

**BOARD OF TRUSTEES
VILLAGE OF WARWICK
JUNE 6, 2022
AGENDA**

**LOCATION:
VILLAGE HALL
77 MAIN STREET, WARWICK, NY**

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

1. Introduction by Mayor Newhard.
2. Acceptance of Minutes: May 2, 2022.

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

Trustee Cheney ___ Trustee Foster ___ Trustee Bachman ___

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 Bachman ___

Trustee McKnight ___ Mayor Newhard ___

Correspondence

1. Letter from the Warwick Grove Homeowners Association requesting to store three snow removal vehicles on the blacktop area behind the Garden of Heroes.
2. Letter of appreciation from Commander Stan Martin of the Nicholas P. Lasando Jr. Warwick American Legion Post 214.

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

Motions

Trustee Cheney’s Motions

1. **MOTION** to raise the hourly rate for seasonal DPW employee, James Quackenbush, to \$18.00 per hour per the request of DPW Supervisor, Mike Moser.

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

Trustee Cheney ____ Trustee Foster ____ Trustee Bachman ____

Trustee McKnight ____ Mayor Newhard ____

2. FY-2023 ORANGE URBAN COUNTY CONSORTIUM COMMUNITY DEVELOPMENT PROGRAM GOVERNING BODY RESOLUTION – SOUTH STREET SIDEWALKS

The Village of Warwick is hereby submitting its Application for consideration under the FY-2023 Orange Urban County Consortium Community Development Program and the chief elected official or executive officer is hereby authorized to submit this Application for South Street Sidewalks Project as described in the proposal. Input from citizens and groups has been received and considered and an application has been prepared which addresses their community concerns. They further certify that they have read and understood the Orange Urban County Consortium Community Development Guidelines for the FY-2023 program year and have met all of its applicable requirements and that the information contained in the Application is accurate and true to the best of their knowledge. If awarded CDBG funds, the Municipality shall implement the activities in a manner to ensure compliance with all applicable federal, state, and local laws and regulations.

_____ presented the foregoing resolution which was seconded by _____,

The vote on the foregoing resolution was as follows:

Barry Cheney, Trustee, voting _____

Carly Foster, Trustee, voting _____

Thomas McKnight, Trustee, voting _____

Corey Bachman, Trustee, voting _____

Michael Newhard, Mayor, voting _____

Trustee Foster's Motions

3. **MOTION** to hire Mike Conklin and Lisa Kevins as additions to the 2022 Summer Recreation staff per the recommendation of Village of Warwick Recreation Director, Ron Introini.

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

Trustee Cheney ____ Trustee Foster ____ Trustee Bachman ____

Trustee McKnight ____ Mayor Newhard ____

4. **MOTION** to approve the budget modification request as per the Village Treasurer's memo dated May 27, 2022.

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

Trustee Cheney ____ Trustee Foster ____ Trustee Bachman ____

Trustee McKnight ____ Mayor Newhard ____

5. **MOTION** to approve the revised Village of Warwick Summer Concert Series Schedule that includes the addition of concerts on July 13, 2022, and August 26, 2022 per the attached calendar provided by Summer Concert Coordinator, William Iurato.

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

Trustee Cheney ____ Trustee Foster ____ Trustee Bachman ____

Trustee McKnight ____ Mayor Newhard ____

6. **MOTION** to amend the Village of Warwick Schedule of Fees to reduce the fee under the heading 'Parks' under the subheading 'Facility Use Permit Application Fee for Gatherings More than 200 People', to the following:

| <u>Type of Fee</u> | <u>Amount</u> |
|--|---------------|
| Facility Use Permit Application Fee – Gatherings More than 200 People | \$0.00 |

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

Trustee Cheney ____ Trustee Foster ____ Trustee Bachman ____

Trustee McKnight ____ Mayor Newhard ____

7. **MOTION** to amend the Village of Warwick Schedule of the Fees, under the heading ‘Parks’, under the subheading ‘Facility Use Permit Security Deposit for Gatherings More than 200 People’ and ‘Facility Use Permit Security Deposit for Gatherings Less than 200 People’ that the following entities are exempt: Warwick Valley Central School District, Warwick Fire District, Warwick Police Department, Warwick Community Ambulance Service, and the Albert Wisner Public Library.

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

Trustee Cheney ___ Trustee Foster ___ Trustee Bachman ___
Trustee McKnight ___ Mayor Newhard ___

8. **MOTION** to grant permission to the Warwick Fire Department to use Veterans Memorial Park to hold their annual carnival per their letter dated April 18, 2022. Set up to begin on Sunday, June 19, 2022, and breakdown will be completed by Sunday, June 26, 2022. The carnival will be open to the public from 6:00 p.m. to 10:00 p.m. Wednesday, June 22, 2022, through Friday, June 24, 2022, and from 6:00 p.m. to 11:00 p.m. on Saturday, June 25, 2022. Fireworks are scheduled for Saturday, June 25, 2022, with a rain date of Sunday, June 26, 2022. Request includes use of alcohol in the park. Completed park permit and proper insurance, including Host Liquor Liability has been received.

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

Trustee Cheney ___ Trustee Foster ___ Trustee Bachman ___
Trustee McKnight ___ Mayor Newhard ___

9. **MOTION** to grant permission to the Warwick Fire Department to use Veterans Memorial Park for a Firemen’s Field Day Event from 9:00 a.m. to 9:00 p.m. on Saturday, August 20, 2022, with a rain date of Sunday, August 21, 2022. Request includes use of alcohol in the park. Completed park permit and proper insurance, including proof of coverage for firematic events and contests and Host Liquor Liability has been received.

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

Trustee Cheney ___ Trustee Foster ___ Trustee Bachman ___
Trustee McKnight ___ Mayor Newhard ___

10. **MOTION** to grant permission to Boy Scout Troop 45 to use the Veterans Memorial Park Pavilion for an awards ceremony and end of the year event on Monday, June 13, 2022, from 4:00 p.m. to 9:00 p.m. Request includes use of restrooms, electricity, and pavilion

lights. Completed park permit and proof of proper insurance have been received.

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

Trustee Cheney ____ Trustee Foster ____ Trustee Bachman ____

Trustee McKnight ____ Mayor Newhard ____

Final Comments from the Board

Executive Session (if applicable)

Adjournment

May 11, 2022

To the Honorable Mayor Newhard and Board of Trustees,

I first want to congratulate the Mayor and new board members on your election victories. The Village of Warwick is a beautiful and vibrant village that needs good leadership. I wish you well as you serve your terms.

Prior to the election, the Warwick Grove HOA had been working with the former board members to seek approval to store three snow removal vehicles on Veterans Memorial Park property. When we realized at one point that a new board would be in place we put that conversation on hold. I would like to resume that conversation.

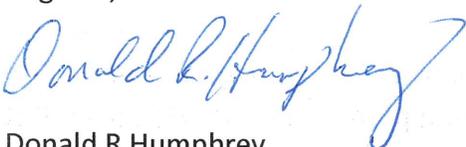
The ask would be to store three vehicles that we use to clear sidewalks and driveways on a blacktop area behind the Garden of Heroes. These snow removal vehicles are too small to drive to Warwick Grove for each snow event. This area is located at the top of Veterans Memorial Park where the park meets up with Warwick Grove off of MacFarland Avenue.

These vehicles would be stored there between December 1 and March 31 and would basically be out of view from residents and parkgoers. Currently there are aging picnic tables at this location which appear to be situated here for a couple of decades.

When Warwick Grove was built out, the plans did not include an area for snow removal or landscaping equipment storage, so my board and I are hopeful that we can work with you to come up with an arrangement where we can utilize this area.

I would like to request that some of my board members and I meet with you to resume this discussion. I look forward to your reply.

Regards,



Donald R Humphrey
President, Warwick Grove HOA
Donald.humphrey0802@gmail.com
(845) 258-0340

RECEIVED

MAY 16 2022

VILLAGE OF WARWICK
VILLAGE CLERKS OFFICE

RECEIVED

MAY 23 2022

VILLAGE OF WARWICK
VILLAGE CLERKS OFFICE

Nicholas P. Lesando Jr.
Warwick American Legion Post 214
P.O. Box 491, Warwick, NY 10990

17 May 2022

RE: Letter of Appreciation for Raina Abramson

Mayor Michael Newhard:"

With great pleasure I am happy to inform you of the outstanding work performed by Raina Abramson. She has been extremely helpful and efficient whenever we have contacted her regarding veterans affairs. She was instrumental in assisting us with our latest Memorial Day parade.

As you know, we did not have a parade in 2020 due to the covid pandemic. In addition, we had all new officers who were not involved in previous parades. It was a learning experience for us. Her guidance in the 2021 and the upcoming 2022 parade plus additional veteran-related matters has been instrumental in our success in meeting requirements for permits and notifications to proper authorities. Ms. Abramson is an asset to your staff.

Our 117 members of American Legion Post 214 would also like to express our appreciation to you, your village staff, and trustees for your many acts of support to veterans in our great community.

Sincerely,



Commander Stan Martin

American Legion Post 214

Cc: Raina Abramson

VILLAGE OF WARWICK
DEPARTMENT OF PUBLIC WORKS
MEMO

TO: MAYOR NEWHARD

FROM : MIKE MOSER DPW SUPERVISOR

DATE: MAY 31, 2022

RE: SEASONAL LABORER

I WOULD LIKE TO REQUEST A RAISE OF HOURLY RATE FOR SEASONAL EMPLOYEE JAMES QUACKENBUSH. MR. QUACKENBUSH RETURNED FROM HIS RETIREMENT TO HELP WITH ALL THE LAWN CARE OF VILLAGE-OWNED PROPERTY AND IS AN EXPERIENCED ASSET THAT MAKES IT EASIER ON MYSELF AND WORK LEADER FOR GETTING MOWING ACCOMPLISHED EACH WEEK. I WOULD REQUEST A RAISE IN HOURLY RATE TO \$18.00; MR. QUACKENBUSH DOES NOT WORK A 20 HOUR WEEK SO A RAISE SHOULD NOT EFFECT PAYROLL BUDGET FOR SEASONAL HELP.

ANY QUESTIONS PLEASE FEEL FREE TO CONTACT ME.

THANK YOU.

RECEIVED
MAY 31 2022
VILLAGE OF WARWICK
VILLAGE CLERKS OFFICE

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 6/6/22

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 |
|-------------------|------------------------------|------------------------|------------------|-----------------------------|-----------------|--|------------------------|------------------|
| A9060.8000 | Hospital & Medical Insurance | 39,238.19 | 15,067.93 | Variance for Actual Payroll | A1410.1000 | Village Clerk - Personal Services | (1,996.87) | 1,996.87 |
| | | | | Variance for Actual Payroll | A1640.1000 | Central Garage - Personal Services | (2,443.46) | 2,443.46 |
| | | | | Variance for Actual Payroll | A3620.1000 | Code Enf/Bldg Insp - Personal Services | (607.83) | 607.83 |
| | | | | Variance for Actual Payroll | A5010.1000 | Street Admin - Personal Service | (2,908.40) | 2,908.40 |
| | | | | Variance for Actual Payroll | A5010.1200 | DPW - WORKERS COMP SALARY | (1,491.99) | 1,491.99 |
| | | | | Variance for Actual Payroll | A7140.1000 | Parks - Personal Service | (4,915.64) | 4,915.64 |
| | | | | Variance for Actual Payroll | A8020.1000 | Planning - Personal Services | (703.74) | 703.74 |
| TOTAL | | | 15,067.93 | | TOTAL | | | 15,067.93 |

WATER FUND

| FROM Account Code | Account Description | Budget Approp. Balance | Transfer Request | Reason | TO Account Code | Account Description | Budget Approp. Balance | Transfer Amount |
|-------------------|---------------------------------|------------------------|------------------|-----------------------------|-----------------|--------------------------------|------------------------|------------------|
| F1440.4950 | Water - Other Engineer Services | 64,019.50 | 11,690.48 | Variance for Actual Payroll | F8340.1000 | Trans/Dist - Personal Services | (10,598.20) | 10,598.20 |
| | | | | | F9030.8000 | Water Social Security | (890.99) | 890.99 |
| | | | | | F9035.8000 | Water Medicare | (201.29) | 201.29 |
| TOTAL | | | 11,690.48 | | TOTAL | | | 11,690.48 |

Respectfully submitted,

Sadie Becker
 Sadie Becker
 Village Treasurer

Backup Documentation: Negative Balance Listing report

Report Date: 5/27/22

Range of Accounts: First to Last
Report Type: Sub Account Include Non-Budget Accounts: N

| Account No | Description | Budgeted | Encumbered | Expended | Transfers | Reimbursed | Canceled | Balance | %Used |
|-------------------|--|------------|------------|------------|-----------|------------|----------|------------|--------|
| A-1410-1000 | Village Clerk - Personal Services | 104,119.00 | 0.00 | 106,115.87 | 0.00 | 0.00 | 0.00 | 1,996.87- | 101.92 |
| A-1640-1000 | Central Garage - Personal Services | 85,312.00 | 0.00 | 87,755.46 | 0.00 | 0.00 | 0.00 | 2,443.46- | 102.86 |
| A-3620-1000 | Code Enf/Bldg Insp - Personal Services | 68,727.00 | 0.00 | 69,334.83 | 0.00 | 0.00 | 0.00 | 607.83- | 100.88 |
| A-5010-1000 | Street Admin - Personal Service | 92,493.00 | 0.00 | 95,401.40 | 0.00 | 0.00 | 0.00 | 2,908.40- | 103.14 |
| A-5010-1200 | DPW - WORKERS COMP SALARY | 0.00 | 0.00 | 11,997.18 | 10,505.19 | 0.00 | 0.00 | 1,491.99- | 114.20 |
| A-7140-1000 | Parks - Personal Service | 31,614.00 | 0.00 | 61,444.25 | 24,914.61 | 0.00 | 0.00 | 4,915.64- | 108.70 |
| A-8020-1000 | Planning - Personal Services | 52,347.00 | 0.00 | 53,050.74 | 0.00 | 0.00 | 0.00 | 703.74- | 101.34 |
| Fund Total | | | | | | | | | |
| | | 434,612.00 | 0.00 | 485,099.73 | 35,419.80 | 0.00 | 0.00 | 15,067.93- | 103.21 |
| F-8340-1000 | Trans/Dist - Personal Services | 189,450.00 | 0.00 | 226,498.20 | 26,450.00 | 0.00 | 0.00 | 10,598.20- | 104.91 |
| F-9030-8000 | Water Social Security | 15,235.00 | 0.00 | 17,375.99 | 1,250.00 | 0.00 | 0.00 | 890.99- | 105.40 |
| F-9035-8000 | Water Medicare | 3,563.00 | 0.00 | 4,064.29 | 300.00 | 0.00 | 0.00 | 201.29- | 105.21 |
| Fund Total | | | | | | | | | |
| | | 208,248.00 | 0.00 | 247,938.48 | 28,000.00 | 0.00 | 0.00 | 11,690.48- | 104.95 |
| Year Total | | | | | | | | | |
| | | 642,860.00 | 0.00 | 733,038.21 | 63,419.80 | 0.00 | 0.00 | 26,758.41- | 103.79 |

SUMMER CONCERT SERIES
FYE 22/23

Village of Warwick Summer Concert Series - FY 2022-23

| Concert Date | Performer | Time | Location |
|------------------------------|--|------------|-----------------|
| Saturday, May 28, 2022 | One Swift Kick - Ralph Edwards | 7:30 p.m. | Rail Road Green |
| Saturday, June 4, 2022 | Stoneflower | 7:30 p.m. | Rail Road Green |
| Friday, June 10, 2022 | NY Wind Symphony | 7:00 p.m. | Rail Road Green |
| *Sunday, June 12, 2022 | *NY Wind Symphony | *3:00 p.m. | Rail Road Green |
| *Wednesday, June 15, 2022 | *NY Wind Symphony | *7:00 p.m. | Rail Road Green |
| Wednesday, June 22, 2022 | OCS | 7:30 p.m. | Rail Road Green |
| Saturday, July 2, 2022 | Big Funk | 7:30 p.m. | Rail Road Green |
| Sunday, July 3, 2022 | Free Shrimp Band | 7:30 p.m. | Rail Road Green |
| Wednesday, July 13, 2022 | Rob Cannillo, Charlie Ventre & Friends | 7:30 p.m. | Rail Road Green |
| Saturday, July 16, 2022 | Emish | 7:30 p.m. | Rail Road Green |
| Saturday, July 23, 2022 | Dark Horses | 7:30 p.m. | Rail Road Green |
| Saturday, July 30, 2022 | Elisa Jones | 7:30 p.m. | Rail Road Green |
| Saturday, August 6, 2022 | Uncle Shoehorn | 7:30 p.m. | Rail Road Green |
| Saturday, August 20, 2022 | Oz Noy Band | 7:30 p.m. | Rail Road Green |
| Friday, August 26, 2022 | The Jennys | 7:30 p.m. | Rail Road Green |
| Wednesday, August 31, 2022 | Tangent | 7:30 p.m. | Rail Road Green |
| Saturday, September 3, 2022 | Some Guys & a Broad | 7:30 p.m. | Rail Road Green |
| Saturday, September 10, 2022 | Judith Tullock Band | 7:00 p.m. | Rail Road Green |
| Saturday, September 17, 2022 | New Swing Sextet | 7:00 p.m. | Rail Road Green |

*Rain Dates

6/1/2022

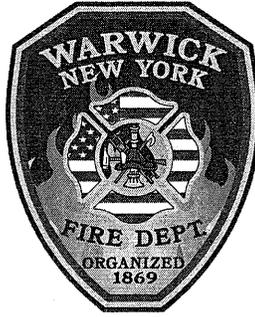
WARWICK FIRE DEPARTMENT

CHIEF – MICHAEL CONTAXIS
Wfd634c@yahoo.com

1ST ASST CHIEF – ANDREW LEMIN
FFLEMIN3106@yahoo.com

2ND ASST. CHIEF – KELLY BROCK
Kbrock915@gmail.com

SAFETY OFFICER – CHRIS DIMARCO
Biggums151@yahoo.com



PRESIDENT – MELISSA STEVENS
Melissa_stevens@yahoo.com

VICE PRESIDENT ROBERT PAVLICK
ROBB.PAVLICK@gmail.com

SECRETARY – DEB SCHWEIKART
DLSWARWICK@GMAIL.COM

TREASURER – BILL LINDBERG
lindberg652@gmail.com

April 18, 2022

Board of Trustees Village of Warwick
PO Box 369
Warwick, NY 10990

Re: 2022 Warwick Fire Department Carnival

Dear Members of the Village Board:

Please be advised that the Warwick Fire Department plans of holding its annual carnival this year in Veterans Memorial Park. The Carnival will run from Wednesday June 22nd to Saturday June 25th, 2022. Set up for the event will begin on Sunday June 19th, and breakdown and clean up will be completed by June 26th. The Carnival will be open from 6:00 PM to 10:00 PM Wednesday through Friday and 6:00 PM to 11:00 PM on Saturday. Fireworks are scheduled for Saturday, June 25th, with a rain date of Sunday, June 26th. An application for the use of the park has been submitted, with the map marked indicating the use of the whole park, that will be used for set up and operation of the carnival.

Per the Village of Warwick Facility Use Request Information: The Carnival will provide food and rides at a cost to the attendees. A detailed map is attached to the facility request. The Warwick Fire Department will provide garbage disposal containers and porta pottys. The Warwick Police Department, Warwick Fire Department and Warwick Ambulance have been notified of the Carnival. The Warwick Fire Department will provide lights as needed. The required insurance certificates and paperwork is attached.

Please feel free to contact me with any questions at (845) 494-3810 or by email warwickfire150@gmail.com

Deborah Schweikart
Secretary

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 PERMIT APPLICATION FOR GATHERINGS GREATER THAN 200 PEOPLE ON VILLAGE-OWNED PROPERTY

Date Request Submitted: March 21, 2022

Title of Event: Warwick Fire Department Carnival

Purpose of Event: Fire Department Fundraiser

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 1st 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: June 19, 2022 to June 26 Rain Date(s) Requested: _____

Arrival Time: 0900 Departure Time: 5:00 PM

Event Start Time: 5 PM Event End Time: 11 PM

SECTION 3: APPLICANT INFORMATION

Check one: Non-Profit Organization Commercial/Business Organization Family
**For-profit activities are prohibited.*

Applicant's Name/Responsible Party: Deborah Schweikart, Warwick Fire Department

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

PO Box 31
Warwick, NY 10990

Mailing Address of Responsible Party: _____

264 St Rte 94 South
Warwick, NY 10990

Residential Address of Responsible Party: _____

Email Address: warwickfire150@gmail.com Cell Phone: 845-494-3810

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

Name of Organization (if Applicable): Warwick Fire Department

Organization's Phone: 845-986-fire Email Address: warwickfire150@gmail.com

Name of Organization's Director(s)/Officer(s): Melissa Stevens, President

PO Box 31
Warwick, NY 10990

Mailing Address of Organization: _____

25 Church St Ext, Warwick, NY 10990

Physical Address of Organization: _____

SECTION 4: EVENT INFORMATION

Maximum Number of People Intended at the Event: over 200

of Adults: _____ # of Under 18 Yrs. Old: _____

Expected Number of Vehicles Intended at the Event: over 100

Please explain the parking plan for the event: Warwick Fire Department Fire Police will park cars as they enter Memorial Park

WILL YOUR EVENT INCLUDE:

CHECK YES OR NO

| | |
|---|--|
| <p>Greater than 200 people at any given time <i>If no, DO NOT complete this form. Please complete form: FACILITY USE PERMIT APPLICATION FOR GATHERINGS OF LESS THAN 200 PEOPLE.</i></p> | <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> |
| <p>Music / Loudspeakers / Sound System <i>If yes, explain:</i> <u>The music will be from amusement rides</u> <i>Location of Music/Loud Speakers/ Sounds System:</i> _____</p> | <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> |
| <p>Parade, walk, road race, etc. <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></p> | <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> |
| <p>Tent(s) <i>Include a map detailing the placement of the tent(s)</i> Date & time tent will be set up: <u>June 26, both fire and ems 1st field</u> Date & time tent will be removed: <u>June 26 after noon</u></p> | <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> |

| | |
|---|---|
| RVs, Campers, Food Trucks, etc. <i>If yes, explain:</i> <u>Carnival will have RV's, food trucks and campers</u> | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| Admission Fee to Be Charged <i>If yes, please list the admission fee:</i> <u>No Admission - cost for rides and games</u> | Yes <input type="checkbox"/> No <input type="checkbox"/> **** |
| Alcohol <i>Host Liquor Liability Insurance is required.</i> | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| Food will be served or sold <i>If yes, explain the method of food distribution and disposal of trash:</i> <u>Food will be sold by vendors of carnival - disposal bins will be provided</u> <i>*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.</i> <i>*Applicants must provide a drawing to scale showing where the food will be served/sold and where trash will be disposed.</i> | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| Rides: Mechanical Carnival Rides, Bounce House, Inflatable Slide, etc. <i>If yes, explain:</i> <u>Supplied by Carnival</u> <i>Additional contract(s) and/or insurance is required.</i> | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| Portable Toilets <i>Placement of portable toilets must be detailed on the map that is required with the application.</i> | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| Other <i>Please explain:</i> _____ | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |

SPECIAL REQUESTS:

CHECK YES OR NO

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

| | |
|--|-----------------------|
| Use of Village of Warwick Restrooms <i>Memorial Park and Stanley Deming Park only.</i> | Yes _____ No <u>X</u> |
| Other Please explain: _____ | Yes _____ No <u>X</u> |

SECTION 5: FEES/SECURITY DEPOSIT

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

- \$250 Application Fee
- Memorial Park Football/Over 35 Field Lights (circle one) - \$10 per day or \$300 per season
- \$500 Security Deposit (*Must be a Separate Payment*)

TOTAL FEE: \$ _____ (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 Warwick Fire Department (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 Warwick Fire Department (Name Organization).

Additionally, I agree to accept notices or summonses issued with respect to the application or the conduct of the assembly or use in any manner involving it arising out of the application, construction or application of Chapter 39 'Assemblies, Public' of the Village Code of the Village of Warwick.

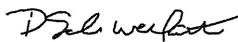
Furthermore, I authorize the Village of Warwick or its lawful agents to observe the event at any time for the purpose of inspecting the same, the facilities provided and the cleaning of the premises after the termination of the assembly.

Deborah Schweikart _____ 3-21-22
 Printed Name of Applicant/Responsible Party Signature of Applicant/Responsible Party Date

Clerk Use Only: Security Deposit Check # _____ Certificate of Insurance Host Liquor Liability
 Fees Received _____ Park Map(s) Police Dept. Approval (if applicable) _____
 *Certificates of Insurance Reviewed by NYMIR/Broker

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:

Deborah Schweikart



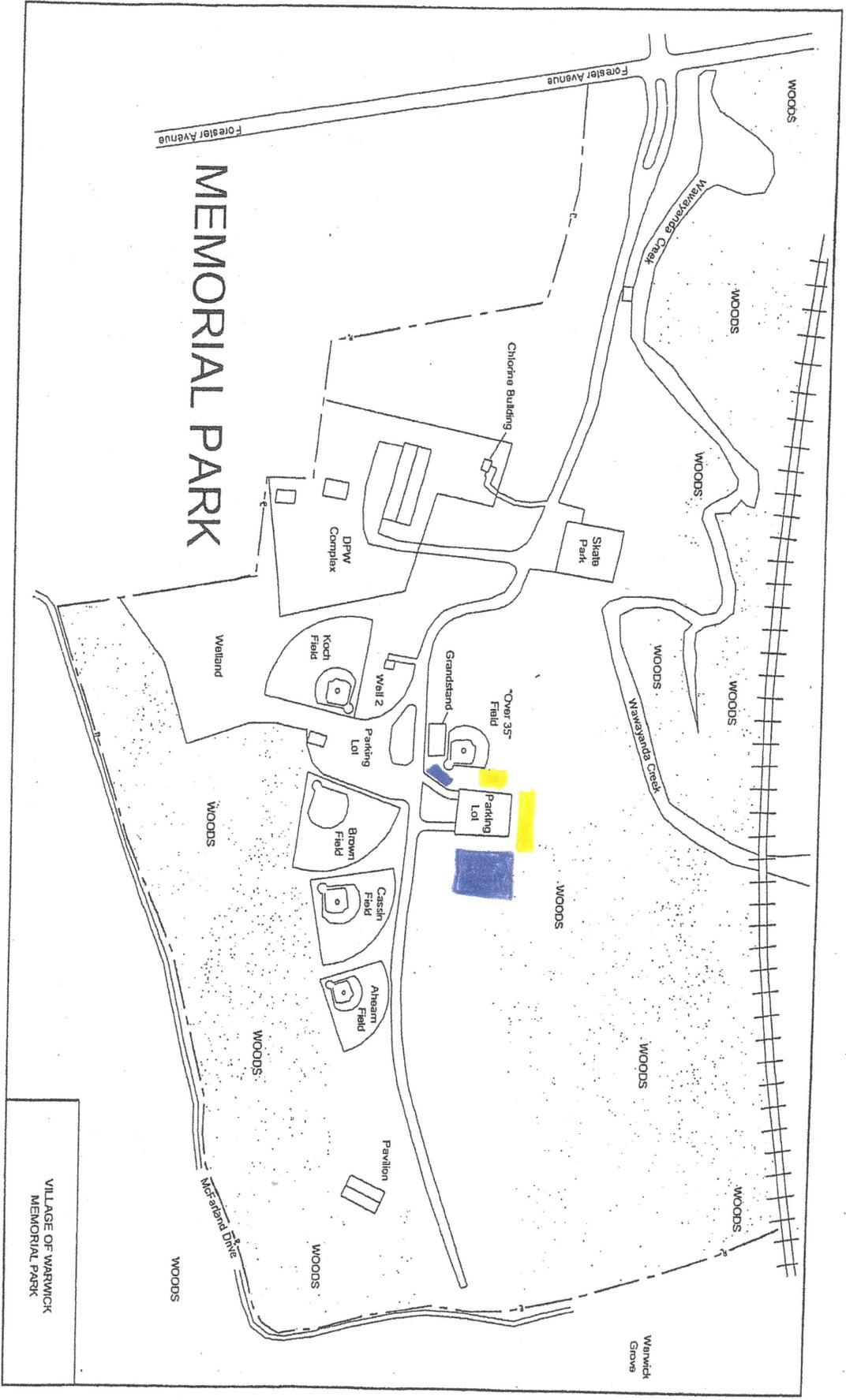
3-21-22

Printed Name of Applicant/Responsible Party

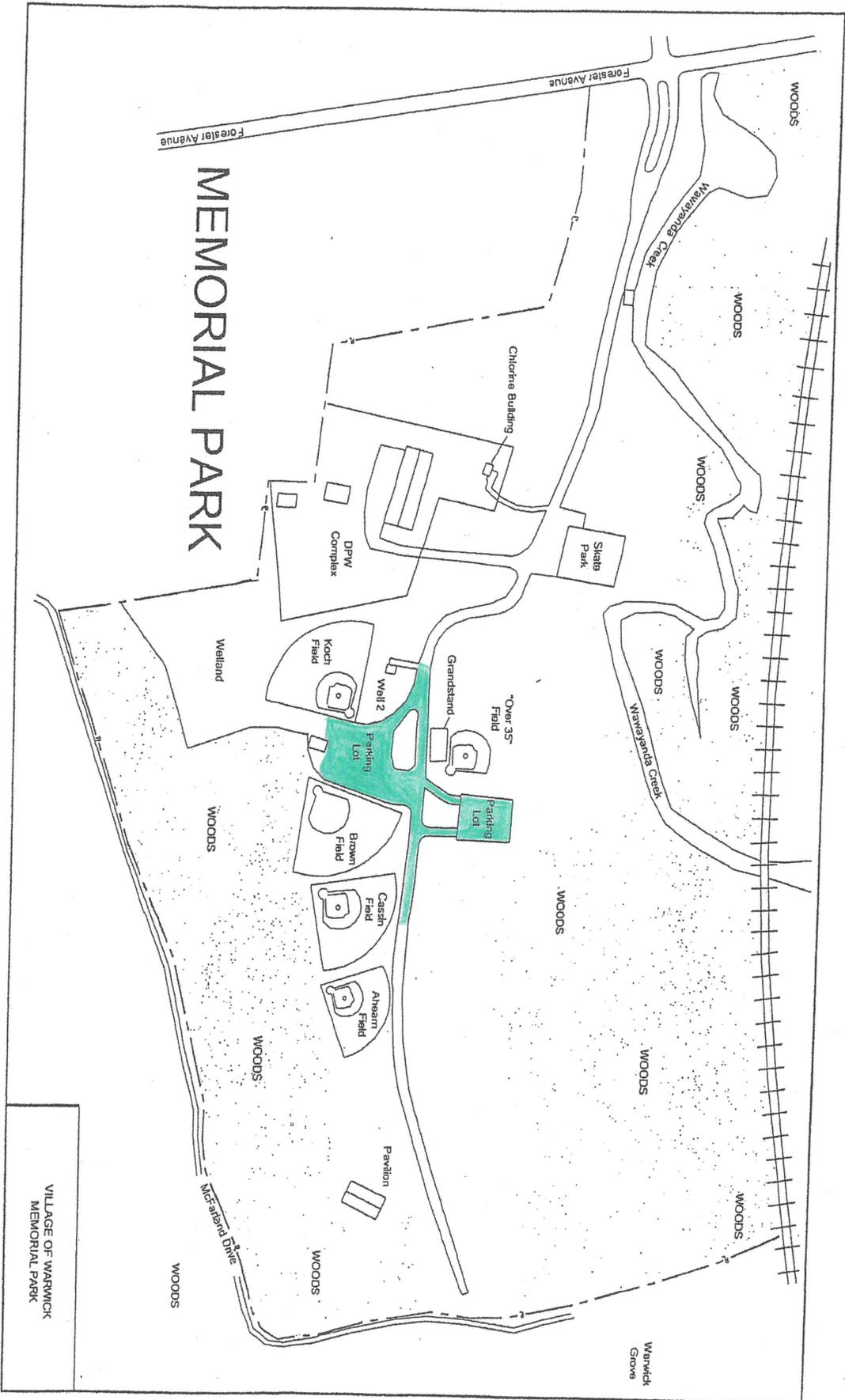
Signature of Applicant/Responsible Party

Date

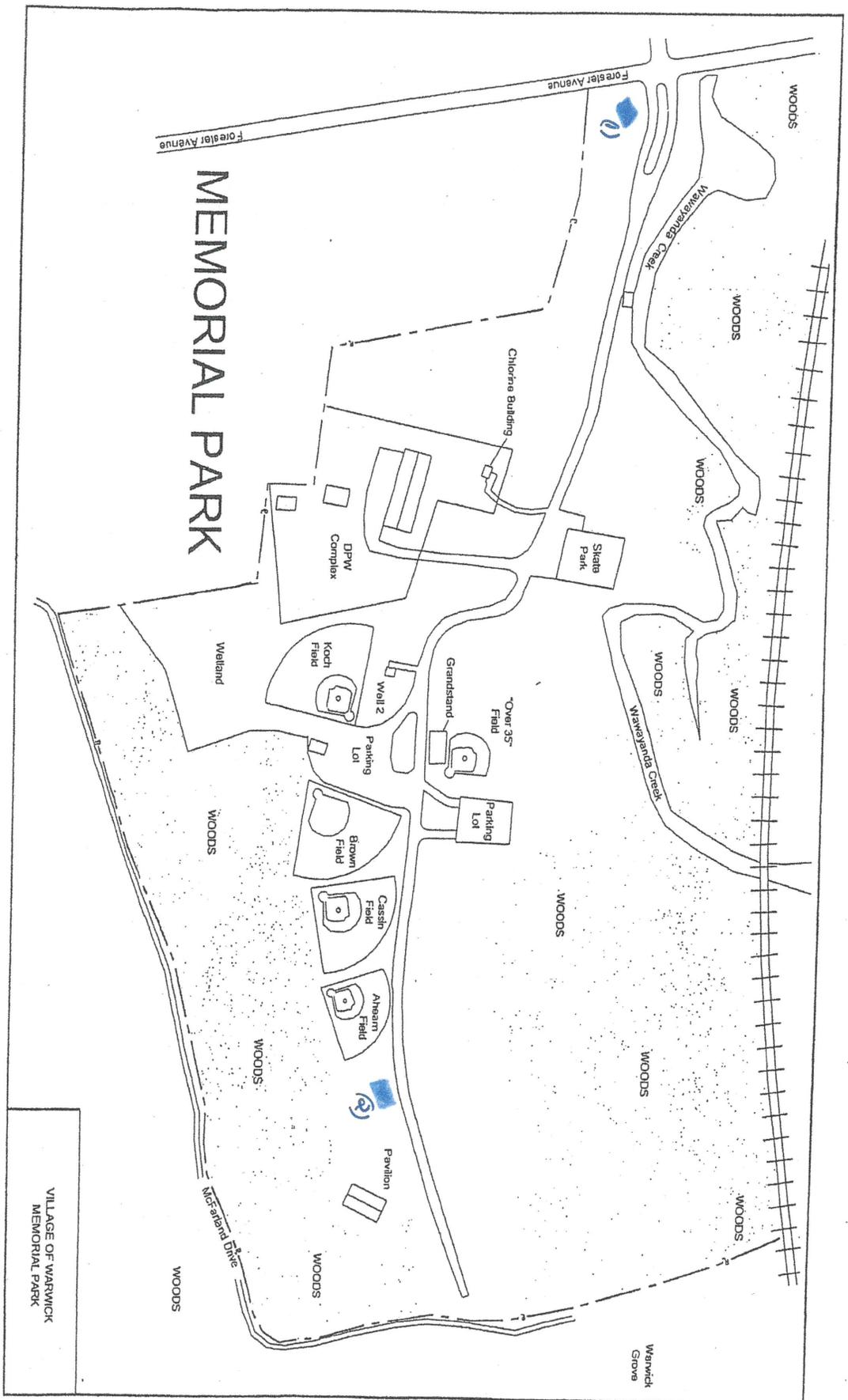
■ Generator Trailers
■ Camper / Housing



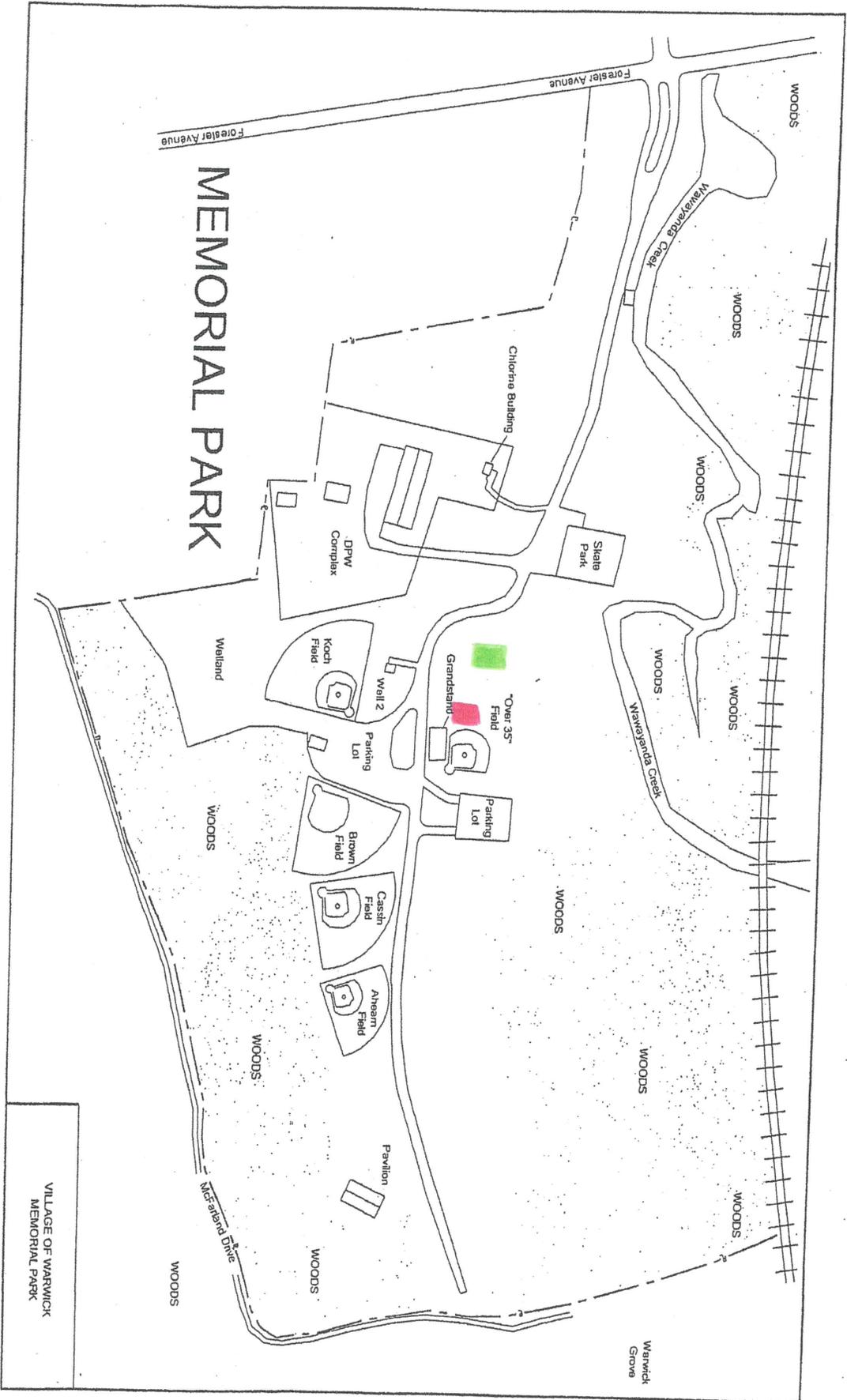
Area Carnival Setup
Rides and Concessions

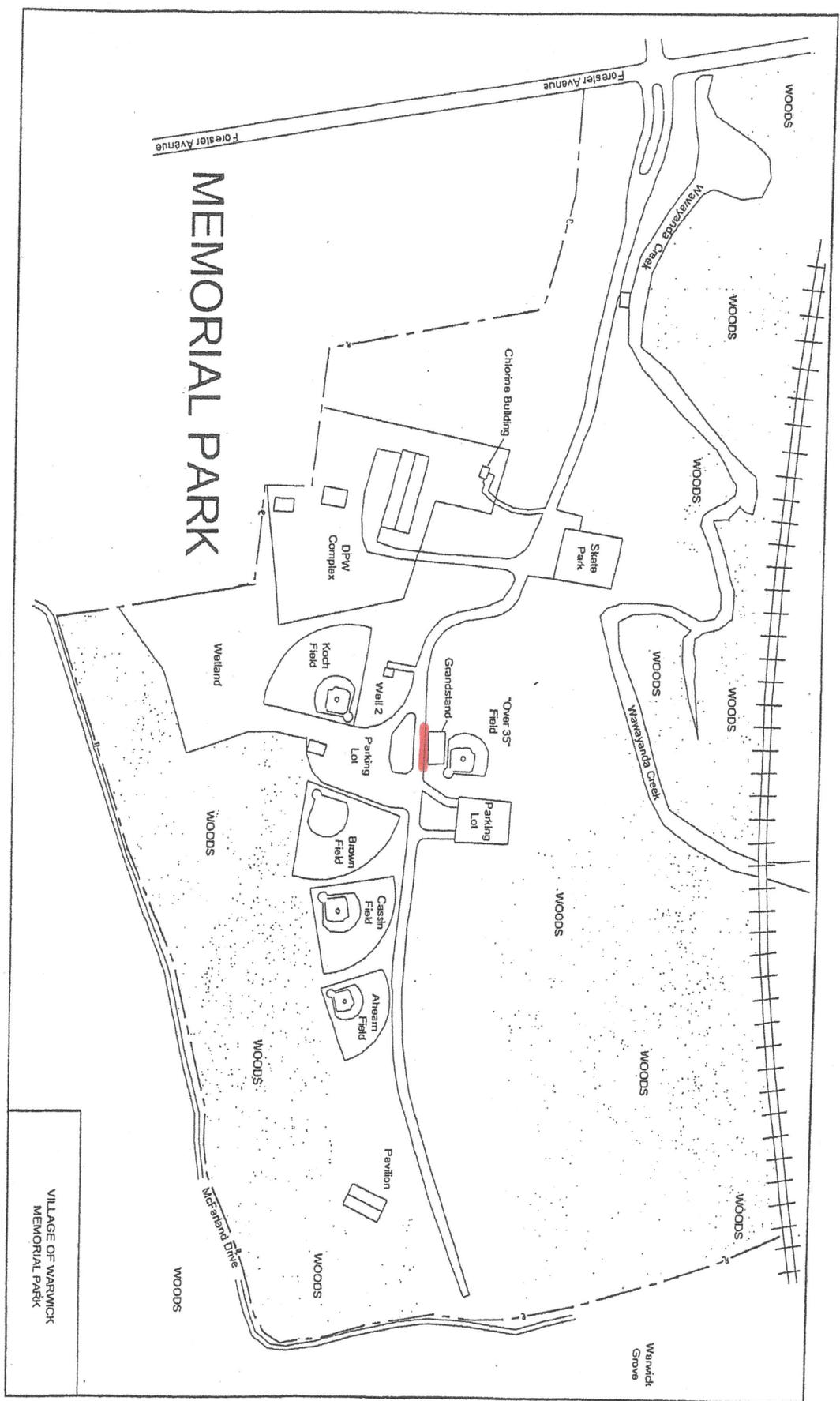


- Light Towers (Gas powered, 4x3, 4-6 Lights)
- (1) Borrowed from Village of Warwick
- (2) Borrowed from Oc Sheriff



Fire Tent
EMS Tent



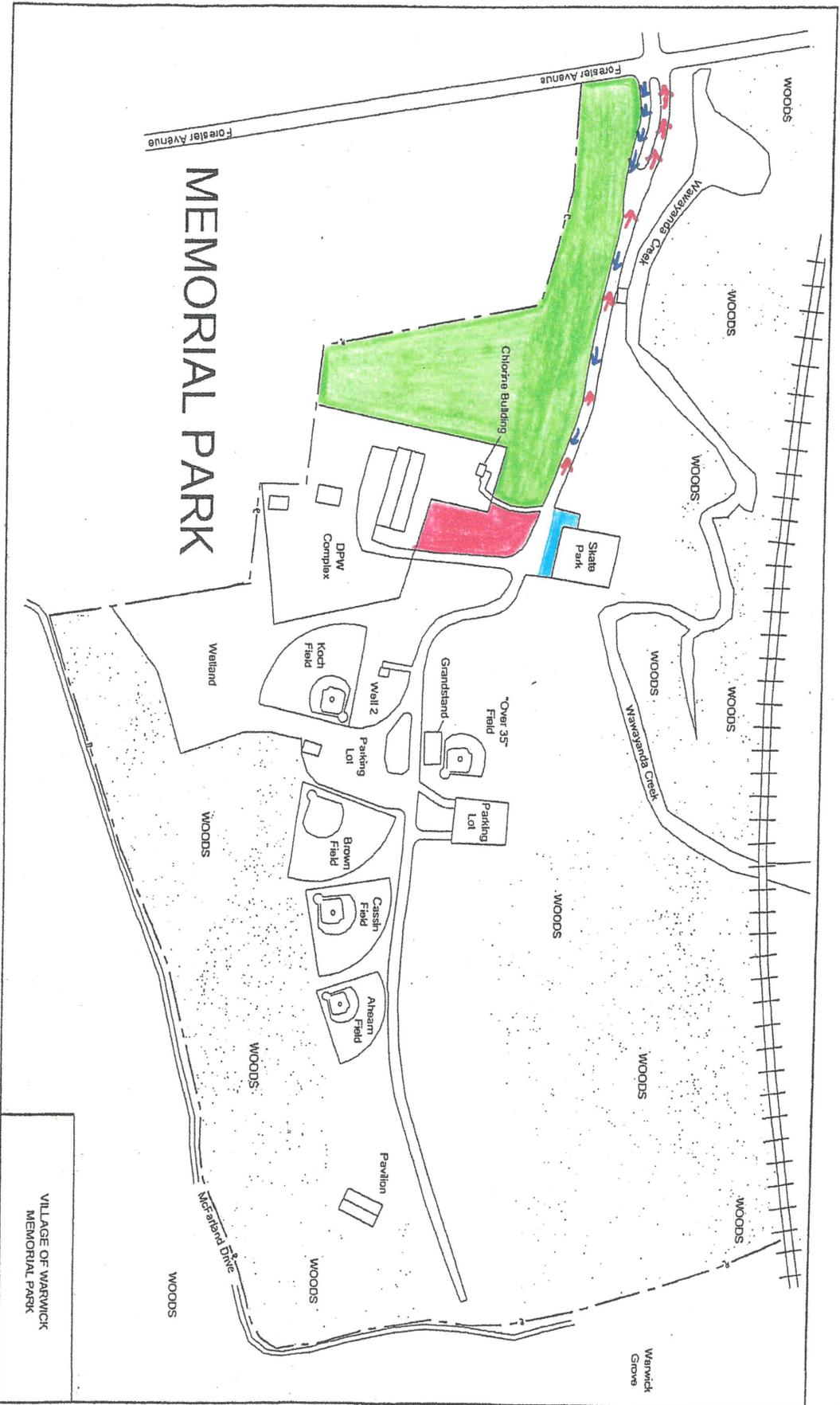


MEMORIAL PARK

VILLAGE OF WARWICK
MEMORIAL PARK

- Disability Parking
- Fire Dept. Member Parking
- Attendees Parking

← Egress
→ Ingress





VILLAGE OF WARWICK
INCORPORATED 1867

Warwick Fire Department Carnival – 2022 Checklist

The following items must be received by the Village Clerk ***at least 90 days prior to the desired Board meeting*** for which they will go before the Village Board for consideration:

ALL REQUESTS & INSURANCE MUST REFLECT ALL DATES OF THE EVENT

1. Forms the Warwick Fire Department needs to provide to the Village of Warwick

- Cover letter as specified on the ‘Facility Use Request Instructions for Gatherings Greater Than 200 People’, the details all the events taking place such as carnival, fireworks, etc., including:
 - A statement specifying whether food or beverage is intended to be prepared, served or distributed. If food or beverages are intended to be prepared, sold or distributed, a statement specifying the method of preparation and distribution of such food or beverage such as food trucks or open grills and the method of disposing of garbage, trash, rubbish or any other refuse arising therefrom. If food or beverage is to be prepared, sold and distributed, a plan or drawing to scale must be attached to the application showing the buildings or other structures from which the food or beverages shall be prepared, sold or distributed.

**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.*
 - A statement specifying that the Warwick Police Department, Warwick Fire Department, and Warwick EMS have been notified of the event, including any recommendations from the aforesaid Departments.
 - A statement specifying whether any outdoor lights or signs are to be utilized, and, if so, a map showing the number, location, size, type of such lights and signs.
 - A statement specifying whether any camping or housing facilities are to be available, and, if so, a plan drawn to scale showing the intended number and location of the same.

- A statement specifying the contemplated duration of assembly and use.

- A detailed map showing the location of the event including any structures to be erected for the purpose of the assembly.

- A plan drawn to scale showing the layout of any parking area for motor vehicles, including disability parking spots and the means of egress from and ingress to such parking area.

- Completed Village of Warwick 'Facility Use Permit Application for Gatherings Greater Than 200 People on Village-Owned Property'

- \$250 Application fee

- \$500 security deposit

- Certificate of Insurance from the Warwick Fire Department to the Village of Warwick including the primary and non-contributory basis form (*form ACORD 25*)
 - *COI must include required limits as specified in the 'Facility Use Permit Application for Gatherings Greater Than 200 People on Village-Owned Property'
 - *COI must include **Host Liquor Liability Coverage** if applicable.
 - *Liability coverage must include mechanical rides / bounce houses/ inflatable slides

- Warwick Fire District Policy Endorsement, Addition of Primary and Noncontributory

- Warwick Fire District Policy Endorsement, Deletion of Exclusion

2. Forms required from J & J Computing (DBA Fireworks Extravaganza)

- Signed contract between Fireworks Extravaganza and Warwick Fire Department titled Fireworks Extravaganza Required Insurance Information Form

- Proof of Worker's Compensation from J & J Computing, Inc (DBA Fireworks Extravaganza) to The Village of Warwick

- Proof of Worker's Compensation from J & J Computing, Inc (DBA Fireworks Extravaganza) to The Warwick Fire Dept / District

- Certificate of Insurance from J & J Computing, Inc. (DBA Fireworks Extravaganza) to the Village of Warwick including the primary and non-contributory basis form (*form ACORD 25*)

- Certificate of Insurance from J & J Computing, Inc. (DBA Fireworks Extravaganza) to the Warwick Fire Dept / District including the primary and non-contributory basis form (*form ACORD 25*)

- Proof of Disability (DB-120.1 (10-17) from J & J Computing Inc.(DBA Fireworks Extravaganza), Inc to The Village of Warwick
- Proof of Disability (DB-120.1 (10-17) from J & J Computing Inc.(DBA Fireworks Extravaganza), Inc to Warwick Fire Dept / District
- Commercial General Liability (ECG 20 592 05 09) - Name of Additional Insured Person(s) or Organization(s) – Village of Warwick and Warwick Fire District / Department

3. Forms required from Gillette Shows

- Signed Agreement between Gillette Shows, LLC and Warwick Fire Department to furnish a combination of rides and concessions known as Gillette Shows
- Signed Indemnity and Hold Harmless Agreement between Gillette, The Warwick Fire Dept / District, and Village of Warwick
- Certificate of Insurance from Gillette Shows Inc. to the Warwick Fire District and Warwick Fire Department including the primary and non-contributory basis form (*form ACORD 25*)
- Non-Contributory Endorsement for Additional Insureds from Gillette Shows, Inc. to the Warwick Fire District and Warwick Fire Department (LD-20287)
- Certificate of Insurance from Gillette Shows Inc. to the Village of Warwick including the primary and non-contributory basis form (*form ACORD 25*)
- Non-Contributory Endorsement for Additional Insureds from Gillette Shows, Inc. to the Village of Warwick, trustees, employees, and agents (LD-20287)
- Commercial General Liability (CG 20 26 07 04) - Name of Additional Insured Person(s) or Organization(s) – Warwick Fire District and Warwick Fire Department
- Commercial General Liability (CG 20 26 07 04) - Name of Additional Insured Person(s) or Organization(s) – The Village of Warwick, its trustees, employees, and agents
- Proof of Worker's Compensation (C-105.2 (9-07) from Gillette Shows, Inc to The Village of Warwick, its trustees, employees, and agents
- Proof of Disability (DB-120.1 (10-17) from Gillette Shows to The Village of Warwick
- Proof of Disability (DB-120.1 (10-17) from Gillette Shows to Warwick Fire Dept / District

WARWICK FIRE DEPARTMENT

CHIEF – MICHAEL CONTAXIS
wfd634c@yahoo.com

1ST ASSIST. CHIEF – ANDREW LEMIN
FFLEMIN3106@yahoo.com

2ND ASSIST. CHIEF – KELLY BROCK
kbrock915@gmail.com

SAFETY OFFICER – CHRIS DIMARCO
biggums151@yahoo.com



PRESIDENT – MELISSA STEVENS
meliss_stevens@yahoo.com

VICE PRESIDENT - ROBERT PAVLICK
ROBB.PAVLICK@gmail.com

SECRETARY – DEB SCHWEIKART
dlswarwick@gmail.com

TREASURER – BILL LINDBERG
lindberg652@gmail.com

May 27, 2022

Board of Trustees Village of Warwick
P.O. Box 369
Warwick, New York 10990

Reference: 2022 Warwick Fire Department Firemen's Field Day

Dear Board Members

Please be advised that the Warwick Fire Department would like to hold a Firemen's Field Day in Veterans Memorial Park. The Field Day will be held on Saturday, August 20, 2022 with a rain date of August 21, 2022.

We would like to setup for the event at 9am, then the Field Day and picnic after would be at 12pm till 7pm, then we would cleanup and exit the park by 9pm.

An application for the use of the park is enclosed with this letter along with maps of the park indicating the areas that will be used for set up and operation of the field day.

The required insurance certificate is attached.

Please feel free to contact me with any questions.

Thank you.

Melissa Stevens
President,
Warwick Fire Department
Ph: 845-742-0886
Email: grover80@warwick.net

RECEIVED

MAY 27 2022

VILLAGE OF WARWICK
VILLAGE CLERKS OFFICE

WARWICK FIRE DEPARTMENT

CHIEF – MICHAEL CONTAXIS
wfd634c@yahoo.com

1ST ASSIST. CHIEF – ANDREW LEMIN
FFLEMIN3106@yahoo.com

2ND ASSIST. CHIEF – KELLY BROCK
kbrock915@gmail.com

SAFETY OFFICER – CHRIS DIMARCO
biggums151@yahoo.com



PRESIDENT – MELISSA STEVENS
meliss_stevens@yahoo.com

VICE PRESIDENT - ROBERT PAVLICK
ROBB.PAVLICK@gmail.com

SECRETARY – DEB SCHWEIKART
dlswarwick@gmail.com

TREASURER – BILL LINDBERG
lindberg652@gmail.com

May 27, 2022

Board of Trustees Village of Warwick
P.O. Box 369
Warwick, New York 10990

Reference: Request to serve Alcohol

Dear Board Members

Please be advised that the Warwick Fire Department would like to hold a Firemen's Field Day in Veterans Memorial Park. The Field Day will be held on Saturday, August 20, 2022 with a rain date of August 21, 2022.

We would like to serve alcohol at the Fireman's Field Day and at the picnic after the activates.

The required insurance certificate is attached.

Please feel free to contact me with any questions.

Thank you.

A handwritten signature in blue ink, appearing to read "Melissa Stevens".

Melissa Stevens
President,
Warwick Fire Department
Ph: 845-742-0886
Email: grover80@warwick.net

HOSE EVENT

8 men allowed 3 lengths of hose, nozzle and men placed on, above or in back of a line 50' from hydrant. All coupling men including nozzle man must have one foot on starting line. Hose must not contain water at starting line. Rope or hose straps may be used. At starting signal men to take hose and nozzle and in any sequence connect same together, connect to and open hydrant using outlet nearest target, pass water through hose and nozzle and trip target , 175' from hydrant when finish time will be taken. When target is tripped, nozzle must be behind nozzle line 150' from hydrant.

HOSE REPLACEMENT EVENT

12 men allowed. 4 lengths of hose, 2 nozzles, a Siamese or wye and men placed on, above and in back of, a line 50' from hydrant. Hose must not contain water at starting line. Rope or hose straps may be used. At starting signal not more than 8 men to take 3 lengths and 1 nozzle and in any sequence connect same together, connect to and open hydrant, using outlet nearest arch, pass water thru hose and nozzle and trip target on right side of course. Before target is tripped all men must have one foot on the starting line. After target is tripped, men remaining at starting line may, in any sequence, leave with, or connect together, 4th length, nozzle and Siamese or wye, take down course to coupling between 2nd and 3rd lengths to Siamese or wye, pass water thru hose, Siamese or wye and nozzle and trip 2 targets, 1 on right side of course and 1 on left side of course, each 175' from hydrant when finish time will be taken. Man on right must trip target on right side of course and man on left must trip target on left side of course. When both targets are tripped, nozzles must be behind nozzle line 150' from hydrant. .

Warwick Fire Department Field Day

Point System for each Event

First Place 4 points

Second Place 3 points

Third Place 2 points

Fourth Place 1 point

Overall Winner Total Points after All 5 Events have been completed

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: 5/20/22

Title of Event: Warwick Fire Dept Field Day/Picnic

Purpose of Event: Fun Day for the Firefighters (Field Day)

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 1st 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: August 20, 2022 Rain Date Requested: August 21, 2022

Arrival Time: 9am Departure Time: 9pm

Event Start Time: 12am 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: Melissa Stevens, President WFD

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

Mailing Address of Responsible Party: 25 Church Street, Warwick, NY

Email Address: grover80@WarwickNet Cell Phone: 845-742-0886

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

Name of Organization (if Applicable): Warwick Fire Department

Name of Organization's Director(s)/Officer(s): Melissa Stevens

Organization's Phone: 845-986-3423 Email Address: _____

Mailing Address of Organization: P.O. Box 31, Warwick, NY 10990

Physical Address of Organization: 25 Church Street, Warwick, NY 10990

SECTION 4: EVENT INFORMATION

Maximum Number of People Intended at the Event: 150

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

of Adults: 100 # of People Under 18: 50

Expected Number of Vehicles Intended at the Event: 75

Please explain the parking plan for the event: In the Parkinglot

WILL YOUR EVENT INCLUDE:

CHECK YES OR NO

| | |
|---|--|
| Greater than 200 people at any given time <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"/> |
| Music / Loudspeakers / Sound System <i>If yes, explain: _____ Location of Music/Loud Speakers/ Sounds System: _____</i> | Yes _____ No <input checked="" type="checkbox"/> |
| Parade, walk, road race, etc. <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"/> |
| Tent(s) <i>Include a map detailing the placement of the tent(s). Date & time tent will be set up: _____ Date & time tent will be removed: _____</i> | Yes _____ No <input checked="" type="checkbox"/> |

| | |
|--|--|
| RVs, Campers, Food Trucks, etc. <i>If yes, explain:</i> _____ | Yes ___ No <input checked="" type="checkbox"/> |
| Admission Fee to Be Charged <i>If yes, please list the admission fee:</i> _____ | Yes ___ No <input checked="" type="checkbox"/> |
| Alcohol <i>Host Liquor Liability Insurance is required.</i> | Yes <input checked="" type="checkbox"/> No ___ |
| Food will be served or sold <i>If yes, explain the method of food distribution and disposal of trash:</i> _____ _____ <i>*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.</i> | Yes <input checked="" type="checkbox"/> No ___ |
| Rides: Mechanical Carnival Rides, Bounce House, Inflatable Slide, etc. <i>If yes, explain:</i> _____ <i>Additional contract(s) and/or insurance is required.</i> | Yes ___ No <input checked="" type="checkbox"/> |
| Portable Toilets <i>Placement of portable toilets must be detailed on the map that is required with the application.</i> | Yes ___ No <input checked="" type="checkbox"/> |
| Other <i>Please explain:</i> _____ | Yes ___ No <input checked="" type="checkbox"/> |

SPECIAL REQUESTS:
CHECK YES OR NO

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

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

Warwick Fire Department (Name Organization).

Melissa Stevens
 Printed Name of Applicant/Responsible Party


 Signature of Applicant/Responsible Party

5/20/22
 Date

Clerk Use Only: Security Deposit Check # _____ Certificate of Insurance Host Liquor Liability
 Fees Received _____ Park Map(s) Police Dept. Approval (if applicable) NA

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

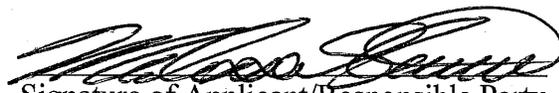
17. Any organization with youths under 18 years old requires the presence of adequate adult supervision at all times.
18. Supervision and parking are the responsibility of the applicant organization/individual.
19. Permits may be revoked at any time.
20. All posted rules must be adhered to.
21. No field 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

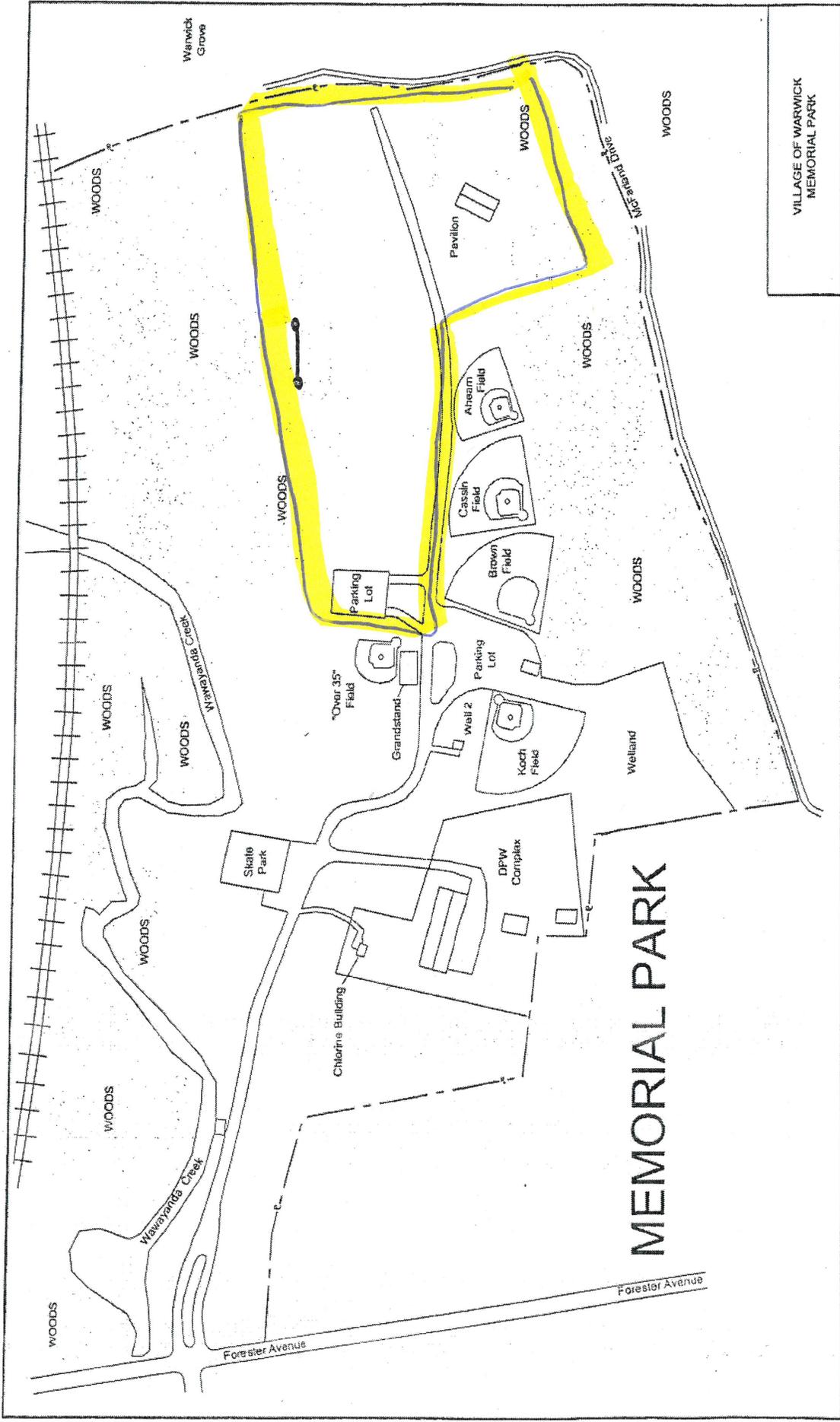
FACILITY USER does hereby covenant and agree to defend, indemnify, and hold harmless the Village of Warwick from and against any and all liability, loss, damages, claims, or actions (including costs and attorneys' fees) for bodily injury and/or property damage, to the extent permissible by law, arising 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:

Melissa Stevens
Printed Name of Applicant/Responsible Party


Signature of Applicant/Responsible Party

Date 5/27/22



MEMORIAL PARK

VILLAGE OF WARWICK
MEMORIAL PARK

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: 5/3/22

Title of Event: Awards & End of Year event - Boy Scout Troop 45

Purpose of Event: _____

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 1st 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: June 13th, 2022 Rain Date Requested: _____

Arrival Time: 4:00 pm Departure Time: 9:00 pm

Event Start Time: 6:00 pm Event End Time: 8:00 pm

SECTION 3: APPLICANT INFORMATION

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

**For-profit activities are prohibited.*

Applicant's Name/Responsible Party: Haydee Vargas / Troop Treasurer.

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

RECEIVED
MAY 31 2022
VILLAGE OF WARWICK
VILLAGE CLERKS OFFICE

Mailing Address of Responsible Party: 16 Hickory Hill Dr., Warwick NY 10990

Email Address: haydee.vargas@gmail.com Cell Phone: 646-372-8989

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

Name of Organization (if Applicable): BSA Warwick Troop 4045

Name of Organization's Director(s)/Officer(s): Ruben Vargas

Organization's Phone: 646-296-1355 Email Address: _____

Mailing Address of Organization: _____

Physical Address of Organization: _____

SECTION 4: EVENT INFORMATION

Maximum Number of People Intended at the Event: _____

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

of Adults: 30 # of People Under 18: 50

Expected Number of Vehicles Intended at the Event: 25

Please explain the parking plan for the event: They will use the parking lot

WILL YOUR EVENT INCLUDE:

CHECK YES OR NO

| | |
|---|--|
| Greater than 200 people at any given time <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"/> |
| Music / Loudspeakers / Sound System <i>If yes, explain: _____ Location of Music/Loud Speakers/ Sounds System: _____</i> | Yes _____ No <input checked="" type="checkbox"/> |
| Parade, walk, road race, etc. <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"/> |
| Tent(s) <i>Include a map detailing the placement of the tent(s). Date & time tent will be set up: _____ Date & time tent will be removed: _____</i> | Yes _____ No <input checked="" type="checkbox"/> |

| | |
|--|---|
| RVs, Campers, Food Trucks, etc. <i>If yes, explain:</i> _____ | Yes ____ No <input checked="" type="checkbox"/> |
| Admission Fee to Be Charged <i>If yes, please list the admission fee:</i> _____ | Yes ____ No <input checked="" type="checkbox"/> |
| Alcohol <i>Host Liquor Liability Insurance is required.</i> | Yes ____ No <input checked="" type="checkbox"/> |
| Food will be served or sold <i>If yes, explain the method of food distribution and disposal of trash:</i> <i>*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.</i> | Yes ____ No ____ |
| Rides: Mechanical Carnival Rides, Bounce House, Inflatable Slide, etc. <i>If yes, explain:</i> _____ <i>Additional contract(s) and/or insurance is required.</i> | Yes ____ No <input checked="" type="checkbox"/> |
| Portable Toilets <i>Placement of portable toilets must be detailed on the map that is required with the application.</i> | Yes ____ No <input checked="" type="checkbox"/> |
| Other <i>Please explain:</i> _____ | Yes ____ No ____ |

SPECIAL REQUESTS:

CHECK YES OR NO

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

| | |
|--|---|
| Use of Village of Warwick Restrooms <i>Memorial Park and Stanley Deming Park only.</i> | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| Other 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 BSA Warwick Troop 45 (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 BSA Warwick Troop 45 (Name Organization).

Haydee Vargas
 Printed Name of Applicant/Responsible Party

[Signature]
 Signature of Applicant/Responsible Party

5/31/22
 Date

Clerk Use Only: Security Deposit Check # 2581 Certificate of Insurance Host Liquor Liability NA
 Fees Received NA Park Map(s) Police Dept. Approval (if applicable) NA

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

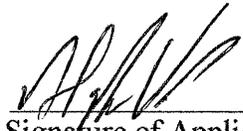
17. Any organization with youths under 18 years old requires the presence of adequate adult supervision at all times.
18. Supervision and parking are the responsibility of the applicant organization/individual.
19. Permits may be revoked at any time.
20. All posted rules must be adhered to.
21. No field 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

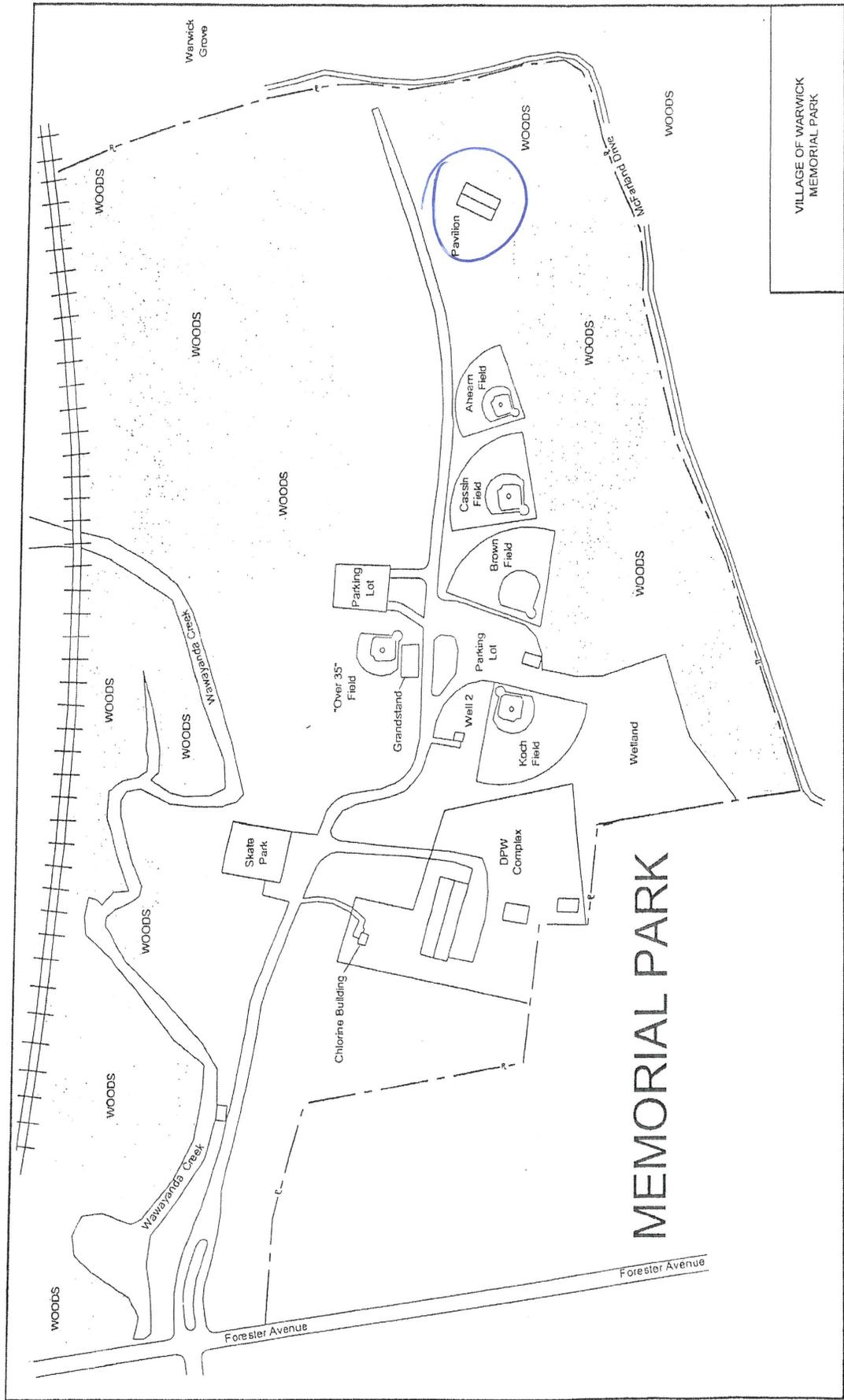
FACILITY USER does hereby covenant and agree to defend, indemnify, and hold harmless the Village of Warwick from and against any and all liability, loss, damages, claims, or actions (including costs and attorneys' fees) for bodily injury and/or property damage, to the extent permissible by law, arising 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:

Haydee Vargas
Printed Name of Applicant/Responsible Party


Signature of Applicant/Responsible Party

Date 5/22/22



MEMORIAL PARK

VILLAGE OF WARWICK
MEMORIAL PARK

**BOARD OF TRUSTEES
VILLAGE OF WARWICK
JUNE 6, 2022
ADDENDUM NO. 1 & 2**

15. **MOTION** to grant permission to OC Bombers to use Brown Field in Veterans Memorial Park for a game on Sunday, June 19, 2022, from 4 p.m. to 11 p.m. and for practices from Monday, June 20, 2022, through Wednesday, November 30, 2022. All events must be in coordination with the other activities taking place in the park such as Warwick Little League, Warwick Youth Football, Highlander Rugby, Warwick Adult Kickball League, and Warwick Wascals. Completed park permit, proper insurance, and security deposit have been received.

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

Trustee Cheney ___ Trustee Foster ___ Trustee Bachman ___

Trustee McKnight ___ Mayor Newhard ___

16. **MOTION** to hire Ryan Richards to the position of Seasonal Department of Public Works Laborer at a salary of \$16.00 per hour each at 40 hours per week for 12 weeks with a start date to of May 23, 2022, per the recommendation of DPW Supervisor, Mike Moser.

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

Trustee Cheney ___ Trustee Foster ___ Trustee Bachman ___

Trustee McKnight ___ Mayor Newhard ___

RECEIVED
JUN 03 2022
VILLAGE OF WARWICK
CLERK

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: 6/3/22

Title of Event: OC Bombers Travel Softball - Game/Practice

Purpose of Event: Game/Practice

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 1st 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

(only if LL or any other teams not using)

Date(s) Requested: 6/19/22 *(Practices 6/20-11/30/22)* Rain Date Requested: _____

Arrival Time: 4pm Departure Time: 11pm *(most likely earlier)*

Event Start Time: _____ Event End Time: _____

SECTION 3: APPLICANT INFORMATION

tax ID # 81-469-0999

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

**For-profit activities are prohibited.*

Applicant's Name/Responsible Party: Elena Fogg

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

Mailing Address of Responsible Party: 100 Forester Ave Warwick, NY 10990

Email Address: magoo919@optonline.net Cell Phone: (845)325-4338

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

Name of Organization (if Applicable): OC Bombers - Family Sports Center

Name of Organization's Director(s)/Officer(s): Gina Marchese

Organization's Phone: (845) 548-9825 Email Address: ginamarchese@msn.com

Mailing Address of Organization: 26 Bristol Dr. Middletown, NY 10941

Physical Address of Organization: 26 Bristol Drive. Middletown NY 10941

SECTION 4: EVENT INFORMATION

Maximum Number of People Intended at the Event: 50

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

of Adults: 50 # of People Under 18: _____

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

Please explain the parking plan for the event: Memorial Park

| WILL YOUR EVENT INCLUDE: | CHECK YES OR NO |
|---|--|
| Greater than 200 people at any given time <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"/> |
| Music / Loudspeakers / Sound System <i>If yes, explain:</i> _____ <i>Location of Music/Loud Speakers/ Sounds System:</i> _____ | Yes _____ No <input checked="" type="checkbox"/> |
| Parade, walk, road race, etc. <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"/> |
| Tent(s) <i>Include a map detailing the placement of the tent(s).</i> <i>Date & time tent will be set up:</i> _____ <i>Date & time tent will be removed:</i> _____ | Yes _____ No <input checked="" type="checkbox"/> |

| | |
|--|--|
| RVs, Campers, Food Trucks, etc. <i>If yes, explain:</i> _____ | Yes _____ No <input checked="" type="checkbox"/> |
| Admission Fee to Be Charged <i>If yes, please list the admission fee:</i> _____ | Yes _____ No <input checked="" type="checkbox"/> |
| Alcohol <i>Host Liquor Liability Insurance is required.</i> | Yes _____ No <input checked="" type="checkbox"/> |
| Food will be served or sold <i>If yes, explain the method of food distribution and disposal of trash:</i> <i>*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.</i> | Yes _____ No <input checked="" type="checkbox"/> |
| Rides: Mechanical Carnival Rides, Bounce House, Inflatable Slide, etc. <i>If yes, explain:</i> _____ <i>Additional contract(s) and/or insurance is required.</i> | Yes _____ No <input checked="" type="checkbox"/> |
| Portable Toilets <i>Placement of portable toilets must be detailed on the map that is required with the application.</i> | Yes _____ No <input checked="" type="checkbox"/> |
| Other <i>Please explain:</i> _____ | Yes _____ No <input checked="" type="checkbox"/> |

SPECIAL REQUESTS:
CHECK YES OR NO

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

| | |
|--|---|
| Use of Village of Warwick Restrooms <i>Memorial Park and Stanley Deming Park only.</i> | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| Other 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: \$ 10 (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 OC Bombers (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 OC Bombers (Name Organization).

Elena Fogg
 Printed Name of Applicant/Responsible Party

[Signature]
 Signature of Applicant/Responsible Party

6/3/22
 Date

Clerk Use Only: Security Deposit Check # 3856 Certificate of Insurance Host Liquor Liability N/A
 Fees Received Park Map(s) Police Dept. Approval (if applicable) N/A
✓#3857

* To return field light fee -
 * fee only for Over 35 field

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

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INDEMNITY & HOLD HARMLESS

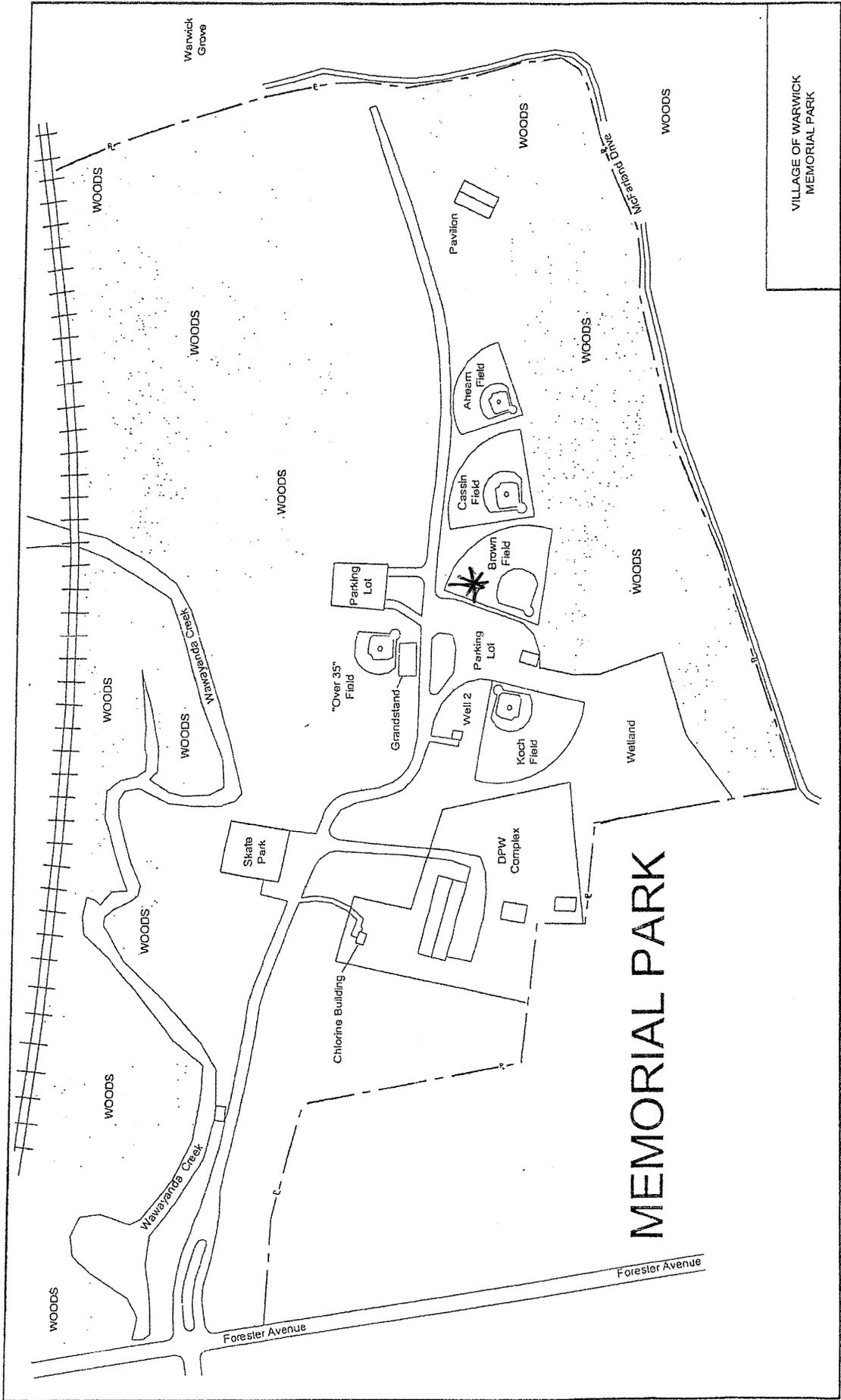
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I have read and understand the Facilities Use Requirements:

Elena Fogg
Printed Name of Applicant/Responsible Party


Signature of Applicant/Responsible Party

Date 6/3/22



MEMORIAL PARK

VILLAGE OF WARWICK
MEMORIAL PARK

MEMORANDUM

TO: MAYOR NEWHARD & THE VILLAGE BOARD

FROM: MIKE MOSER, DPW SUPERVISOR

SUBJECT: SEASONAL LABORER

DATE: JUNE 6, 2022

Motion to hire Ryan Richards as Seasonal Laborer at a rate of \$16.00 hr. This position is a 12-week period at 40 hours per week. Start date to be determined by DPW Supervisor.