

**BOARD OF TRUSTEES
VILLAGE OF WARWICK
FEBRUARY 18, 2025**

10,542

The Regular Meeting of the Board of Trustees of the Village of Warwick was held on Tuesday, February 18, 2025, at 7:30 p.m. in Village Hall, 77 Main Street, Warwick, NY. Present was: Mayor, Michael J. Newhard. Trustees: Barry Cheney, Carly Foster, and Mary Collura. Also, present was Village Clerk, Raina Abramson and Village Attorney, Stephen Gaba. Absent was Trustee, Thomas McKnight. Others present, Melissa Shaw-Smith and Nicole Hixon.

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

Acceptance of Minutes

A **MOTION** was made by Trustee Collura, seconded by Trustee Foster and carried for the Acceptance of Minutes: February 4, 2025

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

Trustee Cheney Aye Trustee Foster Aye Trustee Collura Aye

Trustee McKnight Absent Mayor Newhard Aye

Acceptance of Reports

A **MOTION** was made by Trustee Cheney, seconded by Trustee Foster and carried for the Acceptance of Reports – January 2025: Clerk’s Office, Justice Department, Planning Department, and Department of Public Works.

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

Trustee Cheney Aye Trustee Foster Aye Trustee Collura Aye

Trustee McKnight Absent Mayor Newhard Aye

Authorization to Pay all Approved and Audited Claims

A **MOTION** was made by Trustee Foster, seconded by Trustee Collura and carried for the Authorization to Pay all Approved and Audited Claims in the amount of \$426,123.23.

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

Trustee Cheney Aye Trustee Foster Aye Trustee Collura Aye

Trustee McKnight Absent Mayor Newhard Aye

1. Police Report.

No report.

Presentation

1. Wickham Works Artist-in-Residence Program – Sculpture Project.

Nicole Hixon, a locally based public and installation artist, presented her proposal for the Artist-in-Residence Program in collaboration with Wickham Works. She provided background on her previous work, particularly her Divine Feminine Series, which features mosaic horticulture sculptures. She described a similar project completed at Goshen Green Farm for the Upstate Arts Weekend in 2023, which incorporated an irrigation system and structural engineering to ensure stability.

For the Warwick Artist-in-Residence Program, she proposed installing *Divine Feminine Feeding Nature* at Stanley-Deming Park, using a recently cut tree stump by the creek as a base. She explained the structural approach, including securing the piece with a pole and flanges, and expressed the need for Department of Public Works (DPW) support for fabrication and installation. Due to time constraints, some elements of the sculpture may be simplified in the initial phase. She hopes to move forward with the project efficiently and integrate elements used in previous local installations.

Mayor Newhard expressed confidence that space could be found at the DPW yard for the project and emphasized the enthusiasm of the DPW team for unique projects like this. He noted that while financial support is currently limited due to the fiscal year ending and the absence of prior budgeting for the project, the Village could likely contribute up to \$1,500. He explained that expenses would need to be initially covered by the artist, with reimbursement provided upon submission of receipts. Mayor Newhard clarified that the Artist-in-Residence Program would be designated specifically for this project at this time. However, he expressed interest in revisiting the program during the next budget cycle to explore potential growth and expansion in the future.

Mayor Newhard expressed enthusiasm for the project, highlighting its potential as an interactive experience in the park. He noted that it aligns with the Village's broader environmental initiatives while incorporating the arts. Additionally, he emphasized the project's educational value, particularly in demonstrating the creative process to children.

Nicole Hixon expressed excitement about expanding the project to involve the community on a larger scale. She shared her personal background, noting that growing up

in Queens, she lacked exposure to diverse artistic opportunities and initially believed she was not artistic because she could not draw. She emphasized the importance of showing children that art extends beyond two-dimensional forms and integrating it with nature and growth. She is enthusiastic about the collaboration and the educational opportunities the project will bring.

Trustee Collura suggested facilitating engagement with the senior community. She offered to make an introduction and proposed the possibility of attending senior citizen meetings to recruit participants for the project.

Nicole Hixon mentioned discussions about various activities related to the project, including a potential strawberry picnic in the park. She expressed interest in involving children in the process, particularly in growing strawberries, though she acknowledged timing constraints.

Nicole Hixon and Mayor Newhard discussed the challenges posed by the cold weather, noting that plant deliveries have been delayed. Mayor Newhard mentioned that the Village works with multiple growers for its flowerpots and that they are just beginning their planting process. Ms. Hixon shared that a local farm has offered 150 feet of strawberry plants, ensuring that strawberries will be available for the planned strawberry picnic.

Melissa Shaw-Smith clarified that the sculpture is intended to be a temporary installation, remaining in place for the spring season and being removed before the start of the park's summer program. She also noted that there are additional logistical details to address, including insurance requirements. Ms. Shaw-Smith noted that Eliza Schiff is collaborating on the project. She highlighted Ms. Schiff's extensive experience as a public art consultant and her work with various Artist-in-Residence programs.

Mayor Newhard and Ms. Shaw-Smith discussed the significance of this project as a trial run for establishing an Artist-in-Residence program, including contracts and processes. Ms. Shaw-Smith noted that Wickham Works is funding two-thirds of the budget, with some in-kind support needed from the DPW. She expressed confidence in making the project successful and emphasized Wickham Works' commitment to assisting with community engagement efforts.

Nicole Hixon expressed gratitude for the support she has received, noting how meaningful it is to have backing from the community and local organizations.

Discussion

1. Warwick Commons proposed street names for private roads: Road “A” located on lot #3, SBL 218-1-93.2 and Road “B” located on lot #2, SBL 218-1-92.2: Hasbrouck, Servin, Diffily, Lazear.

Mayor Newhard stated that prior discussions had taken place regarding potential names for the private roads within Warwick Commons. During the discussion session, two names were proposed: *Logan*, in recognition of the Logan family, and *Stewart*, in recognition of the Stewart family.

2. Summer Recreation – Volunteer Counselors in Training.

Trustee Foster explained that the Village is looking to reinstate a program previously offered through the Summer Recreation Program. This initiative allows younger community members who are not yet old enough to be full counselors to volunteer, receive training, fulfill responsibilities, and earn volunteer hours. Participants will go through an interview and selection process. The Village is excited about bringing this program back.

Mayor Newhard noted that discussions have taken place with the Recreation Director regarding the structure of the Junior Counselor Program, including responsibilities and leadership roles. He expressed optimism that the program could provide a valuable and enriching experience for participants.

Trustee Foster inquired about the age range for the Junior Counselor Program, suggesting it would likely be for participants between 12 and 14 years old.

Mayor Newhard stated that more details about the Junior Counselor Program would be provided once finalized and shared on the Village's Facebook page.

3. Moratorium on Land Use Approvals for Public Utility Facilities Involving Energy Storage Systems.

Village Attorney Stephen Gaba provided background on the previous moratorium enacted approximately two years ago, during which the Village planned to review its code regarding battery storage facilities. Since then, discussions have taken place, and a draft proposal—likely from NYCOM or the Secretary of State—has been provided for the Board’s consideration.

Mr. Gaba recommended that the Board enact a new local law to extend the moratorium, as previous six-month extensions have been exhausted. He advised that a one-year

moratorium should provide sufficient time to finalize necessary code changes, though the process could be completed sooner. He offered to prepare the local law for the Board's review.

Village Attorney Stephen Gaba explained that the moratorium extension would be introduced with a resolution, followed by a public hearing before adoption. He stated that no referrals are required for enacting the moratorium, meaning the Board can proceed with the process without additional approvals. Mr. Gaba suggested scheduling the introduction of the moratorium extension for the first meeting in March.

4. Short-Term Rental Fees and Draft Applications.

Mayor Newhard stated that the Board had previously reviewed the draft application and fees for short-term rentals and was generally in agreement with them. However, he noted the need to revisit the Building Department to ensure that the fees, which were initially taken from the Town's structure, are properly justified and supported.

Village Attorney Stephen Gaba advised that the Village should have a memo on file explaining the rationale for adopting the Town's fee structure for short-term rentals. The memo should indicate whether the fees are generally applicable to the Village or if adjustments are needed. He noted that the explanation does not need to be extensive but should provide a clear basis for the fees. He suggested that the Building Inspector be responsible for compiling this information.

Trustee Foster clarified that the Village's short-term rental fees are not a direct one-to-one match with the Town's fees but rather a combination of various aspects of the Town's structure. She noted that the Town distinguishes between owner-occupied and non-owner-occupied rentals, whereas the Village's approach requires further evaluation. The Building Department has been asked to assess the expected workload required to manage each permit, similar to the process used in previous fee-setting discussions.

Village Attorney Stephen Gaba explained that it is common practice for municipalities to justify their fees by referencing similar fees charged by neighboring municipalities. He emphasized that the Village should document its reasoning with a simple one-page memo outlining the basis for adopting comparable fees before finalizing them.

5. Village Hall Record Retention Project.

Village Clerk Raina Abramson provided an update on the Village's ongoing records management project, which began in 2023 with the goal of inventorying and organizing paper records at Village Hall and the offsite records room. The project is funded through the New York State Archives Local Records Management Improvement Fund grant. The

initial phase, focusing on the Clerk and Treasurer's records, was completed with a significant number of legacy records shredded and the remaining documents organized. Currently, the Village is conducting the fiscal year 2024-2025 inventory and planning project, which includes records from the Building and Planning Department, Assessor's Office, DPW, and Water Department. This phase involves cataloging a large volume of paper records, including over 1,000 maps and plans stored in the offsite vault, attic, and basement. Records consultant Caroline Gallego and her team have been assisting with the project, completing site visits in December and recently in February. So far, 72 cubic feet of records have been marked for destruction, while 93 cubic feet have been organized for review and proper filing.

Caroline Gallego will return in March to complete the inventory of maps, plans, and additional department records. Space constraints remain a challenge, and part of the effort includes organizing records for future digitization. Once the inventory is finalized, the next steps will involve reviewing a destruction list, shredding designated documents, and finalizing an assessment report. A policy and procedure manual will be created for each department, integrating them into the overall records management plan.

The Village expects to complete this phase on schedule by the end of June. Looking ahead, Ms. Abramson is preparing another grant application for a Document Conversion and Access Project, which, if awarded, will support the digitization of approximately 265,000 records. This effort will begin with Clerk and Treasurer's records, including Village Board minutes from 1867 to 2024, Planning Board and Zoning Board minutes from the 1960s to 1990s, adopted budgets, local laws, tax warrants, deeds, agreements, and payroll records—some dating back to 1892.

The grant would also fund the purchase of an Electronic Content Management System (ECMS) to store digital records, set retention schedules, and allow immediate public access to records through the Village website. Once the system is in place, digitization will expand across all departments, starting with new records in late 2025, followed by backlogged records in 2026-2027, beginning with Building Department records, maps, and plans.

Trustee Foster and Mayor Newhard expressed their enthusiasm and appreciation for the records management project, recognizing the significant progress being made in organizing, digitizing, and improving access to Village records.

Trustee Foster inquired about the next department scheduled for records review after the Building and Planning Department. She asked whether the DPW would be included in the next phase or if there was a specific plan for the order of department reviews.

Ms. Abramson stated that she had consulted with the DPW and Water Department, and they confirmed that their records are already well-organized. Certain sewer maps will be included in the digitization process once the Electronic Content Management System (ECMS) is in place. She noted that summer interns would assist in digitizing specific record series, such as sewer maps and small plans, ensuring they are formatted correctly for permanent retention. After completing the current inventory project, the focus will shift entirely to digitization efforts.

Trustee Foster expressed appreciation for the update on the records management project, acknowledging the progress and efforts involved.

Ms. Abramson reflected on the progress of the project, noting the significant effort involved in clearing and organizing the attic. She emphasized the valuable assistance provided by the DPW and the collaboration of all departments in making the project a success.

Mayor Newhard thanked Ms. Abramson for leading the records management project and securing the necessary grants to fund it. He acknowledged that the project would not have been possible without the grant support and expressed his gratitude for her efforts.

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.

No comments.

Payment #1 – TAM Enterprises, Inc., Maple Avenue Booster Station Relocation Project

A **MOTION** was made by Trustee Cheney, seconded by Trustee Collura and carried to approve payment #1 in the amount of \$25,650.00 to TAM Enterprises, Inc. for the Relocation of the

Maple Avenue Booster Station Project for bonds and insurance as per the recommendation of Village Engineer, Barton & Loguidice. Funds are appropriated in budget code F8320.2000.

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

Trustee Cheney Aye Trustee Foster Aye Trustee Collura Aye

Trustee McKnight Absent Mayor Newhard Aye

Streetlight Maintenance and Repair - RTE Energy Services, L.P.

A **MOTION** was made by Trustee Cheney, seconded by Trustee Collura and carried to approve and authorize the Mayor to sign the Streetlight Maintenance and Repair Services Open-Book Agreement with RTE Energy Services, L.P.

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

Trustee Cheney Aye Trustee Foster Aye Trustee Collura Aye

Trustee McKnight Absent Mayor Newhard Aye

Municipality Admin User Training and Certification - Kristin Bialosky

A **MOTION** was made by Trustee Cheney, seconded by Trustee Collura and carried to grant permission to Planning Board Secretary, Kristin Bialosky, to enroll in the virtual Municipality Admin User Training and Certification course at a cost of \$300. Funds are appropriated in budget code A8020-4750.

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

Trustee Cheney Aye Trustee Foster Aye Trustee Collura Aye

Trustee McKnight Absent Mayor Newhard Aye

Advertise for Bids – Disposal of Residuals

A **MOTION** was made by Trustee Cheney, seconded by Trustee Collura and carried to advertise and receive bids for the removal and disposal of residuals (sludge, grit, screening, and small quantities of trash) from the Village of Warwick Wastewater Treatment Plant. Bids will be for FY June 1, 2025, through May 31, 2029.

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

Trustee Cheney Aye Trustee Foster Aye Trustee Collura Aye

Trustee McKnight Absent Mayor Newhard Aye

Advertise for Bids – Chemical Delivery

A **MOTION** was made by Trustee Cheney, seconded by Trustee Foster and carried to advertise and receive bids for chemical delivery for the Village of Warwick Water and Sewer Plant, to include delivery to the Water Plant, Well #2, Well #3, and the Micro Filtration Plant. Bids will be for FY June 1, 2025, through May 31, 2026.

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

Trustee Cheney Aye Trustee Foster Aye Trustee Collura Aye

Trustee McKnight Absent Mayor Newhard Aye

Advertise for Bids – Refuse

A **MOTION** was made by Trustee Cheney, seconded by Trustee Foster and carried to advertise and receive bids for refuse pickup and delivery of a 30-yard refuse container on an as per needed basis. Bids will be for FY June 1, 2025, through May 31, 2026.

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

Trustee Cheney Aye Trustee Foster Aye Trustee Collura Aye

Trustee McKnight Absent Mayor Newhard Aye

Facility Use – South Street Parking Lot, Duck Derby

A **MOTION** was made by Trustee Foster, seconded by Trustee Collura and carried to grant permission to Winslow Therapeutic Riding Center to hold the Duck Derby event on Sunday, May 18, 2025, from 10:00 a.m. to 2:30 p.m. in Linear Park by the Wawayanda Creek and the South Street parking lot, with set up to begin at 8:00 a.m. and breakdown to be completed by 3:00 p.m. Completed park permit, proof of insurance and security deposit have been received.

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

Trustee Cheney Aye Trustee Foster Aye Trustee Collura Aye

Trustee McKnight Absent Mayor Newhard Aye

Facility Use – Parade, St. Patrick’s Day

A **MOTION** was made by Trustee Foster, seconded by Trustee Cheney and carried to grant permission to the Warwick St. Patrick’s Parade Committee to hold a St. Patrick’s Day Parade on Sunday, March 9, 2025, with lineup at 10:30 a.m. and step off at 11:00 a.m. The parade will lineup in the St. Anthony Community Hospital parking lot, proceed east bound on Grand Street, south down Main Street/Oakland Avenue, right on Orchard Street, right on Elm Street, with the parade ending at 16 Elm Street. Completed facility use permit, security deposit, and proof of insurance have been received. Permission from the property owner of 16 Elm Street to end the parade at their location has been received. The parade route has been approved by the Town of Warwick Police Department and St. Anthony Community Hospital to accommodate parade line-up.

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

Trustee Cheney Aye Trustee Foster Aye Trustee Collura Aye

Trustee McKnight Absent Mayor Newhard Aye

Budget Modification

A **MOTION** was made by Trustee Collura, seconded by Trustee Foster and carried to approve the budget modification request as per the Village Treasurer's memo dated February 12, 2025.

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

Trustee Cheney Aye Trustee Foster Aye Trustee Collura Aye

Trustee McKnight Absent Mayor Newhard Aye

Reports

Trustee Cheney’s Report:

Trustee Cheney provided an update on the streetlight LED conversion project, stating that as of that morning, 24% of the work had been completed. Progress was initially slowed due to weather conditions, but the second week saw improvements, and the project remains on schedule for completion by March 14th. He also noted that any issues with the newly installed lights or existing streetlights should now be reported to the Village of

Warwick Department of Public Works (DPW). Residents can call (845) 986-2031 and press 6 when prompted or email dpw@villageofwarwick.org for assistance.

Trustee Foster's Report:

No report.

Trustee Collura's Report:

Trustee Collura announced that the spring edition of the Village of Warwick newsletter will be distributed near mailboxes in early March.

She also reported on the recent Warwick Cares Community Valentine's Making Session, held the previous Sunday. Community members created over 150 valentines, some of which were distributed with Meals on Wheels. She expressed gratitude to Bill and Judy Lindberg for organizing the effort and thanked everyone who participated.

Trustee Collura stated that the Galentine's event was impacted by the weather, which affected attendance. While it could have been more successful, she noted that those who attended had a wonderful time.

Trustee McKnight's Report:

No report.

Mayor Newhard's Report:

No report.

Public Comment – Non-Agenda Items

No comments.

Final Comments from the Board

No comments.

Adjournment

A **MOTION** was made by Trustee Foster, seconded by Trustee Cheney, and carried to adjourn the regular meeting at approximately 8:25 p.m.

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

Trustee Cheney Aye Trustee Foster Aye Trustee Collura Aye

Trustee McKnight Absent Mayor Newhard Aye

Raina M. Abramson, Village Clerk