wear headphones.
- Do not use, possess, or be under the influence of alcohol or illegal drugs at any time while participating in program activities.
- Do not handle hazardous materials such as car batteries, petroleum products and chemical spills, heavy or unwieldy objects, dead animals, broken glass, needles and drug paraphernalia, or any unidentified questionable items. Such items should be reported to the Village DPW Supervisor as soon as possible.
- Know emergency procedures such as the location of the nearest emergency facility and how to quickly summon the police or an ambulance. In the event of an emergency, dial 911.
- Notify Volunteer Group Leader of all known allergies and any physical infirmities prior to participation.
- Avoid overexertion and heat related problems by drinking water and taking breaks.
- Carpool to the litter pickup site and pull vehicles as far off the side of the road as possible. Vehicles should never be parked on the traveled portion of the roadway.
- Wear long sleeves, long pants, thick-soled shoes or boots, and gloves.
- Perform cleanup activities only during daylight hours and when weather is conducive to good visibility.
- Avoid peak traffic hours and extreme inclement weather conditions.
- Stay clear of all construction areas.
- Avoid all horseplay or demonstrations of any nature. Do not distract drivers.
- Be careful of contact with poisonous plants, stinging insects, or stray/wild animals.
- Report all accidents or injuries to the Volunteer Group Leader immediately.

If you have any questions, please contact the ADOPT-A-STREET program at 845.986.2031 ext 6.



VILLAGE OF WARWICK
ADOPT-A-STREET
Volunteer Informed Consent/Release

Agreement # _____

This form needs to be completed and returned for each clean-up activity.

Group Leader Pamela Burzio Volunteer Group Name BSA Troop 38, Warwick
Address 36 Ward Road City Chester State NY Phone 845 610 3506 (H)
845 825 9076 (C)

The ADOPT-A-STREET Program allows volunteers to contribute toward the effort to control litter and enhance roadside and neighborhood appearance.

Volunteers are informed and acknowledge being advised that working adjacent to a roadway can be a hazardous activity which can cause bodily injury and or property damage. Volunteers agree they shall exercise due care and caution in performing litter pick up activities. Volunteers further acknowledge they have received safety instruction that includes review of the **ADOPT-A-STREET Safety Rules** prior to participating in any cleanup activities.

Volunteers shall wear appropriate protective clothing during clean-up activities.

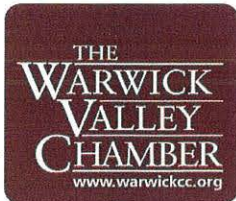
By signing below I certify that:

I am participating and am under control of our volunteer group and not Village of Warwick. I understand and agree to abide by the **ADOPT-A-STREET Safety Rules**.

I agree to release and forever discharge Village of Warwick, its agents, employees and officials from any and all liability whatsoever for damages or injury resulting from my participation in this program.

Parent/Guardian must sign for any minor(s).

Signature	Print Name	Date	Signature	Print Name	Date
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____



WARWICK VALLEY CHAMBER OF COMMERCE INC.

POST OFFICE BOX 202 ➤ WARWICK, NY 10990 ➤ 845-986-2720 ➤ FAX 845-986-6892

WEB ADDRESS: [HTTP://WWW.WARWICKCC.ORG](http://www.warwickcc.org) ➤ E-MAIL: INFO@WARWICKCC.ORG

October 30, 2018

Mayor Michael Newhard
Village of Warwick Trustees
Village Hall
Warwick, NY 10990

Dear Mayor Newhard and Trustees:

The holiday season will be upon us soon and on behalf of the Warwick Merchants Guild, the Warwick Valley Chamber of Commerce would like to once again ask for permission to hold the following events throughout the Village.

- We would like to formally request permission to allow the traditional horse & buggy rides to take place by the same fully insured company, (Dun Dreaming Farms) as last year during the holidays in the Village of Warwick. The rides will be offered during the following dates: November 18th, December 1, 2, 8, 9, 15, & 16, 2018. The times for the rides will be approximately 11:00am until 4:00pm. The route will be the same as last year, starting on Railroad Ave. and continuing to Main Street, then onto South St., ending back at Railroad Ave. Sean Geary, from Dun Dreaming Farm will be providing the Village with copies of his insurance policy.
- We would like to formally request that free parking be put in place for the period between November 18, 2018 and January 1, 2019. The policy has been much appreciated by our Village Merchants in the past and the Chamber is happy to support it. The Warwick Valley Chamber would also like to decorate the parking meters as we have in the past and will coordinate with the DPW if necessary.
- We would like to formally request the Village install the Sleigh in the Village Green again this year. We would like permission to have Santa "visit" the Sleigh on December 8, 2018 (rain date December 9) between the hours of 12:00pm – 2:00pm.
- We would like to formally request permission for various Non-Profits such as the Warwick Valley School District organizations, Warwick Historical Society, Playground Dreams etc., to sell items such as Hot Chocolate, Warm Cider and snacks on Railroad Green on December 1, 2, 8, 9, 15, & 16, 2018. If insurance information has not been submitted, it will be before any scheduled event.

Thank you for your cooperation.

Sincerely,

Michael A. Johndrow, Executive Director
Warwick Valley Chamber of Commerce

RECEIVED

OCT 31 2018

VILLAGE OF WARWICK
VILLAGE CLERKS OFFICE

VILLAGE OF WARWICK
FACILITY USE REQUEST

Today's Date 10/30/18

Date(s) Requested: December 1, 2, 8, 9, 15 + 16

Time of Event: 11am - 4pm

Village Park/Facility Requested: Rail Road green
****Please use attached map to indicated areas to be used****

Information about Group/Organization:
Name of Organization or individual: Warwick merchant guild

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

Proof of Residency: _____ Designated Contact: Corrine Iurato

Mailing Address: 79 Laudaten Way

Telephone: (Day) 986-9463 (Evening) 239 0142 (Cell) _____

Information about intended use of Village Facilities:

Purpose of Use: Selling of hot beverages + snacks during our Home for the Holidays event by different organizations

Total Participants Expected: ☒ Adults ☒ Children

How will the event be advertised? yes

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? yes Will food be sold? yes

Please give details: fundraising opportunities for nonprofits + school organizations

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 merchant guild (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 merchant guild (name organization)

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

Address: 79 Laudaten Way Telephone: 986-9463

RECEIVED

OCT 31 2018

\$100 ser. deposit
+
insurance
received RA

VILLAGE OF WARWICK
VILLAGE CLERKS OFFICE

Facility Use Request Instructions

*Each Facility Use Request/Park Permit must go before the Village Board for approval.

In order for the event to go before the Village Board for approval, please provide the Village Clerk with the following:

- Completely filled out facility use request, signed facility use document, and note on the map which area of the park you plan to use.
- Required certificate of insurance (Acord 25) as outlined in the facility use requirements. Please see the attached example. They can be emailed directly to the Village Clerk at: clerk@villageofwarwick.org
- \$100 security deposit check made out to the Village of Warwick
- A clearly detailed letter addressed to the Village Board of Trustees which asks permission to hold the event, details of the event, the time the event will take place and end, and any additional requests. You may also want to consider including a rain date.
- If your event includes a parade, please include in the letter to the Village Board a clear layout of the route that you intend to take **AND** a letter or email from the Warwick Police Department approving the intended parade route.

Once all of the necessary documents are returned to the Village Clerk, the event will be placed on the Village Board agenda for review.

*Please note, all items must be returned to the Village Clerk ***no later than the Wednesday prior to the desired Village Board*** meeting in order for the event to go before the Board.

Typically, the Village Board meets the first and third Monday of every month (or Tuesday in the event of a holiday).

The Village of Warwick meeting dates can be found on our website: www.villageofwarwick.org

The earlier you provide all of the documents, the better in case there are any questions!

If you have any questions or concerns, please contact the Village Clerk at (845) 986-2031 ext. 102.

Village of Warwick Facility Use Requirements

The use of all Village recreational and park facilities shall be subject to the approval and rules of the Village Board of Trustees administered by the Village Clerk or other Board designee.

1. Organizations wishing to use Village facilities shall first apply to the Village Clerk using the prescribed form. Such form shall then be forwarded to the Village Board of Trustees for approval. All forms and insurance information shall be submitted to the Village Clerk for inclusion on the Village Board Meeting Agenda by the Wednesday prior to the upcoming meeting. Meetings normally take place on the first and third Monday of each month.
2. In the event of inclement weather, the Village Board or their designee has the final authority on whether facilities are usable.
3. Intoxicants are not permitted in any Village Parks with the exception of Memorial Park. A Facilities Use Permit is required for all Park use. A request for alcohol in Memorial Park is through Board approval. Additional liability insurance (Host Liquor) will be required if alcohol is part of your event.
4. All posted rules must be adhered to.
5. Profanity, objectionable language, disorderly acts, excessive noise or illegal activities of any kind are absolutely prohibited, and those violating this prohibition will be ejected from the premises.
6. Any damage to Village facilities shall be promptly repaired at the user's expense. No exceptions. If Village personnel are not available, make sure all doors are locked and lights are turned out when leaving.
7. Organizations using the facilities must clean up afterward. It is the responsibility of the permit holder to remove any garbage it generates. The Village may assess a charge for garbage generated from events that is not removed by the Permit Holder. Applicants are urged to bring extra plastic garbage bags to facilitate cleanup.
8. Permits may be revoked at any time.
9. Any organization with youths under 18 years old requires the presence of adequate adult supervision at all times.
10. A deposit of \$100.00 is required at the time the permit application is submitted to the Village Clerk. If the grounds are restored to proper condition, the \$100.00 deposit will be refunded 30 days following the conclusion of the event.

11. A fee as listed on the Village Schedule of Fees will be charged for use of buildings or park lands where admission is being charged.
12. A fee as listed on the Village Schedule of Fees will be charged for use of lights at the parks where admission is being charged.
13. All persons using Village parks must confine any fires to proper fireplaces or portable burners. Before leaving, all fires must be extinguished.
14. Permits must be requested by a Village of Warwick resident. Said resident shall be responsible for the club, team or group to which this permit is issued.
15. Organizations shall indicate areas to be used during event or season on the attached map.
16. In the event of a scheduling conflict, the Village of Warwick will arbitrate a resolution.
17. The emergency telephone number for police is 911 or 986-5000; fire and ambulance 911.
18. No field or building alterations (lining of fields, erecting goal posts or structures, etc.) are allowed without prior approval.
19. The Village of Warwick does not discriminate on the basis of race, color, national origin, physical impairment or sex in its programs or employment services.
20. All users must provide the following insurance. **Insurance certificates must accompany the Facilities Use Permit.**
 - I. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the permittee hereby agrees to effectuate the naming of the Village as an additional insured on the permittee's insurance policies.
 - II. The policy naming the Village as an additional insured shall:
 - Be an insurance policy from an A.M. Best rated "secure" or better insurer, licensed in New York State.
 - State that the organization's coverage shall be primary and non-contributory coverage for the Village, its Board, employees and volunteers.
 - The Village shall be listed as an additional insured by using endorsement CG 2026 or equivalent. A completed copy of the endorsement must be attached to the certificate of insurance.
 - At the Village's request, the organization shall provide a copy of the declaration page of the liability and umbrella policies with a list of endorsements and forms. If so requested, the organization will provide a copy of the policy endorsements and forms.

- III. The permittee agrees to indemnify the municipality for any applicable deductibles and self-insured retentions.
- IV. The insurance producer must indicate whether or not they are an agent for the companies providing the coverage.
- V. Required Insurance:

No less than the following:

• **Commercial General Liability Insurance**

\$1,000,000 per occurrence/ \$2,000,000 aggregate, with coverage for athletic participants.

Excess Insurance:

\$ _____ each Occurrence and Aggregate. Excess coverage shall be on a follow-form basis.

- VI. User acknowledges that failure to obtain such insurance on behalf of the municipality constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the municipality. The user is to provide the municipality with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities. The failure of the Village to object to the contents of the certificate or the absence of it shall not be deemed a waiver of any and all rights held by the Village.
- VII. The Village is a member/owner of the NY Municipal Insurance Reciprocal (NYMIR). The user further acknowledges that the procurement of such insurance as required herein is intended to benefit not only the Village but also NYMIR, as the Village's insurer.

Individuals:

Required Insurance:

• **Homeowners Insurance**

Section Two – Liability: \$100,000 limit of liability. Policy shall not exclude the off-premises activities of the insured.

21. 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.

22. In the event of an accident, please notify the Village Clerk before the end of the next business day.

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 the Facilities Use Requirements

A handwritten signature in black ink, consisting of a large 'C' followed by a series of loops and a long horizontal stroke extending to the right.

Signature

10/30/18

Date

TOWN OF WARWICK



EILEEN M. ASTORINO
TOWN CLERK
132 Kings Highway
Warwick, New York 10990-3152
clerk@townofwarwick.org

Melissa Stevens, Registrar & Deputy Town Clerk
Carolyn Purta, Deputy Town Clerk
Tel: (845) 986-1124. ext. 246
Fax: (845) 987-1499

November 1, 2018

Mayor Michael Newhard
77 Main Street
Warwick, NY 10990

Dear Mayor Newhard,

I am writing this letter asking you to appoint me as Registrar of Vital Statistics for the Village of Warwick effective January 2, 2019. I have been the Town Clerk, Records Management Officer and Sub-Deputy Registrar for the past three years. Although I am the sub-deputy registrar, I do not have the authority to sign or release birth or death certificates. As the Town Clerk I feel my office will work more efficiently if I am overseeing all the duties that my office provides to the community.

I realize the position is one of confidentiality. I have followed all the laws according to the NYS Health Department as the sub-deputy and will continue to do so if appointed as your Town Registrar. I have learned the procedures associated with that of a registrar over the past three years and feel I am qualified to handle the position.

I have enclosed a Notification of Appointment of Registrar of Vital Statistics DOH-1556 Form from NYS Department of Health that needs to be completed by you. If you have any questions please do not hesitate to call me at 845-986-1124 ext.246.

Please sign and return to my office at the above address.

Thank you,

Eileen M. Astorino
Town Clerk/Sub-Deputy Registrar

RECEIVED

NOV 05 2018

**VILLAGE OF WARWICK
VILLAGE CLERKS OFFICE**