

**BOARD OF TRUSTEES  
VILLAGE OF WARWICK  
JULY 1, 2024  
AGENDA**

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

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

1. Introduction by Mayor Newhard.
2. Acceptance of Minutes: June 17, 2024.

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

Trustee Cheney \_\_\_\_ Trustee Foster \_\_\_\_ Trustee Collura \_\_\_\_

Trustee McKnight \_\_\_\_ 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 Foster \_\_\_\_ Trustee Collura \_\_\_\_

Trustee McKnight \_\_\_\_ Mayor Newhard \_\_\_\_

**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.

## **Motions**

### **Trustee Cheney's Motions**

1. **MOTION** to grant permission to Village of Warwick Employee, Jason Makuch, to carry over 5 vacation days.

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

Trustee Cheney \_\_\_\_ Trustee Foster \_\_\_\_ Trustee Collura \_\_\_\_

Trustee McKnight \_\_\_\_ Mayor Newhard \_\_\_\_

### **Trustee Foster's Motions**

2. **MOTION** to authorize the Mayor to submit a letter of intent to participate in the Pro-Housing Community (PHC) program administered by the New York State Homes and Community Renewal (HCR).

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

Trustee Cheney \_\_\_\_ Trustee Foster \_\_\_\_ Trustee Collura \_\_\_\_

Trustee McKnight \_\_\_\_ Mayor Newhard \_\_\_\_

3. **MOTION** to submit a 2024 New York State Consolidated Funding Application for the Village of Warwick Veteran's Memorial Park Master Plan Implementation Project and authorize the Mayor to sign the same.

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

Trustee Cheney \_\_\_\_ Trustee Foster \_\_\_\_ Trustee Collura \_\_\_\_

Trustee McKnight \_\_\_\_ Mayor Newhard \_\_\_\_

4. **MOTION** to grant permission to Luz Rosado to use the Veterans Memorial Park pavilion to hold a graduation party on Sunday, July 28, 2024, from 2:00 p.m. to 6:00 p.m. with setup to begin at 10:00 a.m. and cleanup to be completed by 8:00 p.m. Request includes use of alcohol in the park, use of restrooms, pavilion lights, electricity, (15) fifteen Village-owned tables, (65) sixty-five Village-owned chairs, and the Village-owned picnic tables. The request also includes a DJ to play music between the hours of 2:00 p.m. and 6:00 p.m. Completed park permit, insurance and Host Liquor Liability, and security deposit have been received.

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

Trustee Cheney \_\_\_\_ Trustee Foster \_\_\_\_ Trustee Collura \_\_\_\_

Trustee McKnight \_\_\_\_ Mayor Newhard \_\_\_\_

**Trustee McKnight's Motions**

5. **MOTION** to submit a 2024 New York State Consolidated Funding Application as part of the Department of State Smart Growth Community Planning and Zoning Grant Program for the Village of Warwick Zoning Revision Project and authorize the Mayor to sign the same.

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

Trustee Cheney \_\_\_\_ Trustee Foster \_\_\_\_ Trustee Collura \_\_\_\_

Trustee McKnight \_\_\_\_ Mayor Newhard \_\_\_\_

**Public Comment – *Non-Agenda Items***

**Final Comments from the Board**

**Executive Session, if applicable**

**Adjournment**

77 Main Street  
Post Office Box 369  
Warwick, New York 10990  
[www.villageofwarwick.org](http://www.villageofwarwick.org)



(845) 986-2031  
FAX (845) 986-6884  
[mayor@villageofwarwick.org](mailto:mayor@villageofwarwick.org)  
[clerk@villageofwarwick.org](mailto:clerk@villageofwarwick.org)

VILLAGE OF WARWICK  
INCORPORATED 1867

June 26, 2024

New York State Homes and Community Renewal  
38-40 State Street  
Albany, NY 12207

To Whom It May Concern,

I am writing on behalf of the Village of Warwick to formally express our intent to participate in the Pro-Housing Community (PHC) program administered by the New York State Homes and Community Renewal (HCR). As a municipality committed to fostering inclusive and sustainable housing solutions for our residents, we believe that joining the PHC initiative aligns with our goals to promote affordable housing opportunities and support community development.

The Village of Warwick recognizes the importance of addressing housing challenges faced by our residents, including affordability and accessibility. By becoming a Pro-Housing Community, we aim to collaborate with HCR and other stakeholders to streamline regulatory processes, encourage diverse housing options, and facilitate the development of affordable housing projects within our jurisdiction.

Please consider this letter as our initial step towards joining the Pro-Housing Community program. We look forward to working closely with HCR to achieve our shared objectives and to further discussing the specific actions required to formalize our participation.

Kindly send the link to submit the required documents to Village Clerk, Raina Abramson, at [clerk@villageofwarwick.org](mailto:clerk@villageofwarwick.org). Should you require any further information or clarification, please do not hesitate to contact me at (845) 986-2031.

Sincerely,

Michael J. Newhard  
Mayor  
Village of Warwick

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# Graduation Party

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June 23, 2024

7 Robert Drive  
Warwick, NY 10990

Dear Village Board of Trustees

I Luz Rosado am a Warwick, NY village resident. I would like to host my son's graduation party at memorial park pavilion. I would like use the facility from 10-8pm, the actual party would be from 2-6pm. We will be having a DJ we will be courteous of the residents that do live behind there. The reason for the long timing, it gives me time to set up as well as taking down and cleaning.

Sincerely,

Luz Rosado

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 Form**  
**For Gatherings of Less Than 200 People**

ONLY USE THIS FORM IF YOUR EVENT WILL HAVE 200 PEOPLE OR LESS

Date Request Submitted: 6/24/24

Title of Event: \_\_\_\_\_

Purpose of Event: Graduation Party

**SECTION 1: REQUESTED VILLAGE-OWNED PROPERTY**

☐ Railroad Green ☐ Stanley-Deming Park ☐ Lewis Woodlands

☐ Veterans Memorial Park ☒ Veterans Memorial Park Pavilion

*\*Please use the attached map to indicate the specific area(s) to be used within each park.*

Village of Warwick Parking Lots - check all that apply:

☐ South Street Lot ☐ 1<sup>st</sup> Street Lot ☐ Chase Lot (non-permit only)  
☐ Spring Street Lot ☐ Wheeler & Spring St. Lot ☐ Upper CVS Lot ☐ Lower CVS Lot

Village of Warwick Streets: \_\_\_\_\_

**SECTION 2: DATE AND TIME REQUESTED**

Date(s) Requested: 7/28/24 Rain Date Requested: \_\_\_\_\_

Arrival Time: 10am Departure Time: 8pm

Event Start Time: 2pm Event End Time: 7pm

**SECTION 3: APPLICANT INFORMATION**

Check one: ☐ Non-Profit Organization ☐ Commercial/Business Organization ☒ Family

*\*For-profit activities are prohibited.*

Applicant's Name/Responsible Party: W R Rondo

*\*Person of responsibility representing the organization must be a Town of Warwick resident.*

Mailing Address of Responsible Party: 7 Robert Dr Warwick NY 0970

Email Address: Frances.Rosado7@gmail.com Cell Phone: 845 248 9251

Proof of Town of Warwick Residency of Responsible Party: ☒ Driver's License ☐ Utility Bill

Name of Organization (if Applicable): \_\_\_\_\_

Name of Organization's Director(s)/Officer(s): \_\_\_\_\_

Organization's Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address of Organization: \_\_\_\_\_

Physical Address of Organization: \_\_\_\_\_

#### **SECTION 4: EVENT INFORMATION**

Maximum Number of People Intended at the Event: 120

*\* If greater than 200 people, at any given time DO NOT complete this form. See instructions.*

# of Adults: 80 # of People Under 18: 40

Expected Number of Vehicles Intended at the Event: 30-40

Please explain the parking plan for the event: will have signs where

#### **WILL YOUR EVENT INCLUDE:**

#### **CHECK YES OR NO**

<b>Greater than 200 people at any given time</b> <i>If yes, DO NOT complete this form. Please complete form: FACILITY USE PERMIT APPLICATION FOR GATHERINGS GREATER THAN 200 PEOPLE</i>	Yes _____ No <input checked="" type="checkbox"/>
<b>Music / Loudspeakers / Sound System</b> <i>If yes, explain:</i> <u>DJ 2-6pm</u> <i>Location of Music/Loud Speakers/ Sounds System:</i> _____	Yes <input checked="" type="checkbox"/> No _____
<b>Parade, walk, road race, etc.</b> <i>Request must include in writing a clear layout of the intended route AND a letter from the Warwick Police Department approving the route and police resources.</i>	Yes _____ No <input checked="" type="checkbox"/>
<b>Tent(s)</b> <i>Include a map detailing the placement of the tent(s).</i> <i>Date &amp; time tent will be set up:</i> _____ <i>Date &amp; time tent will be removed:</i> _____	Yes _____ No <input checked="" type="checkbox"/>

<b>RVs, Campers, Food Trucks, etc.</b> If yes, explain: _____	Yes _____ No <input checked="" type="checkbox"/>
<b>Admission Fee to Be Charged</b> If yes, please list the admission fee: _____	Yes _____ No <input checked="" type="checkbox"/>
<b>Alcohol</b> Host Liquor Liability Insurance is required.	Yes <input checked="" type="checkbox"/> No _____
<b>Food will be served or sold</b> If yes, explain the method of food distribution and disposal of trash: <u>We will be cooking &amp; serving our own food prior to arrival.</u> <small>*A permit is required from the Orange County Department of Health when offering or selling any food to the public. It is the applicant's responsibility to contact the Orange County Department of Health to obtain necessary permits. Contact the Orange County Department of Health for further information.          *Applicants must provide a drawing to scale showing where the food will be served/sold and where trash will be disposed.</small>	Yes <input checked="" type="checkbox"/> No _____
<b>Rides: Mechanical Carnival Rides, Bounce House, Inflatable Slide, etc.</b> If yes, explain: _____ Additional contract(s) and/or insurance is required.	Yes _____ No <input checked="" type="checkbox"/>
<b>Portable Toilets</b> Placement of portable toilets must be detailed on the map that is required with the application.	Yes _____ No <input checked="" type="checkbox"/>
<b>Other</b> Please explain: _____	Yes _____ No _____

**SPECIAL REQUESTS:**
**CHECK YES OR NO**

<b>Road Closure</b> List road(s): _____ Closed between the hours of _____ and _____ Number of 'No Parking' meter bags requested, if applicable: _____	Yes _____ No <input checked="" type="checkbox"/>
<b>Use of Village-owned tables and chairs</b> Veterans Memorial Park Pavilion Only. No. of Tables <u>15</u> No. of Chairs <u>65</u> <u>PLUS the Picnic tables.</u>	Yes <input checked="" type="checkbox"/> No _____
<b>Use of Electricity</b>	Yes <input checked="" type="checkbox"/> No _____
<b>Use of Memorial Park Football/Over 35 Field Lights</b> Additional fee required for use of field lights.	Yes _____ No <input checked="" type="checkbox"/>
<b>Use of Memorial Park Pavilion Lights</b>	Yes <input checked="" type="checkbox"/> No _____



<b>Use of Village of Warwick Restrooms</b> <i>Memorial Park and Stanley Deming Park only.</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Other</b> Please explain: _____	Yes <input type="checkbox"/> No <input type="checkbox"/>

### **SECTION 5: FEES/SECURITY DEPOSIT**

*Fees and Security Deposit are Due Upon Application / Checks payable to: The Village of Warwick*

☒ \$200 Security Deposit - *(Must be a Separate Payment)*

☐ Memorial Park Football/Over 35 Field Lights (circle one) - \$10 per day or \$300 per season

**TOTAL FEES:** \$ \_\_\_\_\_ (excluding security deposit)

### **SECTION 6: INDEMNITY & HOLD HARMLESS**

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 Wiz Rosado (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).

Wiz Rosado  
 Printed Name of Applicant/Responsible Party

[Signature]  
 Signature of Applicant/Responsible Party

6/24/24  
 Date

**Clerk Use Only:** Security Deposit Check # 1121 Certificate of Insurance ☒ Host Liquor Liability ☒  
 Fees Received n/a Park Map(s) ☒ Police Dept. Approval (if applicable) n/a  
 Facility Use Calendar ☒ Parade Calendar (if applicable) n/a

Permit Holder. Applicants are urged to bring extra plastic garbage bags to facilitate cleanup.

17. Any organization with youths under 18 years old requires the presence of adequate adult supervision at all times.
18. Supervision and parking are the responsibility of the applicant organization/individual.
19. Permits may be revoked at any time.
20. All posted rules must be adhered to.
21. No field or building alterations (lining of fields, erecting goal posts or structures, etc.) are allowed without prior approval.
22. The emergency telephone number for police is 911 or 986-5000; fire and ambulance 911.
23. 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. Need pamphlet to hand out to applicants.
24. In the event of an accident, please notify the Village Clerk at (845) 986-2031 before the end of the next business day.
25. The Village of Warwick does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

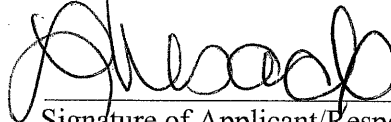
### **INDEMNITY & HOLD HARMLESS**

**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 and understand the Facilities Use Requirements:

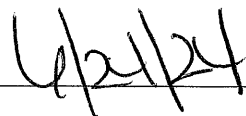


Printed Name of Applicant/Responsible Party



Signature of Applicant/Responsible Party

Date





# MEMORIAL PARK

VILLAGE OF WARWICK  
MEMORIAL PARK

**BOARD OF TRUSTEES  
VILLAGE OF WARWICK  
JULY 1, 2024  
ADDENDUM NO. 1**

6. **MOTION** authorize the Mayor to “Register For Account “as part of the claims process for the Public Water System settlement program related to AFFF multi-district Litigation no. 2873.

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

Trustee Cheney \_\_\_\_      Trustee Foster \_\_\_\_      Trustee Collura \_\_\_\_  
Trustee McKnight \_\_\_\_      Mayor Newhard \_\_\_\_

7. **MOTION** to approve and authorize the Mayor to sign Change Order No. 1 for the South Street ADA Sidewalk Phase 3 Project with Jorrey Excavating, Inc. to remove from the scope of work the re-setting of the bluestone sidewalks and install all new concrete sidewalks and also incorporate the Landmarks Gray color additive per the village’s request, decreasing the project cost by \$2,078.00 with a new contract price of \$177,822.00 as per the recommendation of Village Engineer, Keith Woodruff.

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

Trustee Cheney \_\_\_\_      Trustee Foster \_\_\_\_      Trustee Collura \_\_\_\_  
Trustee McKnight \_\_\_\_      Mayor Newhard \_\_\_\_

## Raina Abramson

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**From:** Keith Woodruff <Keith@ep-pc.com>  
**Sent:** Friday, June 28, 2024 2:22 PM  
**To:** Raina Abramson  
**Cc:** Michael Newhard; Cheney; Jane Samuelson; Mike Moser  
**Subject:** South St Sidewalks Change Order  
**Attachments:** 1804.13 - Change Order 2024-1 signed.pdf

Raina,

Please find the attached change order for the South Street ADA Sidewalk Phase 3 project. As described within the change order this is to remove from the scope of work the re-setting of the bluestone sidewalks and install all new concrete sidewalks. Additionally, this change order also incorporates the Landmarks Gray color additive the village requested. Please have the Mayor countersign and provide a copy for our records at your earliest convenience.

Let me know if you have any questions. Thank you,

Keith Woodruff, CPESC, CPSWQ  
Engineering & Surveying Properties, PC  
262 Greenwich Ave, Suite B  
Goshen, NY 10924  
Phone (845) 457-7727  
Direct (845) 402-6566  
[www.EngineeringPropertiesPC.com](http://www.EngineeringPropertiesPC.com)  
[Keith@ep-pc.com](mailto:Keith@ep-pc.com)

**South Street Sidewalk ADA Improvements – 3<sup>rd</sup> Street to Lawrence Avenue, Warwick, NY****VIII. CHANGE ORDER**Order No. 2024-1Date: 06/25/2024Agreement Date: 05/28/2024Name of Project: South Street Sidewalk ADA Improvements - Phase 3Owner: Village of WarwickContractor: Jorrey Excavating, Inc.

THE FOLLOWING CHANGES ARE HEREBY MADE TO THE CONTRACT DOCUMENTS:

JUSTIFICATION: Adjustment to contract pricing for the inclusion of a color additive, Chromix Landmarks Gray (C-284) as manufactured by Scofield, or approved equal, to be incorporated into the concrete mixture. Additionally, the removal of all re-setting of existing bluestone sidewalks and propose the replacement with new concrete sidewalk.

**CHANGE TO CONTRACT PRICE:**Original Contract Price \$ 179,900.00Current Contract Price adjusted by previous Change Order \$ 179,900.00The Contract Price due to this Change Order will be (increased)(decreased) by \$ 2,078.00The new Contract Price due to this Change Order will be \$ 177,822.00**CHANGE TO CONTRACT TIME:**The Contract Time will be (increased) (decreased) by 0 calendar days.The date for completion of all work will be Sept. 15, 2024 (date).**APPROVALS REQUIRED:**

To be effective this Order must be approved by the Federal Agency.

Requested by: Village of WarwickRecommended by: Engineering & Surveying Properties, PC  
PROJECT ENGINEER/MUNICIPALITY

Approved by: \_\_\_\_\_

Accepted by:   
CONTRACTOR

JORREY EXCAVATING, INC  
160 BART BULL RD  
MIDDLETOWN NY 10941-3802

Community Development Approval (Federal Agency): \_\_\_\_\_