

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

### **Village of Warwick Village Board Meeting – December 6, 2021**

Pursuant to Chapter 417 of the Laws of 2021 permitting local governments to hold meetings remotely and take such actions authorized by law without allowing the public to be physically present at the meeting due to safety concerns related to the delta variant of COVID-19, the Village of Warwick Village Board meetings will be conducted virtually through Zoom Videoconference until further notice or until the expiration of the law on January 15, 2022.

#### **To View the Meeting:**

**YOUTUBE LIVE** - The public may view the meeting live on the Village of Warwick, NY YouTube channel: <https://www.youtube.com/channel/UCK7D7KGbZF6nYfbcWGH6-VA>

**VILLAGE'S WEBSITE** – The public may view the meeting a day or so after its completion by going to the village's website: [www.villageofwarwick.org](http://www.villageofwarwick.org)

#### **To Comment - During Privilege of the Floor Only:**

**VIA EMAIL OR MAIL** - Comments may be sent to the Village Board prior to the Village Board Meeting via email to: [clerk@villageofwarwick.org](mailto:clerk@villageofwarwick.org) or via mail: Village of Warwick, Attn: Village Clerk, P.O. Box 369, Warwick, NY 10990. Please indicate in your correspondence that you wish to have your comments read during privilege of the floor. Please limit your comments to **three (3) minutes**.

**BOARD OF TRUSTEES  
VILLAGE OF WARWICK  
DECEMBER 6, 2021  
AGENDA**

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

1. Introduction by Mayor Newhard.
2. **Public Hearing on proposed Local Law No. 4 of the Year 2021 entitled: “A Local Law To Opt Out Of The New York State Cannabis Law (Chapter 7-A of the Consolidated Laws of the State of New York) In Regard To Retail Sales And In Regard To Establishments For On-Site Consumption.”**
3. Acceptance of Minutes: November 3, 2021 and November 15, 2021.

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

Trustee Cheney \_\_\_ Trustee Lindberg \_\_\_ Trustee Bachman \_\_\_  
Trustee McManus \_\_\_ Mayor Newhard \_\_\_

4. 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 \_\_\_

**Announcements**

1. 2022 Village of Warwick calendar of holidays and meeting dates for the Village Board, Planning Board, Zoning Board of Appeals, and Architectural and Historic District Review Board.
2. The Village Board recognizes, Doug Krauze, for designing and constructing Warwick’s new outdoor Christmas Nativity.

**Correspondence**

1. Letter from Orange County Executive, Steven M. Neuhaus, regarding the 2022 Community Development Block Grant awarded to the Village of Warwick in the amount of \$108,570.00 for South Street ADA sidewalks.

**Privilege of the Floor**

**VIA EMAIL OR MAIL** - Comments may be sent to the Village Board prior to the Village Board Meeting via email to: clerk@villageofwarwick.org or via mail: Village of Warwick, Attn: Village Clerk, P.O. Box 369, Warwick, NY 10990. Please indicate in your correspondence that you wish to have your comments read during privilege of the floor. Please limit your comments to **three (3) minutes**.

**Motions**

**Trustee Cheney’s Motions:**

**1. RESOLUTION SETTING A PUBLIC HEARING FOR THE PURPOSE OF CONSIDERING A PROPOSED RENEWAL OF THE FRANCHISE AGREEMENT WITH CABLEVISION OF WARWICK, LLC FOR CABLE SERVICE IN THE VILLAGE OF WARWICK**

WHEREAS, the Village Board of the Village of Warwick has received an application from Cablevision of Warwick, LLC to renew its cable franchise agreement with the Village, and

WHEREAS, it is necessary to hold a public hearing on the said application,

NOW, THEREFORE, BE IT RESOLVED as follows:

1. That a public hearing on the said application of Cablevision of Warwick, LLC to renew its cable franchise agreement with the Village is set for December 27, 2021, at 11:00 o'clock a.m.; and

2. That the Village Clerk shall publish and post notice of the public hearing.

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

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

Corey Bachman, Trustee, voting \_\_\_\_\_

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

2. **MOTION** to rehire Wakeley Banker to the position of Village of Warwick Engineer Intern at a pay rate of \$15 per hour at 32.5 hours per week, not to exceed 6 weeks, with a start date to be determined by DPW Supervisor, Mike Moser.

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

Trustee Cheney \_\_\_\_ Trustee Lindberg \_\_\_\_ Trustee Bachman \_\_\_\_  
Trustee McManus \_\_\_\_ Mayor Newhard \_\_\_\_

3. **MOTION** to create the position of Part-Time Assistant Building Inspector III and authorize the Mayor to sign form MSD-222 in accordance with Orange County Civil Service requirements.

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

Trustee Cheney \_\_\_\_ Trustee Lindberg \_\_\_\_ Trustee Bachman \_\_\_\_  
Trustee McManus \_\_\_\_ Mayor Newhard \_\_\_\_

4. **MOTION** to authorize the Mayor to send a letter to the Orange County Office of Real Property advising them that the Village of Warwick has received the subdivision plan entitled Pioneer Farm Subdivision and does not take exception to the town of Warwick Planning Board approving such application.

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

Trustee Cheney \_\_\_\_ Trustee Lindberg \_\_\_\_ Trustee Bachman \_\_\_\_  
Trustee McManus \_\_\_\_ Mayor Newhard \_\_\_\_

**Trustee Lindberg's Motions:**

**5. RESOLUTION ADOPTING VILLAGE OF WARWICK  
LOCAL LAW NO. 4 OF 2021**

WHEREAS, the Village Board has before it for consideration a local law entitled: "A Local Law To Opt Out of the New York State Cannabis Law (Chapter 7-A of the Consolidated Laws of the State of New York) In Regard To Retail Sales And In Regard To Establishments For On-Site Consumption", and

WHEREAS, following due notice the Village Board held a public hearing on the proposed local law,

NOW, THEREFORE, BE IT RESOLVED as follows:

- (1.) That the Village Board hereby adopts the above local law; and
- (2.) That the Village Clerk shall publish and post notice of the adoption of the above local law within ten (10) days from the date hereof; and
- (3.) That the above local law is subject to permissive referendum and shall not take effect until at least forty-five (45) days after its adoption, or until approved by the affirmative vote of a majority of the qualified electors of the Village if within forty-five (45) days after its adoption a petition for referendum under Municipal Home Rule Law §24 is filed with the Village Clerk.

\_\_\_\_\_ 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 \_\_\_\_\_
- George McManus, Trustee, voting \_\_\_\_\_
- Corey Bachman, Trustee, voting \_\_\_\_\_
- Michael Newhard, Mayor, voting \_\_\_\_\_

**Final Comments from the Board**

**Executive Session (if applicable)**

**Adjournment**

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## VILLAGE OF WARWICK

INCORPORATED 1867

### LEGAL NOTICE

**PLEASE TAKE NOTICE** that the Village Board of the Village of Warwick will hold a public hearing on the 6<sup>th</sup> day of December 2021, at 7:30 p.m., at Village Hall, 77 Main Street, Warwick, New York 10990, on a proposed Local Law No. 4 of the Year 2021 entitled: "A Local Law To Opt Out Of The New York State Cannabis Law (Chapter 7-A of the Consolidated Laws of the State of New York) In Regard To Retail Sales And In Regard To Establishments For On-Site Consumption".

The purpose of this Local Law is to promote the public health, safety and welfare by opting out of the New York State cannabis legalization legislation in regard to retail sales and in regard to establishments for on-site consumption.

A copy of the proposed local law is on file in the office of the Village Clerk and available for inspection by interested persons during Village Clerk's business hours.

Pursuant to Chapter 417 of the Laws of 2021 permitting local governments to hold meetings remotely and take such actions authorized by law without allowing the public to be physically present at the meeting due to safety concerns related to the delta variant of COVID-19: Members of the Village Board will attend the meeting via Zoom videoconference. The public hearing may be viewed live on the Village of Warwick, NY YouTube channel at <https://www.youtube.com/channel/UCK7D7KGbZf6nYfbcWGH6-VA> . Interested parties may submit comments to be received by 4:00 p.m. on December 6, 2021, via mail; Attn: Village Clerk, 77 Main Street, Warwick, NY, 10990 or via email; [clerk@villageofwarwick.org](mailto:clerk@villageofwarwick.org). Comments may also be made via YouTube during the public hearing by going to the Village of Warwick, NY YouTube channel.

**BY ORDER OF THE BOARD OF TRUSTEES  
VILLAGE OF WARWICK  
RAINA ABRAMSON, VILLAGE CLERK**

**Dated: November 10, 2021**

VILLAGE OF WARWICK  
LOCAL LAW NO. 4 OF THE YEAR 2021

A Local Law entitled "A Local Law To Opt Out Of The New York State Cannabis Law (Chapter 7-A of the Consolidated Laws of the State of New York) In Regard To Retail Sales And In Regard To Establishments For On-Site Consumption".

Be it enacted by the Village Board of the Village of Warwick as follows:

**Section 1. Purpose:**

The purpose of this Local Law is to promote the public health, safety and welfare by opting out of the New York State cannabis legalization legislation in regard to retail sales and in regard to establishments for on-site consumption.

**Section 2. Municipal Home Rule Law:**

This law is adopted pursuant to Municipal Home Rule Law § 10(1)(ii)(a)(1) that grants local governments the authority to enact local laws regarding the public health, safety and welfare. To the extent the provisions of this Local Law are in conflict with the State Cannabis Law, the Village Board hereby asserts its intention to supersede same pursuant to the Municipal Home Rule Law.

**Section 3. Determination To Opt-Out of State Cannabis Law:**

As is permitted by the State Cannabis Law (Chapter 7-A of the Consolidated Laws of the State of New York), the Village of Warwick hereby opts out of the State Cannabis Law, and requests the State Cannabis Control Board to prohibit licenses for cannabis retail dispensaries and licenses for on-site consumption of cannabis within the Village.

**Section 4. Referendum.**

This Local Law shall, in accordance with New York State Cannabis Law (Chapter 7-A of the Consolidated Laws of the State of New York) be subject to referendum on petition as provided in section twenty-four of the Municipal Home Rule Law.

**Section 5. Severability.**

If any clause, sentence, paragraph, word, section or part of this local law shall be judged by any court of competent jurisdiction to be unconstitutional, illegal or invalid, such judgment shall not affect, impair or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, word, section or part thereof directly involved in the controversy in which judgment shall have been rendered.

**Section 6. Effective Date.**

This Local Law shall take effect no earlier than forty-five (45) days after its adoption and subsequent filing with the Secretary of State, or upon approval of a majority of the qualified electors voting, if a petition for permissive referendum is filed pursuant to the provisions of with New York State Cannabis Law (Chapter 7-A of the Consolidated Laws of the State of New York) and section twenty-four of the Municipal Home Rule Law, and subsequent filing with the Secretary of State.

**2022 Village of Warwick Board Meetings  
Village Hall – 77 Main Street, Warwick, NY**

January 3<sup>rd</sup> - 7:30 p.m.  
January 18<sup>th</sup> (Tuesday) - 7:30 p.m.

February 7<sup>th</sup> - 7:30 p.m.  
February 22<sup>nd</sup> (Tuesday) - 7:30 p.m.

March 7<sup>th</sup> - 7:30 p.m.  
March 21<sup>st</sup> Meeting - 7:30 p.m.

April 4<sup>th</sup> - 7:30 p.m.  
April 18<sup>th</sup> Meeting – 7:30 p.m.

May 2<sup>nd</sup> - 7:30 p.m.  
May 16<sup>th</sup> Meeting – 7:30 p.m.

June 6<sup>th</sup> - 7:30 p.m.  
June 20<sup>th</sup> Meeting – 7:30 p.m.

July 5<sup>th</sup> – (Tuesday) 7:30 p.m.  
July 18<sup>th</sup> Meeting – 7:30 p.m.

August 1<sup>st</sup> – 7:30 p.m.  
August 15<sup>th</sup> Meeting – 7:30 p.m.

September 6<sup>th</sup> (Tuesday) – 7:30 p.m.  
September 19<sup>th</sup> Meeting – 7:30 p.m.

October 3<sup>rd</sup> – 7:30 p.m.  
October 17<sup>th</sup> Meeting – 7:30 p.m.

November 7<sup>th</sup> – 7:30 p.m.  
November 21<sup>st</sup> Meeting – 7:30 p.m.

December 5<sup>th</sup> – 7:30 p.m.  
December 19<sup>th</sup> Meeting – 7:30 p.m.

**PLANNING BOARD MEETING  
2022 SCHEDULE  
2nd TUESDAY OF THE MONTH @ 7:30PM**

**CHAIRMAN: JAMES PATTERSON  
MEMBERS: BILL OLSEN, JESSE GALLO, KERRY BOLAND & TOM McKNIGHT  
Alternate: Bryan Barber**

**JANUARY-----11<sup>th</sup>**

**FEBRUARY-----8<sup>th</sup>**

**MARCH-----8<sup>th</sup>**

**APRIL-----12<sup>th</sup>**

**MAY-----10<sup>th</sup>**

**JUNE-----14<sup>th</sup>**

**JULY-----12<sup>th</sup>**

**AUGUST-----9<sup>th</sup>**

**SEPTEMBER-----13<sup>th</sup>**

**OCTOBER-----11<sup>th</sup>**

**NOVEMBER-----8<sup>th</sup>**

**DECEMBER-----13<sup>th</sup>**

**ZONING BOARD OF APPEALS  
2022 SCHEDULE  
3<sup>RD</sup> TUESDAY OF THE MONTH @ 7:00PM**

**CHAIRMAN: JOHN GRANEY  
MEMBERS: JOHN PREGO, JONATHAN BURLEY, T.SCOT BROWN & MARGARET  
POLITOSKI  
Alternate: Dylan Gieber**

**JANUARY -----18<sup>th</sup>**

**FEBRUARY-----15<sup>th</sup>**

**MARCH-----15<sup>th</sup>**

**APRIL-----19<sup>th</sup>**

**MAY-----17<sup>th</sup>**

**JUNE-----21<sup>st</sup>**

**JULY-----19<sup>th</sup>**

**AUGUST-----16<sup>th</sup>**

**SEPTEMBER-----20<sup>th</sup>**

**OCTOBER-----18<sup>th</sup>**

**NOVEMBER-----15<sup>th</sup>**

**DECEMBER-----20<sup>th</sup>**

ARCHITECTURAL AND HISTORIC REVIEW BOARD  
2022 CALENDAR  
1<sup>ST</sup> TUESDAY OF THE MONTH @ 4:30PM

**CHAIRMAN: MICHAEL BERTOLINI**

**MEMBERS: JANE GLAZMAN, ROBERT SKALLERUP, CHRIS DEHAAN &  
MATTHEW FINN**

**Alternate: Andrew Avila**

JANUARY -----4<sup>th</sup>

FEBRUARY-----1<sup>st</sup>

MARCH-----1<sup>st</sup>

APRIL-----5<sup>th</sup>

MAY-----3<sup>rd</sup>

JUNE-----7<sup>th</sup>

JULY-----5<sup>th</sup>

AUGUST-----2<sup>nd</sup>

SEPTEMBER-----7<sup>th</sup> (Wed)

OCTOBER-----5<sup>th</sup> (Wed)

NOVEMBER-----1<sup>st</sup>

DECEMBER-----6<sup>th</sup>

**VILLAGE OF WARWICK  
2022 LIST OF HOLIDAYS**

<b>Holiday</b>	<b>Date of Holiday</b>	<b>Date Holiday is Observed by Village Hall</b>
New Year's Day	Saturday, January 1 <sup>st</sup>	* Friday, December 31 <sup>st</sup>
Martin Luther King, Jr.	Monday, January 17 <sup>th</sup>	Monday, January 17 <sup>th</sup>
Presidents' Day	Monday, February 21 <sup>st</sup>	Monday, February 21 <sup>st</sup>
Good Friday	Friday, April 15 <sup>th</sup>	Friday, April 15 <sup>th</sup>
Memorial Day	Monday, May 30 <sup>th</sup>	Monday, May 30 <sup>th</sup>
Independence Day	Monday, July 4 <sup>th</sup>	Monday, July 4 <sup>th</sup>
Labor Day	Monday, September 5 <sup>th</sup>	Monday, September 5 <sup>th</sup>
Columbus Day	Monday, October 10 <sup>th</sup>	Monday, October 10 <sup>th</sup>
Veterans' Day	Friday, November 11 <sup>th</sup>	Friday, November 11 <sup>th</sup>
Thanksgiving Day	Thursday, November 24 <sup>th</sup>	Thursday, November 24 <sup>th</sup>
Day after Thanksgiving	Friday, November 25 <sup>th</sup>	Friday, November 25 <sup>th</sup>
Christmas Day	Sunday, December 25 <sup>th</sup>	* Monday, December 26 <sup>th</sup>

\* In the event a designated holiday occurs on a Saturday, the holiday shall be observed on the preceding Friday. In the event a designated holiday occurs on a Sunday, the holiday will be observed on the following Monday.



STEVEN M. NEUHAUS

COUNTY EXECUTIVE

November 12, 2021

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

**RE:** Community Development Block Grant - FY 2022 Award Letter  
Project: Village of Warwick – South Street ADA Sidewalks  
Grant Amount: \$108,570.00

Dear Mayor Newhard:

*Mike*

I am pleased to inform you that the project referenced above has been included in our 2022 Action Plan application to the U.S. Department of Housing and Urban Development (HUD) for Community Development Block Grant (CDBG) funds. Please be advised that this is a funding reservation, subject to receipt of an anticipated CDBG appropriation from HUD and a 24 CFR Part 58 Environmental Review.

This year the Office of Community Development received Community Development Block Grant (CDBG) applications requesting more than \$4.9 million in funding, but only had \$1.2 million to allocate for the 2022 Program Year. In an effort to make these limited dollars go further, the use of CDBG funds for engineering and administrative costs will continue to be prohibited.

We anticipate receiving our final 2022 funding allocation amount from HUD in the Spring of 2022 with funds becoming available for use by December 2022 pending HUD approval. You will receive your written agreement once the Environmental Review is completed in the Summer of 2022.

Please do not commence any activities or choice limiting actions associated with the above referenced project until you receive a fully executed written municipal grant agreement with the County and notice of a completed 24 CFR Part 58 Environmental Review Record. Any funds spent on the activity listed above prior to these being completed cannot be reimbursed. If you applied for funding on behalf of a Subrecipient, please inform them of the grant conditions and timeline.

I wish you success with your 2022 Community Development project.

Sincerely,

Steven M. Neuhaus  
County Executive

**RECEIVED**

NOV 24 2021

VILLAGE OF WARWICK  
VILLAGE CLERKS OFFICE

Civil Service Law, Section 22: Certification for positions. Before any new position in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the commission. Effective 1978

**Orange County Department of Human Resources  
County Government Center, Goshen, NY 10924  
New Position Duties Statement**

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.  
Forward one typed copy to this Department.

**1. Department Bureau, Division, Unit or Section Location of Position**

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

**2. Description of Duties:** Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

Percent of Work Time	Job Duties
100%	<p>The Village of Warwick would like to create the title of <b>Part-Time Assistant Building Inspector III</b>.</p> <p>The job duties would be in accordance with the Orange County Job Classification Specifications for Class Title: Assistant Building Inspector III / Title #: 1043 (Part Time – Non-Competitive)</p> <p><b>Duties to include:</b></p> <p>Responsible for assisting in the enforcement of the building code and related laws.</p> <p>Make inspections of new construction and alteration of buildings for compliance with approved plans, the local building code, zoning ordinances and the Multiple Residence Law.</p> <p>Perform work under the general supervision of the Building Inspector III.</p> <p><b>TYPICAL WORK ACTIVITIES:</b></p> <p>Makes field inspections of building construction and materials used;</p> <p>Reports violations of building code, zoning and housing ordinances to Building Inspector III, consults with contractors, owners, state inspectors and fire inspectors in enforcing the building code;</p> <p>Investigates and reports on complaints received as to possible violations of the building code and related ordinances as directed by Building Inspector III;</p> <p>Checks plans and specifications submitted for building permit;</p> <p>Gives out information as to the requirements of the building code and zoning ordinances;</p> <p>Makes periodic inspections of homes and other buildings to gather information for determining water assessments;</p> <p>May issue building permits and certificates of occupancy;</p> <p>Keeps records of work done;</p> <p>Prepares oral and written reports.</p>

3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)		
<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
Michael J. Newhard	Mayor	Direct
Boris Rudzinski	Building Inspector III	Direct
4. Names and Titles of Persons Supervised by Employee in this position		
<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
N/A		
5. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position		
<u>Name</u>	<u>Title</u>	<u>Location of Position</u>
N/A		
6. What minimum qualifications do you think should be required for this position?		
<p><b>Education:</b> High School _____ Years  College _____ Years, with specialization in _____  Other _____ Years, with specialization in _____</p> <p>*In accordance with the Orange County Job Classification Specifications for Class Title: Assistant Building Inspector III / Title #: 1043</p> <p><b>MINIMUM QUALIFICATIONS:</b> Either</p> <p>a) Possession of a New York State Basic Code Enforcement Training Certificate; OR</p> <p>b) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree (or higher) in Civil Engineering Technology, Architectural Technology, Construction Technology or related field; OR</p> <p>c) Graduation from high school or possession of a high school equivalency diploma and two (2) years paid work experience in building construction, or building inspection.</p> <p><b>Experience: (list amount and type)</b></p> <p>*In accordance with the Orange County Job Classification Specifications for Class Title: Assistant Building Inspector III / Title #: 1043</p> <p><b>Essential knowledges, skills and abilities:</b></p> <p>*In accordance with the Orange County Job Classification Specifications for Class Title: Assistant Building Inspector III / Title #: 1043</p> <p><b>Type of license or certificate required:</b> *In accordance with the Orange County Job Classification Specifications for Class Title: Assistant Building Inspector III / Title #: 1043</p>		
7. The above statements are accurate and complete.		
Date:	Title: Mayor	Signature:

### Certificate of Orange County Department of Human Resources

8. In accordance with the provisions of Civil Service Law Section 22, the Orange County Department of Human Resources certifies that the appropriate civil service title for the position described is:	
Title:	_____
Jurisdictional Classification:	_____
Date:	Signature:

**Action by Legislative Body or Other Approving Authority**

9. Creation of described position

- Approved
- Disapproved

Date:

Signature:

Return One Completed Copy To The Orange County Department of Human Resources

**COUNTY OF ORANGE  
MUNICIPAL/SCHOOL  
JOB CLASSIFICATION SPECIFICATION**

**CLASS TITLE:** ASSISTANT BUILDING INSPECTOR III

**TITLE #:** 1043

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves responsibility for assisting in the enforcement of the building code and related laws. Incumbents in this position make inspections of new construction and alteration of buildings for compliance with approved plans, the local building code, zoning ordinances and the Multiple Residence Law. Work is performed under the general supervision of the Building Inspector III. Violations of a serious nature are referred to the Building Inspector III. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Makes field inspections of building construction and materials used;

Reports violations of building code, zoning and housing ordinances to Building Inspector III, consults with contractors, owners, state inspectors and fire inspectors in enforcing the building code;

Investigates and reports on complaints received as to possible violations of the building code and related ordinances as directed by Building Inspector III;

Checks plans and specifications submitted for building permit;

Gives out information as to the requirements of the building code and zoning ordinances;

Makes periodic inspections of homes and other buildings to gather information for determining water assessments;

May issue building permits and certificates of occupancy;

Keeps records of work done;

Prepares oral and written reports.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Good knowledge of modern practices, materials and tools used in building construction; good knowledge of the building code, zoning and housing ordinance; good knowledge of the building trades; ability to learn requirements of NYS Uniform Fire Prevention and Building & Residential codes; ability to establish and maintain cooperative relationships with contractors, owners and the general public; ability to read and interpret plans and specifications; ability to communicate orally and in writing; firmness with courtesy; tact; good judgment; physical condition commensurate with the demands of the position.

-continued-

**MINIMUM QUALIFICATIONS:** Either

- a) Possession of a New York State Basic Code Enforcement Training Certificate; OR
- b) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree (or higher) in Civil Engineering Technology, Architectural Technology, Construction Technology or related field;  
OR
- c) Graduation from high school or possession of a high school equivalency diploma and two (2) years paid work experience in building construction, or building inspection.

**SPECIAL REQUIREMENTS:** It is the responsibility of the appointing authority to ensure that code enforcement personnel, as defined in Part 434, Title 19 of New York Codes, Rules and Regulations, who are charged with enforcement of the New York State Uniform Fire Prevention and Building Code (Uniform Code) shall complete the prescribed minimum basic code enforcement training within the applicable period established under that part as well as required annual in-service training.

**JURISDICTIONAL CLASSIFICATION:**

Full Time - Competitive

Part Time - Non-Competitive

REVISED: 10/17/16 HM