

**BOARD OF TRUSTEES
VILLAGE OF WARWICK
AUGUST 2, 2021
AGENDA**

**VILLAGE HALL
77 MAIN STREET, WARWICK, NY 10990
7:30 P.M.**

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

1. Introduction by Mayor Newhard.
2. Acceptance of Minutes: July 6, 2021 & July 19, 2021.

The vote on the foregoing **motion** was as follows:

Trustee Cheney ___ Trustee Lindberg ___ Trustee Bachman ___

Trustee McManus ___ Mayor Newhard ___

3. Authorization to Pay all Approved and Audited Claims in the amount of
\$ _____.

The vote on the foregoing **motion** was as follows:

Trustee Cheney ___ Trustee Lindberg ___ Trustee Bachman ___

Trustee McManus ___ Mayor Newhard ___

Correspondence

1. Letter from the Warwick Lions Club regarding a proposed pump track in Memorial Park.

Privilege of the Floor

Please limit your comments to **three (3)** minutes. If reading a document, please submit a copy to the Clerk. Please note all remarks must be addressed to the Board as a body and not to individual Board members. Please state your name clearly before speaking. These rules are taken from the Handbook for Village Officials – New York State Conference of Mayors and Municipal Officials.

Motions

Trustee Cheney’s Motions:

1. **MOTION** to approve the purchase of two (2) Handheld Meter Reading and Programming Devices, Model #FL7502-GB, from Core & Main in the amount of \$8,401.20 each for a total cost of \$16,802.40 per the recommendation of Water Distribution Supervisor, Christopher Bennett. Funds are appropriated in budget code F.8340.4.

The vote on the foregoing **motion** was as follows:

Trustee Cheney ___ Trustee Lindberg ___ Trustee Bachman ___

Trustee McManus ___ Mayor Newhard ___

Trustee Lindberg’s Motions:

2. **MOTION** to rescind the motion made on July 6, 2021, granting permission to Travis Podolec to use the pavilion in Memorial Park on Sunday, July 18, 2021.

The vote on the foregoing **motion** was as follows:

Trustee Cheney ___ Trustee Lindberg ___ Trustee Bachman ___

Trustee McManus ___ Mayor Newhard ___

3. **MOTION** to grant permission to Travis Podolec to use the pavilion in Memorial Park on Friday, August 13, 2021, from 4:30 p.m. to 8:30 p.m., with the event beginning at 5:00 p.m. and ending at 8:00 p.m., to hold a birthday party, including use of electricity, restrooms, Ahearn Field, and the grass area across from Ahearn Field. The event is in coordination with the Warwick Little League. All activities must be in accordance with the Orange County and NYS Departments of Health. Completed park permit, proof of proper insurance, and security deposit have been received.

The vote on the foregoing **motion** was as follows:

Trustee Cheney ___ Trustee Lindberg ___ Trustee Bachman ___

Trustee McManus ___ Mayor Newhard ___

4. **MOTION** to grant permission to Brian Collazo to use the pavilion in Memorial Park on Sunday, August 29, 2021, from 11:00 a.m. to 6:00 p.m., with the event beginning at 2:00

p.m., to hold a birthday party, including the use of alcohol, electricity, restrooms, tables and chairs. All activities must be in accordance with the Orange County and NYS Departments of Health. Completed park permit, proof of proper insurance including Host Liquor Liability, and security deposit have been received.

The vote on the foregoing **motion** was as follows:

Trustee Cheney ___ Trustee Lindberg ___ Trustee Bachman ___

Trustee McManus ___ Mayor Newhard ___

5. **MOTION** to approve a refund in the amount of \$350.47 for FY 2021-22 tax bill # 1269, 42 Highland Ave., Warwick, NY SBL: 215-3-55, due to clerical error per RPTL §550 (2)(c), per the request of Village Assessor, Deborah Eurich.

The vote on the foregoing **motion** was as follows:

Trustee Cheney ___ Trustee Lindberg ___ Trustee Bachman ___

Trustee McManus ___ Mayor Newhard ___

Trustee Bachman's Motions

6. **MOTION** to appoint Jennifer Mante to the position of Deputy Clerk at a salary of \$36,000 per year, at 32.5 hour per week, with a start date of August 9, 2021.

The vote on the foregoing **motion** was as follows:

Trustee Cheney ___ Trustee Lindberg ___ Trustee Bachman ___

Trustee McManus ___ Mayor Newhard ___

Trustee McManus's Motions

7. **MOTION** to grant permission to Warwick Valley VFW Post 4662 to use the Memorial Park Median area on Friday, August 27, 2021, from 11:15 a.m. to 1:00 p.m. to commemorate 'Ben's Garden'. All activities must be in accordance with the Orange County and NYS Departments of Health. Completed park permit, proof of proper insurance, and security deposit have been received.

The vote on the foregoing **motion** was as follows:

Trustee Cheney ____ Trustee Lindberg ____ Trustee Bachman ____

Trustee McManus ____ Mayor Newhard ____

Final Comments from the Board

Executive Session (if applicable)

Adjournment



Warwick Lions Club
PO BOX 208
Warwick, NY 10990

July 27th, 2021

Dear Mayor Newhard and Village Trustees,

The Warwick Lions Club would like to partner with the Village of Warwick to install a pump track at Memorial Park. This project would be completed in partnership with the Village and the Village Department of Public Works with some financial assistance provided by the Warwick Lions Club.

A pump track is a continuous series of looped rollers and banked turns made out of dirt. It is designed for bike riders to use with a minimum amount of pedaling.

Pump tracks are inclusive for all ages and skill levels, help to bring riders and the community together in a safe environment and promote healthy and engaging movement and exercise.

For many years the Warwick Lions Club has actively volunteered, participated, and supported events and causes, both in the Village and Town of Warwick. We welcome the opportunity to discuss this matter further.

Kind Regards,
Warwick Lions Club

RECEIVED

JUL 28 2021

VILLAGE OF WARWICK
VILLAGE CLERKS OFFICE

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



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

VILLAGE OF WARWICK
INCORPORATED 1867

DATE: July 26, 2021

TO: Mayor Newhard and Board of Trustees

From: Christopher Bennett
Distribution System Supervisor

RE: Approval to purchase two new Handheld Reading Devices Model # FL7502

For your approval, I am requesting to purchase two new Handheld Meter Reading Devices to replace the existing AR5502 Devices we have now. These are properly budgeted items per the 21-22 budget code F-8340-4500. By purchasing now, we can get a significant savings with the trade in of our two older Devices. Please see attached price quote .

Thank you for your time.

ChristopherB

From: Johnson, Michael <Michael.Johnson@coreandmain.com>
Sent: Monday, January 11, 2021 10:42 AM
To: ChristopherB
Cc: Bruce, Robert; Bialek, Ewelina
Subject: HandHeld Upgrade Pricing
Attachments: Warwick - HandHeld Upgrade_Bid#_1628115_1-11-2021_1033_AM.PDF; FieldLogic Handheld Device Model FL750x Data Sheet.pdf

Good Morning Chris,

As discussed please see the attached quote. I was able to get approval from the manufacture to allow you trade in pricing with your old devices. Please note that the list price for a FL7502 is \$14,935.47ea so this is a significant difference.

Please let me know if you have any questions.

Mike

Michael Johnson
Meter Product Sales Specialist -
Eastern New York
Core & Main
M: 518-238-8450
Michael.Johnson@CoreandMain.com



This message is for intended addressee(s) only and may contain confidential, proprietary or privileged information, exempt from disclosure, and subject to terms at: <http://emailterms.coreandmain.com>



Bid Proposal for Warwick - HandHeld Upgrade

CUSTOMER	VILLAGE OF WARWICK 26 MEMORIAL DRIVE Warwick, NY 10990	Job Warwick - HandHeld Upgrade Bid Date: 01/11/2021 Bid #: 1628115
CONTACT	Sales Representative Michael Johnson (M) 518-238-8450 (T) 518-273-6300 (F) 518-273-0238 Michael.Johnson@coreandmain.com	Core & Main 650 Sheafe Rd Poughkeepsie, NY 12601 (T) 845-249-4909
NOTES		



Bid Proposal for Warwick - HandHeld Upgrade

VILLAGE OF WARWICK
Bid Date: 01/11/2021
Core & Main 1628115

Core & Main
650 Sheafe Rd
Poughkeepsie, NY 12601
Phone: 845-249-4909
Fax: 845-462-0010

Seq#	Qty	Description	Units	Price	Ext Price
10	2	FL7502-GB W/TRADE OF AR5502	EA	8,401.20	16,802.40

Branch Terms:

UNLESS OTHERWISE SPECIFIED HEREIN, PRICES QUOTED ARE VALID IF ACCEPTED BY CUSTOMER AND PRODUCTS ARE RELEASED BY CUSTOMER FOR MANUFACTURE WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF THIS QUOTATION. CORE & MAIN LP RESERVES THE RIGHT TO INCREASE PRICES UPON THIRTY (30) CALENDAR DAYS' NOTICE TO ADDRESS FACTORS, INCLUDING BUT NOT LIMITED TO, GOVERNMENT REGULATIONS, TARIFFS, TRANSPORTATION, FUEL AND RAW MATERIAL COSTS. DELIVERY WILL COMMENCE BASED UPON MANUFACTURER LEAD TIMES. ANY MATERIAL DELIVERIES DELAYED BEYOND MANUFACTURER LEAD TIMES MAY BE SUBJECT TO PRICE INCREASES AND/OR APPLICABLE STORAGE FEES. THIS BID PROPOSAL IS CONTINGENT UPON BUYER'S ACCEPTANCE OF SELLER'S TERMS AND CONDITIONS OF SALE, AS MODIFIED FROM TIME TO TIME, WHICH CAN BE FOUND AT: <https://coreandmain.com/TandC/>

**VILLAGE OF WARWICK PROCUREMENT POLICY - EXHIBIT A
PURCHASING QUOTATION SUMMARY FORM**

- | | |
|--|---|
| ▶ Purchase Contracts (Single Item Purchase) | Public Works Contracts (Services/Construction) |
| \$2,000 - \$19,999 | (3) Written/Email/Fax Quotes |
| Above \$20,000 | Mandatory Competitive Bidding |
| | \$2,000 - \$34,999 |
| | Above \$35,000 |
- ▶ Aggregate purchases totaling over \$20,000 -- must follow mandatory competitive bidding process.
- ▶ This form must be attached to voucher and invoice for Board approval.

DESCRIPTION OF PURCHASE *Two new Hand Held meter reading and programming devices, Model # FL7502*

BUDGETED PURCHASE <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	BUDGET CODE <i>F.8340.4</i>	CURRENT LINE BALANCE \$ <i>17,000.00</i> Signature: <i>Christopher Bennett</i> Date: <i>27 Jul 21</i>
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BUDGETED AMOUNT \$ <i>17,000.00</i>	IF NO EXPLAIN
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#	DATE OF QUOTE	VENDOR/SUPPLIER	TOTAL COST
1	<i>11 JAN 21</i>	<i>Core & Main</i>	\$ <i>16,802.40</i>
2			\$
3			\$

VENDOR SELECTED
Core & Main

IF NOT LOWEST BID EXPLAIN WHY

IF ONLY (1) QUOTE EXPLAIN OR IF A SOLE SOURCE

EXCEPTIONS TO COMPETITIVE BIDDING

OTHER GOVERNMENTS	NAME OF AGENCY	
STATE - COUNTY MUNICIPAL BID CONTRACTS	VENDOR/SUPPLIER <i>Core & Main</i>	CONTRACT#
	TOTAL COST \$	BID PERIOD EXPIRES
	ADDITIONAL INFORMATION	

****EMERGENCY PURCHASE** - Must meet one of the following situations**

- 1) Result from accident or unanticipated incident
- 2) Impact public buildings, property, or the life, health & safety of municipal residents
- 3) Requires immediate action that cannot wait for competitive bidding

REASON FOR EMERGENCY PURCHASE - ATTACH ADDITIONAL DOCUMENTATION

DEPARTMENT APPROVAL

Name/Title: *Christopher Bennett* Date: *27 Jul 21*

Signature: *Christopher Bennett*

Raina Abramson

From: Lauren Podolec <tralala730@gmail.com>
Sent: Monday, July 26, 2021 2:47 PM
To: Raina Abramson
Subject: Birthday Party Reschedule

Dear Raina M. Abramson,

Due to unforeseen circumstances we had to cancel my son's birthday party at Memorial Park on July 18, 2021. We are kindly asking if we could reschedule the birthday party at the pavilion in Memorial Park for Friday, August 13, 2021. All of the details will be the same from the previous party except for the day and time. We will hold the party from 5:00 - 8:00 pm, but we will need time to set up and clean up so we would like to reserve the pavilion from 4:30pm to 8:30pm on Friday, August 13, 2021. Please let me know if this is possible. We greatly appreciate your time and consideration.

Sincerely,

Lauren & Travis Podolec

Travis J. Podolec
PO Box 345
Sugar Loaf, NY 10981
518-335-1179
TJPodolec@gmail.com

Village of Warwick Board of Trustees
77 Main St.
Warwick, NY 10990

Dear Village Board of Trustees,

Please accept this letter as a formal request for permission to hold an event on Sunday, July 18th, 2021 from 12:00pm until 4:00pm at Memorial Park in the Village of Warwick. This request is for a private event to be held to celebrate the 9th birthday of my son Alex Podolec. We will be looking to use the following facilities within Memorial Park;

- *Pavilion
- *Rest Rooms
- *Ahearn Field
- *The Grass Area across the driveway from Ahearn Field

This event is estimated to have around 40 people total, of which 15 will be adults and 25 will be children. The party will consist of whiffle ball and kickball games on Ahearn field as well as capture the flag in the lawn area across from Ahearn field.

Food will be provided at our expense, the food will consist of some snacks (chips, pretzels, etc), pizza which will be delivered to the field, cake or cupcakes, as well as soft drinks. There will be no alcoholic beverages at the event.

The time schedule of the event will be as follows; 12:00 – 1:00pm set up, 1:00 – 3:30 the use of the pavilion for snacks, refreshments, pizza, and cake, then 3:30 - 4:00pm for cleanup time. We will not be requesting or requiring any special equipment or materials from the Village besides the tables that are in the pavilion as well as access to the rest rooms during the event time.

Thank you in advance for your consideration of this request, if any additional information is needed or you have questions, please do not hesitate to contact me at any time.

Respectfully yours,



Travis J. Podolec

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



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

VILLAGE OF WARWICK

INCORPORATED 1867

FACILITY USE REQUEST

Today's Date: 6/14/21 Date(s) Requested: 7/18/21 ^{8/13/2021} Time of Event: 5:00
Set Up Time: 11:00pm Break Down Time: 4:00pm ^{8:30}

Village Park/Facility Requested: MEMORIAL PARK PAVILION, SHEARN FIELD, BATHROOMS
*Please use attached map to indicate areas to be used.
Name of Event (Purpose of Use): PRIVATE - 9 YEAR OLD BIRTHDAY PARTY

Name of Organization or Individual: TRAVIS PODOLEC

Check one: Non-Profit 501(c)3 For Profit Private Event
Proof of Residency: DR BILL Designated Contact: TRAVIS PODOLEC

Mailing Address: PO BOX 345 SUGAR HAF, NY 10981 Email: TJPODOLEC@GMAIL.COM

Telephone Day: 518 335 1179 Evening: 518 335 1175 Cell: 551 206 2016

Total Participants Expected: Adults: 15 Children: 25

Village of Warwick Participants (Number): 15 Non-Resident Participants (Number): 25

How will event be advertised? PRIVATE INVITATIONS

Is material or equipment required from the Village of Warwick? Yes No

If needed, state type and for what purpose: BATHROOM ACCESS

Is admission fee charged? Yes No

If so, what will proceeds be used for? _____

Will food be served? Yes No

If yes, please give details: PIZZA, CAKE, SOFT DRINKS

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 of Warwick for the use and care of the facilities. He/she, on behalf of TRAVIS PODOLEC (Name of Organization) 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 Village's property, facilities and/or services by TRAVIS PODOLEC (Name Organization).

Kristina Nelson
Signature of Organization's Representative (Must be a Village of Warwick Resident)

Address: 35 MAIN ST APT 4, WARWICK, NY Telephone: 845-699-1401

Clerk Use Only: Security deposit check # 1570 Certificate of Insurance
Police approval (if applicable) N/A *Items on file in the Clerk's office

RECEIVED

JUN 18 2021

01.22.2021

VILLAGE OF WARWICK
CLERK

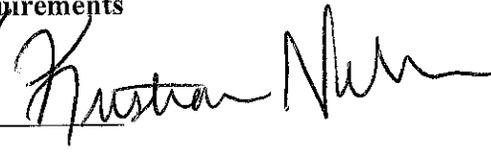
22. In the event of an accident, please notify the Village Clerk before the end of the next business day.

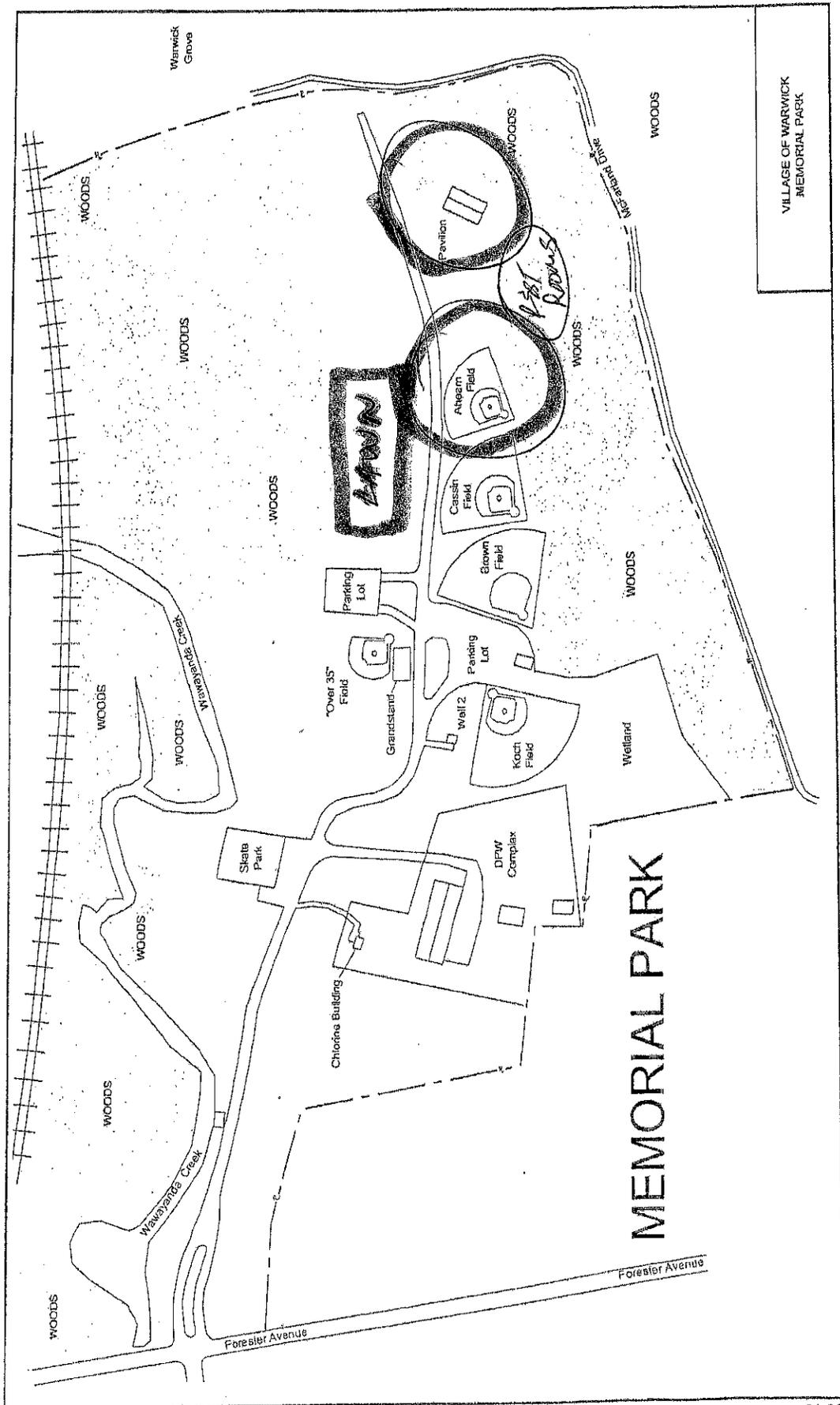
FACILITY USER does hereby covenant and agree to defend, indemnify and hold harmless the Village of Warwick from and against any and all liability, loss, damages, claims, or actions (including costs and attorneys' fees) for bodily injury and/or property damage, to the extent permissible by law, arising 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

Date

 / 
6/15/21



VILLAGE OF WARWICK
MEMORIAL PARK

July 20, 2021

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

To whom it may concern,

My fiancee, Caitlin Schulz and I are writing to request rental of the pavilion at Memorial Park on Sunday, August 29th, 2021. The occasion for the rental will be our daughter's 2nd birthday party.

We anticipate about 75 guests (50 adults and 25 children) and will be serving food and alcohol. An insurance policy specifying as such has been secured and names the Village of Warwick as "additional insured" per the facility use request instructions.

The event will begin at 2pm and end at 6pm. We would like to begin setting up at 11am.

Thank you for your consideration. Please feel free to contact myself or Caitlin if there are any questions or concerns.

Sincerely yours,



Brian Collazo & Caitlin Schulz
21 Poplar Street
Warwick, NY 10990

914.755.6118 (Brian)
845.781.3302 (Caitlin)
briancollazo@me.com
caitlinschulz@yahoo.com

RECEIVED

JUL 20 2021

VILLAGE OF WARWICK
CLERK

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



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

VILLAGE OF WARWICK

INCORPORATED 1867

FACILITY USE REQUEST

Today's Date: 7/18/21 Date(s) Requested: 8/29/21 Time of Event: 2:00pm
Set Up Time: 11:00am Break Down Time: 6:00pm

Village Park/Facility Requested: Memorial Park

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

Name of Event (Purpose of Use): 2nd Birthday Party

Name of Organization or Individual: Caitlin Schulz / Brian Collazo

Check one: Non-Profit 501(c)3 For Profit Private Event

Proof of Residency: Designated Contact: _____

Mailing Address: 21 Poplar Street Email: CaitlinSchulz@yahoo

Telephone Day: 914-755-6118 Evening: _____ Cell: 845-781-3302

Total Participants Expected: Adults: 50 Children: 25

Village of Warwick Participants (Number): _____ Non-Resident Participants (Number): _____

How will event be advertised? N/A

Is material or equipment required from the Village of Warwick? Yes No

If needed, state type and for what purpose: _____

Is admission fee charged? Yes No

If so, what will proceeds be used for? _____

Will food be served? Yes No

If yes, please give details: Catered

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 of Warwick for the use and care of the facilities. He/she, on behalf of _____ (Name of Organization) 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 Village's property, facilities and/or services by _____ (Name Organization).

 BRIAN COLLAZO

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

Address: 21 POPLAR ST. WARWICK, NY 10990 Telephone: 914-755-6118

Clerk Use Only: Security deposit check # 138 Certificate of Insurance

Police approval (if applicable) N/A *Items on file in the Clerk's 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.

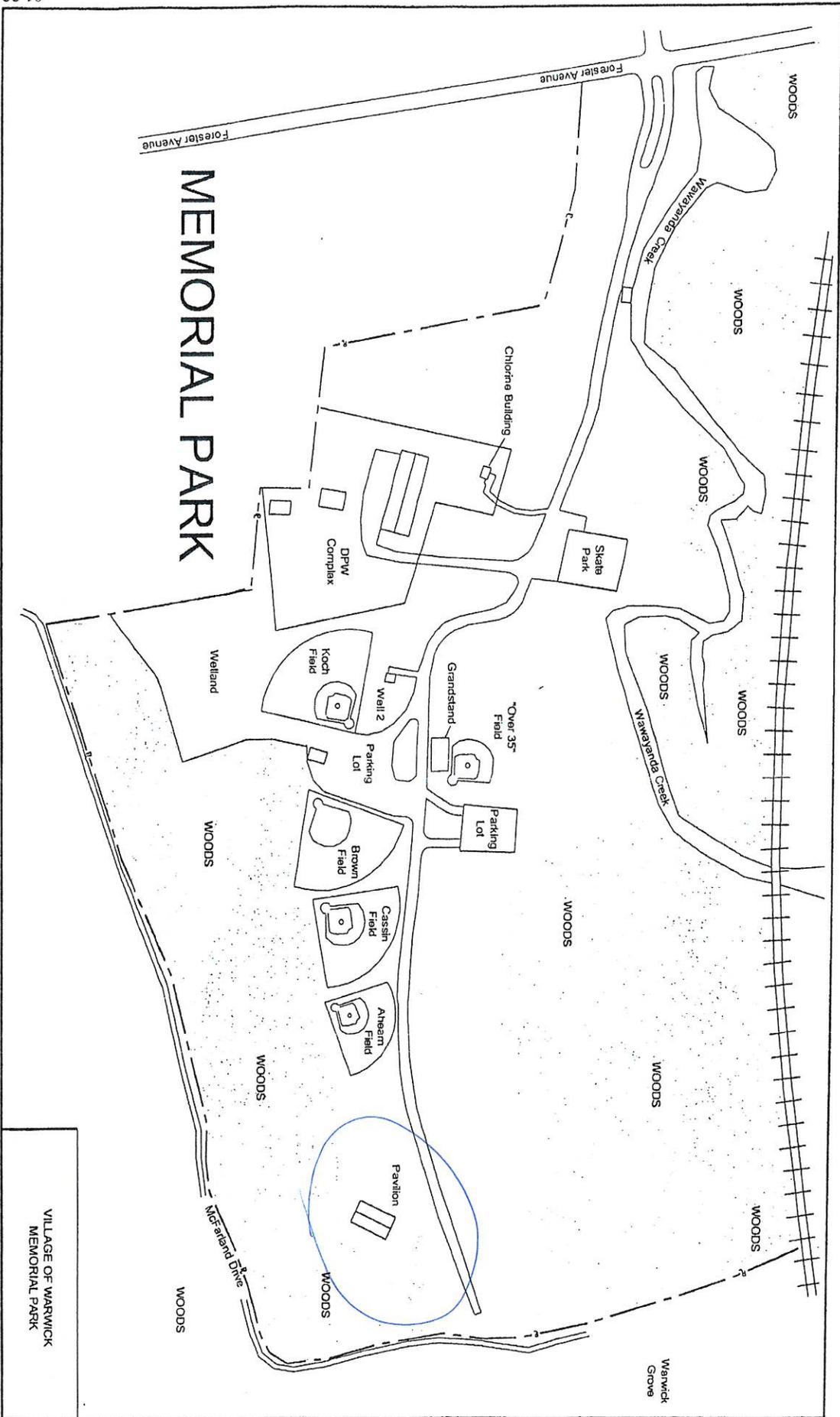
I have read the Facilities Use Requirements



Signature

Date

7/18/21



VILLAGE OF WARWICK
MEMORIAL PARK

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



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JUL 22 2021

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

VILLAGE OF WARWICK
VILLAGE CLERKS OFFICE

INCORPORATED 1867

FACILITY USE REQUEST

Today's Date: 7/22/21 Date(s) Requested: 8/27/21 Time of Event: 12 NOON
Set Up Time: 11:15 AM Break Down Time: 1 PM

Village Park/Facility Requested: MEMORIAL PARK MEDIAN

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

Name of Event (Purpose of Use): TO COMMEMORATE "BEN'S GARDEN"

Name of Organization or Individual: WARWICK VALLEY VFW POST 4662 /

Check one: Non-Profit 501(c)3 For Profit Private Event AMERICAN LEGION POST 214

Proof of Residency: ✓ Designated Contact: CARMINE GARRITANO

Mailing Address: P.O. BOX 261 WARWICK Email: MOLOKOV@OPTONLINE.NET

Telephone Day: 845 988 8387 Evening: 845 258-0077 Cell: 845 258 0077

Total Participants Expected: Adults: 50 Children: 15

Village of Warwick Participants (Number): 50 Non-Resident Participants (Number): 15

How will event be advertised? PRESS RELEASE

Is material or equipment required from the Village of Warwick? Yes No

If needed, state type and for what purpose: _____

Is admission fee charged? Yes No

If so, what will proceeds be used for? _____

Will food be served? Yes No

If yes, 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 of Warwick for the use and care of the facilities. He/she, on behalf of WARWICK VFW 4662 (Name of Organization) 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 Village's property, facilities and/or services by WARWICK VALLEY VFW POST 4662 (Name Organization).

Carmine Garritano

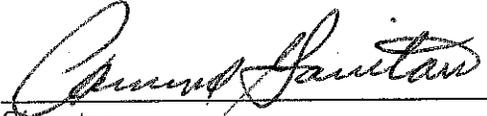
Signature of Organization's Representative (Must be a Village of Warwick Resident)
Address: 4 HILLTOP LANE Telephone: 845 258-0077

Clerk Use Only: Security deposit check # 208 Certificate of Insurance
Police approval (if applicable) N/A *Items on file in the Clerk's 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.

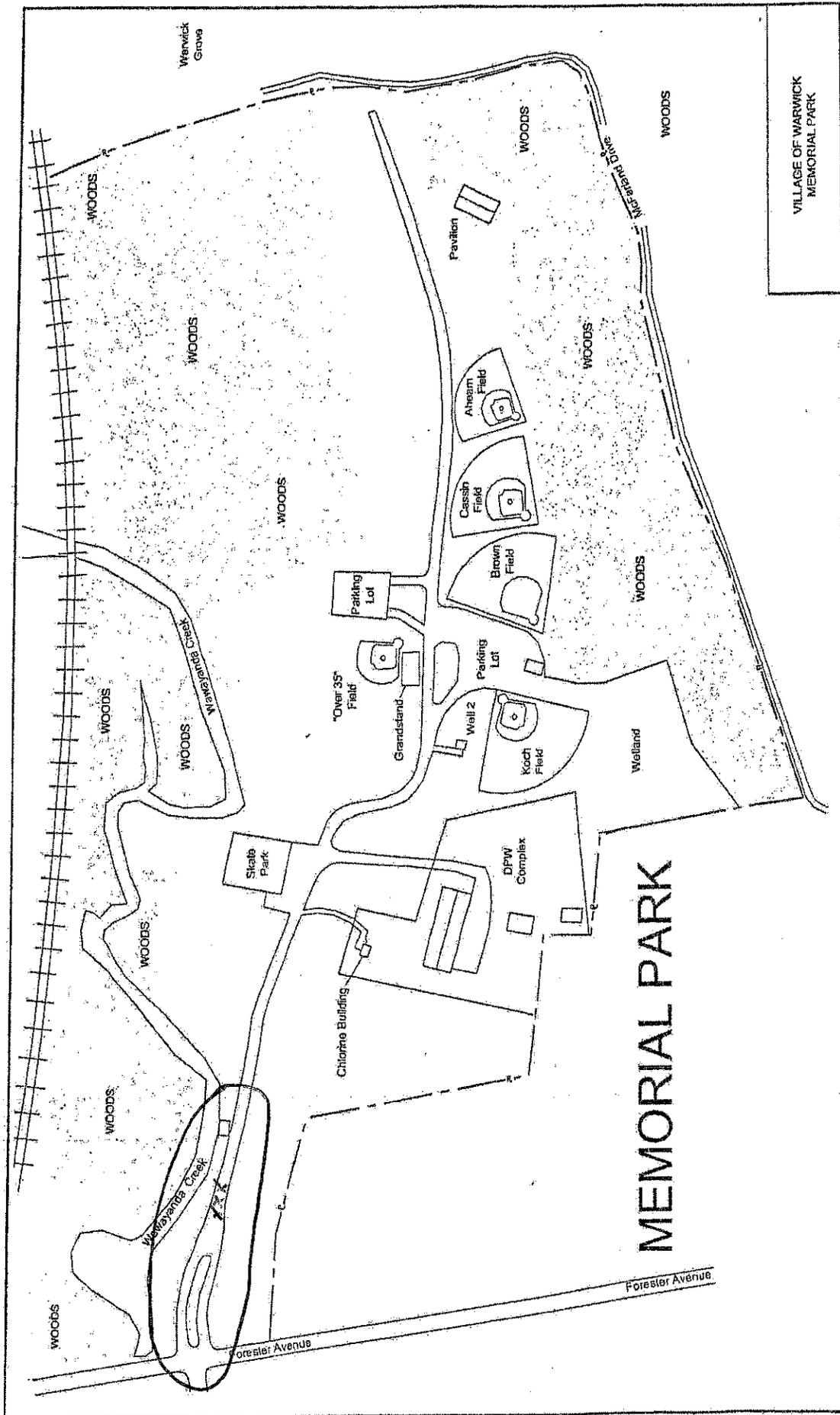
I have read the Facilities Use Requirements



Signature

7/22/21

Date



MEMORIAL PARK

VILLAGE OF WARWICK
MEMORIAL PARK