

**BOARD OF TRUSTEES
VILLAGE OF WARWICK
AUGUST 7, 2023**

9744

The Regular Meeting of the Board of Trustees of the Village of Warwick was held on Monday, August 7, 2023, at 7:30 p.m. in Village Hall, 77 Main Street, Warwick, NY. Present was: Mayor, Michael J. Newhard, Trustees: Barry Cheney, Mary Collura, and Thomas McKnight. Also, present was Deputy Village Clerk Jennifer Mante. Trustee Carly Foster was absent. Others present: Stefano Salvemini, Alan Held, Lieutenant Chris Gardner, and Captain Ryan Reilly.

The Mayor called the meeting to order and led in the Pledge of Allegiance.
The Deputy Village Clerk held the roll call.

Introduction by Mayor Newhard.

Mayor Newhard wanted to thank the Warwick Police Department and a Park Ranger officer who were present at the right time during the altercation that happened in the CVS parking lot the previous Saturday. The Mayor wanted to acknowledge the many community members who reached out with thoughts, prayers, and concerns for the mayor's health and wellbeing after the incident. Mayor Newhard expressed gratitude for the community's support and generosity.

Authorization to Pay all Approved and Audited Claims

A **MOTION** was made by Trustee McKnight, seconded by Trustee Cheney, and carried for the Authorization to Pay all Approved and Audited Claims in the amount of \$224,382.05.

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

Trustee Cheney Aye Trustee Foster Absent Trustee Collura Aye

Trustee McKnight Aye Mayor Newhard Aye

Announcement

1. Bulk Pickup Schedule

Trustee Cheney announced that the Village's bulk trash pickup would begin on August 28, 2023, for households north of the railroad tracks and on September 5th for households south of the railroad tracks. A list of acceptable and unacceptable items can be found on the Village website. There is a limit of approximately two cubic yards of trash per household. Residents were asked to separate metal items for recycling. Homeowner associations may have different instructions for bulk trash pickup. Residents were asked to have all items at the curbside by 7:00 a.m. on the designated pickup day.

Discussion

1. 100 Main Street, Warwick, NY Agreement for Repayment of Water and Sewer Charges.

The letter from 100 Hospitality Group requested waiving of sewer fees due to a pipe burst in the basement that caused excessive water and sewer bills. They also requested a payment plan. The Board discussed that they currently do not have a policy to allow waiving of fees. They discussed the difficulty in estimating how much water did not enter the sewer system. Some Trustees mentioned that in past cases the Village has set up payment plans for large bills. However, waiving fees could be seen as a gift by the state.

Stefano Salvemini, representative for 100 Hospitality Group, suggested looking at past sewer bills to get an average of what is typical for the location. Mr. Salvemini detailed the amount of work that has been put into the building to restore it and explained that a pipe had burst in the kitchen due to lack of maintenance over the last 30 years.

Mayor Newhard said the Board would speak with Village counsel to get advice on other municipalities' policies for possible exceptions. The Board agreed to move forward with setting up a payment plan so that penalties did not accrue and to discuss the matter further with counsel at a latter date. It was explained to Mr. Salvemini that, for the time being, the payment plan would include both water and sewer.

2. Village of Warwick Newsletter- final proofing and approval.

Trustee Collura worked on the first Village newsletter. She thanked those who helped with the process. There were two newsletters in the budget this fiscal year. The Board discussed doing the newsletter either quarterly or every six months to start. Trustee Collura added a QR code for residents to provide input and suggestions. The Board discussed whether to include the Hello Warwick Valley logo in the newsletter. While some felt it was a good resource, others were concerned it could set a precedent for including other organizations. The Board agreed Trustee Collura would continue working on the newsletter and they would print the first issue shortly.

3. Village of Warwick Podcast proposal.

The Board discussed Trustee Collura's proposal for a Village podcast. There were differing opinions on the length of the podcast episodes. Some felt 20 minutes might be too long while others thought the length could vary depending on the topic. The Board agreed the main goal was to provide more access to information for residents and that the podcast could be an informal way to share news and stories. They discussed starting with a test episode about Apple Fest and inviting the Chamber of Commerce as guests. The next steps would be for Trustee Collura to write a script and arrange a time with the

Chamber. The Board thought the podcast had potential but did not need to make any decisions at this time. The main goal would be to allow the Village to share information directly with residents rather than relying on local media.

Public Comment - Agenda Items Only

GUIDELINES FOR PUBLIC COMMENT

The public may speak only during the meeting's Public Comment period and at any other time a majority of the Board allows. Speakers must be recognized by the presiding officer, step to the front of the room/microphone, give their name, residency, and organization, if any. Speakers must limit their remarks to three minutes (this time limit may be changed to accommodate the number of speakers) and may not yield any remaining time they may have to another speaker. Board members may, with the permission of the mayor, interrupt a speaker during their remarks, but only for the purpose of clarification or information. The Village Board is not required to accept or respond to questions from the public at meetings but may request that inquiries be submitted in writing to be responded to at a later date. All remarks must be addressed to the Board as a body and not to individual Board members. Interested parties or their representatives may also address the Board by written communications.

Captain Ryan Reilly and Lieutenant Chris Gardner of the Excelsior Hose Company spoke regarding the new engine purchased for their firehouse and their submitted facility use request to have a traditional wetdown at Memorial Park.

Mayor Newhard commented that it had been a really great year for Excelsior Hose Company Number One. The Mayor mentioned the dedication of the new firehouse, the many events and activities, and all the meaningful things the fire company brings to the community beyond just keeping residents safe.

The discussion continued regarding invitations.

Motions

Vacation Carry Over - Art Wendel

A **MOTION** was made by Trustee Cheney, seconded by Trustee Collura, and carried to grant permission to Village of Warwick Employee, Art Wendel, to carry over 5 vacation days.

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

Trustee Cheney Aye Trustee Foster Absent Trustee Collura Aye

Trustee McKnight Aye Mayor Newhard Aye

Agreement for Repayment of Water & Sewer Charges – 100 Main Street

A **MOTION** was made by Trustee Cheney, seconded by Trustee McKnight, and carried to authorize the Mayor to enter into an Agreement for Repayment of Water and Sewer Charges with the property owner at 100 Main Street, Warwick, NY in the amount of \$2,921.80 (\$1,639.78 for water & \$1,282.02 for sewer) to be paid in 4 quarterly installments and authorize the Mayor to sign the same.

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

Trustee Cheney Aye Trustee Foster Absent Trustee Collura Aye

Trustee McKnight Aye Mayor Newhard Aye

Service Agreement – Gallego Information Services

A **MOTION** was made by Trustee Collura, seconded by Trustee McKnight, and carried to enter into a Service Agreement with Gallego Information Services to conduct a Records Inventory and Planning project for the Offices of the Village Clerk & Village Treasurer at a total cost of \$15,000 and authorize the Mayor to sign the same, per the recommendation of Village Clerk/Records Management Officer, Raina Abramson. Funds are appropriated in budget code A 1410-4950 in the 2023-24 budget. Project to begin following receipt of a final approval notice from SED's Grants Finance Unit when the 2023-24 NYS Archives Local Government Records Management Improvement Fund grant award has been processed and approved for payment.

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

Trustee Cheney Aye Trustee Foster Absent Trustee Collura Aye

Trustee McKnight Aye Mayor Newhard Aye

Discussion

Trustee McKnight provided context for the motion to hire Galego Information Services to conduct a records inventory and planning project for the Village Clerk and Treasurer's Offices. Trustee McKnight explained that the Village has 430 cubic feet of paper records going back who knows how long. The records need to be organized and digitized to save space and make information more accessible for FOIL requests. The first step is conducting an inventory to compare records against the state's records retention schedule. The Village received a grant to fund this initial step. Mayor Newhard thanked the Village Clerk, Raina Abramson, for obtaining the grant and putting in a tremendous amount of work to get the project started.

Facility Use Request – Veterans Memorial Park, Warwick Fire Department Wetdown

A **MOTION** was made by Trustee Collura, seconded by Trustee McKnight, and carried to grant permission to Excelsior Hose Co. No 1 exclusive use of Veterans Memorial Park for an engine wetdown event on Saturday, August 19, 2023, from 1:00 p.m. to 4:00 p.m. with setup to begin at 10:00 a.m. and breakdown to be completed by 6:00 p.m. Request includes use of the pavilion, alcohol, electricity, restrooms, and use of a sound system. Completed park permit, insurance, and Host Liquor Liability have been received. The event is in coordination with other organizations that regularly use the park for practices and games.

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

Trustee Cheney Aye Trustee Foster Absent Trustee Collura Aye

Trustee McKnight Aye Mayor Newhard Aye

Return of Village Board Board Escrow – Bo Kennedy, Forester Ave. Apartments

A **MOTION** was made by Trustee McKnight, seconded by Trustee Cheney, and carried to return the Village Board escrow balance of \$1,112.75 to Bo Kennedy for the Forester Avenue Apartment project. All invoices have been paid as per the email from the Village Attorney, Stephen Gaba and Village Engineer, David Getz.

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

Trustee Cheney Aye Trustee Foster Absent Trustee Collura Aye

Trustee McKnight Aye Mayor Newhard Aye

Public Comment – Non-Agenda Items

No comments were made.

Final Comments From the Board

No comments were made.

Executive Session

A **MOTION** was made by Trustee Cheney, seconded by Trustee McKnight, and carried to enter into Executive Session for a discussion regarding the proposed, acquisition of securities, or sake

or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof.

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

Trustee Cheney Aye Trustee Foster Absent Trustee Collura Aye

Trustee McKnight Aye Mayor Newhard Aye

In Executive Session

Michael Newhard, Mayor, and Trustees Barry Cheney, Mary Collura and Tom McKnight.

Exit Executive Session and Adjourn Regular Meeting

A **MOTION** was made by Trustee Cheney, seconded by Trustee Collura, and carried to exit Executive Session, resume the work session and adjourn at approximately 8:50 p.m.

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

Trustee Cheney Aye Trustee Foster Absent Trustee Collura Aye

Trustee McKnight Aye Mayor Newhard Aye

Jennifer Mante, Deputy Village Clerk