

**BOARD OF TRUSTEES  
VILLAGE OF WARWICK  
DECEMBER 17, 2018  
AGENDA**

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

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

**Announcement**

1. Santa's Toy Box – The Village of Warwick will be collecting new unwrapped toys through December 21 as part of the annual toy drive for the children of Orange County.
2. The Village of Warwick will be hosting Apple Eve 2019 on Railroad Green Monday, December 31, 2018 from 10:00 p.m. to 1:00 a.m. January 1, 2019.

**Correspondence**

1. Letter from the Homestead Village Homeowners Association regarding the expansion of the sewage pump station.
2. Letter from the Department of Health regarding the Campbell Road water main extension project.
3. Letter from Village Engineer, David Getz, regarding the review of construction drawings and 3-D renderings for the proposed new playground at Stanley-Deming Park.

**Discussion**

1. Streets

### **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 advertise and receive bids for the furnishings and installation of conveyors for the Belt Filter Press at the Wastewater Treatment Plant.

#### **Trustee Lindberg's Motions:**

2. **MOTION** to close Railroad Avenue for the benefit of the Apple Eve Event on Monday, December 31, 2018 from 5:00 p.m. to Tuesday, January 1, 2019 1:00 a.m.

#### **Trustee Patterson's Motions:**

#### **3. Resolution Revising Village Employee Handbook**

WHEREAS, it is appropriate for the Village Board to periodically review and revise the Employee Handbook of the Village of Warwick to update the policies and procedures set forth therein in order to better serve the needs of Village, its employees and the community; and

WHEREAS the Village Board has before it a proposal to make certain revisions to the Employee Handbook; and

WHEREAS, the Village Board has reviewed and considered the said revisions, and finds them to be necessary and proper at this time;

NOW, THEREFORE, BE IT RESOLVED as follows:

1. That Section 2.0, "Employee Classifications" of the Employee Handbook of the Village of Warwick including all subparts of Section 2.0, is hereby deleted in its entirety and replaced with the attached revised text.
2. That Section 3.5 of the Employee Handbook, "Behavior Policy", is hereby amended to add a new item (v) to Subparagraph (v) reading as follows:

**"Attendance Policy Violations** – The following actions will be cause for disciplinary action and/or discharge from employment:

- a) Excessive absenteeism; as determined by the Mayor based upon the relevant facts and circumstances pertaining to such absenteeism as they may appear.
- b) Excessive tardiness; as determined by the Mayor based upon the relevant facts and circumstances pertaining to such tardiness as they may appear.
- c) Unauthorized absences and/or failure to give proper notice.

An employee who, after investigation, is found to have refused to work additional hours as directed will be subject to appropriate disciplinary action."

3. That Section 4.1 of the Employee Handbook of the Village of Warwick is hereby deleted in its entirety and replaced with the attached revised text.

4. That Section 6.3 of the Employee Handbook of the Village of Warwick is hereby deleted in its entirety and replaced with the following text:

**"6.3 Compensation Rates.**

(a) Except as provided by a collective bargaining agreement, the compensation rate for Village employees shall be set by the Village Board. Salary increases shall generally be accorded by the Board, in its discretion, and the Village's FY Budget. Such compensation shall be paid on the following basis:

(i) Hourly Compensation Positions:

Code Enforcement Officer  
 Village Treasurer  
 Village Clerk  
 Deputy Clerk / Treasurer  
 Water Billing Clerk  
 Court Clerk  
 DPW Clerk  
 Planning Board Secretary  
 Part-Time Employees  
 Seasonal Employees  
 DPW Employees (Paid hourly Per Collective Bargaining Agreement)

(ii) Salaried Compensation Positions:

DPW Supervisor (which is an Exempt Employee Position under the Fair Labor Standards Act)\*

Elected Officials (which are Exempt Positions under the Fair Labor Standards Act)

(iii) Stipend Positions:

Planning Board Members (Stipend determined by the Village Board annually in the Village's Budget)

(iv) Volunteer Positions:

ZBA Members

Architectural Review Board Members

Other Volunteers as approved by the Village Board"

*Footnote \* - Employees whose jobs are governed by the FLSA are either "exempt" or "nonexempt." Nonexempt employees are entitled to overtime pay. Exempt employees are not.*

5. That the aforesaid revisions to the Employee Handbook shall be retroactively effective *nunc pro tunc* as of June 1, 2018.

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

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

Eileen Patterson, Trustee, voting \_\_\_\_\_

George McManus, Trustee, voting \_\_\_\_\_

4. **MOTION** to approve the 2018 Back Overtime Schedule for overtime payments to the Village Employees listed thereon.

**Trustee McManus' Motions:**

5. **MOTION** to grant permission to the Albert Wisner Public Library to hold their Children's Book Festival on Railroad Green on Saturday, October 12, 2019 from 11:00 a.m. to 4:00 p.m. Completed park permit, security deposit and proof of proper insurance have been received.



6. **MOTION** to close Railroad Avenue for the benefit of the Children's Book Festival on Saturday, October 12, 2019 from 6:00 a.m. to 6:00 p.m. to allow for tent set-up and removal.

### **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**

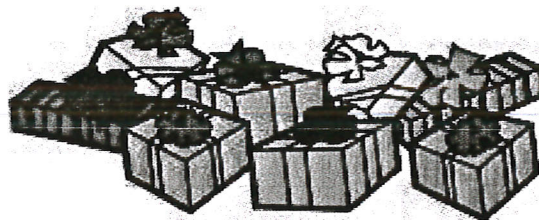
**Adjournment**



# SANTA'S TOY BOX

## ANNUAL TOY DRIVE FOR THE CHILDREN OF ORANGE COUNTY

**November 23 – December 21**



### -TOY BOX SITES-

- |  |  |
|--|--|
| * <u>Graham M. Skea Lodge</u> , Thomas Bull Memorial Park, Rt. 416, Montgomery, 457-4910         | * <u>Monroe Town Hall</u>                        |
| * <u>Montgomery Town Hall</u> , 110 Bracken Road, Montgomery, 457-2660                           | 1465 Orange Turnpike, 783-1900                   |
| * <u>Special Ed. Building at Orange/Ulster BOCES</u> , Gibson Road, Goshen, 291-0200             |  |
| * <u>Town of Newburgh Recreation Dept.</u> , intersection of Routes 32 & 300, Newburgh, 564-7815 | <u>Greenwood Lake</u>                            |
| * <u>Town of Newburgh Town Hall</u> , 1496 Route 300, Newburgh, 564-4554                         | <u>Elementary &amp; Middle</u>                   |
| * <u>City of Middletown Recreation Department</u> , 47 Academy Ave., Middletown, 346-4180        | <u>School</u>                                    |
| * <u>New Windsor Recreation Department</u> , 555 Union Avenue, New Windsor, 565-7750             |  |
| * <u>Chester Town Hall</u> , 1786 Kings Highway, Chester, 469-7000                               | * <u>Desmond Campus</u> , 6 Albany Post Rd.,     |
| * <u>Blooming Grove Town Hall</u> , 6 Horton Road, Blooming Grove, 496-5223                      | Balmville, 569-3560                              |
| * <u>Cornwall Town Hall</u> , 183 Main Street, Cornwall, 534-3760                                | * <u>Noble Coffee Roasters</u> , 3020 Rt. 207,   |
| * <u>Hamptonburgh Town Hall</u> , 18 Bull Road, Campbell Hall, 427-5012                          | Campbell Hall, 294-8090                          |
| * <u>Port Jervis Youth Community Center</u> , 134 Pike Street, Port Jervis, 858-4000             |  |
| * <u>Newburgh Free Library</u> , 124 Grand Street, Newburgh, 563-3619                            | * <u>Newburgh Library -Newburgh Mall Branch-</u> |
| * <u>Warwick Village Hall</u> , 77 Main Street, Warwick, 986-2031                                | Route 300, 566-0460                              |
| * <u>Gold's Gym</u> , 15 Raquet Road, Newburgh, 564-7500   |  |
| * <u>Union Avenue Community Fitness Center</u> , 565 Union Avenue, New Windsor, 561-4700         |  |
| * <u>Albert Wisner Public Library</u> , 1 McFarland Drive, Warwick, 986-1047                     | * <u>Montgomery Village Pharmacy</u>             |
| * <u>Campbell Hall General Store</u> , 2823 Rt. 207, Campbell Hall, 427-2489                     | 105 B Ward Street, 457-4020                      |



### Donations go to Orange County families

We are accepting **NEW** toys only! Please contact sites directly for hours of operation and/or directions.

For more information, contact OC Dept. of Parks at (845) 457-4910, or, TQuinlisk@orangecountygov.com



Sponsored by Orange County Department of Parks, Recreation & Conservation



**HOMESTEAD VILLAGE HOMEOWNERS ASSOCIATION**

**1 Homestead Village Drive**

**P.O. Box 515**

**Warwick, NY 10990**

**(845) 986-5240**

**hvhoa@optonline.net**

December 6, 2018

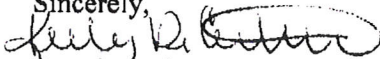
VIA EMAIL AND REGULAR MAIL

Village of Warwick  
77 Main Street  
P.O. Box 369  
Warwick, NY 10990  
Attn: Michael J. Newhard, Mayor

Dear Mayor Newhard:

The Board has reviewed your letters dated November 9, 2018 and December 3, 2018, regarding expansion of the sewage pump station. We agree to enter into a License Agreement with an updated survey reflecting the additional 5' and fence, not a Memorandum of Understanding, and understand that the preparation of this License Agreement may take several weeks. The Board consents to have the generator and new fence installed prior to the License Agreement being executed. Our agreement set forth above is therefore conditioned upon the subsequent signing, within a reasonable amount of time, of the License Agreement to be prepared by the Village's attorney and acceptable to us after consultation with our attorney.

Sincerely,



Board of Directors

Homestead Village Homeowners Association

cc: John J. LaGumina, Esq.

**RECEIVED**

**DEC 06 2018**

**VILLAGE OF WARWICK  
VILLAGE CLERKS OFFICE**



**Steven M. Neuhaus**  
*County Executive*

## DEPARTMENT OF HEALTH

**Dr. Irina Gelman, DPM, MPH, PhDc**  
Commissioner of Health

124 Main Street  
Goshen, New York 10924

**Environmental Health**

Phone: (845) 291-2331

Fax: (845) 291-4078

[www.orangecountygov.com](http://www.orangecountygov.com)

November 28, 2018

Village of Warwick  
77 Main Street  
Warwick NY 10990

**Re:**

**Approval of plans & specs for:  
Campbell Road Water Main Extension  
CWS – ID#3503561  
Village of Warwick**

Dear Mayor & Village Board:

We have this day approved the plans and specifications submitted by Lehman & Getz, P.C., dated October 3, 2018, last revised November 27, 2018, for the above mentioned project.

Application for this project was duly made by you and received in this office on October 25, 2018.

We are enclosing a Certificate of Approval. A copy of the approved plans is being retained in our files and the remaining sets are being returned to your engineer. The engineer, or other design professional, is now responsible for submitting scanned copies of the approved documents to the OCHD within 30 days. These documents should be submitted using the email address that has been provided for entry into our Sharefile system. Failure to submit these documents may delay our review and/or approval of subsequent projects.

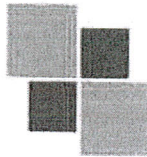
Very truly yours,

Steven Gagnon, M.P.H., P.E.  
Principal Public Health Engineer

SG/ajc

cc: Engineer  
File

Enc. *DM*



LEHMAN & GETZ  
CONSULTING ENGINEERS

December 10, 2018

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

Re: Stanley Deming Park Playground  
Flood Plain Analysis  
L&G #1803.2

Dear Mayor Newhard and Trustees:

We have reviewed the following documents prepared by Play By Design for the playground project at Stanley Deming Park:

- Construction Drawings (4 sheets), dated 4/17/18
- 3-D Rendering, dated 4/26/18.

Our review comments are very similar to those provided in our previous review letter of June 6, 2017:

1. The majority of the equipment in the new layout is proposed within the 100-year flood plain as defined in the 2009 FEMA Flood Insurance Study. None of the equipment is proposed to be located within the floodway. The proposed layout complies with FEMA regulations.
2. The construction plans show two footbridges: the existing footbridge and a second footbridge location approximately 220 feet upstream (to the south). It is my understanding that the second footbridge is not proposed for construction at this time. If its construction is proposed, additional design details will be needed to determine if it complies with FEMA regulations.

Last year, I was involved in discussions regarding the possible need for Play By Design to provide an engineer's certification for their equipment. Lisa DeShano provided the enclosed letter, dated December 15, 2017. Based on my review of the letter and my discussion with Lisa regarding the guarantee and supervision that they provide to their projects, I do not feel that an engineer's certification is needed.

Sincerely,

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

RECEIVED

DEC 10 2018

VILLAGE OF WARWICK  
VILLAGE CLERKS OFFICE



110 West Buffalo Street | Ithaca, NY 14850  
607-351-5160 PBDplaygrounds.com

December 15, 2017

**David A. Getz, P.E.**  
Lehman & Getz, P.C., Village Engineers  
17 River Street  
Warwick, NY 10990  
(845) 986-7737 fax (845) 986-0245

Dear David,

Play by Design is a group of playground designers and building consultants who work with community volunteers to produce custom-designed play structures for toddlers, preschool, and school-aged children. All members of our team are Certified Playground Safety Inspectors (CPSI) with broad experience in the community-built field as former employees of a world-renowned playground architect. Examples of our work during that employment can be found throughout North America, as well as in Europe, Asia, Australia, and New Zealand.

Our mission is to create unique, safe, and affordable all-inclusive play structures that provide a recreational environment in which all children can grow physically, socially, and cognitively. Our creative structures are well known for their inclusion of imaginative play and sensory-stimulating activities.

Our process is one that unifies communities and empowers their members by bringing them together to design, organize, and construct one-of-a-kind playgrounds and park structures. What sets these structures apart from commercially available playground equipment is the aesthetically sensitive architecture that respects the essence of the surrounding area and reflects its historical, architectural, and cultural features. What makes them treasured assets in their communities is the sense of pride, ownership, and accomplishment built into them by the hands of volunteers.

We adhere to the highest standards of design and construction, and offer a wide palette of materials, to satisfy any working budget or request.

Play by Design is fully insured. We guarantee the craftsmanship and quality of our playgrounds. Specified materials carry the manufacturer's warranty. We comply with all ASTM, CPSC and ADA standards and guidelines. We stand behind our product. For the life of the playground, our maintenance department is available to address concerns and answer questions.

As nationally certified playground safety inspectors, we consider safety paramount to all of our designs.



110 West Buffalo Street | Ithaca, NY 14850  
607-351-5160 PBDplaygrounds.com

During construction week, Play by Design Construction Consultants will supervise the volunteer community-build. Site preparation will already have been implemented by the Warwick Playground Committee. PBD construction consultants will provide the highest level of supervision throughout the construction. The concept of working with local artists and craftsmen is something that is special to us. We invite and embrace the opportunity. It is this individual stamp that gives each project such a unique personality, making it a true reflection of the community. These design elements would have been established early on during the design phase.

The PBD team will do a final audit of the playground to ensure the intent and goals of the current design are met and meet all safety and accessible guidelines. The Warwick playground committee will perform clean up and finish punch list items.

The Warwick Playground will then be complete and open to the public for play. Play by Design will provide a Long Term Care Guide once the project is completed. The guide will provide maintenance routines and other tasks and duties that need to be performed.

Sincerely,

Lisa DeShano, CPSI, Designer/Project Manager



**Draft Amendments to the  
Village of Warwick Employee Handbook  
Section 2.0**

*Adopted TBA / Effective June 1, 2018*

**2.0 EMPLOYEE CLASSIFICATIONS**

**2.1 Full Time Employees -**

For the purposes of this Manual, the term “full-time employee” shall mean any employee employed by the Village of Warwick who is regularly scheduled to work greater than (20) twenty hours and up to (40) forty hours per week, which shall include but not be limited to:

- |                             |                                     |
|-----------------------------|-------------------------------------|
| a. DPW Supervisor           | (40-hour work week)                 |
| b. Code Enforcement Officer | (40-hour work week)                 |
| c. Village Treasurer        | (35-hour work week)                 |
| d. Village Clerk            | (32.5-hour work week)               |
| e. Deputy Clerk / Treasurer | (32.5-hour work week)               |
| f. Water Billing Clerk      | (32.5-hour work week)               |
| g. Court Clerk              | (32.5-hour work week)               |
| h. DPW Clerk                | (32.5-hour work week)               |
| i. Planning Board Secretary | (32.5-hour work week)               |
| j. DPW Employees            | Per Collective Bargaining Agreement |

**2.2 Part-Time Employees -** 20 hours or less per week, but not greater than 1040 hours per year per Civil Service Law. For the purposes of this Manual, the term ‘part-time employee’ shall mean any employee employed by the Village of Warwick who is regularly scheduled to work twenty (20) hours or less per week, which shall include but not be limited to:

- a. Bailiffs
- b. Parking Enforcement
- c. Part-Time Clerk
- d. Recreation Director

**2.3 Seasonal Employees –**

For the purpose of this manual, the hours and rate of pay of seasonal employees will be determined by the Mayor and Village Board of Trustees.

- a. DPW
- b. Interns
- c. Recreation



**2.4 Elected Officials –**

- a. (1) Mayor - 4 Year Term
- b. (4) Village Board of Trustees – 4 Year Term

**2.5 Planning Board Members –**

- a. (1) Planning Board Chairman – 5 Year Appointment
- b. (4) Planning Board Members – 5 Year Appointment
- c. (1) Planning Board Alternate – 1 Year Appointment

**2.6 Architectural Review Board -**

- a. (1) ARB Chairman – 2 Year Appointment
- b. (4) ARB Members – 3 Year Appointment
- c. (1) ARB Alternate – 1 Year Appointment

**2.7 Zoning Board of Approvals -**

- a. (1) ZBA Chairman – 5 Year Appointment
- b. (4) ZBA Members – 3 Year Appointment
- c. (1) ZBA Alternate – 1 Year Appointment

**2.8 Job Descriptions –** Copies of the current job description for titles within the Village for either civil service or non-civil service positions are attached as Appendix “A”.

**Draft Amendment to the  
Village of Warwick Employee Handbook  
Section 4.1**

*Adopted TBA / Effective June 1, 2018*

**4.0 OPERATIONAL POLICIES**

**4.1 Hours of Work**

**Normal Hours of Operation** – Unless otherwise specified by state law, the Village Board of Trustees will establish the beginning and ending times of normal operation for the Departments of the Village.

**Subject to the discretion of the Mayor and Village Board of Trustees, the following shall be the regular work day:**

**1. Full Time Employees:**

a. DPW Supervisor	7:00 a.m. – 3:00 p.m.
b. Code Enforcement Officer	8:00 a.m. – 4:30 p.m.
c. Treasurer	8:30 a.m. – 4:00 p.m.
d. Village Clerk	8:30 a.m. – 4:00 p.m.
e. Deputy Clerk / Treasurer	8:30 a.m. – 4:00 p.m.
f. Water Billing Clerk	8:30 a.m. – 4:00 p.m.
g. Court Clerk	8:30 a.m. – 4:00 p.m.
h. DPW Clerk	8:30 a.m. – 4:00 p.m.
i. Planning Board Secretary	8:30 a.m. – 4:00 p.m.
j. DPW Employees	Per Collective Bargaining Agreement – 7:00 a.m. – 3:30 p.m.

**2. Part Time Employees:**

As referred to in Section 2.2, the regular work day schedule shall be determined by the Mayor and Board of Trustees.

**3. Seasonal Employees:**

As referred to in Section 2.3, the regular work day schedule shall be determined by the Mayor and Board of Trustees.

**Workweek** – Unless otherwise specified by the state law, the Village Board of Trustees will establish the days the Village will conduct business and/or perform services. An employee's supervisor will establish the employee's scheduled days of work, which may differ from the normal days of operation to meet the particular needs and requirements of the department. If overtime is required, it must be pre-approved by the Mayor.

## **Overtime**

### **1. Full Time Employees:**

- a. DPW Supervisor: Exempt from Overtime.
- b. Code Enforcement Officer: Excess of 40 hours is 1 ½ x regular hourly rate.
- c. Treasurer: The 5 hours between 35 hours and 40 hours is paid at regular hourly rate. Excess of 40 hours is 1 ½ x regular hourly rate.
- d. Village Clerk, Deputy Clerk/Treasurer, Water Billing Clerk, Court Clerk, DPW Clerk & Planning Board Secretary: The 7 ½ hours between 32.5 and 40 hours is paid at regular hourly rate. Excess of 40 hours is 1 ½ x regular hourly rate.
- e. DPW Employees: Per Collective Bargaining Agreement.

### **2. Part Time Employees:**

Overtime is not applicable. By law, may not work in excess of 1040 hours per year per Civil Service Law.

### **3. Seasonal Employees:**

Overtime is not applicable.

## **Overtime Procedure**

If overtime is applicable, the following procedures must be followed:

- 1. Regular monthly evening meetings or court sessions within the employee's job responsibility that fall outside of the regular work day, including but not limited to: Village Board Meetings, Work Sessions, Special Meetings, Budget Meetings, Planning Board Meetings, ZBA and ARB Meetings, the employees time card must be punched in upon arrival for the meeting and punched out upon departure.
- 1. DPW Employees: Per Collective Bargaining Agreement
- 2. All other overtime requests must be pre-approved and signed off by the Mayor using an overtime request form which can be obtained in the Clerk's Office. The signed form must be submitted to the Deputy Clerk/Treasurer as part of your time record no later than Friday 9:00 a.m. for the applicable payroll.

## **Break Time**

While break time is not a formally established practice, supervisors are authorized to permit full time & DPW employees, when work load permits, a brief (15) fifteen-minute paid break from work each day. Breaks should not be attached to the arrival time, before or after lunch or departure time. The break should be taken mid-morning or mid-afternoon. If there is a unique circumstance where the break time is not used according to policy, please notify the Village Clerk for approval.

## **Lunch Period**

Subject to the discretion of the Mayor and Village Board of Trustees, full time employees shall be subject to the following lunch period:

### **1. Full Time Employees Lunch:**

- |  |                   |
|--|-------------------|
| a. DPW Supervisor  | 30 minutes paid   |
| b. Building Inspector  | 30 minutes unpaid |
| c. Treasurer   | 30 minutes unpaid |
| d. Village Clerk, Deputy Clerk,<br>Water Billing Clerk,<br>Court Clerk, DPW Clerk, &<br>Planning Board Secretary | 60 minutes unpaid |
| e. DPW Employees   | 30 minutes unpaid |

### **2. Part Time Employees:**

- a. Lunch: Not applicable.  
Exception – 60 minutes unpaid if working 8:30 a.m. – 4:00 p.m. to cover a full-time employee.
- b. Break: Not applicable.  
Exception – 15 minutes paid break if working 8:30 a.m. – 4:00 p.m. to cover a full-time employee.

## **Conferences / Training and Meetings**

### **1. Conferences / Training:**

Conferences or training that are free of charge must be pre-approved by the Mayor. Conferences or training that will incur a charge must be pre-approved by the Mayor and Village Board of Trustees.

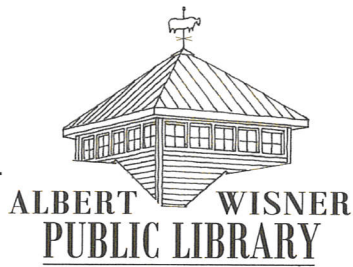
Full-Day or Multi-Day Conferences: For each day an employee attends a conference or training, they will be paid their regular hourly rate of pay, not to exceed their normal workday.

Workshops outside of the normal workday will be paid at the individual's hourly rate of compensation.

2. Meetings:

Regular monthly evening meetings or court sessions that fall outside of the regular work day, including but not limited to: Village Board Meetings, Work Sessions, Special Meetings, Budget Meetings, Planning Board Meetings, ZBA and ARB Meetings:

- a. Travel time is not considered worktime.
- b. Compensation: See 'Overtime' and 'Overtime Procedure'.



December 10, 2018

Village of Warwick  
77 Main Street  
P.O. Box 369  
Warwick, NY 10990

To the Hon. Mayor Michael Newhard and the Village Board of Trustees,

I am writing to request permission to hold the next Warwick Children's Book Festival on Railroad Avenue and Railroad Green on Saturday, October 12, 2019 from 11:00am to 4:00pm. Railroad Avenue itself would need to be closed from 6:00am to 6:00pm to allow for tent set-up and removal.

Enclosed are the facility use request, an insurance certificate from Seely & Durland and a deposit check.

If you require additional information or have any questions before making a decision on this, please do not hesitate to call me at the Library (986-1047, ext. 2). My colleagues and I appreciate your continued support, and thank you very much for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Lisa Laico".

Lisa Laico  
Festival Co-Coordinator

VILLAGE OF WARWICK  
FACILITY USE REQUEST

Today's Date 12/4/18

Date(s) Requested: 10/12/19

Time of Event: 11<sup>00</sup> Am - 4pm

Village Park/Facility Requested: Railroad Ave. + Railroad Green

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

Information about Group/Organization:

Name of Organization or individual: Albert Wisner Public Library

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

Proof of Residency: AWPL Designated Contact: Lisa Laico

Mailing Address: 40 AWPL 1 McFarland Drive, Warwick NY

Telephone: (Day) 845 9861047 (Evening)                      (Cell) 845 987-2881

Information about intended use of Village Facilities:

Purpose of Use: Warwick Children's Book Festival

Total Participants Expected: 200 Adults 300 Children

How will the event be advertised? print advertising, social media, AWPL channels, press releases etc

Is Village equipment required? ☒ Yes ☐ No

If needed, state type and for what purpose: sawhorses (8), stanchions (20), 5-6 extra trash barrels; electricity @ RR Green turned on

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? 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 Albert Wisner Public Library (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 Albert Wisner Public Library (name organization)

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

Address: Lauren Angle Telephone: 845 377 2168

\$100 security deposit

Insurance rec.  
RA

DEC 05 2018

VILLAGE OF WARWICK  
VILLAGE CLERKS OFFICE

## **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**

Lisa Lario

Signature

12/4/18

Date