

**BOARD OF TRUSTEES
VILLAGE OF WARWICK
FEBRUARY 19, 2019
AGENDA**

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

1. Introduction by Mayor Newhard.
2. Acceptance of Reports – January 2019: Clerk's Office, Justice, Building, Planning Board & ZBA.
3. Authorization to pay all approved and audited bills in the amount of \$ _____.
4. Police Report

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 authorize the return the Special User Permit Application fee in the amount of \$200 to Armando Jorge Ferreira for an application that was received on January 7, 2019 for 72 South Street, and then was recalled by the applicant on February 9, 2019. The application was not reviewed by the Village Board, Village Attorney or Engineer.
2. **MOTION** to authorize the Mayor to sign the Water Line Easement Agreement between James Tomaselli residing at 116 South Street Extension, Warwick, New York, Section 214 Block 2 Lot 6 and the Village of Warwick.
3. **MOTION** to grant permission to Boris Rudzinski, Building Inspector, to attend the Hudson Valley CEO Educational Conference on April 24, 25, and 26, 2019 at a cost of \$300.00 for registration. This conference will be held at the Poughkeepsie Grand Hotel in Poughkeepsie, NY.

4. **MOTION** to grant permission to Michael Moser, DPW Supervisor, to attend the Hudson Valley CEO Educational Conference on April 24, 25, and 26, 2019 at a cost of \$300.00 for registration. This conference will be held at the Poughkeepsie Grand Hotel in Poughkeepsie, NY.
5. **MOTION** to advertise for the position of Summer Office Intern.
6. **MOTION** to advertise for the position of Summer Engineer Intern.

Trustee Lindberg's Motions:

7. **MOTION** to grant permission to Winslow Therapeutic Riding Center to hold their annual Duck Derby on Sunday, May 19, 2019, at 1:30 P.M. in Linear Park by the Wawayanda Creek and South Street parking lot. Completed park permit, proof of proper insurance, and \$100 security deposit have been received.
8. **MOTION** to grant permission to Warwick Little League to use Memorial Park and Stanley Deming fields for the 2019 Little League season which will extend from March 1, 2019 through November 15, 2019 as per their letter dated February 5, 2019. Completed park permit, security deposit and proof of proper insurance have been received.
9. **MOTION** to grant permission to the Warwick Little League to hold their Opening Day Parade and Picture Day on Saturday, April 6, 2019. The parade will step-off promptly at 10:00 a.m. with lineup beginning at 9:30 a.m. The parade route will be Main Street, Railroad Avenue, South Street, Parkway, Park Lane, and then crossing Forester Avenue into Memorial Park. Picture Day activities will be between 8 a.m. and 6 p.m. in the Pavilion. Completed park permit, proof of proper insurance and security deposit have been received.
10. **MOTION** to close Church Street on Saturday, April 6, 2019 starting at 9 a.m. for the benefit of the Little League parade. Barriers to be provided by the Department of Public Works. The parking spaces on the east side of Main Street between High and Church Streets to be designated as "No Parking" so they can be used for drop-off of participants.
11. **MOTION** for the Village of Warwick to adopt the Village of Warwick Background Check Policy effective February 19, 2019.

Trustee Patterson's Motions:

12. 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:

1. Excessive absenteeism;
 2. Excessive tardiness;
 3. Unauthorized absences and/or failure to give proper notice.
- (vi) 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
Deputy Treasurer

Village Clerk
Deputy Clerk
Water Billing Clerk
Senior 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 (Public Officers with a 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.*

(b) Longevity pay: In addition to the regular salaries for full time and office employees, the following schedule of longevity pay shall be in effect to be determined as of the employee's anniversary date. Longevity pay shall be paid in a flat amount in accordance with the following formula:

After five (5) complete years of service	\$280.00
After ten (10) complete years of service	\$560.00
After fifteen (15) complete years of service	\$840.00
After twenty (20) complete years of service	\$1,120.00

Longevity pay is not added to wages for the purpose of calculating yearly increases.

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 _____

Eileen Patterson, Trustee, voting _____

George McManus, Trustee, voting _____

Michael Newhard, Mayor, voting _____

13. MOTION to approve the FY 2018-19 Back Overtime Schedule for overtime payments to the Village Employees listed thereon.

Trustee McManus' Motions:

14. MOTION to grant permission to the Nicholas P. Lesando Jr., Warwick Township Post #214 of the American Legion to hold their annual Memorial Day Parade on Monday, May 27, 2019 at 11 a.m. as per their letter dated January 3, 2019. The proper insurance has been received.

15. MOTION to appoint Denise Bulnes to the position of Deputy Village Treasurer effective February 21, 2019 at an annual salary of \$38,000.

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

Raina Abramson

From: Jorge Email <jorge66@optonline.net>
Sent: Monday, February 04, 2019 6:40 PM
To: Raina Abramson
Subject: application

Dear Raina Abramson

I am requesting to longer be put on the current agenda .
As of such please return the \$200 that was given to you on or about 1/7/19.

Reference property 72 south street

Please return check to:
South street property inc
P.O. Box 498
Warwick ny 10990

Thank you
Armando Jorge Ferreira
845-406-7277

Sent from my iPhone

Village of Warwick
Special Use Permit Application

1/9/19 - Per applicant - wait
to place on agenda
He will let us know when
he is ready.

Date received 1/7/19
App. Fee \$200.- ✓ #1013

- 1) Applicant's name Armando Ferreira
- 2) Address 62 West Ridge Rd.
- 3) Tele. No. # 845-406-7277 Cell # Same
- 4) Project Location 72 South St.
- 5) Sec. Lot & Blk 213-5-4
- 6) Describe Proposed Project CONVERT EXISTING OFFICE SPACE INTO
2 - 1 Bedroom apts.
- 7) Square Footage of Parcel 6,450 sq ft.
- 8) Has any variances, site plans or subdivisions been granted for the proposed property yes

If so please attach any copies of variances or Resolutions to this application form.

Signatures must be notarized

Signature of Applicant [Signature] Date 12-22-18

Signature of Property Owner [Signature] Date 12-22-18

Notary Seal:

MAUREEN JEVANS
Notary Public, State of New York
No. 01EV6262317
Qualified in Orange County
Commission Expires May 21, 2020

RECEIVED

JAN 03 2019

**VILLAGE OF WARWICK
VILLAGE CLERKS OFFICE**

Owner and/or applicant are responsible for payments of any and all consultant's fees.

WATER LINE EASEMENT

THIS AGREEMENT made and entered into this _____ day of February, 2019, by and between JAMES TOMASELLI, residing at 116 South Street Extension, Warwick, New York 10990 and to the Village of Warwick, within the Town of Warwick, County of Orange, State of New York, a municipal corporation organized and existing under the laws of the State of New York having its principal offices located at 77 Main Street, Warwick, New York 10990 ("Village of Warwick"), as follows:

RECITALS

WHEREAS JAMES TOMASELLI ("Grantor") is the fee simple owner of 116 South Street Extension, Warwick, New York 10990, otherwise identified as Section 214, Block 2, Lot 6 with the Village of Warwick, County of Orange, State of New York ("Grantor's Premises");

WHEREAS the Village of Warwick ("Grantee") is a municipal corporation organized and existing under the laws of the State of New York having its principal offices located at 77 Main Street, Warwick, New York 10990 ("Village of Warwick");

WHEREAS, Grantee seeks a permanent easement and right-of-way through and within Grantors' premises as more fully described on Schedule A attached hereto and incorporated herein by reference all for the purposes of repair, maintenance, improvement, and replacement of water line thereon and therein, and the right of ingress and egress in, from and to said easement.

NOW THEREFORE

FOR GOOD AND VALUABLE CONSIDERATION, the receipt and sufficiency of which is hereby acknowledged, Grantor hereby grants unto Grantee its successors and assigns, a permanent easement and right-of-way through and within Grantor's Premises, and substantially conforming to a 10-foot wide water line easement described on Schedule A, for the purpose of establishing, maintaining, repairing, and replacing and operating a Village of Warwick public water line therein, together with the right of ingress and egress in, from and to said easement for the purpose of inspecting, maintaining, repairing and replacing such facilities consisting of a 10-foot wide easement. The perpetual easement and right-of-way is hereby given and granted for the sole purpose of maintaining, repairing, replacing and operating the 10-foot wide water line easement.

Grantor hereby expressly reserves and shall have the right to use and enjoy the Premises for himself, his successors, assigns, and permittees the right at all times and for any purpose to go upon, across and re-cross and to use the said easement premises in a manner consistent with the existing nature of the property but in no event an a manner inconsistent with the purposes of the water line easement herein given.

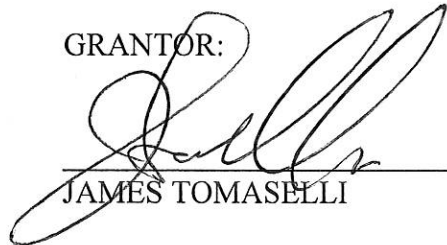
This conveyance is made subject to and conditioned upon the obligation of the Grantee to promptly restore the above-described property owned by Grantor to a condition equal or superior to that existing prior to exercising its rights under this easement. If and when Grantee makes any future repairs to the 10-foot wide water line easement located on the above described property, Grantee shall expediently replace and restore any affected portion of the property to a condition equal or superior to that existing prior to the undertaking of such repairs and maintenance.

No obligation to install, maintain, repair or replace the water line is hereby intended to be made, is made, or is hereby assumed by Grantee.

To HAVE AND To HOLD the premises herein granted unto the Grantee, the successors and assigns of the Grantee forever.

IN WITNESS WHEREOF, the Grantor has entered into this Easement Agreement this _____ day of January, 2019.

GRANTOR:



JAMES TOMASELLI

GRANTEE:

VILLAGE OF WARWICK

BY:

STATE OF NEW YORK)

) ss.

COUNTY OF ORANGE)

On February 6th, 2019, before me, the undersigned, a Notary Public in and for said State, personally appeared JAMES TOMASELLI personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument and that such individual made such appearance before the undersigned.



Notary Public

ELISA CONNOR
Notary Public, State of New York
No. 01CO6144501
Qualified in Orange County
Commission Expires April 24, 2022

STATE OF NEW YORK)

) ss.

COUNTY OF ORANGE)

On February , 2019, before me, the undersigned, a Notary Public in and for said State, personally appeared
personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument and that such individual made such appearance before the undersigned.

Notary Public

SCHMICK SURVEYING, INC.
PROFESSIONAL LAND SURVEYING

4 Overlook Drive Suite 3
Warwick New York 10990

Telephone (845) 986-8272
Schmicksurvey@optonline.net

10' WATER LINE EASEMENT DESCRIPTION

FOR:

TOMASELLI

**VILLAGE OF WARWICK
ORANGE COUNTY, NEW YORK
SECTION 214, BLOCK 12 LOT 6**

ALL that plot, piece or parcel of land situate, lying and being in the Village of Warwick, County of Orange and State of New York, known as 116 South Street Extension and being more particularly bounded and described as follows:

1. Beginning at an iron pipe found on the Westerly line of South Street Extension where the same is intersected by the lands now or formerly Coyle (214-12-4) and running thence along the Westerly line of South Street extension S02°17'00"W a distance of 160.27 feet to an iron rod set, thence;
2. Along the lands now or formerly LaBarbera (214-12-9) N87°43'00"W 10.00 feet to a point, thence;
3. Through the Lands now or formerly Tomaselli (214-12-6) N02°17'00"E a distance of 159.32 feet to a point, thence;
4. Along the Southerly line of Coyle N86°50'00"E a distance of 10.05 feet to the point and place of beginning.

Schedule A.

Date: February 7, 2019
To: Mayor Newhard & The Village Board
From: Cathy Schweizer, DPW Clerk
Re: HVCEOEC Seminar

Request a motion to grant permission to **Boris Rudzinski, Building Inspector**, to attend the Hudson Valley CEO Educational Conference on April 24, 25, & 26, 2019 at a cost of \$300.00. This conference will be held at the Poughkeepsie Grand Hotel in Poughkeepsie NY.

**RUDZINSKI , BORIS
REGISTRATION CONFIRMATION
PLEASE PRINT ALL PAGES OF
THIS DOCUMENT IMMEDIATELY**



NY0049250

PAYPAL LINK CLICK HERE

BORIS

**Congratulations. You have been confirmed for Attendance at
The HUDSON VALLEY CEO EDUCATIONAL CONFERENCE
April 24, 25, 26, 2019**

**The Conference will be held at:
Poughkeepsie Grand Hotel
40 Civic Center Plaza
Poughkeepsie NY 12601**

**Registration table opens Wednesday, April 24, 2019 @ 7 AM IN THE CIVIC CENTER
Class starts at 8:00 AM**

THERE WILL BE A SPECIAL PRESENTATION AT 7:45 AM

Registration Table for Thursday, April 25, 2019 opens @ 7:15 AM. IN HOTEL

Classes starting @ 8 AM

Assembly Breakfast starts @ 7:15 AM on Friday, April 26, 2019 IN HOTEL

Classes starting @ 9 AM

WEDNESDAY ALL CLASSES AT THE CIVIC CENTER

THURSDAY AND FRIDAY ALL CLASSES AT THE POUGHKEEPSIE GRAND HOTEL

Please carefully review all information below for accuracy.

email any corrections to register@codesclass.com

Last Name: RUDZINSKI

First Name: BORIS

Middle Initial:

Title: BUILDING INSPECTOR

Address Line 1: 77 MAIN STREET

Address Line 2:

City: WARWICK

State: NY

Zip: 10990

email: building@villageofwarwick.org

Municipality or firm: VILLAGE OF WARWICK

NY Training Id Num: NY0049250

FDID Num: 36819

Phone Number: 845-986-2031

Date: February 7, 2019

To: Mayor Newhard & The Village Board

From: Cathy Schweizer, DPW Clerk

Re: HVCEOEC Seminar

Request a motion to grant permission to **Michael Moser, DPW Supervisor**, to attend the Hudson Valley CEO Educational Conference on April 24, 25, & 26, 2019 at a cost of \$300.00. This conference will be held at the Poughkeepsie Grand Hotel in Poughkeepsie NY.

**MOSER , MICHAEL
REGISTRATION CONFIRMATION
PLEASE PRINT ALL PAGES OF
THIS DOCUMENT IMMEDIATELY**



NY0009509

PAYPAL LINK CLICK HERE

MICHAEL

**Congratulations. You have been confirmed for Attendance at
The HUDSON VALLEY CEO EDUCATIONAL CONFERENCE
April 24, 25, 26, 2019**

**The Conference will be held at:
Poughkeepsie Grand Hotel
40 Civic Center Plaza
Poughkeepsie NY 12601**

**Registration table opens Wednesday, April 24, 2019 @ 7 AM IN THE CIVIC CENTER
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WEDNESDAY ALL CLASSES AT THE CIVIC CENTER
THURSDAY AND FRIDAY ALL CLASSES AT THE POUGHKEEPSIE GRAND HOTEL**

Please carefully review all information below for accuracy.

email any corrections to register@codesclass.com

**Last Name: MOSER
First Name: MICHAEL
Middle Initial: G
Title: DPW SUPERVISOR
Address Line 1: 77 MAIN STREET
Address Line 2: PO BOX 369
City: WARWICK
State: NY
Zip: 10990
email: dpwsupervisor@villageofwarwick.org
Municipality or firm: VILLAGE OF WARWICK
NY Training Id Num: NY0009509
FDID Num: 36819
Phone Number: 845-986-2031**

Winslow

THERAPEUTIC RIDING CENTER
"Healing with Horses"

Since 1974

January 30, 2019

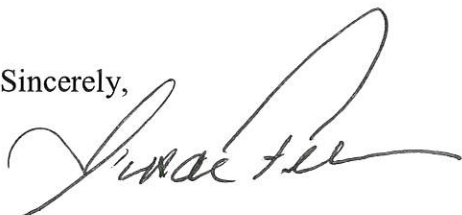
Mayor Michael Newhard
Village of Warwick
77 Main Street
Warwick, NY 10990

Dear Mayor Newhard,

On Behalf of Winslow Therapeutic Riding Center, we would like to request permission to hold the 29th Annual Duck Derby on Sunday May 19, 2019. The Duck Derby Race will take place at 1:30.

Attached is a Certificate of Liability Insurance, along with a completed Village of Warwick Facility Use Request. Enclosed please find the \$100 security deposit as required per the facility use document.

Sincerely,



Susan Ferro
Executive Director

RECEIVED

JAN 31 2019

VILLAGE OF WARWICK
VILLAGE CLERKS OFFICE



Donations to Winslow Therapeutic Riding Center are tax-deductible to the fullest extent of the law.

CLC Foundation, Inc. d/b/a/ Winslow Therapeutic Riding Center:

1433 State Route 17A, Warwick, NY 10990 • 845-986-6686 • fax 845-988-5980

Federal ID 13-3676239; NYS Registration No. 06-44-97

• www.winslow.org



VILLAGE OF WARWICK
FACILITY USE REQUEST

Today's Date 1/30/19

Date(s) Requested: MAY 19, 2019

Time of Event: 10AM - 2PM

Village Park/Facility Requested: Linear Park by the Wayawayanda Creek - South Street parking lot
****Please use attached map to indicated areas to be used****

Information about Group/Organization:

Name of Organization or individual: Winslow Therapeutic Riding Center

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

Proof of Residency: _____ Designated Contact: Susan Ferro

Mailing Address: 1433 Rt 17A WARWICK NY 10990

Telephone: (Day) 986-6686 (Evening) _____ (Cell) 988-7242

Information about intended use of Village Facilities:

Purpose of Use: Fundraiser that supports Winslow + other non-profit organizations (community involvement)

Total Participants Expected: _____ Adults _____ Children

How will the event be advertised? NEWSPAPER & Signs

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? No Will food be sold? _____

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 Winslow Therapeutic Riding (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 Winslow Therapeutic Riding (name organization)

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

Address: 1433 Rt 17A Warw. ck NY 10990 Telephone: 845-986-6686

\$100 sec. dep.

+

insurance

received



RECEIVED

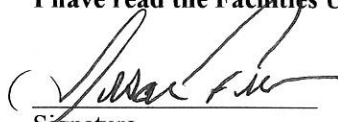
JAN 31 2019

VILLAGE OF WARWICK
VILLAGE CLERKS OFFICE

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


Signature

1/30/19
Date

WARWICK LITTLE LEAGUE
PO Box 153
Warwick, NY 10990

February 5, 2019

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

Re: 2019 Little League Season, Parade and Picture Day

Dear Mayor Newhard and Trustees:

The Warwick Little League requests the Village's permission for use of the Memorial Park and Stanley Deming fields for the 2019 Little League season, which will extend from March 1 to November 15. Little League will be responsible for daily preparation of the fields and is willing to be responsible for scheduling use of the fields with other users including travel baseball and softball teams. Completed application and insurance certificate have been submitted previously.

In addition the League is requesting permission to hold its Opening Day Parade and Picture Day on Saturday, April 6. The parade will step-off promptly at 10:00 AM with lineup beginning at 9:30 AM. This year we are again asking that Church Street be closed to traffic starting at 9 AM to serve as the parade assembly area with barriers provided by the DPW. Also we request that the parking spaces on the east side of Main Street between High and Church Streets be designated as "No Parking" so they can be used for drop-off of participants. The parade would follow the normal route of Main Street, Railroad Avenue, South Street, Parkway, Park Lane, and then crossing Forester Avenue into Memorial Park. As always you and the Trustees are invited to march or ride in the parade and join us for the opening ceremonies. For Picture Day activities we request use of the Memorial Park Pavilion and the surrounding area between 8 AM and 6PM on April 6.

On behalf of the players and their families thank you for your continued support. If you would like to discuss any aspect of this request please contact me.

Sincerely,



Barry Cheney
Director, Village Liaison

Cc: Mike Moser, Supervisor, Village DPW
Thomas McGovern, Chief, Warwick Police Department

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FEB 13 2019

**VILLAGE OF WARWICK
VILLAGE CLERKS OFFICE**

VILLAGE OF WARWICK
FACILITY USE REQUEST

Today's Date 2-12-2019

Date(s) Requested: MARCH 1 - NOV 15, 2019
8 AM - 10 PM

Time of Event: 8 AM - 10 PM

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

Information about Group/Organization:

Name of Organization or individual: WARWICK LITTLE LEAGUE

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

Proof of Residency: _____ Designated Contact: BARRY CHENEY

Mailing Address: PO BOX 153, WARWICK NY 10990

Telephone: (Day) 201-317-6484 (Evening) — (Cell) 201-317-6484

Information about intended use of Village Facilities:

Purpose of Use: USE OF BASEBALL/SOFTBALL FIELDS FOR PRACTICES & GAMES

Total Participants Expected: 300 Adults 150 Children

How will the event be advertised? N/A

Is Village equipment required? ☒ Yes ☐ No

If needed, state type and for what purpose: MOWING OF FIELDS

Village of Warwick Participants: 40% Non-Resident Participants: 60% (TOWN OF WARWICK)

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: CONCESSION STAND OPERATED BY LEAGUE

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 LITTLE LEAGUE (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 LITTLE LEAGUE (name organization)

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

Address: 5 PARKWAY Telephone: 201-317-6484

RECEIVED

FEB 13 2019

VILLAGE OF WARWICK
VILLAGE CLERKS OFFICE

\$100 sec. dep.
+

insurance rec.

RA

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.

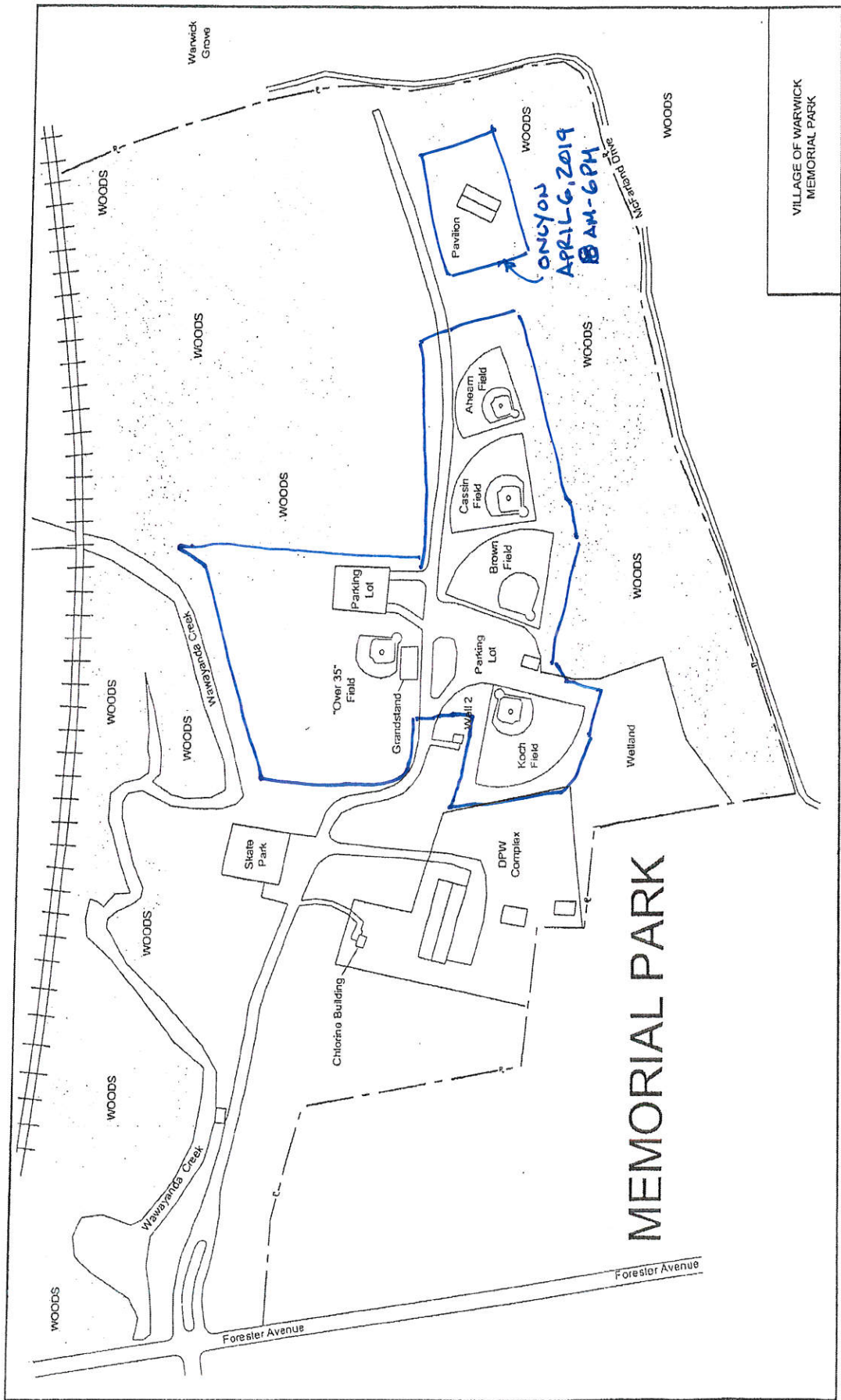
22. In the event of an accident, please notify the Village Clerk before the end of the next business day.

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


Signature

2-12-2019
Date



VILLAGE OF WARWICK
MEMORIAL PARK

MEMORIAL PARK

Forester Avenue

Village of Warwick Background Check Policy

Purpose:

For the safety and well-being of each and every resident, business owner and employee of the Village of Warwick, the Mayor and Village Board of Trustees introduces the following policy regarding background checks. Background checks are mandatory and applicable to any adult staff member/applicant ages 18 and above, seeking employment with the Village of Warwick. This policy is applicable to all prospective employees.

Procedures:

All prospective staff will be required to read and sign a written authorization form allowing the Village of Warwick to obtain and utilize background checks. The signed form must include the applicant/staff's name, social security number, address, previous addresses, and date of birth, along with a photocopy of their current driver's license or ID. Applicants who decline or fail to sign the waiver will not be eligible for work with the Village of Warwick. All waivers must be signed, and background check completed before any work may be done by the applicant.

Implementation:

The Village Clerk, with assistance from a third-party reporting agency, will administer all background check procedures. The Village Clerk shall receive and review the results of the background check reports from the agency with the Mayor. The Mayor and Village Board of Trustees shall determine if any individual does not meet the background check policy standards.

Potential Disqualification Criteria:

Pursuant to Article 23-A of the New York Correction Law prohibiting employers from denying an applicant employment because the applicant was previously convicted of one or more criminal offenses, the following two exceptions under Article 23-A may constitute a denial of employment:

First, employment may be denied if there is a direct relationship between the criminal offense committed and the employment sought. A "direct relationship" exists if the nature of the criminal conduct directly bears on the fitness or ability of the applicant to perform the duties or responsibilities of the job.

Second, employment may be denied if the applicant would pose an unreasonable risk to property or safety or welfare of others. This includes a risk to specific individuals or the general public.

Existing Staff:

If at any time during Village employment, any charges are uncovered or brought against the employee, he/she will be required to disclose to the Mayor and Village Board of Trustees the

nature of the offense and the disposition of the charge. Failure to make disclosure to the Mayor and Village Board of Trustees may result in the termination of the employee or other disciplinary action.

Potential Disqualifying Circumstances:

The Village Clerk shall notify the affected Applicant in a confidential manner that a potential disqualifying factor was reported on the criminal background check and present the background report to the applicant.

In the event the applicant feels a mistake has been reported in their criminal check, it is the applicant's responsibility to contact the reporting agency and resolve any issues.

Appealing a Disqualifying Report:

An applicant denied by the above policy may request an appeal of this decision. The Village Board will convene, in Executive Session, to review the appeal. The decision of the Board is final.

Confidentiality:

All information in response to the criminal background check shall be kept confidential and not disclosed or discussed outside of the reviewing personnel. The Village of Warwick is not responsible for errors or omissions that may be reported on background checks.

Adopted: TBA

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

PERMISSION FOR BACKGROUND RECORDS CHECK

I, the undersigned, hereby authorize and give consent for the Village of Warwick to obtain information regarding myself for employment or volunteer purposes. This information may be obtained either in writing or by way of telephone in connection with my application. Any person, firm or organization providing information in accordance with this authorization is released from any and all claims of liability for compliance. This information may include all or some of the following:

- Employment records/Employer's references
- Criminal background check information
- Sex offender registry check
- Driver's license check
- Training/experience/educational background check
- Personal references check
- Consumer Credit Check (if applicable for positions handling cash)
- Addresses

Applicant's Full Name (Print): _____

Maiden Name: _____ SSN _____

Sex: Male _____ Female _____ Date of Birth: _____

Address _____

City _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

How long at current address: _____ If less than 2 years at current address please provide pervious address:

Driver's License Number: _____ State: _____

Signature of Applicant: _____ Date: _____

Copy of Driver's License Attached: Y / N

**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. Deputy Treasurer | (32.5-hour work week) |
| e. Village Clerk | (32.5-hour work week) |
| f. Deputy Clerk | (32.5-hour work week) |
| g. Water Billing Clerk | (32.5-hour work week) |
| h. Court Clerk | (32.5-hour work week) |
| i. DPW Clerk | (32.5-hour work week) |
| j. Planning Board Secretary | (32.5-hour work week) |
| k. DPW Employees | Per Collective Bargaining Agreement |

2.2 Part-Time Employees

In accordance with the Rules for the Administration of Civil Service Law in the County of Orange, New York “Part-time employment means an employment or a combination of one or more employments in a civil division in which an individual works a total of 50% or less of the time prescribed as a standard work week by the governing body or other appropriate authority of the civil division or wherein the employee earns not more than ½ of the rate assigned to the position if the position has been allocated to a graded salary schedule” which shall include but not be limited to the following employees:

- a. Bailiffs
- b. Part-Time Court Clerk
- c. Parking Enforcement
- d. Part-Time Clerk
- e. 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
- c. (1) Village Justice – 4 Year Term

2.5 Planning Board Members –

- a. Planning Board Chairman – Annual Appointment by the Mayor and Village Board of Trustees
- b. (5) Planning Board Members – 5 Year Appointment
- c. (1) Planning Board Alternate – 1 Year Appointment

2.6 Architectural Review Board -

- a. ARB Chairman – Annual Appointment by the Mayor and Village Board of Trustees
- b. (5) ARB Members – 3 Year Appointment
- c. (1) ARB Alternate – 1 Year Appointment

2.7 Zoning Board of Approvals -

- a. ZBA Chairman – Annual Appointment by the Mayor and Village Board of Trustees
- b. (5) ZBA Members – 5 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 Amendments to the
Village of Warwick Employee Handbook
Section 3.5**

Adopted TBA / Effective June 1, 2018

3.5 Behavior Policy

Policy Statement – It is the policy of the Village Board of the Village of Warwick that all employees must conduct themselves in a positive manner so as to promote the best interests of the Village. Proper and appropriate employee behavior is necessary for the efficient operation of the Village. Any conduct that interferes with operations, that discredits the Village or that is offensive to residents or other employees will not be tolerated. Progressive discipline will be followed where appropriate. However severe violations will be punishable by termination subject to any applicable rights contained in the Civil Service Law.

Any employee who, after investigation, is found to have violated the policies and/or procedures, rules, and/or regulations set out in this Manual and/or the stated rules of a Village Department, or is found to have engaged in any of the following improper behaviors will be subject to appropriate disciplinary action:

- a) Deliberate or willful destruction, defacement, abuse or misuse of Village property or the property of a resident, supplier, visitor, or another employee;
- b) Theft of Village property or the property of a resident, supplier, visitor, or another employee;
- c) Falsification or alteration of any Village records or reports including but not limited to those pertaining to employment application, medical records, time records, etc.;
- d) Preparation or manipulation of another employee's time record;
- e) Intimidation, coercion, threatening, or assault of, or fighting or interfering with, another employee, supervisor, resident, supplier, visitor, or any other person whether on or off Village premises;
- f) Engaging in sexual harassment or the creation of a sexually hostile environment as against another employee, supervisor, resident, supplier, visitor, or any other person whether on or off Village premises;
- g) Possession of firearms or explosives on Village Property or in a Village vehicle, unless possession is required in the performance of the employee's duties and has been authorized by the Mayor;
- h) Use of or being under the influence of alcohol or controlled substance(s) on Village premises and/or in Village equipment, vehicles and/or on Village property. An employee will be considered to be under the influence of alcohol if the employee

has a Blood Alcohol count (“BAC”) of .02 or greater *or* has consumed any alcohol within two (2) hours of reporting to work;

- i) Possession or sale of alcohol or controlled substance(s) on Village Premises and/or in Village equipment, vehicle and/or on Village property;
- j) Insubordination or willful refusal to comply with a supervisor’s order or instruction in the course of Village employment;
- k) Disregard of safety rules and/or safety practices in such a way that jeopardizes the safety of the employee, another employee, a supervisor, a resident, a supplier, a visitor, or any other person;
- l) Sleeping on the job;
- m) Willful work slowdown, work stoppage, and interfering with or restricting the performance of another employee or in any other way interfering with Village operations;
- n) Personal activity during paid work time without the expressed permission of the employee’s supervisor;
- o) Disruptive, loud and boisterous behavior or horseplay in the workplace;
- p) Abusive language in the workplace;
- q) Personal use of the telephone except in an emergency or to check briefly on family matters;
- r) Posting, removing, or defacing of notices, signs, or other written material without prior approval;
- s) Gambling on Village Premises.
- t) Disclosure by an employee of Village information to anyone other than a Village official or employee which information is available to the employee as a function of his or her job duties;
- u) Safety and Health Violations
 - (i) Disregard of safety rules and/or safety practices;
 - (ii) Failure to wear assigned safety clothing or equipment;
 - (iii) Careless or negligent use and/or operation of equipment, machinery, and/or vehicles;
 - (iv) Creating or contributing to unsafe, insecure or unsanitary work or rest areas;
 - (v) Smoking in non-smoking areas.

(vi) Smoking in Village vehicles and/or equipment.

v) Time and Attendance Violations;

- (i) Failure to be at one's workstation at the start of one's shift or after lunch;
- (ii) Extended breaks or lunch periods;
- (iii) Stopping work in advance of the specified quitting time;
- (iv) Unreasonable time away from one's work station for personal, non-health related reasons, including but not limited to smoking, using the telephone, etc.

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

- 1. Excessive absenteeism;
- 2. Excessive tardiness;
- 3. Unauthorized absences and/or failure to give proper notice.

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

**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. Deputy Treasurer	8:30 a.m. – 4:00 p.m.
e. Village Clerk	8:30 a.m. – 4:00 p.m.
f. Deputy Clerk	8:30 a.m. – 4:00 p.m.
g. Water Billing Clerk	8:30 a.m. – 4:00 p.m.
h. Court Clerk	8:30 a.m. – 4:00 p.m.
i. DPW Clerk	8:30 a.m. – 4:00 p.m.
j. Planning Board Secretary	8:30 a.m. – 4:00 p.m.
k. 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, or Village Clerk in the Mayor's absence.

Overtime

1. Full Time Employees:

- a. DPW Supervisor: Exempt from Overtime in accordance with the Federal Fair Labor Standards Act (FLSA).
- b. Code Enforcement Officer: Excess of 40 hours per week is 1 ½ x regular hourly rate.
- c. Treasurer: The 5 hours between 35 hours and 40 hours per week is paid at regular hourly rate. Excess of 40 hours per week is 1 ½ x regular hourly rate.
- d. Village Clerk, Deputy Clerk, Deputy Treasurer, Water Billing Clerk, Court Clerk, DPW Clerk & Planning Board Secretary: The 7 ½ hours between 32.5 and 40 hours per week is paid at regular hourly rate. Excess of 40 hours per week is 1 ½ x regular hourly rate.
- e. DPW Employees: Per Collective Bargaining Agreement.

2. Part Time Employees:

Excess of 40 hours per week is 1 ½ x regular hourly rate.

3. Seasonal Employees:

Excess of 40 hours per week is 1 ½ x regular hourly rate.

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.
- 2. DPW Employees: Per Collective Bargaining Agreement
- 3. All other overtime requests must be pre-approved and signed off by the Mayor, or Village Clerk in the Mayor's absence, using an overtime request form which can be obtained in the Clerk's Office. The signed form must be submitted to the Deputy Treasurer as part of your time record no later than Friday 9:00 a.m. for the applicable payroll.

Break Time

While 'break time/coffee breaks' are not required by the NYS Department of Labor supervisors are authorized to permit full time employees, when work load permits, one (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.

Part Time Employees: Break time is not applicable, except when working 8:30 a.m. – 4:00 p.m. to cover a full-time employee, then the above break time guidelines for full-time employees apply.

DPW Employees: Per Collective Bargaining Agreement

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 per exempt status in accordance with the Federal Fair Labor Standards Act (FLSA) |
| b. Building Inspector | 30 minutes unpaid |
| c. Treasurer | 30 minutes unpaid |
| d. Village Clerk, Deputy Clerk, Deputy Treasurer, Water Billing Clerk, Court Clerk, DPW Clerk, & 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.

3. Seasonal Employees: Per Mayor, Village Board of Trustees and the NYS Department of Labor.

Conferences / Training / Meetings

1. Conferences / Training Approval:

Per New York State Conference of Mayors, any event where the Village incurs a fee it must be approved by the Mayor and Village Board of Trustees, therefore conferences or training that will be subject to fees/invoices including but not limited to registration fees, lodging, overtime, use of Village vehicle and/or mileage reimbursement must be pre-approved by the Mayor and Village Board of Trustees.

Conferences or training that are completely free of charge must be pre-approved by the Mayor.

The employees request to the Mayor and Village Board, if applicable, to attend a Conference / Training must include:

a. Memo requesting approval that includes:

- i. Dates of the conference/training.
- ii. Hours of the conference/training sessions each day.
- iii. Registration fee.
- iv. Lodging fee.
- v. Printed agenda from organizer of event.
- vi. Request of use of Village vehicle, if applicable.
- vii. Request for mileage reimbursement, if applicable.
- viii. Notification of travel if it will be outside of the regular Monday – Friday workday.
- ix. If this event is for the fulfillment of a specialized training or follow-up training which is required for certification by law of a higher level of government, this information must be included.

2. Conferences / Training Compensation:

- Training mandated by the employer is considered time worked.
- Only time spent in required classes and training sessions is considered time worked.
- Time in confinement is not time worked, such as time in a hotel room.
- Attendance *outside of regular working hours* at specialized or follow-up training which is required for certification by law of a higher level of government is not time worked.

3. Regular Monthly 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'.

Travel

In accordance with the U.S. Department of Labor Wage and Hour Division and the New York State Conference of Mayors:

Travel During the Regular Workday: Time spent by an employee in travel as part of their principal activity during the workday is work time and must be counted as time worked.

Travel Outside of the Regular Workday: Time spent by an employee in travel outside of their normal workday is not considered worktime and will not be counted as time worked.

Travel Away from Home Community: Travel that keeps an employee away from home overnight is travel away from home. Travel away from home is clearly work time when it occurs during the employee's workday. The time is not only hours worked on regular working days during normal working hours, but also during corresponding hours on nonworking days. For example, if an employee's regular workday hours are Monday – Friday 8:30 a.m. – 4:00 p.m., and travel is necessary on a Saturday or Sunday, it will only be considered work time during the hours of 8:30 a.m. – 4:00 p.m. however, it must be pre-approved by the Mayor and Village Board.

Call Back Travel: Travel of a substantial distance to the scene of an emergency from home is counted as time worked.

**Draft Amendment to the
Village of Warwick Employee Handbook
Section 6.3**

Adopted TBA / Effective June 1, 2018

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
Deputy Treasurer
Village Clerk
Deputy Clerk
Water Billing Clerk
Senior 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 (Public Officers with a 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.*

(b) Longevity pay: In addition to the regular salaries for full time and office employees, the following schedule of longevity pay shall be in effect to be determined as of the employee's anniversary date. Longevity pay shall be paid in a flat amount in accordance with the following formula:

After five (5) complete years of service	\$280.00
After ten (10) complete years of service	\$560.00
After fifteen (15) complete years of service	\$840.00
After twenty (20) complete years of service	\$1,120.00

Longevity pay is not added to wages for the purpose of calculating yearly increases.



VILLAGE OF WARWICK
INCORPORATED 1867

February 14, 2019


TO: Mayor and Board of Trustees
FROM: Cathy Richards, Village Treasurer
CC: Raina Abramson, Village Clerk
RE: **2018-2019 Back Overtime Schedule**

I was asked to provide a detailed listing of certain Village employees that would receive additional compensation for attendance to evening meetings, court and approved trainings beyond the scheduled workday. This listing is for time worked as of June 1, 2018 through the last payroll dated February 12, 2019.

These employees now punch in and out on the Village Hall timeclock to track this additional compensated time on their timecard each time. However, prior to this, we were able to research other records to determine each employee's additional compensation as of June 1, 2018 as follows:

- **Village Clerk and Deputy Clerk:** Prior to punching the timeclock, the software for the meeting recorder provided a log of all meetings as shown on the attached screenshot printout. An arrival time of 7:00 pm for Village Board meetings was used. The Village Clerk was asked to attend an Executive Session at the close of the regular meeting on October 15, 2018. The last page of the approved October 15, 2018 minutes reflects the end time of this session.
- **Planning Board/ZBA/ARB Secretary:** The secretary has always punched in/out on the Village Hall timeclock for her meetings, and therefore we were able to calculate the additional time from her timecard.
- **Court Clerk:** Prior to punching the timeclock, the bailiffs timecards were used as the bailiffs complete a timesheet for each court date. We were able to calculate the Court Clerk's attendance from the bailiff timesheets – considering any vacation or sick time taken.
- **Building Inspector:** The Building Inspector wrote training time on his timecard for the evening meeting he was asked to attend by the Mayor. A copy of the email from the Mayor requesting his attendance is provided.

Respectfully submitted,


Cathy M. Richards
Village Treasurer

NICHOLAS P. LESANDO JR.
WARWICK TOWNSHIP
POST 214 P.O. BOX 401
WARWICK, N.Y. 10990

January 3, 2019

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

SUBJECT: PERMISSION TO HAVE A PARADE ON MAY 27, 2019
IN HONOR OF DEPARTED VETERANS

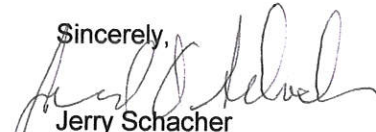
Dear Mayor Newhard and Village Board Members,

The Nicholas P. Lesando, Jr., Warwick Township Post of the American Legion requests permission to hold a parade in the Village of Warwick on May 27, 2019, starting at 11:00 A.M. and terminating at approximately 12:00 P.M.

The parade route will be as follows: start at 11:00 A.M. from the Village Hall on Main Street, down Main Street to Oakland Avenue, up Oakland Avenue to Warwick Cemetery, where ceremonies will be held. It will then continue to St. Stephen's Cemetery along Galloway Road where ceremonies will be held for our veterans buried there. After the ceremonies, the parade will regroup and go down Forester Avenue to the Firemens Monument for their ceremonies. The parade will end there.

Thank you.

Sincerely,



Jerry Schacher
Post Commander

RECEIVED

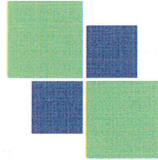
JAN 09 2019

VILLAGE OF WARWICK
VILLAGE CLERKS OFFICE

Insurance Rec. 1/31/19 ✓ (RA)

**BOARD OF TRUSTEES
VILLAGE OF WARWICK
FEBRUARY 19, 2019
AGENDA ADDENDUM No. 1**

16. **MOTION** to close the current playground area and bathroom at Stanley-Deming Park on February 20, 2019. A construction fence will enclose the area to allow the removal of existing equipment, surveying, regrading and installing posts in preparation for the Build Week of April 22 – 28, 2019. The playground will reopen in May 2019 after rubber surfacing is installed and all proper inspections have been completed.
17. **MOTION** to accept the bid from J Squared Construction Corp. in the amount of \$158,000.00 to complete the Sludge Conveyor System Replacement Project.



LEHMAN & GETZ
CONSULTING ENGINEERS

February 15, 2019

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

Att: Mayor Michael Newhard

Re: Sludge Conveyor Project
L&G #1800.84

Dear Mayor Newhard and Trustees:

On January 3, 2019 the Village of Warwick issued an advertisement for bids for the Sludge Conveyor System Replacement Project. The advertisement was published in the Warwick Valley Dispatch, the Times Herald Record and in the Dodge Reports.

Bids were opened at Village Hall on February 13, 2019. Six contactors submitted bids, as summarized below:

Fed Devens Construction	\$186,000.00
J Squared Construction Corp.	\$158,000.00
Eventus Construction Comp. INC.	\$216,000.00
TAM Enterprises, INC.	\$171,000.00
Rapid Pump & Meter Service	\$227,838.00
SRG Contracting	\$206,611.00

The lowest bidder for the project is J Squared Construction Corporation. of Voorheesville, NY, with a bid amount of \$158,000.00

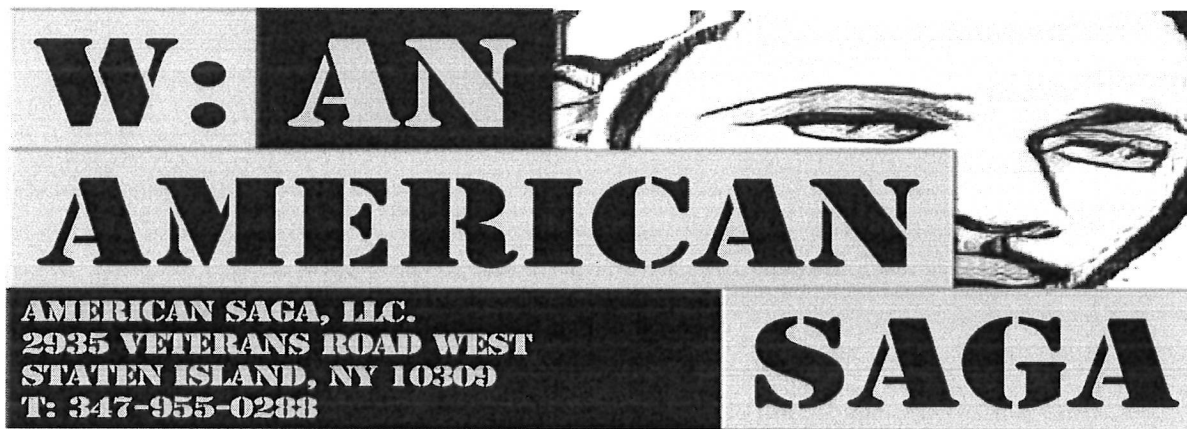
We have reviewed the bid documents submitted by J Squared Construction Corp. and found them to be complete. We have also discussed previous projects that they have completed with various references, and were given favorable comments from each reference. We therefore recommend that they be hired to complete the Sludge Conveyor System Replacement Project.

Sincerely,

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

**BOARD OF TRUSTEES
VILLAGE OF WARWICK
FEBRUARY 19, 2019
AGENDA ADDENDUM No. 2**

18. **MOTION** to grant permission to 'An American Saga, LLC' to film a scene on Railroad Avenue on March 5, 2019, from 10:30 a.m. to 3:00 p.m. per the attached letter, map, permit application, application addendum, and Village of Warwick release and hold harmless agreement for production filming. The request includes: closing Railroad Avenue, closing sidewalks along Railroad Avenue, the use of one (1) parking space at the corner of First Street and Oakland Avenue, the use of one (1) parking space at the corner of First Street and South Street, and the use of twenty-four (24) parking spaces in the South Street Parking Lot. All fees including permit, shooting, parking lot rental, street, and sidewalk closer fees have been received. A \$5,000 security deposit and proper insurance have also been received.



February 15th, 2019

Raina Abramson
Village Clerk
77 Main Street
Warwick, NY 10990

Dear Raina,

Thank you for taking the time to speak to me regarding our upcoming 10-part Hulu TV Series titled "An American Saga." It chronicles a group of men from Staten Island who go on to rise from adversity to become one of the biggest music groups in the world. It's been lauded by the Governor's Office of Film and Television and the Borough Presidents Office of Film and Television.

We are asking permission to film a scene at 25 Railroad Avenue between South Street and Oakland Avenue. The shoot date is Tuesday March 5th, 2019 between the hours of 10:30AM to 3:00 PM. We would ask permission to prep on Monday March 4th, 2019 and Wrap the location on Wednesday March 6th. Please note with prep and wrap dates: we will not ask to hold any parking or do street closures. It is strictly to dress store fronts. No parking will be held on prep and wrap days.

The scene takes place in 1980 and is a flashback to the main characters childhood where he was sent from Staten Island to live with his uncle on a farm and where he learns work ethic.

We are working with Better Homes and Garden to dress the front of their location to resemble a Bus Station. This will be done by changing signage on the front of the building. We are also reaching out to the neighboring businesses to discuss the possibility of changing some of their signage to be more in line with 1980. The main business that we are looking to alter is Grappa Ristorante. I have been in contact with the owners and they are tentatively on board. We are also reaching out to the additional retail business on the block and we will compensate them and possibly ask to dress some additional storefronts. We will supply you with a final list of all the business that we are working with on Railroad Avenue as soon as we can.

The crew size is 75 people and we will have roughly 45 background actors along with our two main actors. We are working out a parking lot with the Town of Warwick to hold all of our trucks and crew

cars and we will bring in our equipment on stake beds to minimize the impact of the shoot on the village.

We are asking permission to hold the parking on both sides of Railroad Avenue between South Street and Oakland Avenue for the shoot day. We will coordinate with the village on when it is allowed to begin putting out cones. We will work to not interfere with the businesses as best as possible and make sure people can park for dinner.

We are requesting 4 officers be with us for the duration of the shoot. I have been coordinating with Chief Thomas McGovern of the Warwick police dept. We have spoken of having four officers with us for the film shoot and will confirm on Tuesday February 19th. We are asking permission to due Intermittent lock ups of traffic and at the discretion of the Warwick Police, prolonged traffic lock ups when available.

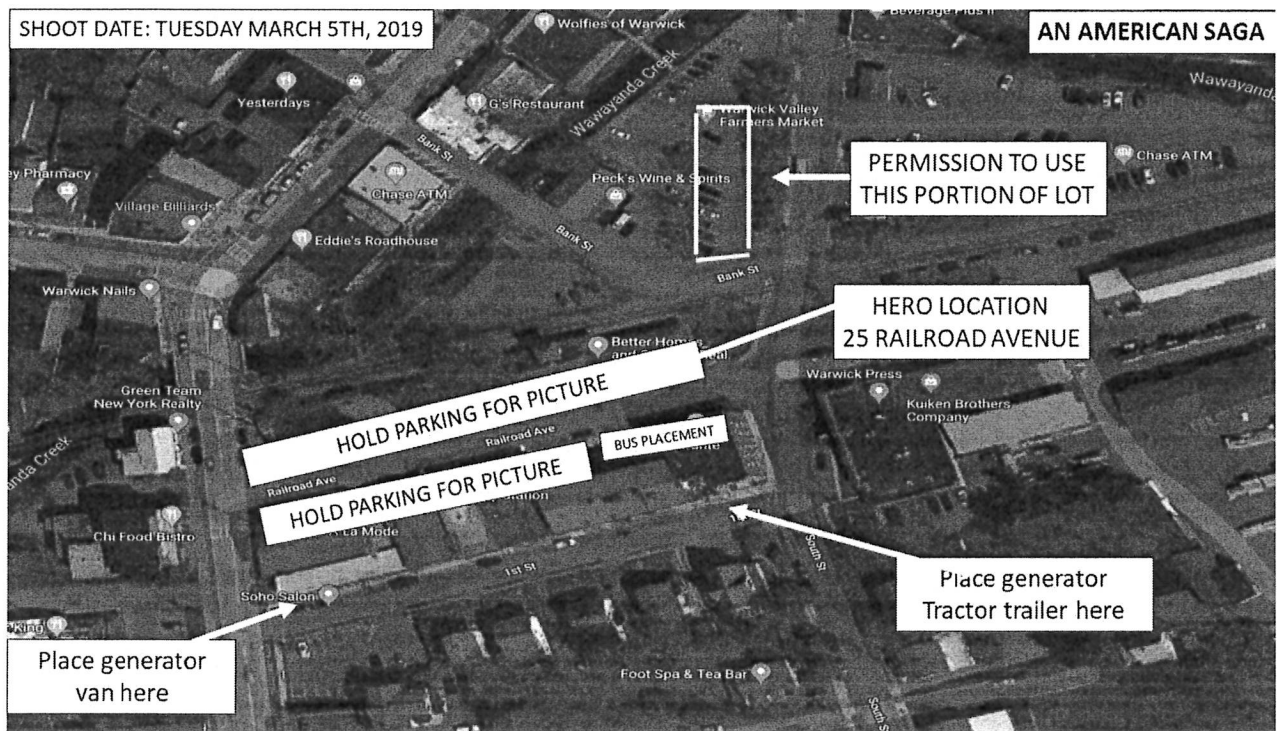
We ask permission to place the street as a one-way Street with the cars facing towards Oakland Street. There is a possibility that we may ask for the bus to pull out although due to time constraints we may not achieve that shot.

We have two generator positions that we are asking permission for. I have included both positions on the map. We ask permission to hold 1 parking space for each generator. Will be using a generator that works off of a van and has little to no sound. And possibly the tractor from our electric truck. We would ask permission to park that on 1st Street at the corner of south street.

We will have 15 vintage picture cars that we ask permission to place on the street in parking spaces to help give the illusion of 1980.

We would also like to utilize half of the South Parking lot that we spoke about and the 24 spaces that can be allotted to us. This would be to help relocate the employees at better homes and garden and as a possible support space for some of our vehicles.

Here is the map of our March 5th shoot:



Filming in New York State is a great job builder that brings in tax dollars and employs tens of thousands of people. We are so appreciative that you open your doors to us and allow us to show the world your beautiful village and help to create movie magic.

I thank you, your Mayor, and the Village of Warwick for considering our film request.

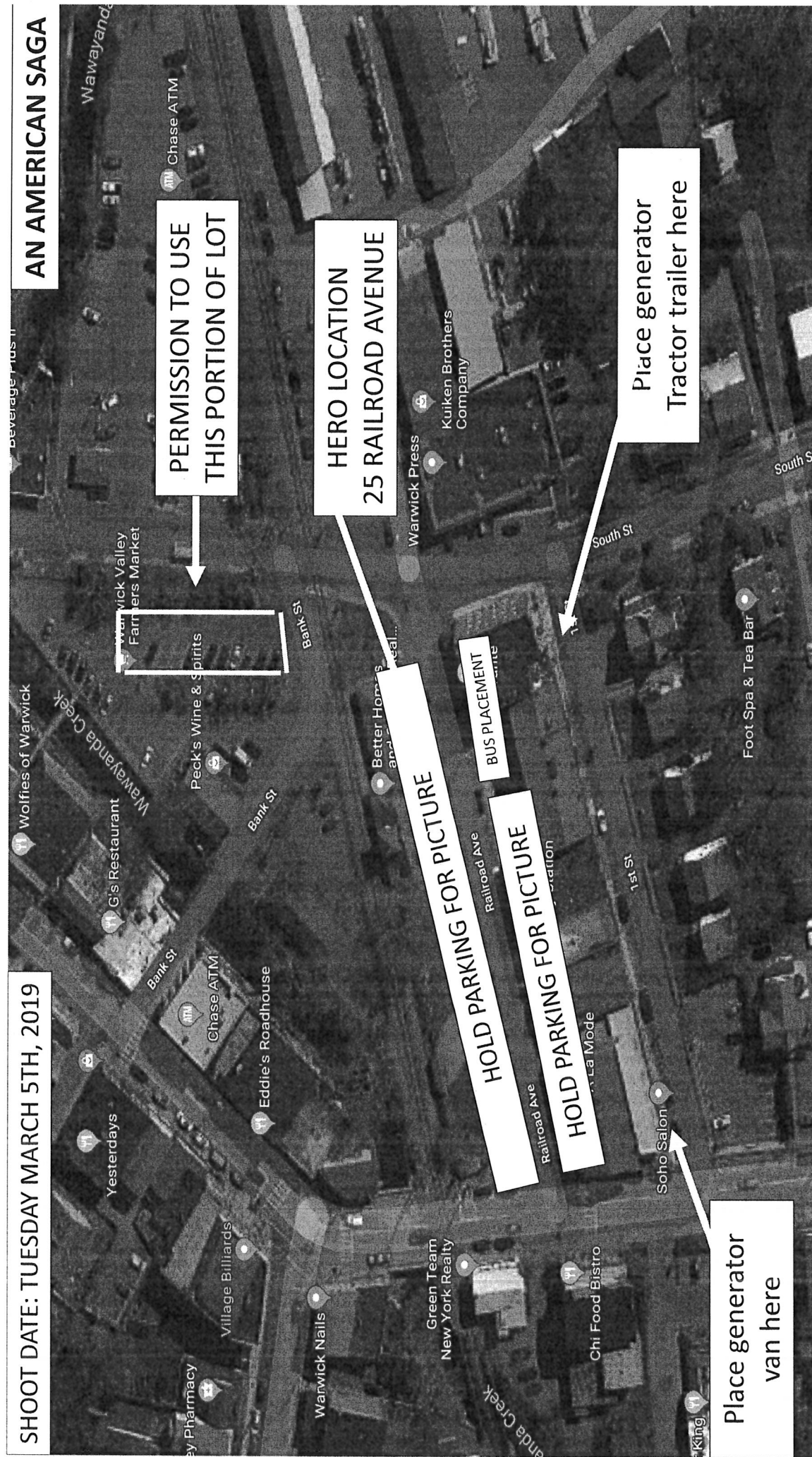
Please reach out to me with any questions or concerns that you may have.

Best,

Rob Coleman
Location Manager
"An American Saga"
An American Saga, LLC
347-750-9447 Cell

SHOOT DATE: TUESDAY MARCH 5TH, 2019

AN AMERICAN SAGA



PERMISSION TO USE
THIS PORTION OF LOT

HERO LOCATION
25 RAILROAD AVENUE

Place generator
Tractor trailer here

HOLD PARKING FOR PICTURE

BUS PLACEMENT

HOLD PARKING FOR PICTURE

Place generator
van here

Village of Warwick
Film Permit Application
77 Main Street/P.O. Box 369
Warwick, New York 10990
PHONE: (845) 986-2031
FAX: (845) 986-6884

Date Received: 2/19/19 Permit #: _____
Staff Initial: RA Issue Date: _____

Please note the following:

1. This request **DOES NOT** constitute a permit to film the Village of Warwick.
2. All applications will be reviewed within 7 business days to determine the length of time required to process.
3. A completed application and application fee are required to be submitted before application will be reviewed.
4. No more than one film permit will be issued for each allowable day of filming.

APPLICANT INFORMATION

Applicant (Company Name): An American Sager LLC
Address: 2935 Veterans Rd W Telephone: 347-955-0288
Staten Island, NY 10309 Fax: _____
E-mail: AmericanSager@gmail.com
Location Manager: Rob Coleman Cell: 347-750-9447
Asst. Location Manager: Henry Winnik Cell: 973-868-3402
Director: Chris Robinson Cell: _____
Producer: Rob Ortiz Cell: 323-821-6603
Allison Forest - Asst 504-575-7783

FILMING DETAILS

Type of Production:

☐ Feature ☐ Commercial ☒ TV Series ☐ Music Video ☐ Documentary
☐ Student ☐ Still Photo ☐ Other _____

Film Activity:

ASKING permission to film exterior scene
roughly 10:30 AM - 2:00 PM

1

\$5,000 sec dep.
insurance
Rec. (RA)

RECEIVED

FEB 19 2019

VILLAGE OF WARWICK
VILLAGE CLERKS OFFICE

Any activity not selected on application but engaged in at location will not be permitted and is cause to revoke permit.

- ☐ Int. Dialogue ☐ Wet Down ☒ Street Closure ☒ Camera on Sidewalk
☒ Camera on Street ☐ Nudity ☒ Ext. Dialogue ☒ Drive w/traffic ☐ Amplified Sound
☐ Running Shots ☒ ~~Stunts~~ or Special Effects ☐ Drive By's ☒ Drive Ups/Away
☐ Other: _____

_____ Possible Haze for Atmosphere .TBD
Applicant agrees to pay all fees in accordance with the attached schedule.

The applicant shall be responsible for all out-of-pocket and administrative expenses associated with the application and filming including, but not limited to, police services, fire department services, emergency personnel and Department of Public Works expense.

A security deposit of \$5,000.00 will be required at time of application, which will be held in escrow and applied toward fees. The applicant shall replenish the escrow account upon demand by the Village.

Signature of Applicant: Rob Coleman Date: 2/15/19

Print Name: Rob Coleman

PERSONNEL/VEHICLES

Of Cast members: 75 2 # Of Crew members: _____

*PARKING PLAN MUST BE ATTACHED

*NO PARKING signs must be posted 48 hours in advance of your call time

*any equipment not selected on application will not be permitted and if used on location will give cause to revoke permit.

List Quantities

Personal Cars: 30 Catering: 3 Port-a-potties: TBD Semi-Trucks: 6
Motor Homes: 2 Generators: 1 Trailers: 5 Picture Cars: 15
Cub Trucks: 2 Vans: 8 Condors: _____ Camera Trucks: 1
Other: Vintage Bus x2

LOCATION #1

Address of Intersection: 25 Railroad Ave Date(s) 3/5/19 to 3/5/19
BTW South St + Oakland Ave *Time: 10:00 AM to 3:00 PM
*Please indicate time in format

Structure Type: Vintage Bus Open to public? ☐ yes ☒ no

Summary of Scene(s): _____

A young boy is sent from the city to
live with his uncle on his farm to learn
to be a man and to learn work ethic. He meets
him ~~at~~ at a bus depot for the first time

*Special Effects: ☐ yes ☒ no FX# _____ Name: _____

☐ Squibs/bullet hits ☐ Explosion ☐ Fire Effects ☐ Sparks ☐ Stunts

☐ Gunfire Automatic or Single Shot Hours Requested: _____ to _____

***FRONT AND BACK COPY OF SPECIAL EFFECTS LICENSE REQUIRED WITH APPLICATION**

LOCATION #2

Address of Intersection: N/A Date(s) _____ to _____
*Time: _____ to _____
*Please indicate time in format

Structure Type: _____ Open to public? ☐ yes ☐ no

Summary of Scene(s): _____

*Special Effects: ☐ yes ☐ no FX# _____ Name: _____

☐ Squibs/bullet hits ☐ Explosion ☐ Fire Effects ☐ Sparks ☐ Stunts
☐ Gunfire Automatic or Single Shot Hours Requested: _____ to _____

***FRONT AND BACK COPY OF SPECIAL EFFECTS LICENSE REQUIRED
WITH APPLICATION**

FEE SCHEDULE

Permit.....	\$250.00
Shooting Fee 1-30 personnel.....	\$250.00/day
30-60 personnel.....	\$500.00/day
60+ personnel.....	\$600.00/day
Parking Lot Rental.....	\$500.00/day
Street Closure.....	\$200.00/day
Sidewalk Closure.....	\$100.00/day

**These fees may be adjusted by Board resolution for independent and student film.

The applicant shall be responsible for all out-of-pocket and administrative expenses associated with the application and filming including, but not limited to, police services, fire department services, emergency personnel and Department of Public Works expense.

A security deposit of \$5,000.00 will be required at time of application, which will be held in escrow and applied toward fees. The applicant shall replenish the escrow account upon demand by the Village.

FOR VILLAGE USE ONLY

Village Representative _____ Date: _____
Signature

Recommendations:

Police Department: _____ Date: _____
Signature

Recommendations:

Fire Department: _____ Date: _____
Signature

Recommendations:

FEES:

Application/Processing:	_____	Permit Fee:	\$250
Location:	_____	Shooting Fee:	\$600
Police Personnel	_____	Parking Lot Rental:	\$500
Fire Personnel	_____	Street Closure:	\$200
Parking:	_____	Sidewalk Closure:	\$100

TOTAL _____ **TOTAL:** **\$1,650**

Security Deposit: \$5,000 ✓ # 239

Attachments: Location Agreements(s)
Parking Plan
Insurance Certificate
Special Effects License
Signatures

**VILLAGE OF WARWICK
FILM PERMIT APPLICATION ADDENDUM**

‘An American Saga, LLC’

In the event of any claim by the Village against the applicant arising from the activity authorized under this permit, whether or not material, the Village of Warwick shall not be entitled to enjoin, restrain or interfere with the production, advertising, exhibiting or exploitation of the television series, currently entitled “American Saga” but shall be limited to a claim for monetary damages. Provided, however, that the Village shall be entitled to seek injunctive relief to prohibit continued operations by the applicant in the Village and/or use of Village property in the event that this permit is revoked by the Village and/or for any production activity undertaken in the Village after this permit expires.

To the extent that the Village's property will be depicted in the production authorized by this permit, the Village of Warwick hereby grants to American Saga, LLC, its successors, assigns and licensees, the irrevocable perpetual right in all media now known or hereafter devised, throughout the universe, to use the photographs of such Village-owned property taken by American Saga, LLC hereunder in connection with motion picture and television photoplays including, but not limited to, the television series currently entitled “American Saga” in such manner and to such extent as American Saga, LLC may desire, including, without limitation, the right to use such photographs for advertising and publicity purposes as well as in on-line, digital or interactive computer media.

CERTIFICATE OF LIABILITY INSURANCE

 Date (MM/DD/YYYY)
02/08/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Aon/Albert G. Ruben Insurance Services, Inc. 15303 Ventura Blvd., Suite 1200 Sherman Oaks, CA 91403 + 1818.742.1400	Contact Name: KELLY PRYOR Phone: (818) 742-0519 (A/C, No. Ext): Fax: (847) 953-2801 (A/C, No): Email Address: KELLY.PRYOR@AON.COM														
INSURED AMERICAN SAGA, LLC IMAGINE HOLDING COMPANY, LLC 150 SOUTH EL CAMINO DRIVE, SUITE 100 BEVERLY HILLS, CALIFORNIA 90212	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">Insurer's Affording Coverage</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A: FIREMAN'S FUND INSURANCE COMPANY</td> <td></td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	Insurer's Affording Coverage	NAIC #	INSURER A: FIREMAN'S FUND INSURANCE COMPANY		INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
Insurer's Affording Coverage	NAIC #														
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INSURER B:															
INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. LIMITS SHOWN ARE AS REQUESTED.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> CLAIMS-MADE </div> <div> <input checked="" type="checkbox"/> OCCUR </div> </div>	X	X	XXC80514448	11/12/2018	11/12/2019	EACH OCCURRENCE	\$1,000,000
							DAMAGE TO RENTED PREMISES (Each Occurrence)	\$1,000,000
							MED EXP (Any one person)	\$50,000
							PERSONAL & ADV INJURY	\$1,000,000
							GENERAL AGGREGATE	\$2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:							
A	AUTOMOBILE LIABILITY <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> AUTO PHYSICAL DAMAGE* </div> <div> <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY </div> </div>	X	X	XXC80514448 *MPT50001043 *AUTO P.D. INCLUDED IN M.E. LIMIT DED: 10% OF LOSS SUBJECT TO \$2,500 MIN / \$7,500 MAX	11/12/2018	11/12/2019	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per Accident)	\$
								\$
A	<input checked="" type="checkbox"/> Umbrella Liability <input type="checkbox"/> Excess Liability <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$ </div> </div>	X	X	XAU00024716664	11/12/2018	11/12/2019	EACH OCCURRENCE	\$5,000,000
							AGGREGATE	\$5,000,000
								\$
								\$
								\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	X	SCW0004181801 (EVIDENCE ONLY)	01/01/2019	01/01/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> Other	
							E.L. Each Accident	\$1,000,000
							E.L. Disease – EA Employee	\$1,000,000
							E.L. Disease – Policy Limit	\$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

THE CERTIFICATE HOLDER IS INCLUDED AS ADDITIONAL INSURED WITH RESPECT TO THE GENERAL LIABILITY, AUTO LIABILITY AND UMBRELLA LIABILITY POLICIES AND A LOSS PAYEE UNDER THE PRODUCTION PACKAGE POLICY BUT ONLY AS RESPECTS THEIR AGREEMENT WITH THE NAMED INSURED. INCLUDES WAIVER OF SUBROGATION IN FAVOR OF CERTIFICATE HOLDER. INSURANCE IS PRIMARY AND NON-CONTRIBUTORY. NYCHA WILL BE PROVIDED (30) DAYS WRITTEN NOTICE OF MATERIAL CHANGE OR CANCELLATION, EXCLUDING NON-PAYMENT. PRODUCTION ENTITLED: "WU-TANG CLAN: AN AMERICAN SAGA".

CERTIFICATE HOLDER

CANCELLATION

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

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Aon/Albert G. Ruben Insurance Services, Inc.

VILLAGE OF WARWICK

RELEASE AND HOLD HARMLESS AGREEMENT
PRODUCTION FILMING

COMPANY: American Saga, LLC

PRODUCTION TITLE: "An American Saga"

ADDRESS: 2935 Veterans Road West Staten Island NY 10309

The undersigned has requested a filming permit from the Village for the limited purpose of motion picture, television, radio or photographic production in accordance with Chapter 66 – Film and Video Productions. The Permittee shall hold the Village harmless from and defend it against any and all claims, lawsuits or other liability arising from or as a result of the activity, event or use relating to the permitted activity. The undersigned acknowledges and affirms that the Village has agreed to permit such activity subject to all the conditions and requirements of Chapter 66 and the following condition:

To the fullest extent permitted by law, the Permittee and any entity or person for whom the Permittee is legally liable, agrees to be responsible for any liability, defend, pay on behalf of, indemnify, and hold harmless the Village of Warwick, its elected and appointed officials, employees and volunteers and others working on behalf of the Village of Warwick against any and all claims, demands, suits or loss, including all costs and reasonable attorney fees connected therewith, and for any damages which may be asserted, claimed or recovered against or from the Village of Warwick, its elected and appointed officials, employees, volunteers or others working on behalf of the Village of Warwick, by reason of personal injury, including bodily injury and death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this Agreement. Such responsibility shall not be construed as liability for damage caused by or resulting from the sole act or omission of its elected or appointed officials, employees, volunteers or others working on behalf of the Village of Warwick.

Company: American Saga, LLC

Signature: Rh Cph Print Name: Rob Cohen

Title: "An American Saga"

Phone: 347.955.0200 E-mail: laurenbtaylorlocations@gmail.com

Filming Date(s) & Locations: 25 Railroad Ave.

Tues. March 5 2019

**VILLAGE OF WARWICK
VILLAGE CODE**

CHAPTER 66 FILM AND VIDEO PRODUCTIONS

§ 66-1 Legislative Intent

A. The Village has received frequent requests to film in the community. This chapter is intended to establish guidelines for filming in the Village and to create consistency in the manner in which the Village handles applications for filming.

§ 66-2 Filming on private property

A. No commercial, movie, television program, documentary or similar audio-visual production or any portion thereof shall be filmed, videotaped or recorded in any media format or otherwise made on any private property in the Village of Warwick without first obtaining a permit from the Village. For filming which will take a total of five days or less, the permit may be issued upon approval by the Mayor. Filming in any district zoned commercial, industrial, residential or other shall be permitted subject to the following conditions:

- (1) The property must be of adequate size.
- (2) All vehicles associated with the filming must be contained on the site or arrangements made to lawfully park vehicles off site.
- (3) Travel on local streets to the site is restricted to 7:00 a.m. to 10:00 p.m.

B. Application for a permit shall be submitted to the Village on an application form to be provided by the Village Clerk.

C. Permit applications must be submitted at least two working days prior to the date any on-site activity in connection with filming is commenced for filming which will take five days or less. For all other filming, application must be submitted 30 days prior to the date any on-site activity in connection with filming is commenced.

D. Operational limitations.

- (1) Filming shall not be conducted at the same location (i.e., in the same building or at the same street address) more than 30 calendar days within any twelve-month period.
- (2) Filming shall not be conducted at the same location within 14 days of another filming.
- (3) No applicant shall allow any filming for which a permit has been issued to be conducted prior to 7:00 a.m. or after 10:00 p.m. unless otherwise expressly approved by the Village.

(4) No applicant shall allow equipment used in connection with such filming, including but not limited to lights, generators and related equipment, to be set up or operated at the location described in the permit application prior to 7:00 a.m. or after 10:00 p.m. unless otherwise expressly approved by the Village.

(5) For districts zoned for residential use, filming shall not be conducted at the same location more than twice per calendar year, with at least four months between filming.

(6) The Village may, in its discretion, waive any of the restrictions in the subsection and shall be permitted to impose reasonable conditions in doing so.

E. The Village shall have the authority to approve or disapprove an application for a permit and to establish such conditions for filming as deemed necessary to protect the health, safety and welfare of the residents of the Village of Warwick. The Village may also extend the hours of filming on private property, subject to any conditions and additional fees deemed necessary and appropriate.

F. A certificate of insurance must be submitted with the application, naming the Village of Warwick as an additional insured and in compliance with other conditions established by the Village Board in the following minimum amounts:

(1) Property damage: \$2,000,000 per individual; \$2,000,000 per occurrence.

(2) Personal injury: \$2,000,000 per individual; \$2,000,000 per occurrence.

§ 66-3 Filming on Public Property

A. No commercial, movie, television program, documentary or similar audiovisual production or any portion thereof shall be filmed, videotaped or recorded in any media format or otherwise made on any public property in the Village of Warwick, including but not limited to streets, sidewalks, parks and buildings without first obtaining a permit from the Village Board. A permit shall be required for the running of cable, the placing or storing of equipment of any kind, the parking of vehicles or any other film-related activity on any public property or any other use of public property for the purpose of making audiovisual productions.

B. Application for a permit shall be submitted to the Village Board on an application form to be provided by the Village Clerk.

C. Permit applications must be submitted at least 30 days prior to the date any on-site activity in connection with filming is to commence.

D. A certificate of insurance must be submitted with the application, naming the Village of Warwick as an additional insured and in compliance with other conditions established by the Village Board in the following minimum amounts:

(1) Property damage: \$2,000,000 per individual; \$2,000,000 per occurrence.

(2) Personal injury: \$2,000,000 per individual; \$2,000,000 per occurrence.

E. Operational limitations.

(1) No applicant shall allow any filming for which a permit has been issued to be conducted prior to 7:00 a.m. or after 10:00 p.m.

(2) No applicant shall allow any equipment used in connection with such filming, including but not limited to lights, generators and related equipment, to be set up or operated at the location described in the permit application prior to 7:00 a.m. or after 10:00 p.m.

F. The Village Board shall have the authority to approve or disapprove an application for a permit and to establish such conditions for filming as deemed necessary to protect the health, safety and welfare of the residents of the Village of Warwick. The Village Board may also extend the hours of filming on public property, subject to any conditions and additional fees deemed necessary and appropriate.

§ 66-4 Request for film productions

Unless otherwise noted herein requests for film productions which will exceed five days must be submitted to the Village Board at least 30 days prior to the date filming will take place. The Village Board may establish any fee it deems reasonable and appropriate for such filming.

§ 66-5 Use of Village employees

A. Applicants shall be responsible for all costs incurred by the Village in assigning police, fire, public works or other Village employees to facilitate or monitor the filming process.

B. The decision to assign Village employees shall be the responsibility of the Village.

C. Provisions for billing and collection of costs shall be determined at the time of the event.

§ 66-6 Previous offenses

Notwithstanding any section of this chapter, no applicant who has been previously convicted of a violation of this chapter shall be granted a permit hereunder for a period of 18 months from the date of such conviction.

§ 66-7 Fees

A. Fees shall be adopted by resolution of the Village Board for:

(1) Filming by or for a nonprofit organization or the filming of a documentary, for each day, on either private or public property.

(2) Filming by a production company for a commercial by or for a profit-making entity, for each day, on either private or public property.

B. The schedule of fees, once adopted by the Village Board, will be available for inspection in the office of the Village Clerk. The Village Board shall be permitted to raise the level of any fee due under this chapter when the circumstances warrant.

§ 66-8 Penalties for offenses

A. Any person who violates the provisions set forth in this chapter shall be subject to a fine of not more than \$250 per day for each day that the violation continues and/or imprisonment not to exceed 15 days.

B. The imposition of such penalty shall not be the Village's exclusive remedy in the event of a violation of this chapter. The Village may pursue any and all other legal remedies available in connection with any violation of this chapter.