

**BOARD OF TRUSTEES
VILLAGE OF WARWICK
JULY 19, 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 Reports - June 2021: Clerk's Office & Tax Collection Summary, Justice, Recreation Revenue, Building & Planning.

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

Trustee Cheney ___ Trustee Lindberg ___ Trustee Bachman ___

Trustee McManus ___ Mayor Newhard ___

3. Acceptance of Minutes: June 7, 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 ___

5. Police Report

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 close a portion of Main Street (Route 94) to permit outdoor dining on Fridays and Saturdays from 5:30 p.m. to 11:00 p.m. starting August 6, 2021, through September 4, 2021 per New York State Department of Transportation COVID-19 Recovery Temporary Use Permit.

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

Trustee Cheney ___ Trustee Lindberg ___ Trustee Bachman ___

Trustee McManus ___ Mayor Newhard ___

2. **MOTION** to allow restaurants on Main Street that are enrolled in the Village of Warwick Outdoor Dining Program to place tables on the sidewalks in front of their property for dining and to close the parking spaces in front of their property to allow room for pedestrian access on Sundays from August 8, 2021, through September 5, 2021, from 12:00 p.m. to 4:00 p.m. per New York State Department of Transportation COVID-19 Recovery Temporary Use Permit.

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

Trustee Cheney ___ Trustee Lindberg ___ Trustee Bachman ___

Trustee McManus ___ Mayor Newhard ___

3. **MOTION** to allow restaurants on Railroad Avenue and Spring Street that are enrolled in the Village of Warwick Outdoor Dining Program to place tables on the sidewalks in front of their property for dining and to close the parking spaces in front of their property to allow room for pedestrian access on Fridays and Saturdays from 5:30 p.m. to 11:00 p.m. and Sundays from 12:00 p.m. to 4:00 p.m. from August 8, 2021, through September 5, 2021, per New York State Department of Transportation COVID-19 Recovery Temporary Use Permit.

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

Trustee Cheney ___ Trustee Lindberg ___ Trustee Bachman ___

Trustee McManus ___ Mayor Newhard ___

4. **MOTION** to approve the purchase and installation of a new air conditioner unit from Westar Tech Services Corp for the upstairs in Village Hall at a cost not to exceed \$15,895.00 per the recommendation of DPW Supervisor, Mike Moser. This is an emergency purchase that will be funded under budget code A.1620.4400.

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

Trustee Cheney ___ Trustee Lindberg ___ Trustee Bachman ___

Trustee McManus ___ Mayor Newhard ___

Trustee Bachman's Motions

5. **MOTION** to reschedule, due to the weather, the Summer Concert 'Free Shrimp Band' from July 3, 2021, to Friday, August 20, 2021, at 7:00 p.m.

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

Trustee Cheney ___ Trustee Lindberg ___ Trustee Bachman ___

Trustee McManus ___ Mayor Newhard ___

6. **MOTION** to approve the budget modification and transfer request as per the Village Treasurer's letter dated July 14, 2021.

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

Trustee Cheney ___ Trustee Lindberg ___ Trustee Bachman ___

Trustee McManus ___ Mayor Newhard ___

Reports

Trustee Cheney's Report: Liaison to Planning & Zoning, Town of Warwick, Public Works Daily Operations, Engineering and Infrastructure, Water and Wastewater Operations, Green Building Practices/Alternative Energy Options, Citizens Awareness Panel/Jones Chemical, Orange County Planning, Veterans, Comprehensive Master Plan.

Trustee Lindberg's Report: Liaison to Office of the Treasurer, Parks & Recreation, Community Health & Fitness, Government Efficiency, Weekender Bus & Transportation Issues, Traffic and Parking, Liaison to Warwick Fire Department, Safety Committee, Crosswalk & Pedestrian Issues, Policy Development, Employee Training – Workplace Violence/Sexual Harassment.

Trustee Bachman's Report: Liaison to Merchants, Chamber of Commerce, Tourism, Arts & Culture, Historical Society, Public Interface and Outreach, Senior Citizens, Issues of Public Health, St. Anthony's Community Hospital and Bon Secour, Orange County Department of Health.

Trustee McManus' Report: Liaison to Albert Wisner Library, Warwick Valley Schools, Town of Warwick Police Department, Ethics, Cablevision, Alteva (WVT), Issues of Emergency and Homeland Security, WYDO and Warwick Valley Community Center, Youth Leadership Academy, Warwick Valley Prevention Coalition.

Final Comments from the Floor

Final Comments from the Board

Executive Session, if applicable

Adjournment

INTEROFFICE MEMORANDUM

TO: MAYOR NEWHARD & THE VILLAGE BOARD

FROM: MIKE MOSER, DPW SUPERVISOR

SUBJECT: AIR CONDITIONER UNIT PURCHASE

DATE: JULY 13, 2021

Request a motion to purchase a new Air Conditioner unit from Westar Tech Services Corp. for the BLDG/DPW Dept Upstairs Village Hall in the amount of \$15895.00. Westar has advised the current unit is obsolete and would not be cost effective to repair.

This is an Emergency Purchase; a Budget Modification has been submitted to the Treasurer. Westar Tech Service Corp. is in Contract with the Village of Warwick until 5/31/2022.

Westar Tech Services Corp.
PO Box 988
Middletown, NY 10940
845-342-1118

Estimate

DATE	NUMBER
7/9/2021	3507

VILLAGE OF WARWICK
 77 MAIN STREET
 PO BOX 369
 WARWICK, NY 10990

QTY	DESCRIPTION	COST	TOTAL
	Department of Public Works AC Work to Include: * Reclaim, remove and dispose of air handler and condensor * Install new A-coil and condensor * Install new line set * All necessary transitions to ductwork, piping and wiring * Increase return air grill and ductwork * Start & test COST	15,895.00	15,895.00
	Based on Labor of 74 man hours at \$149.75 per hour Material at \$4,813.50		

Subtotal	\$15,895.00
Sales Tax (0.00)	\$0.00
TOTAL	\$15,895.00

**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 | \$2,000 - \$34,999 |
| Above \$20,000 | Above \$35,000 |
- (3) Written/Email/Fax Quotes
Mandatory Competitive Bidding
- ▶ 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

Air Conditioner Unit

BUDGETED PURCHASE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	BUDGET CODE <i>A11620.4400</i>	CURRENT LINE BALANCE \$ <i>5000.00</i> Signature: <i>(Signature)</i> Date: <i>7/13/21</i>
BUDGETED AMOUNT \$	IF NO EXPLAIN <i>Emergency Purchase (Budget Modification)</i>	
#	DATE OF QUOTE	VENDOR/SUPPLIER
1		\$
2		\$
3		\$

VENDOR SELECTED

Westar Tech Services Corp.

IF NOT LOWEST BID EXPLAIN WHY

Westar in Contract w/ Village until 5/31/2022

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	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: *MICHAEL MOSER*
Signature: *(Signature)*

Date: *7/13/21*

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

Budget Modification Request

For Board of Trustees Approval - Meeting on 7/19/21

For approval to transfer available appropriations for the following Fiscal Year 2021-2022 budget account lines:

GENERAL FUND

FROM Account Code	Account Description	Budget Approp. Balance	Transfer Request	Reason	TO Account Code	Account Description	Budget Approp. Balance	Transfer Amount
A5110.2350	Streets - Equipment	100,000.00	15,895.00	to cover the unexpected cost of a new AC unit for upstairs at Village Hall	A1620.4400	Village Hall - Repairs/Building	5,000.00	15,895.00
TOTAL			15,895.00		TOTAL			15,895.00

Respectfully submitted,

Sadie Becker
 Village Treasurer

Backup Documentation: M.Moser request

Report Date: 7/14/21

Sadie Becker

From: CathyS
Sent: Tuesday, July 13, 2021 10:03 AM
To: Sadie Becker
Cc: Mike Moser
Subject: Air Conditioner Unit DPW/BLDG

Sadie,

I am requesting the following Budget Modification to cover the unexpected cost of a new Air Conditioner Unit for the Bldg./DPW Dept Upstairs VH. Westar Tech Services Corp. has a contract with the Village of Warwick until 5/31/2022. Westar Advised Unit is Obsolete and not cost effective to Repair.

- **\$15895.00** from **A5110.2350** Streets/Equipment to **A1620.4400** Village Hall – Repairs/Building

Thanks

Cathy Schweizer
DPW Clerk
Village of Warwick
dpw@villageofwarwick.org
845-986-2031 Ext 6

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