

77 Main Street
Post Office Box 369
Warwick, NY 10990
www.villageofwarwick.org



VILLAGE OF WARWICK
INCORPORATED 1867

(845) 986-2031
FAX (845) 986-6884
mayor@villageofwarwick.org
clerk@villageofwarwick.org

Village of Warwick Village Board Meeting – March 15, 2021

Pursuant to Governor Cuomo's Executive Order 202.1, Village of Warwick meetings will be conducted virtually through Zoom Videoconference until further notice.

To View the Meeting:

YOUTUBE LIVE - The public may view the meeting live by the public on the Village of Warwick, NY YouTube channel:

<https://www.youtube.com/channel/UCK7D7KGbZF6nYfbcWGH6-VA>

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

To Comment - During Privilege of the Floor Only:

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

**BOARD OF TRUSTEES
VILLAGE OF WARWICK
March 15, 2021
AGENDA**

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

1. Introduction by Mayor Newhard.
2. Acceptance of Reports: January 2021 Planning Board, AHDRB, & ZBA. February 2021: Clerk's Office, Justice, Building, Planning Board, AHDRB, & ZBA.

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

Trustee Cheney ___ Trustee Lindberg ___ Trustee Bachman ___

Trustee McManus ___ 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 Lindberg ___ Trustee Bachman ___

Trustee McManus ___ Mayor Newhard ___

Announcement

1. Village of Warwick Brush Pile.

Correspondence

1. Letter from Emanuel Law P.C. regarding Village View Estates, LLC Subdivision Petition for Annexation.

Discussion

1. Facility Use Permits & For-Profit Organizations.

Privilege of the Floor

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

Motions

Trustee Cheney’s Motions:

1. **MOTION** to submit to the New York State Department of Transportation an application allowing temporary closure of a portion of Main Street (Route 94) to permit outdoor dining. Upon approval of the application by the DOT, the roadway shall be closed on Thursdays, Fridays, and Saturdays from April 15, 2021 through May 31, 2021 from 4:30 p.m. to 11:00 p.m.

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

Trustee Cheney ___ Trustee Lindberg ___ Trustee Bachman ___

Trustee McManus ___ Mayor Newhard ___

2. **MOTION** to grant permission to Village Employee, Narciscus Key, to carry over four (4) vacation days.

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

Trustee Cheney ___ Trustee Lindberg ___ Trustee Bachman ___

Trustee McManus ___ Mayor Newhard ___

3. **MOTION** to approve payment #5 in the amount of \$15,265.31 to TAM Enterprises, Inc. for the Vertical Spiral Screen for the Orchard Street Pump Station Project which includes payment for the replacement of a flood door inside the building per the recommendation of the Village Engineer, David Getz. Funds are appropriated in budget code G.8120.4950 in the 2020-21 budget.

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

Trustee Cheney ___ Trustee Lindberg ___ Trustee Bachman ___

Trustee McManus ___ Mayor Newhard ___

4. **MOTION** to approve payment #1 in the amount of \$12,084 to O’Connell Electric for the electrical work associated with the installation of the UV equipment completed in November 2020 as part of the WWTP UV Disinfection Improvements Project, per the recommendation of Barton & Loguidice. Funds are appropriated in budget code G.8120.4950 in the 2020-21 budget.

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

Trustee Cheney ___ Trustee Lindberg ___ Trustee Bachman ___
Trustee McManus ___ Mayor Newhard ___

5. **MOTION** to accept the bid from Troy & Banks to conduct a Billing Audit of Village Streetlights at a cost of 29% of all monies refunded or credited to the Village of Warwick. If the Village does not receive refunds or credits, there will not be a fee for Troy & Banks services.

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

Trustee Cheney ___ Trustee Lindberg ___ Trustee Bachman ___
Trustee McManus ___ Mayor Newhard ___

Trustee Lindberg’s Motions:

6. **MOTION** to adopt the Village of Warwick Pandemic Operations Plan effective March 15, 2021. In accordance with NY State, the policy is to be filed in the Office of the Village Clerk, posted to the Village’s website, and added in its entirety to the Village of Warwick Employee Manual under Appendix N.

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

Trustee Cheney ___ Trustee Lindberg ___ Trustee Bachman ___
Trustee McManus ___ Mayor Newhard ___

7. **MOTION** to adopt the Village of Warwick Credit Card Policy effective March 15, 2021.

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

Trustee Cheney ___ Trustee Lindberg ___ Trustee Bachman ___
Trustee McManus ___ Mayor Newhard ___

8. **MOTION** to approve the budget modification and transfer request as per the Village Treasurer's letters dated March 9, 2021.

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

Trustee Cheney ___ Trustee Lindberg ___ Trustee Bachman ___

Trustee McManus ___ Mayor Newhard ___

9. **MOTION** to grant permission to Fit Body Boot Camp to use the pavilion and the surrounding grassy area in Memorial Park for outdoor fitness classes from April 1, 2021 to April 30, 2021 during the following times: Mondays & Fridays from 5:00 a.m. – 10:00 a.m. & 4:00 p.m. – 6:00 p.m., Tuesdays from 5:00 a.m. – 10:00 a.m. & 4:00 p.m. – 5:00 p.m., Wednesdays from 5:00 a.m. – 8:00 a.m. & 4:00 p.m. – 6:00 p.m., Thursdays from 5:00 a.m. – 8:00 a.m. & 4:00 p.m. – 6:00 p.m., Saturdays from 7:00 a.m. – 8:00 a.m., and Sundays from 7:00 a.m. – 10:00 a.m., excluding Saturday, April 17, 2021 for Warwick Little League Picture Day. All activities must be in accordance with Governor Cuomo’s Executive Orders, NYS Regional Phased Reopening Plan, and the Orange County and NYS Departments of Health. Completed park permit, proof of proper insurance, and security deposit have been received.

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

Trustee Cheney ___ Trustee Lindberg ___ Trustee Bachman ___

Trustee McManus ___ Mayor Newhard ___

10. **MOTION** to grant permission to Trish English to use the pavilion and the surrounding grassy area in Memorial Park for outdoor fitness classes from April 1, 2021 to April 30, 2021 during the following times: Tuesdays from 5:00 p.m. – 6:30 p.m., Wednesdays from 8:00 a.m. – 9:30 a.m., Thursdays from 8:00 a.m. – 9:45 a.m., and Saturdays from 8:00 a.m. – 9:45 a.m., excluding Saturday, April 17, 2021 for Warwick Little League Picture Day. All activities must be in accordance with Governor Cuomo’s Executive Orders, NYS Regional Phased Reopening Plan, and the Orange County and NYS Departments of Health. Completed park permit, proof of proper insurance, and security deposit have been received.

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

Trustee Cheney ___ Trustee Lindberg ___ Trustee Bachman ___

Trustee McManus ___ Mayor Newhard ___

11. **MOTION** to grant permission to the OC Bombers to use Brown Field in Memorial Park for softball practices from April 1, 2021 through November 22, 2021, in coordination with the Warwick Little League. All activities must be in accordance with Governor Cuomo’s Executive Orders, NYS Regional Phased Reopening Plan, and NYS and

Orange County Departments of Health. Completed facility use permit, proof of proper insurance, and security deposit have been received.

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

Trustee Cheney ___ Trustee Lindberg ___ Trustee Bachman ___

Trustee McManus ___ Mayor Newhard ___

12. **MOTION** to grant permission to the Warwick Wascals Senior Softball team to use Brown Field, or the Over 35 field, in Memorial Park from April 11, 2021 through October 31, 2021 with games on Sundays from 8:30 a.m. to 12:00 p.m. and on Wednesdays from 5:00 p.m. to 7:30 p.m., in coordination with the Warwick Little League. All activities must be in accordance with Governor Cuomo’s Executive Orders, NYS Regional Phased Reopening Plan, and NYS and Orange County Departments of Health. Completed facility use permit, proof of proper insurance, and security deposit have been received.

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

Trustee Cheney ___ Trustee Lindberg ___ Trustee Bachman ___

Trustee McManus ___ Mayor Newhard ___

Trustee Bachman’s Motions:

13. **MOTION** to amend the motion approved on February 1, 2021, ‘Creating a Special Board to Prepare an Update of the Village’s Comprehensive Plan’, item two (2) to read: ‘The CPC shall consist of eleven (11) members appointed by the Village Board.’

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

Trustee Cheney ___ Trustee Lindberg ___ Trustee Bachman ___

Trustee McManus ___ Mayor Newhard ___

14. **MOTION** to appoint Rosemary Cooper, Director of the Albert Wisner Public Library, as a Member of the Village of Warwick Comprehensive Plan Committee.

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

Trustee Cheney ___ Trustee Lindberg ___ Trustee Bachman ___

Trustee McManus ___ Mayor Newhard ___

15. **MOTION** to grant permission to the Warwick Valley Chamber of Commerce to hold the Warwick Valley Farmers' Market in the South Street parking lot on Sundays from May 9, 2021 through November 21, 2021 from 7:00 a.m. – 2:00 p.m. All activities must be in accordance with Governor Cuomo's Executive Orders, NYS Regional Phased Reopening Plan, and NYS and Orange County Departments of Health. Completed facility use permit, proof of proper insurance, and security deposit have been received.

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

Trustee Cheney ___ Trustee Lindberg ___ Trustee Bachman ___

Trustee McManus ___ Mayor Newhard ___

Trustee McManus' Motions:

16. **MOTION** to grant permission to the Warwick Valley Central School District to hold the Warwick Valley Senior Prom on Main Street, between West Street and Welling Place, on Wednesday, June 9, 2021, with a rain date of Thursday, June 10, 2021 from 3:00 p.m. to 9:30 p.m. per their letter dated March 3, 2021, pending approval from the NYS DOT. All activities to be coordinated with the Mayor's Office and Village of Warwick DPW and must be in accordance with Governor Cuomo's Executive Orders, NYS Regional Phased Reopening Plan, and NYS and Orange County Departments of Health. Completed facility use permit and proof of proper insurance have been received. Security deposit has been waived.

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

Trustee Cheney ___ Trustee Lindberg ___ Trustee Bachman ___

Trustee McManus ___ Mayor Newhard ___

17. **MOTION** to close Main Street between West Street and Welling Place on Wednesday, June 9, 2021, with a rain date of Thursday, June 10, 2021, from 1:00 p.m. – 11:00 p.m. for the benefit of the Warwick Valley Central School District Senior Prom, pending approval of the NYS DOT.

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

Trustee Cheney ___ Trustee Lindberg ___ Trustee Bachman ___

Trustee McManus ___ Mayor Newhard ___

18. **MOTION** to grant permission to the Warwick Valley Central School District hold a 'Trip Down Memory Lane' car parade for the Warwick Valley High School Class of 2021 on Saturday, June 19, 2021. The parade route and schedule are detailed in their letter dated March 9, 2021. The Warwick Police Department have been notified and

approved the route. All activities must be in accordance with Governor Cuomo’s Executive Orders, NYS Regional Phased Reopening Plan, and NYS and Orange County Departments of Health. Completed facility use permit and proof of proper insurance have been received. Security deposit has been waived.

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

Trustee Cheney ___ Trustee Lindberg ___ Trustee Bachman ___
Trustee McManus ___ Mayor Newhard ___

19. **MOTION** to grant permission to the Warwick Valley Central School District to use Memorial Park on Saturday, June 19, 2021 from 8:00 a.m. to 11:00 a.m. for line up of the ‘Trip Down Memory Lane’ car parade. All activities must be in accordance with Governor Cuomo’s Executive Orders, NYS Regional Phased Reopening Plan, and NYS and Orange County Departments of Health. Completed facility use permit and proof of proper insurance have been received. Security deposit has been waived.

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

Trustee Cheney ___ Trustee Lindberg ___ Trustee Bachman ___
Trustee McManus ___ Mayor Newhard ___

20. **MOTION** to rescind the motion made on December 7, 2020 granting permission to the Albert Wisner Public Library to hold the Children's Book Festival on Railroad Green on Saturday, October 9, 2021 from 11:00 a.m. to 4:00 p.m. including permission to tie balloons on nearby parking meters the morning of October 9, 2021 as per their letter dated November 17, 2020.

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

Trustee Cheney ___ Trustee Lindberg ___ Trustee Bachman ___
Trustee McManus ___ Mayor Newhard ___

21. **MOTION** to grant permission to the Albert Wisner Public Library to use the east side of Stanley-Deming Park to hold the Children’s Book Festival on Saturday, October 9, 2021 from 11:00 a.m. – 4:00 p.m. as per their letter dated March 8, 2021. Permission to include: tent set-up on Friday, October 8, 2021 at 3:00 p.m. and breakdown no later than Sunday, October 10, 2021 at 12:00 p.m.; two publicity banners to be hung from September 27, 2021 through October 9, 2021, one on of the fence facing South Street and one on the fence facing Parkway; one or two food trucks to be parked in the parking area adjacent to the basketball courts; balloons to be attached along the fences surrounding

Stanley-Deming Park on Saturday, October 9, 2021. All activities must be in accordance with Governor Cuomo's Executive Orders, NYS Regional Phased Reopening Plan, and NYS and Orange County Departments of Health. Completed facility use permit, proof of proper insurance, and security deposit have been received.

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

Trustee Cheney ___ Trustee Lindberg ___ Trustee Bachman ___

Trustee McManus ___ Mayor Newhard ___

Reports: *Suspended to Streamline Meeting due to COVID-19*

Final Comments from the Floor

Final Comments from the Board

Executive Session, if applicable

Adjournment

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VILLAGE OF WARWICK

INCORPORATED 1867

VILLAGE OF WARWICK

BRUSH DISPOSAL

Only Village of Warwick Residents will be allowed to dispose brush at the disposal site. The disposal area is located at the Village of Warwick Dept of Public Works site in Memorial Park. No commercial operators will be permitted. **Brush cannot exceed 6" in diameter. Bagged leaves will be accepted. (paper only). No grass clippings will be allowed.**

A Valid Picture ID showing Village Residency will be required at the site.

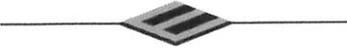
Hours of Operation:

April/May/June – Saturday & Sundays 12pm-4pm

July/August/September – First and Third Weekends 12pm – 4pm

October/November – Saturday & Sundays 12pm – 4pm

Site Closed Applefest Sunday



EMANUEL LAW P.C.

Ira M. Emanuel, Esq. | Amy Mele, Esq. *Of Counsel*
Counsel to Freeman & Loftus, RLLP

Four Laurel Road
New City, NY 10956

Info@EmanuelLaw.com

www.EmanuelLaw.com

Tel: 845-654-4141

March 5, 2021

Town Board, Town of Warwick
132 Kings Highway
Warwick, NY 10990

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

Re: Village View Estates, LLC Subdivision
Petition for Annexation

Dear Members:

We represent the petitioner, Village View Estates, LLC, in the above-referenced matter.

At the joint public hearing held on February 25, 2021, and in a followup e-mail from a member of the public, the petitioner was asked for confirmation of its intent regarding the use of the 0.6 acre parcel that is the subject of the annexation petition.

As shown on the maps presented to the boards, a portion of the parcel will be used as a roadbed to be ultimately dedicated to the Village to provide vehicular and pedestrian access to the larger subdivision parcel. All infrastructure (gas, electric, telephone, sanitary sewerage, drainage, public water) will be located within the roadbed, all as shown on the plans being reviewed by the Village of Warwick Planning Board, and as may be ultimately approved by that board. The remainder of the parcel will be maintained as permanent open space as indicated on the subdivision plat. The petitioner is willing to impose a restrictive covenant to that effect on the subject 0.6 acre parcel. The restrictive covenant will also prohibit the installation of public utilities within the open space for the benefit of any other parcel of land.

Very truly yours,
EMANUEL LAW PC

By: 
Ira M. Emanuel

Cc: Client

RECEIVED

MAR 03 2021

VILLAGE OF WARWICK
VILLAGE CLERK'S OFFICE

Village of Warwick, NY
Tuesday, March 9, 2021

Chapter A150. Park Rules and Regulations

[HISTORY: Adopted by the Board of Trustees of the Village of Warwick 4-17-1974. Amendments noted where applicable.]

GENERAL REFERENCES

Amusements and exhibitions — See Ch. 34.

Public assemblies — See Ch. 39.

Garbage, rubbish and refuse — See Ch. 75.

Littering — See Ch. 83.

Parks — See Ch. 90.

Peace and good order — See Ch. 93.

§ A150-1. Purpose of parks; no charge for use.

The Village buildings and park lands are provided primarily for the taxpayers' enjoyment. They may be used without charge for meetings of organizations and enjoyment of residents of the Village of Warwick.

§ A150-2. Application for use of buildings or lands required.

- A. Application for any use of buildings or park land should be made to the Village Clerk.
- B. Permission will be at the discretion of the Village of Warwick Board of Trustees.

§ A150-3. Fees; waivers.

- A. A fee as set forth in Chapter 63, Fees, shall be charged for use of the buildings or park lands under certain circumstances as noted:
 - (1) When buildings or park lands are being used where admission is being charged.
 - (2) A fee will be charged when the lights at the parade grounds are to be used for any event where an admission is charged.
 - (3) A deposit shall be made to the Village Clerk by the applicant to assure the cleanup of the buildings and grounds after such use. Said deposit shall be refunded upon prompt and proper cleanup, as confirmed by the Department of Public Works or the Police Department.
[Added 10-11-1976; amended 4-10-1989 by L.L. No. 12-1989]
- B. The fee shall be paid when application is approved.
- C. Any fee may be waived if the application is made by the Veterans' Memorial Improvement Corporation.

§ A150-4. Insurance requirements.

[Amended 8-11-1975; 4-5-1982]

The applicant must post a certificate of insurance, naming the Village of Warwick as an additional insured, with a combined single-limit liability of not less than \$1,000,000. Said certificate of insurance shall be issued by an insurance company licensed to do business in the State of New York and shall be so worded to provide that said insurance is primary over all other valid and collectible insurance available to the Village and shall state that there shall be no exclusion from liability for injury to participants. The Board shall be apprised of what the activity is, when it is going to be held and who the insurance carriers are, so that the Board can act on each individual organization at it sees fit.

§ A150-5. Requirements for person signing application.

The application shall be signed by a person of responsibility representing the organization, and the person must reside in the Village of Warwick.

§ A150-6. Time limit for submission of application.

All applications for the use of buildings must be submitted at least 48 hours before the time desired.

§ A150-7. Payment of fees and damages.

All fees and damages shall be paid to the Village Clerk.

§ A150-8. Responsibility for supervision and parking.

Supervision and parking is the responsibility of the organization making the request.

§ A150-9. Area of use limited to that stated on permit.

This permit entitles the holder to only that portion of the park or buildings stated on the permit.

§ A150-10. Responsibility for cleanup.

All permittees must remove all garbage when leaving the park. The cleanup time in certain areas of the park used for horse shows, carnivals, etc., may be extended.

Proposed Use for April 2021 Only
 Village Board to Review Facility Use Request to Allow
 Continual For-Profit Events

Apr-21	Fitbody Boot Camp	Trish English
Monday	5:00 a.m. - 10:00 a.m. 4:00 p.m. - 6:00 p.m.	N/A
Tuesday	5:00 a.m. - 10:00 a.m. 4:00 p.m. - 5:00 p.m.	5:00 p.m. - 6:30 p.m.
Wednesday	5:00 a.m. - 8:00 a.m. 4:00 p.m. - 6:00 p.m.	8:00 a.m. - 9:30 a.m.
Thursday	5:00 a.m. - 8:00 a.m. 4:00 p.m. - 6:00 p.m.	8:00 a.m. - 9:45 a.m.
Friday	5:00 a.m. - 10:00 a.m. 4:00 p.m. - 6:00 p.m.	N/A
*Saturday	7:00 a.m. - 8:00 a.m.	8:00 a.m. - 9:45 a.m.
Sunday	7:00 a.m. - 10:00 a.m.	N/A

*Excluding Saturday, April 17, 2021 - Warwick Little League Pic

Facility Use Requests for Memorial Park & Pavilion

Requestor	Park	Dates	Approved	Days	Requested Times
Warwick Fit Body Boot Camp	Memorial Park Pavilion	4/1/2021 through 11/31/2021		Monday-Friday Saturday & Sunday	5:00 am to 10:00 am 4:00 pm to 6:00 pm 7:00 am to 10:00 am
Trish English Fitness Training	Memorial Park Pavilion	4/1/2021 through 11/30/2021		Tuesday Wednesday Thursday Saturday	5:00 pm to 6:30 pm 8:00 am to 9:30 am 8:00 am to 9:45 am 8:00 am to 9:45 am
Warwick Valley Little League Picture Day	Memorial Park Pavilion	4/17/2021	Approved	Saturday	7:00 am to 6:00 pm
Warwick Valley Little League	Memorial Park Stanley Deming Park	3/2/21 through 11/15/21	Approved	Monday-Sunday	
WVCSD - Class of 2021 Car Parade	Memorial Park	6/19/2021		Saturday	8:00 a.m. - 12:00 p.m.
Warwick Valley Quilt Guild	Memorial Park Pavilion	9/18/2021	Approved	Saturday	7:00 am to 6:00 pm
Warwick Fire Department Retirement Picnic	Memorial Park & Pavilion	6/16/2021		Wednesday	3:00 pm to 9:00 pm
Warwick Fire Department Carnival	Memorial Park & Pavilion	6/20/2021 through 6/27/2021		Sunday-Sunday	9:00 am to 11:00 pm
Warwick Fire Department Picnic	Memorial Park & Pavilion	7/31/2021		Saturday	8:00 am to 11:00 pm
OC Bombers -Baseball/Softball	Memorial Park Brown Field	4/2021 through 11/22/21		When field is available. Little League & Mens League will take priority.	
Warwick Wascols Senior Softball	Memorial Park Brown Field Over 35 Field	4/11/2021 through 10/31/2021		Sunday Wednesday Little League will take priority.	8:30 am to 12:00 pm 5:00 pm to 7:30 pm
Warwick Adult Kickball League	Memorial Park Over 35 Field	3/13/2021	Approved	Saturday	11:00 am to 3:00 pm

***NOTIFY ALL BASEBALL, KICKBALL, WASCALS, OC BOMBERS OF CONFLICTING EVENTS (CAR PARADE, CARNIVAL, ETC.)



VILLAGE OF WARWICK
INCORPORATED 1867

Vacation Carry Over

I NARCISCUS KEY request to carry-over 4 vacation days.
(Name of Employee) (Amount)

The reason time accrued or vacation was not used: COVID

under article X sec.2(B) of the Village of Warwick Department of Public Work Collective Bargaining Agreement and the Employee Handbook.

Narciscus Key
(Signature of Employee)

M. Moser
(Signature of Department Head)

3/8/2021
(Date)

3/9/21
(Date)

Village Use Only

_____ Approved by Village Board

_____ Denied by Village Board

_____ (Time Accrued)

_____ (Time Used)

_____ (Anniversary Date)

Comments: _____

_____ (Board Signature)

_____ (Date)



Montgomery Office:
71 Clinton Street
Montgomery, NY 12549
phone: (845) 457-7727
fax: (845) 457-1899

Warwick Office:
17 River Street
Warwick, NY 10990
phone: (845) 986-7737
fax: (845) 986-0245

www.EngineeringPropertiesPC.com

March 2, 2021

**VILLAGE OF WARWICK BOARD OF TRUSTEES
77 MAIN STREET
WARWICK, NY 10990**

ATT: MAYOR MICHAEL NEWHARD

Re: Vertical Spiral Screen for the Orchard Street Pump Station
Application for Payment #5
L&G #1800.61

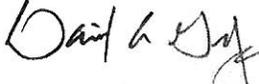
Dear Mayor Newhard and Trustees:

We have reviewed Application for Payment #5, dated 2/26/21, from TAM Enterprises, Inc., which includes payment for the vertical spiral screen. We recommend approval of the requested payment of \$15,265.31. The payment covers the replacement of a flood door inside the building.

The balance amount to finish the project, including retainage, will be \$212,959.69.

We have enclosed a signed copy of the payment application form.

Sincerely,
Engineering & Surveying Properties, P.C.


David A. Getz, P.E.

APPLICATION AND CERTIFICATE FOR PAYMENT

A/A DOCUMENT G702

TO Owner: Village of Warwick

PROJECT: Orchard Street Pump Station - Vertical Screen

APPLICATION NO.: 65

FROM Contractor:

TAM Enterprises, Inc.
114 Hartley Road
Goshen, NY 10924

PERIOD ENDING: 2/28/21

CONTRACT FOR:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the contract. Continuation Sheet is attached.

1. ORIGINAL CONTRACT SUM	\$375,000.00	
2. Net change by Change Orders	\$0.00	
3. CONTRACT SUM TO-DATE	\$375,000.00	
4. TOTAL COMPLETED & STORED TO DATE	\$170,568.75	
5. RETAINAGE		
a. 5 % of Completed Work	\$8,528.44	
b. 0 % of Stored Materials	\$0.00	
TOTAL RETAINAGE (Lines 5a and 5b)	\$8,528.44	
6. TOTAL EARNED LESS RETAINAGE	\$162,040.31	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$146,775.00	
8. CURRENT PAYMENT DUE	\$15,265.31	
9. BALANCE TO FINISH, INCLUDING RETAINAGE	\$212,959.69	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, the information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for work for which previous Certificates of Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By:

Date: 2/26/21

State of New York County of Orange
 Subscribed and sworn before me this 26 day of FEBRUARY, 2021
 Notary Public: B. F. LA
 My Commission Expires:

BRIAN W. CUTLER

NOTARY PUBLIC-STATE OF NEW YORK

No. 01CU6307111

Qualified in Orange County

4-20-22

ENGINEER'S CERTIFICATE FOR PAYMENT Expires June 30, 2022

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Engineer certifies to the Owner that to the best of the Engineer's knowledge, information and belief the work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED:

\$ 15,265.31

By:

Daniel A. [Signature]

Date: 3/2/21

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DELETIONS
Total Changes Approved In Previous Months by Owner		
TOTALS		
NET CHANGES by Change Order		

CONTINUATION SHEET

AIA DOCUMENT G703A

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing CONTRACTOR'S signed Certification is attached.

APPLICATION NO.: **56**

In tabulations below, amounts are stated to the nearest dollar. Use Column I on Contracts where variable retainage for line items may apply.

PROJECT NO.:
PROJECT:

ITEM NO.	DESCRIPTION OF WORK B	SCHEDULED VALUE C	WORK COMPLETED		STORED MATERIALS F	TOTAL COMPLETED AND STORED TO DATE G(D+E+F)	%	BALANCE TO FINISH H(C-G)	RETAINAGE I
			Previous Applications D	This Application E					
1	Bonds and Insurance	\$9,500.00	\$9,500.00	\$0.00	\$0.00	\$9,500.00	100.0%	\$0.00	\$475.00
2	Mobilization	\$18,275.00	\$0.00	\$4,568.75	\$0.00	\$4,568.75	25.0%	\$13,706.25	\$228.44
3	Demolition and prep.	\$28,000.00	\$0.00	\$7,000.00	\$0.00	\$7,000.00	25.0%	\$21,000.00	\$350.00
4	New Generator Pad	\$18,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$18,000.00	\$0.00
5	Concrete Channel modifications	\$12,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$12,000.00	\$0.00
6	Steel Beams, hatches and FRP grating - material	\$13,000.00	\$13,000.00	\$0.00	\$0.00	\$13,000.00	100.0%	\$0.00	\$650.00
7	Steel beam , Hatches and FRP grating - Labor	\$33,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$33,000.00	\$0.00
8	Flood Door - Material	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00	100.0%	\$0.00	\$1,000.00
9	Flood door - Labor	\$3,500.00	\$0.00	\$3,500.00	\$0.00	\$3,500.00	100.0%	\$0.00	\$175.00
10	Vertical screen - Material	\$77,000.00	\$77,000.00	\$0.00	\$0.00	\$77,000.00	100.0%	\$0.00	\$3,850.00
11	Vertical Screen - Labor	\$18,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$18,000.00	\$0.00
12	New Generator - Material	\$35,000.00	\$35,000.00	\$0.00	\$0.00	\$35,000.00	100.0%	\$0.00	\$1,750.00
13	New Generator - Labor	\$8,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$8,500.00	\$0.00
14	Furnish and install Roofing	\$17,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$17,500.00	\$0.00
15	Masonry Modifications	\$10,000.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	10.0%	\$9,000.00	\$50.00
16	New door - Materials	\$11,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$11,500.00	\$0.00
17	New door - Labor	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$10,000.00	\$0.00
18	Electrical Modifications	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$20,000.00	\$0.00
19	Furnish and install Chain Link Fence	\$7,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$7,500.00	\$0.00
20	Gas line modifications	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$2,500.00	\$0.00
21	Punch list - Close out	\$2,225.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$2,225.00	\$0.00
	SUBTOTAL OR TOTAL	\$375,000.00	\$154,500.00	\$16,068.75	\$0.00	\$170,568.75		\$204,431.25	\$8,528.44

Barton & Loguidice

March 11, 2021

Mayor Michael Newhard
Village of Warwick
77 Main St
Warwick NY 10990

RE: WWTP – UV Disinfection Project
Electrical Construction – Payment Application 1
1334.007.002

Dear Mayor Newhard:

Enclosed please find Payment Applications #1 for O'Connell Electric in the amount of \$12,084. These payment applications are for the electrical work associated with the installation of the UV equipment completed in November 2020 as part of the WWTP UV Disinfection Improvements Project.

It is Barton & Loguidices' recommendation that this payment application be approved by the Village and processed for payment. Please include these in the next available meeting.

Any questions please contact me at 518-218-1801.

Very Truly Yours

BARTON & LOGUIDICE, D.P.C.

Karen W Clark

Karen W. Clark, PE
Associate

Application and Certificate for Payment

TO OWNER: VILLAGE OF WARWICK
 77 MAIN STREET
 WARWICK, NY 10990

PROJECT: Warwick WWTP UV Disinfection
 Contract: 8288800002
 PO#: CONTRACT IE
 Invoice #: 66584060

FROM CONTRACTOR: O'Connell Electric Company, Inc.
 P.O. Box 8000, Dept 342
 Buffalo, NY 14267-0342

VIA ARCHITECT: BARTON & LOGUIDICE
 10 AIRLINE DRIVE
 ALBANY, NY 12205

APPLICATION NO: 8288800002
PERIOD TO: 12/31/2020
CONTRACT FOR: ELECTRICAL
CONTRACT DATE: 9/28/2020
PROJECT NOS: 82888

Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR
 FIELD
 OTHER

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. AIA Document G703[™], Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM	\$ 98,185.00
2. NET CHANGE BY CHANGE ORDERS	\$ 0.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$ 98,185.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$ 51,770.00

5. RETAINAGE:
 a. 5.00 % of Completed Work
 (Column D + E on G703)
 b. % of Stored Material
 (Column F on G703)

Total Retainage (Lines 5a + 5b, or Total in Column I of G703) \$ 2,588.50

6. TOTAL EARNED LESS RETAINAGE \$ 49,181.50
 (Line 4 minus Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT \$ 37,097.50
 (Line 6 from prior Certificate)

8. CURRENT PAYMENT DUE \$ 12,084.00

9. BALANCE TO FINISH, INCLUDING RETAINAGE
 (Line 3 minus Line 6)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$	\$
Total approved this month	\$	\$
TOTAL	\$	\$
NET CHANGES by Change Order	\$	\$

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: O'Connell Electric Company, Inc.
 By: *[Signature]*
 State of: NEW YORK
 County of: ONTARIO

Subscribed and sworn to before me this 18th day of January 2021

Notary Public: *[Signature]*
 My commission expires: 02/22/2022

KIMBERLY SENN
 NOTARY PUBLIC STATE OF NEW YORK
 MONROE COUNTY
 LIC. #01SE5024110
 COMM. EXP. 02/22/2022

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 12,084.00
 (Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT: BARTON & LOGUIDICE
 By: *[Signature]*
 Date: 2/19/2021

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

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AIA Document G703™ - 1992

Continuation Sheet

AIA Document G702™-1992, Application and Certificate for Payment, or G732™-2009, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.
 In tabulations below, amounts are in US dollars.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 8288800002
 APPLICATION DATE: 1/18/2021
 PERIOD TO: 12/31/2020
 ARCHITECT'S PROJECT NO: 82888

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED <i>(Not in D or E)</i>	G TOTAL COMPLETED AND STORED TO DATE <i>(D+E+F)</i>	H BALANCE TO FINISH <i>(C-G)</i>	I RETAINAGE <i>(If variable rate)</i>
			FROM PREVIOUS APPLICATION <i>(D + E)</i>	THIS PERIOD					
001.001	Mobilization/Insurance/Bond	9,600.00	9,600.00				9,600.00	1,100.00	480.00
002.001	Trenching Underground	22,000.00	18,700.00	2,200.00			20,900.00	4,875.00	1,045.00
003.001	Conduit	19,500.00	9,750.00	4,875.00			14,625.00	10,935.00	731.25
004.001	Panels/Transformer Gear	14,580.00		3,645.00			3,645.00	12,500.00	182.25
005.001	Lighting	12,500.00						13,505.00	
006.001	Wiring/Terminations	13,505.00	1,000.00	2,000.00			3,000.00	1,000.00	150.00
007.001	Submittals	4,000.00							
008.001	Closeouts	2,500.00						2,500.00	
Totals		98,185.00	39,050.00	12,720.00			51,770.00	46,415.00	2,588.50

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AIA[®] Document G703[™] - 1992

Continuation Sheet

AIA Document G702[™]-1992, Application and Certificate for Payment, or G732[™]-2009, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached. In tabulations below, amounts are in US dollars. Use Column I on Contracts where variable retainage for line items may apply.

8288800001
 APPLICATION NO:
 12/1/2020
 APPLICATION DATE:
 11/30/2020
 PERIOD TO:
 82888
 ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED <i>(Not in D or E)</i>	G TOTAL COMPLETED AND STORED TO DATE <i>(D+E+F)</i>	H BALANCE TO FINISH <i>(C-G)</i>	I RETAINAGE <i>(If variable rate)</i>
			FROM PREVIOUS APPLICATION <i>(D + E)</i>	THIS PERIOD					
001.001	Mobilization/Insurance/Bond	9,600.00		9,600.00			9,600.00	100.00	480.00
002.001	Trenching Underground	22,000.00		18,700.00			18,700.00	85.00	935.00
003.001	Conduit	19,500.00		9,750.00			9,750.00	50.00	487.50
004.001	Panels/Transformer Gear	14,580.00					14,580.00		
005.001	Lighting	12,500.00					12,500.00		
006.001	Wiring/Terminations	13,505.00		1,000.00			13,505.00	25.00	50.00
007.001	Submittals	4,000.00							
008.001	Closeouts	2,500.00							
	Totals	98,185.00		39,050.00			39,050.00	39.77	1,952.50

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February 17, 2021

Ms. Raina Abramson
Village Clerk
Village of Warwick
Village Hall
77 Main Street
PO Box 369
Warwick, NY 10990

***RE: RFP to Provide Billing Audit
Services for Streetlights***

Dear Ms. Abramson:

It is with great pleasure that Troy & Banks, Inc. ("T&B") is prepared to provide a billing audit of the Village's streetlight system as requested by the Village of Warwick, New York ("Village").

Troy & Banks is authorized to do business in the State of New York and has extensive experience working with New York State municipalities in the audit and analysis of streetlight systems.

An audit by Troy & Banks involves very little involvement on the part of the Village after we have obtained the initial paperwork. To initiate a review, the Village will simply provide us with one copy of each bill for every streetlight account invoice issued to the Village for the purpose of securing refunds for overpayment of costs. T&B is capable of extracting the necessary billing detail electronically. Our auditors will reconcile the amount the Village has been charged for electricity delivery and equipment with the actual inventory of the Village's equipment and actual electricity usage for the previous six (6) years as per the State of New York Statute of Limitations.

Our auditors will implement our sophisticated and proven audit techniques on your historical billing in search of recovery and savings opportunities. Once errors are found, we will implement the necessary changes and recover overcharge refunds due. We will monitor the accounts to verify that all changes are executed and refunds or credits are issued to the Village. Troy & Banks is only compensated from the amount of any refund or credit in the costs of service; we do not add to your overhead.

We are confident that the Village of Warwick, New York will conclude that our firm is the most experienced and qualified firm to provide billing audit services for streetlights. Troy & Banks understands, agrees with and accepts the scope of work and accepts all other requirements, terms, and conditions set by the Village. Our proposal shall remain valid for 90 days following the February 17, 2021 receipt date.

I appreciate the opportunity to submit the enclosed proposal for your review and would welcome showing you and your staff why so many other municipalities have hired Troy & Banks, Inc. I can be reached at 1-800-499-8599. Thank you.

Sincerely,
TROY & BANKS

BY: Thomas T. Ranallo
Thomas T. Ranallo, President

TTR/mbp

Table of Contents

1. Demonstration of Experience
2. Key Project Team Members
3. Proof of Insurance
4. Compensation Structure
5. Schedule

ATTACHMENTS:

New York State Street Light Clients – Overcharge Refunds
Case Study: City of Buffalo, NY Street Light Overcharges
Reference Letters:

City of Buffalo, NY
City of Glen Falls, NY
City of Gloversville, NY
Town of Colonie, NY
Town of DeWitt, NY
Town of Irondequoit, NY
Town of LaGrange, NY
Town of Salina, NY
Village of New Hartford, NY
Village of South Nyack, NY

1. Demonstration of Experience

Founded in 1991, Troy & Banks is a privately held, independent energy and telecommunications consulting company with corporate offices located in Buffalo, NY and incorporated in the State of New York. T&B is a S-Corporation and has been operating as a legal entity since June 23, 1994. We have branch offices in six additional states.

Troy & Banks is the nation's #1 utility and telecommunications auditing company, with over 20,000 clients served and over \$750 million recovered from utility and telecommunications overcharges, billing errors, meter defects, improper tariffs applied, charges for non-existent services identified and future savings achieved.

We have extensive experience working with municipalities, counties, government agencies, school districts and businesses in the audit and analysis of utility and telecommunications systems.

The result is an outstanding track record of delivering actual cash refunds and cash credits to municipalities, school districts and other government customers plus substantial and *verified* (not theoretical) future savings. (We are aware of the "base line" theories used by other companies to "project" savings that are never actually realized.) Troy & Banks thoroughly documents and proves *actual* savings – not theory.

Of note is the fact that T&B has achieved excellent results for its municipal clients in the area of street lights – an often-overlooked and difficult-to-identify source of overcharges and incorrect billings. To identify these errors, unlike any other provider in this field, T&B conducts on-the-ground inventory and inspection of all municipality street lights. An example: Troy & Banks obtains a refund of over \$1.2 million for the City of Buffalo NY after confirming over 3,500 street lights were charged but no longer existed. Please see the Attachment Section for the "City of Buffalo NY Street Light Overcharges" case study. Also included in the Attachments section is a list of streetlight audits performed in New York State since 2008, as well as numerous reference letters.

Our firm has performed streetlight audits for municipalities throughout downstate New York such as the Villages of Wappingers Falls and Fishkill; Towns of Newburgh, Poughkeepsie and Fishkill; and the City of Beacon, to name a few.

In addition to Troy & Banks' utility and telecom management services, T&B handles commodity procurement for numerous municipalities, state agencies, public authorities, manufacturers and non-profit organizations and has been doing so for many years along with our bill auditing services for those agencies. T&B's energy procurement services team works together with our clients to develop a purchase strategy that fits the client's specific needs. Our knowledge of the marketplace and the products available will assist the Village in making the best possible purchase of their energy. Due to our experience and reputation, suppliers are aware they need to provide the best possible price in order to compete for our clients' business.

2. Key Project Team Members

An intricate part of Troy & Banks' success is the implementation of a "team approach" of specialists. Our staff has accumulated over 300 years of combined professional, "in the field", auditing and consulting experience. What distinguishes our firm from others is our comprehensive staff which includes former utility and telecommunication company executives, managers and field personnel. Our regulatory consultants worked extensively at the New York State Public Service Commission (PSC) in both the utility and telecommunications divisions.

The T&B "team" has successfully produced the following work product for our clients:

- * Negotiated over \$20 million in utility and telecommunication refunds
- * Reduced our clients' expenses in excess of \$300 million
- * Designed and negotiated over 75 specialized contracts
- * Secured over two million dollars in payments for our clients through electric curtailment programs

Our consultants have:

- * Served with various State Public Service Commissions
- * Served as municipal account managers
- * Testified in Public Service Commission rate case proceedings
- * Executed over 1,000 electrical engineer site surveys
- * Represented major industrial consumers with respect to natural gas transportation contracts, cogeneration development, electric and natural gas litigation, hydroelectric power allocations and international trade law enforcement
- * Represented clients in a number of electric rate cases on a variety of avoided cost and rate matters
- * Represented major corporations and associations with respect to telecommunication tariffs, contracts, and FCC regulatory matters

Troy & Banks has clearly assembled a first-class consulting team with a proven track record of success. T&B will bring the knowledge, professionalism, and expertise of our team to effectively and successfully handle all work required under this audit. All personnel assigned to the project are located in our Buffalo, NY office.

T&B is committed to ensuring a timely and successful completion of every audit undertaken. All our audits are monitored by an audit coordinator and tracked in our database. This helps to ensure that all audits are progressing smoothly. T&B also has a team dedicated to following up on requests for billing history, as well as claims submitted on your behalf, ensuring that requests for information and claims are responded to promptly.

THOMAS T. RANALLO, President

- 30 years of management experience in the utility and telecom-auditing fields
- Successfully negotiated over \$50 million in over billing refunds

- Successfully managed multiple site, multi-faceted audits for the following large clients: Port Authority of New York & New Jersey, AMTRAK, New York Stock Exchange, Bausch & Lomb, City of Albany, City of Buffalo, U.S. Postal Service - Northeast Region, M&T Bank, Niagara Frontier Transportation Authority, HSBC Bank, Buffalo and Rochester City School Districts, and Off-Track Betting Corporation - Capital & Western Region
- Has had professional consulting training from the Center for Communications Management Information including courses in the following:
 - 1998 – *“Telecommunication Audit Secrets”* – Covering rules and regulations, options with competing providers and auditing essentials
 - 1999 & 2002 – *“Advanced Auditing Sessions”* - Covering frame relay technology, FCC’s de-tariffing order, traffic analysis essentials and precision auditing exercises
 - 2002 – *“Frame Relay Service and Billing”* - Covering frame relay technology
- Institute on Public Utility Law
 - 2006 – This continuing educational conference included sessions on Network Reliability and Security, status of Telecom Competition Three, Wind Energy, Fixed-Price Commodity Option, and Utility Land Use Issues

KEITH WIESE, Pre-Audit & Audit Coordinator

- Organize audit data
- Order utility and telecommunication histories and customer service records
- Coordinate the distribution of audit information to the appropriate auditors
- Perform follow-up work for the auditors
- Verify applicable credits and refunds
- 26 years with Troy & Banks

JAMES CAMPAGNA, Street Light Specialist

- 14 years’ experience in the Street Lighting sector
- Prepares inventories of all street lighting accounts and verifies correct billing for each light
- Researches and identifies over-billings, preparing necessary supporting evidence for over-billing claims
- Prepares discrepancy claim letters, documenting the over-billing, as well as developing status reports
- Knowledge of tariffs for various utilities assures clients that they are being placed on the correct street light rate
- Managed Street Light Audits for clients such as:
 - Geneva City Schools, NY
 - City of Virginia Beach, VA
 - James City County, VA
 - City of Utica, NY
 - City of Buffalo, NY
 - City of Syracuse, NY
 - City of Olean, NY
 - Village of Royal Palm Beach, FL

RICK STAYCHOCK, Client Services – Street Light Auditor

- Undergrad and Graduate education in Geography & Planning with GIS coursework
- Utilization of GIS technology to create digital street light map inventories with desired attributes and photography for municipal clients
- Researches and identifies over-billings to prepare supporting evidence for over-billing claims
- Prepares discrepancy claim letters, documents over-billing, as well as development of status reports
- Conducted Street Light Field Audits for clients such as: Pleasanton CA, Macon-Bibb GA, City of Huntington WV, and City of Allentown PA

JACK RANALLO, Consultant – Street Light Auditor

Relevant Projects -

- Four years' experience in the Street Lighting sector
- Organizes GIS street light inventories
- Performed Street Light Audits for clients such as:

City of Allentown, PA	Town of Watertown, CT
Village of Great Neck, NY	Town of Holden, MA
Village of Patchogue, NY	Town of Rockland, MA

Additional Support Staff:

The following individuals are responsible for the coordinating of office and support work. Their primary responsibilities in support of the audit process are records attainment and retention, data entry and management, application development and claim generation.

Ms. Molly Pancurak

Ms. Brook Perona

Ms. Sarah Sauer

4. Compensation Structure

Troy & Banks standard fee proposal encompasses the following:

1. Village of Warwick, New York ("Village") engages T&B to conduct an audit or survey of the Village's utility billing accounts for the purpose of securing refunds, credits and cost reductions resulting from discovery of charges or costs in excess of those permitted or allowed by applicable contracts, tariffs, statutes, rules and regulations and/or from overcharges or billing errors. T&B agrees to conduct such audit.
2. Overcharges – For any refunds, credits or rebates obtained by T&B for prior overcharges, billing errors or costs in excess of those permitted by applicable contracts, tariffs, statutes, rules or regulations, T&B shall be paid 29% of all monies refunded or credited to the Village.
3. T&B has made and makes no guarantee or assurance of any credit or refund amount.
4. **If the Village does not receive refunds or credits, there will be no fee for T&B services.**

Troy & Banks' compensation will be based on the discrepancies found that the Village chooses to move forward with. T&B is only compensated on findings the Village approves and actually receives. In the event the Village declines to move forward with any or all discrepancies, the Village will not pay for any of the services performed.

T&B will issue invoices to the Village when a refund and/or credit is seen on the bill or a check is sent to the Village for the recovered amount.

5. Schedule

The goal of this audit is to conduct an audit of the Village's streetlighting system and electricity usage and billing for the purpose of identifying billing errors, determining if appropriate rate classifications and tariffs have been utilized and preparation of documents allowing for the recovery of any over payments.

The technical approach to the audit will be tailored to the needs of the Village of Warwick. Typically, we follow a three-phase process. There is an organizational phase (phase 1), an audit phase (phase 2), and a claims resolution phase (phase 3). They are described as follows:

PHASE I — INITIAL REVIEW & AUDIT SET UP (Approx. 45 days)

Initial setup will require one month's complete copy of each electrical bill to be reviewed. This information will be used to acquire all historical transcripts which will be reviewed to ensure compliance and accuracy.

- Compile client information (including invoice copies, account lists, facilities list, contact information, and contracts)
- Order transcripts from investor-owned, municipal and cooperative utility providers
- Organize data for audit phase

PHASE II — DETAILED AUDIT/Audit Software (Approx. 2-8 weeks)

Our consultants will conduct a detailed review of all monthly charges rendered by service providers to identify discrepancies. Physical inventories will be completed to verify the validity of the billing. Following the identification of overbillings, our auditors will document and prepare the necessary supporting evidence for overbilling claims. Once an overbilling has been identified, our firm will prepare a discrepancy claim letter documenting the overbilling, requesting proper reimbursement.

- Conduct detailed review of all monthly charges including rates, demand reads, taxes, riders, adjustments and special contracts
- Validate monthly charges against applicable rate cards, tariffs, and rate spreadsheets
- Identify billing errors and cost saving recommendations

PHASE III — REFUND CLAIM NEGOTIATIONS & COST SAVINGS IMPLEMENTATIONS (Approx. 4-8 weeks)

Refund claims will be negotiated per New York State Statute of Limitations, including interest fees and payment type. We will confirm that all erroneous charges are removed from future billing, and the service providers will prepare a voucher for the overbilling. We will report the amounts of the credit and estimated date of the receipt of your credit or refund check. If necessary, T&B will submit and present the case to the Public Service Commission.

- Report billing errors to utility and telecom vendors, requesting refunds
- Negotiate appropriate credits or refunds
- Prepare cost saving proposals for client approval
- Provide Final Management Summary Report documenting refund and cost saving issues

The expected timetable from commencement to completion of the audit is six months. The following is a general schedule for the scope of work for the audit:

1. Analyze historical account billing for accuracy of charges for the utility vendors:
 - ✓ We will be able to start the audit immediately upon notification of award by the Village. It will take approximately 30-45 days to obtain the historical account billing. As soon as account information is received, we will start the analysis. It will then take about two to eight weeks to conduct the audit of all monthly charges.
2. Prepare a written report to the Village on any billing inaccuracies or discrepancies:
 - ✓ It will take about two weeks to prepare the written report on any billing inaccuracies or discrepancies following our detailed audit.
3. Prepare a written report on the recommended steps for the Village to take to correct billing inaccuracies and procure refunds, if applicable:
 - ✓ We estimate about two weeks to prepare the written report on the recommended steps for the Village to take, if applicable, following our analysis.
4. Prepare a detailed list of recommendations, including implementation plan and estimated cost savings for each recommendation:
 - ✓ T&B will prepare the detailed list of recommendations at the conclusion of our audit.
5. Assist the Village in correcting billing inaccuracies, implementing recommendations and procuring refunds:
 - ✓ In general, it will take approximately six to eight months to assist the Village in correcting billing inaccuracies, implementing recommendations and procuring refunds.

In order for us to perform our audit, we will need the following items from the Village:

1. Copy of a summary account listing by vendor including account number and address, preferably in an electronic format – OR, if necessary - one (1) bill from each of the Village's electrical accounts.
2. An executed Client Agreement and Letter of Authorization form.

Troy & Banks audit staff makes it a point to **minimize** the amount of time that the Village's personnel will have to put into the audit. We have the experience to make this audit work "behind the scenes" directly with the Village's vendors. We will review/analyze billings for all electrical accounts.

Each step of the audit process requires that data is tracked and logged. Invoice copies, transcripts, account numbers, vendors and their representatives, phone numbers, fax numbers, e-mails, vendor addresses, updated tariff information, audit results, claim items, claim dates, claim results, refund results, public service complaint submissions, and hearing dates and resolutions all contribute to the data that needs to be managed, analyzed and organized. All information logged can be used to produce various types of status reports and a database of this information will be provided to the Village upon request.

Village of Warwick Pandemic Operations Plan

Date of Approved Plan: _____

This plan has been developed in accordance with NYS legislation
S8617B/A10832

Promulgation

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable.

This plan has been developed with the input of Teamsters Local Union 445, as required by the amended New York State Labor Law.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of us or our valued employees under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

This plan has been approved in accordance with requirements applicable to the agency, jurisdiction, authority, or district, as represented by the signature of the authorized individual below.

As the authorized official of the Village of Warwick, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with S8617B/A10832 which amends New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable, to address public health emergency planning requirements.

Signed on this day: _____

By: Michael J. Newhard

Signature: _____

Title: Mayor

Record of Changes

<u>Date of Change</u>	<u>Description of Change</u>	<u>Implemented By</u>
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Appendix A - Village of Warwick Mission Essential Functions & Essential Positions

Purpose, Scope, Situation Overview, and Assumptions

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable. These laws were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

Scope

This plan was developed exclusively for and is applicable to the Village of Warwick. This plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and it is in the interest of the safety of our employees and contractors, and the continuity of our operations that we have promulgated this plan.

Situation Overview

On March 11, 2020, the World Health Organization declared a pandemic for the novel coronavirus which causes the COVID-19 severe acute respiratory syndrome. This plan has been developed in accordance with amended laws to support continued resilience for a continuation of the spread of this disease or for other infectious diseases which may emerge and cause a declaration of a public health emergency.

The health and safety of our employees and contractors is crucial to maintaining our mission essential operations. We encourage all employees and contractors to use [CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe](#). The fundamentals of reducing the spread of infection include:

- Using hand sanitizer and washing hands with soap and water frequently, including:
 - After using the restroom
 - After returning from a public outing
 - After touching/disposing of garbage
 - After using public computers, touching public tables, and countertops, etc.
- Practice social distancing when possible.
- If you are feeling ill or have a fever, notify your supervisor immediately and go home.
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately.

- Clean and disinfect workstations at the beginning, middle, and end of each shift.
- Other guidance which may be published by the CDC, the State Department of Health, or County health officials.

Planning Assumptions

This plan was developed based on information, best practices, and guidance available as of the date of publication. The plan was developed to largely reflect the circumstances of the current Coronavirus pandemic but may also be applicable to other infectious disease outbreaks.

The following assumptions have been made in the development of this plan:

- The health and safety of our employees and contractors, and their families, is of utmost importance and our priority.
- The circumstances of a public health emergency may directly impact our own operations.
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety.
- The public and our constituency expects us to maintain mission essential operations.
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them.
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement.
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services.
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor.
- Per S8617B/A10832, 'essential employee' is defined as a public employee or contractor that is required to be physically present at a work site to perform their job.
- Per S8617B/A10832, 'non-essential employee' is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job.

Concept of Operations

The Mayor and the Village Board of Trustees, or their successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations, and adjustments to plan may be supported by additional personnel, at the discretion of the Mayor.

Upon the determination of implementing this plan, all employees and contractors of the Village of Warwick shall be notified by either phone, mail or email with details provided as possible and necessary, with additional information and updates provided on a regular basis. The public at large, especially the senior community, business community, and other municipal entities within the Village of Warwick will be notified of pertinent operational changes by ways of social media, newspaper, radio, postings on Village Hall, and email where applicable. Other interested parties, such as vendors, will be notified by either phone, mail, or email, as necessary. The Mayor's and Clerk's Office will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Mayor and Clerk's Office, or their successor, will maintain awareness of information, direction, and guidance from County and regional public health officials and the Governor's office, directing the implementation of changes as necessary.

Upon resolution of the public health emergency, the Mayor, their designee, or their successor will direct the resumption of normal operations or operations with modifications, as necessary.

Mission Essential Functions & Essential Positions

Mission Essential Functions

When confronting events that disrupt normal operations, the Village of Warwick is committed to ensuring that essential functions will be continued even under the most challenging circumstances.

The Village of Warwick has identified as critical only those priority functions that are required or are necessary to provide vital services. During activation of this plan, all other activities may be suspended to enable the organization to concentrate on providing the critical functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications with employees, contractors, our constituents, and other stakeholders will be an ongoing priority.

Essential functions are those functions that enable an organization to:

1. Maintain the safety of employees, contractors, and our constituency.
2. Provide vital services.
3. Provide services required by law.
4. Sustain quality operations.
5. Uphold the core values of the Village of Warwick.
6. Safety of municipal and public spaces

Essential functions are prioritized according to:

- The time criticality of each essential function.

- Interdependency of one function to others.
- The recovery sequence of essential functions and their vital processes.

Essential Positions

Each essential function identified in Appendix A requires certain positions on-site to effectively operate.

Please see Appendix A:

Village of Warwick Mission Essential Functions and Essential Positions

Appendix A identifies the essential functions and the positions or titles that are essential to be staffed on-site for the continued operation of each essential function.

Reducing Risk Through Remote Work and Staggered Shifts

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites and on public transportation.

Remote Work Protocols

Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so at the greatest extent possible. Working remotely requires:

1. Identification of staff who will work remotely
2. Approval and assignment of remote work
3. Equipping staff for remote work, which may include:
 - a. Internet capable laptop
 - b. Necessary peripherals
 - c. Access to VPN and/or secure network drives
 - d. Access to software and databases necessary to perform their duties.
 - e. A solution for telephone communications
 1. Note that phone lines may need to be forwarded to off-site staff.

The Village of Warwick will provide non-essential and essential employees the necessary equipment to work remotely when needed. The Mayor will assess each employee's environment to make sure it is safe and limited from distractions to work from home. A daily/weekly outline will be provided from the Department Head to each employee regarding the expectations of the job duties to be completed at home.

Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, the Village of Warwick will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

1. Identification of positions for which work hours will be staggered.
2. Approval and assignment of changed work hours.

Department Heads will provide a weekly staggered shift schedule of essential personal in accordance with their necessary job functions of their staff to the Village Clerk. The Village Clerk shall prepare a draft staggered shift schedule to be reviewed and approved by the Mayor. All contractors that must enter Village Hall are to be by appointment only.

Employees may be asked to perform job duties outside of the scope of their regular job functions.

Personal Protective Equipment

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE which may be needed can include:

- Masks
- Face shields
- Gloves
- Disposable gowns and aprons

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, we are including these supplies in this section as they are pertinent to protecting the health and safety of our employees and contractors.

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location.
2. Procurement of PPE
 - a. As specified in the amended law, public employers must secure at least two pieces of each required type of personal protective equipment (PPE) to each essential employee and contractor during any given work shift for at least six months.
 - b. Public employers must make an effort to mitigate supply chain disruptions to meet this requirement.
3. Storage of, access to, and monitoring of PPE stock -
 - a. PPE must be stored at Village Hall, the DPW Garage, and Water Department in labeled, airtight bins to prevent degradation and include inventory logs that must be updated as PPE is distributed to employees.
 - b. Department Heads, employees and contractors must have immediate access to PPE in the event of an emergency.
 - c. The supply of PPE must be monitored to ensure integrity and to track usage rates in order to maintain the required six-month supply.

- d. The DPW Clerk is responsible for the procurement of PPE supplies. Department Heads must report to the DPW Clerk when reordering of supplies is necessary.
- e. A six-month supply of disinfection cleaning products in accordance with CDC guidelines must be available for all departments. The DPW Clerk is responsible for the procurement of disinfection cleaning products.
- f. A record, detailing the item, amount of the item purchased, date of purchase, vendor, and purchase price of all emergency procurement of PPE and disinfecting cleaning products must be maintained by the DPW Clerk.

Staff Exposures, Cleaning, and Disinfection

Staff Exposures

Preventing the spread of illness is a community responsibility and is a priority of the Village of Warwick and it is required to follow the CDC guidelines and the following healthy behaviors:

- Frequent handwashing with soap and water for at least 20 seconds.
- Avoid touching your eyes, nose, and mouth.
- Cover coughs and sneezes with the inside of your elbow.
- Stay home when sick and seek medical attention when necessary.
- Avoid contact with people who are sick or exposed.
- Wear a mask.
- Clean and disinfect frequently touched objects and surfaces such as counters, phones, keyboards, doorknobs, light switches, etc.
- Employees reporting to work will have their temperatures taken and recorded daily before their shift begins.

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following CDC guidelines, we have established the following protocols:

- A. If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a 'close contact' with someone who is confirmed infected in accordance with the County Health Department):
 1. Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 14 days or other current CDC/public health guidance for the communicable disease in question.
 - a. As possible, these employees will be required to work remotely during this period of time if they are not ill.
 - b. The Mayor, Village Clerk, and Department Heads must be notified and are responsible for ensuring these protocols are followed.
 - c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing.

2. All CDC guidelines must be followed during a case of communicable disease that is the subject of the public health emergency to permit critical essential employees to continue to work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and our constituency/public.
 - a. Additional precautions will include the requirement of the subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.
 - b. In-person interactions with the subject employee or contractor will be limited as much as possible.
 - c. Work areas in which the subject employee or contractor are present will be disinfected according to current CDC/public health protocol at least every hour, as practical. See the section on Cleaning and Disinfection for additional information on that subject.
 - d. If at any time they exhibit symptoms, refer to item B below.
 - e. The Mayor will be the decision-maker in these circumstances and is responsible for ensuring these protocols are followed.
- B. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency.
 1. Employees and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, customers, and visitors. They should immediately be sent home with a recommendation to contact their physician.
 2. Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.
 3. Employees should not return to work until they have met the criteria to discontinue home isolation per CDC/public health guidance and have consulted with a healthcare provider.
 4. The Village of Warwick will not require sick employees to provide a negative test result for the disease in question unless there is a recommendation from the CDC/public health officials to do so.

5. Persons exhibiting symptoms of a communicable disease that is the subject of the public health emergency or diagnosed as positive for a communicable disease that is the subject of the public health emergency, must provide written clearance from their physician or the State and/or County Health Department before returning to work.
 6. In these circumstances, the Mayor, Department Head, and Village Clerk must be notified and are responsible for ensuring these protocols are followed.
- C. If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency:
1. Apply the steps identified in item B, above, as applicable.
 2. Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off.
 - a. CDC guidance for a communicable disease that is the subject of the public health emergency must be followed for the period of evacuation before all cleaning, disinfecting, and reoccupation of those spaces will take place. If this time period is not possible, a period of as long as possible will be given.
 - b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
 - c. See the section on Cleaning and Disinfection for additional information on that subject.
 3. Identification of potential employee and contractor exposures will be conducted.
 - a. If an employee or contractor is confirmed to have the disease in question, appropriate position or title or their designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).
 - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.
 4. In these circumstances, the Mayor, Department Head, and Village Clerk must be notified and are responsible for ensuring these protocols are followed.

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow CDC/public health recommendations and requirements and coordinate with our local public health office for additional guidance and support as needed.

Cleaning and Disinfecting

CDC/public health guidelines will be followed for cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes:

1. As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
 - a. High traffic/high touch areas and areas which are accessible to the public /constituents will be disinfected at the beginning, middle, and end of the workday.

The Department shall determine the position/title of the person who is responsible for cleaning common areas at the end of their shifts.

2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
3. Soiled surfaces will be cleaned with soap and water before being disinfected.
4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

Employee and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which The Village of Warwick is committed to reducing the burden on our employees and contractors. The *Families First Coronavirus Response Act* provided requirements related to the COVID-19 pandemic, which form the policies outlined below. This policy may be altered based upon changes in law or regulation, as applicable.

Paid Sick Leave – Symptoms, Testing, Quarantine/Isolation

It is our policy that full-time and part-time employees of the Village of Warwick will not be charged with leave time for testing. Employees will be provided with up to two weeks, based on the employees' regular work week, of paid sick leave at the employee's regular rate of pay during any period which the employee is unable to work due to quarantine (in accordance with federal, state, or local orders or advice of a healthcare provider), and/or experiencing symptoms and seeking medical diagnosis.

Notification Requirement – The Mayor, Village Clerk and Department Head must be notified as soon as practicable.

Status Report – Employees must periodically report a minimum of once every three workdays to their supervisor as to the employee's status and intent to return to work.

Medical Certification – Employees must provide a written directive from a health care provider stating that they are seeking a medical diagnosis and/or is the subject of quarantine.

Benefits During Leave of Absence – For the purpose of this Policy, the following will apply:

- a) **Use of Accrued Paid Leave Credits** –Such leave will be provided without loss of an employee’s accrued sick, vacation, or personal time.
- b) **Accrual of Paid Leave Credits** – Employees will continue to accrue vacation, sick leave, and holiday pay.
- c) **Required Over Time** - Overtime would be subject to the approval of the Mayor, or their designee. Overtime pay would be in accordance with the Village of Warwick Employee Manual’s overtime provisions and/or Collective Bargaining Agreement.
- d) **Medical Insurance** – During the period of authorized leave, an employee’s eligibility status for medical insurance coverage will not change.

Return to Work – Persons exhibiting symptoms of a communicable disease that is the subject of the public health emergency or diagnosed as positive for a communicable disease that is the subject of the public health emergency or is subject to quarantine in accordance with the public health emergency, must provide written clearance from their physician or the State and/or County Health Department, before returning to work.

Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other potential sources.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of the Village of Warwick, and as such are not provided with paid leave time the Village of Warwick, unless required by law.

Paid Sick Leave – Unable to Work for Reasons Related to the Public Health Emergency

The Village of Warwick will provide full-time employees up to two weeks (80 hours) of paid sick leave at two-thirds the employee’s regular rate of pay within any twelve (12) month period if the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to federal, state, or local orders or advice of a healthcare provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to the public health emergency, and/or the employee is experiencing a substantially similar condition as specified by the CDC/public health officials. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

Additionally, The Village of Warwick will provide full-time employees up to an additional 10 weeks of paid expanded family and medical leave at two-thirds of the employee’s regular rate of pay within any twelve (12) month period where an employee, who has been employed for at least 30 calendar days by the Village of Warwick, is unable to work due to a bona fide need for

leave to care for a child whose school or childcare provider is closed or unavailable for reasons related to the public health emergency. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

Notification Requirement – If the need for paid sick leave as it relates to the public health emergency is foreseeable, the employee must give notice, in writing, to the supervisor at least ten (10) days prior to the commencement date of the leave and forwarded to the Mayor’s Office for review and approval. The failure of the employee to give the ten (10) days’ notice of foreseeable leave with no reasonable excuse for the delay may result in the delay of the employee being granted the paid sick leave and expanded family and medical leave until ten (10) days from the date of notice. When the need for leave is unforeseeable, verbal notice to the Mayor’s Office will be sufficient.

Status Report – Employees on paid sick leave and expanded family and medical leave must periodically report at least once every three workdays to their supervisor as to the employee’s status and intent to return to work.

Medical Certification – Employees must produce a certification issued by a health care provider, school or childcare provider, or other organization which supports the need for leave under this Policy. When required, the employee must provide a copy before the leave begins, or if the leave was unforeseeable, fifteen (15) calendar days from the date the certification was requested. Failure to submit certification may jeopardize the employee’s eligibility for paid sick leave and expanded family and medical leave and/or the ability to return to work. The certification must include:

- a) The date the incident / medical condition began;
- b) The probable duration of the incident / medical condition;
- c) Pertinent facts;
- d) An assertion that the employee is unable to perform the employee’s essential job functions or that the employee is needed to care for a family member for a specified period of time.

Employment Restrictions During Leave of Absence – While on an approved leave, the employee may not be employed by another employer.

Benefits During Leave of Absence – For the purpose of this Policy, the following will apply:

- a) **Use of Accrued Paid Leave Credits** – An employee may substitute any accrued vacation leave, personal leave, or sick leave credits for the first two weeks of the leave period. The following ten weeks, the employee must first use all vacation and personal leave credits, which will be included in the maximum

twelve (12) weeks of paid leave. Sick leave credits may not be applied to the 10 weeks of paid expanded family and medical leave.

- b) **Accrual of Paid Leave Credits** – Employees will continue to accrue vacation and sick leave at their regular rate. Employees will receive holiday pay at two-thirds the employee’s regular rate of pay when not using accrued time towards the paid sick leave or paid expanded family and medical leave.
- c) **Required Over Time** - Overtime would be subject to the approval of the Mayor, or their designee. Overtime pay would be in accordance with the Village of Warwick Employee Manual’s overtime provisions and/or Collective Bargaining Agreement.
- d) **Medical Insurance** – During the period of authorized leave, an employee’s eligibility status for medical insurance coverage will not change. All employee contributions, if any, must be paid on a timely basis in order to maintain the continuous coverage of benefits. Contributions will be at the same level as if the employee was working. Coverage will cease if payments are not made within a thirty (30) calendar day grace period of the due date. Premium payments or policy coverage are subject to change. In the event the employee fails to return to work after the authorized leave of absence period has expired, the Village may, in its discretion, recover the premium that it paid for maintaining the coverage during any period of the paid leave except for the following circumstances:
 - (i) The continuation, recurrence, or onset of a serious health condition of the employee or the employee’s family member, which would otherwise entitle the employee to leave under the FMLA, with proper medical certification; or,
 - (ii) Circumstances beyond the employee’s control.

Return to Work – The following conditions for returning to work shall apply:

- a) **Job Restoration** – At the conclusion of the leave of absence, the employee, provided that the employee returns to work immediately following such leave, will be restored to the position the employee held when the leave began, or an equivalent position with equivalent benefits, pay and working conditions.
- b) **Early Return** – an employee who requests to return to work earlier than anticipated must notify his/her supervisor at least five (5) business days prior to the date the employee desires to return. The supervisor shall determine if such early return is in the best interest of the Village and shall notify the employee of the return date.

- c) **Extension of Leave** – An employee who wants an extension of the leave originally requested must notify the employee’s supervisor at least five (5) business days from the date the change occurred which necessitates the change in leave time. The Village Board of Trustees reserves the right to approve or deny all leave extensions.

Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other potential sources.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of the Village of Warwick, and as such are not provided with paid leave time by the Village of Warwick, unless required by law.

Documentation of Work Hours and Locations

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work, off-site visits.

This information may be used by the Village of Warwick to support contact tracing within the organization and may be shared with public health officials.

The Village of Warwick will use a time clock and employee and visitor daily logs to document precise hours and work locations of essential employees, contractors, and public in order to track the disease and to identify the population of exposed employees and contractors in order to facilitate the provision of any benefits which may be available.

Housing for Essential Employees

There are circumstances within a public health emergency when it may be prudent to have essential employees lodged in such a manner which will help prevent the spread of the subject communicable disease to protect these employees from potential exposures, thus helping to ensure their health and safety and the continuity of the Village of Warwick’s essential operations.

If such a need arises, hotel rooms are expected to be the most viable option. If hotel rooms are for some reason deemed not practical or ideal, or if there are no hotel rooms available, the Village of Warwick will coordinate with the Orange County Emergency Management Office to help identify and arrange for these housing needs.

The Mayor and the Village Clerk will be responsible for coordinating this type of housing.

Vacation & Travel

The Village of Warwick will adhere to all State guidelines regarding travel of employees during a communicable disease event as it pertains to wages, benefits, and accrual of time.

Employees must follow State guidelines for travel and adhere by the recommendations.

In event of the death of an immediate family member (defined as the employee's spouse, child, parent, spouse's parent, grandparent, brother, or sister) the Mayor, or his designee, may make an exception to the payment of wages, benefits, and accrual of time for travel during a communicable disease event.

Municipalities and the Communicable Disease Response

- Follow State of Emergency Orders
- Establish Curfews
- Close Public Facilities
- Suspend local laws, ordinances, or regulations
- Limit gatherings in public spaces and municipal offices

Active Levels of Response

The Village has a process to activate levels of response to an emergency health crisis. This allows a coordinated effort and response by the Village of Warwick. Determination of the level of action will be made by the Mayor or in the absence of the Mayor, the Deputy Mayor.

This response will be in accordance with State of Emergency Orders and may establish curfews, close public facilities, suspend local laws, ordinances, or regulations, and limit gatherings in public spaces and municipal offices.

Level 1: Active Monitoring

- More frequent cleaning and disinfecting of common areas at Village Hall, DPW Garage, and Water Department.
- Communicate online via social media, newspaper, radio or emails to Village residents, employees, and board members.
- Continue to monitor communication with the Orange County Department of Health.
- Communicate to staff to stay home if sick.
- Monitor illness among staff and board members.
- Review and update emergency plans.
- Limit all unnecessary work-related travel.
- Use CDC and State guidelines to limit gatherings and postpone events.

Level 2: Containment - Cases Identified

- Increase disinfection process at affected site.

- Develop contingency plans and review business continuation plans.
- Continue all level 1 activities.

Level 3: Mitigation – Cases confirmed among employees, board members, and staff

- The effected building will close while the local Department of Health and Mayor investigates and sets forth a plan for further precautionary measures that the Village must take to limit exposure among staff and visitors.
- Consideration to cancel all Village events.
- Communicate with staff about which employees are to report to maintain services and which employees are to work remotely.
- Perform a deep disinfection cleaning of all areas.
- Communications to community and employees.

Public Meetings

The Village will follow NYS guidelines on all public meetings.

Whistle Blower

The Village will provide an anonymous way via the outside lockbox for reporting concerns regarding any state emergency related issue if the employee does not feel they can communicate in person with their supervisor and/or the Mayor.

No employer shall take retaliatory action or otherwise discriminate against any employee for making suggestions or recommendations regarding the content of this plan.

De-escalation of the Action Plan

Local conditions will influence the decisions that public health officials make regarding community-level strategies. The Village will remain in contact with the NYS Department of Health and Orange County Department of Health to assess the progression of the disease severity to determine de-escalation timing and plan.

Costs

The Village of Warwick will track costs throughout the communicable disease event (labor, purchases, etc.) for possible reimbursement from FEMA/SEMO or other agencies. Department Heads, or their designees, will be responsible for the maintenance of these records.

APPENDIX A
Village of Warwick Mission Essential Functions and Essential Positions

The table below identifies the essential functions and the positions or titles that are essential to be staffed on-site for the continued operation of each essential function.
Note that while some functions and associated personnel may be essential, some of these can be conducted remotely and do not need to be identified in this section.

Department	Essential Function	Description	Essential Position to Complete Task
Assessor			
Assessor	Prepare file annual assessment roll	Review and approval/denial/calculation of exemptions filed, property inspections, valuation, data entry of new values, splits & merges, etc. by Feb 1	Assessor
Assessor	Assessment appeals	Attend Grievance (February), make recommendations to Village Board for appeals filed, prepare for/defend assessments for any SCARs or certs filed	Assessor
Assessor	Ownership Changes	Review deeds and data entry for ownership changes, continued exemption eligibility, prorates. Essential before roll filed, prior to bills	Assessor
Assessor	Ongoing property inspections	Track and review building permits issued. Inspect properties with permits, and others. Essential prior to roll filed, can be put off other times of the year as long as done for next Tax Status date (Jan 1).	Assessor
Building/Planning			
Building/Planning	Notification & Communication	Notify public, Planning Board, ZBA, & AHDRB of all cancellations, schedule changes, locations, and/or method of meeting procedures (virtual vs. in person)	Building/Planning Administration
Building/Planning	Support Building Department Functions	Communication with residents, building permits, and applications	Building/Planning Administration
Clerk's Office			
Clerk's Office	Notification & Communication	Notify public, staff, Village Board and consultants of all cancellations, schedule changes, locations, and/or method of meeting procedures (virtual vs. in person)	Clerk/Deputy Clerk
Clerk's Office	Coordinated Agencies	As needed coordinate with the Mayor, Orange County, the Orange County Health Department, CDC, etc. regarding all emergency measures and protocols	Clerk/Deputy Clerk
Clerk's Office	Tax Collection	Regular annual tax collection	Clerk/Deputy Clerk
Clerk's Office	Village Board Meetings	Bi-monthly and/or emergency meetings for essential business.	Clerk/Deputy Clerk

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Department	Essential Function	Description	Essential Position to Complete Task
Clerk's Office	Official Business	Any essential tasks as deemed by Mayor including grant deadlines, policies, and Village Board matters, etc.	Clerk/Deputy Clerk
Clerk's Office	Parking Permits	Issuance of disability parking permits & Chase & First Street Lot Permits	Clerk/Deputy Clerk
Clerk's Office	Invoice and collection of fees	Weekender Bus, Alarm Fines, and all fees collected by the clerk's office (i.e. garage sales, alarm fees, gross receipts, etc.)	Clerk/Deputy Clerk
Code Enforcement/Building Inspector			
Code Enforcement/Building Inspector	Essential code enforcement matters	Emergencies, building fires, dangerous violations, etc.	Code Enforcement Officer/Building Inspector
Code Enforcement/Building Inspector	Building permits, Fire Inspections	Issuing permits, conducting routine inspections	Code Enforcement Officer/Building Inspector
Code Enforcement/Building Inspector	Municipal code and violation searches	Property review, inspection, issue, and letters	Code Enforcement Officer/Building Inspector
Department of Public Works			
DPW	Water/Sewer Emergencies	Water leaks, sewer blockages, etc.	DPW & Water Department
DPW	Weather Related Emergencies	Flooding, wind, power outages, snow/ice removal, etc.	DPW
DPW	Property and Infrastructure Maintenance	Village owned property maintenance, stormwater maintenance, trash collection/recycling	DPW
DPW	Disinfection	Disinfection of Village Hall, DPW Garage, Village vehicles	DPW
DPW	Preparation of vouchers	Budget maintenance & voucher preparation	DPW Clerk
DPW	System Failures	Including culverts, traffic lights, signs....	DPW
DPW	Fleet Maintenance	especially snow equipment and emergency vehicles	DPW Mechanic

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Department	Essential Function	Description	Essential Position to Complete Task
DPW	Road Maintenance	Filling potholes caused by weather to prevent vehicular damages	DPW
DPW	Operates Sewer System	Daily operation of sewer collection, pumping, and treatment infrastructure	DPW, Contract Operator
DPW	Related equipment and supply purchase	Order, receive, and process purchases	DPW Clerk
Information Technology			
Information Technology	Hardware & software maintenance for the Village.	All necessary maintenance and troubleshooting for the Village of Warwick, including remote assistance where applicable.	IT Department
Justice Court			
Justice Court	All Justice Court functions are governed by the Unified Court System & Village Justice.	All Justice Court functions are governed by the Unified Court System & Village Justice.	Court Clerk, P/T Court Clerk
Justice Court	Banking	making deposits Mon., Wed., & Fri.	Court Clerk, P/T Court Clerk
Justice Court	E-Mails	Monitoring E-mails from various agencies regarding administrative court instructions. Processing on line payments	Court Clerk, P/T Court Clerk
Justice Court	Warwick Police Dept.	Physically receiving arrest reports, appearance tickets, and parking tickets	Court Clerk, P/T Court Clerk
Justice Court	Mail	Receiving payments, and pleas	Court Clerk, P/T Court Clerk
Justice Court	Phone	Answering calls and returning calls Re: all court matters, such as paying instructions, adjournment instructions, and explanations of court functions during the Pandemic.	Court Clerk, P/T Court Clerk
Mayor's Office			
Mayor's Office	Notification & Communication	Notify public, staff, Village Board and consultants of all necessary emergency information, working with the Clerk's Office to expedite pertinent information.	Mayor/Clerk

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Department	Essential Function	Description	Essential Position to Complete Task
Mayor's Office	Coordinated Health Agencies	Coordinate with Orange County, the Orange County Health Department, CDC, etc. regarding all emergency measures and protocols and to develop community health response priorities.	Mayor/Clerk
Mayor's Office	Coordinated Municipalities	Coordinate with the Town of Warwick, Village of Florida, and Village of Greenwood Lake.	Mayor
Mayor's Office	Coordinated Local Organizations	Coordinate with local organizations including the Warwick Valley Chamber of Commerce and non-profit organizations	Mayor
Mayor's Office	Coordinated Local Health Agencies	Coordinate with the Village appointed Health Official as well as St. Anthony Community Hospital.	Mayor
Mayor's Office	Bi-monthly Board Meeting / Emergency Meetings	To provide updates, discussion and to hold public votes that are of importance to our village.	Mayor, Village Board, Clerk's Office, DPW Supervisor, Village Attorney
Mayor's Office	Communication with Village Board	Essential meetings and correspondence to discuss upcoming projects, ideas, proposed plans, emergency procedures & protocols etc.	Communication with all departments via email, phone, in-person, or through a virtual platform.
Parking Enforcement			
Parking Enforcement	Village Safety	Maintain safety and order of parking throughout the Village.	Parking Enforcement
Recreation			
Recreation	Notification & Communication	Notify public & recreation staff of all cancellations, schedule changes, locations, etc.	Recreation Director
Treasurer's Office			
Treasurer's Office	Payroll	Weekly Payroll/Monthly Payroll	Deputy Treasurer
Treasurer's Office	Audit & Approval of Claims	Processing vouchers and all approved payments, preparing the abstract for the board meetings	Treasurer/Deputy Treasurer
Treasurer's Office	Daily deposits	Check/Cash/Credit card deposits for water payments, gross receipts, parking lot reserve etc.	Treasurer/Deputy Treasurer

APPENDIX A			
Village of Warwick Mission Essential Functions and Essential Positions			
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Department	Essential Function	Description	Essential Position to Complete Task
Treasurer's Office	Revenue postings	Revenue entries related to the daily deposits	Treasurer
Treasurer's Office	Parking meter Coin Deposits	Counting and bagging coins/making deposit	Deputy Treasurer
Treasurer's Office	Budget prep	Everything related to budget (Jan-May 1)	Treasurer
Treasurer's Office	Bank reconciliation	Reconciling all bank rec's	Treasurer/Deputy Treasurer
Treasurer's Office	Year end reporting	printing W2's, 1099's, 1095's	Deputy Treasurer
Treasurer's Office	Fiscal end year	Preparing all necessary information to close the year, and to give to MV for AUD (June 1-Sept 1)	Treasurer
Treasurer's Office	Quarterly 941 and NYS45	Prepare and submit federal 941 and state NYS45	Deputy Treasurer
Village Board			
Village Board	Bi-monthly Board Meeting / Emergency Meetings	To provide updates, discussion and to hold public votes that are of importance to our village.	Mayor, Village Board, Clerk's Office, DPW Supervisor, Village Attorney
Village Board	Communication	Essential meetings and correspondence to discuss upcoming projects, ideas, proposed plans, emergency procedures & protocols etc.	Communication with all departments via email, phone, in-person, or through a virtual platform.
Water Billing			
Water Billing	Notification & Communication	Notify public & staff of any emergency situations such as boil water notification etc.	Water Billing Clerk
Water Billing	Water / Sewer Bill Collection	Regular mailing and collection of payments for water/sewer bills & 60 day late notices	Water Billing Clerk
Water Billing	Water/Sewer Emergencies	Notify water/sewer department of emergencies reported by residents and coordinate necessary appointments, etc.	Water Billing Clerk

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Department	Essential Function	Description	Essential Position to Complete Task
Water Billing	Final Reads	Final reads of water/sewer accounts	Water Billing Clerk
Water Billing	Monitoring Phone Calls	Customer calls (complaints, questions, concerns)	Water Billing Clerk
Water Department			
Water Department	Water Emergencies	Water leaks, etc.	Water Department
Water Department	Hydrant flushing	Fire protection , Water quality	DPW ,Water Department
Water Department	Meter reading	Quarterly Meter reading	Water Department
Water Department	Reservoir Checks	Weekly checks of Spillway's , Level's and condition	Water Department
Water Department	Operate Water System	Conduct Daily Operations (Treatment, Pumping, Storage)Maintain Distribution system infrastructure	Water Department , Contract Operator
Water Department	Customer Shut-offs	Turn off Water to Customer	Water Department
Water Department	Final Reads	as Required , From Billing Clerk	Water Department
Water Department	Mark outs	Regular and Emergency	Water Department

Village of Warwick
Credit Card Account Policy

PURPOSE

This policy and procedures are intended to ensure that appropriate internal controls are established within each department procuring with credit card accounts so that they are used for authorized purposes only.

SCOPE

As used in the policy and procedures “Credit Card Account(s)” means any bank issued credit card account, store-issued credit card account, or any other card account allowing the holder to purchase goods or services on credit or to transact with the account. The policy strictly prohibits the following:

1. Credit Card Account(s) that allow cash advances or cash back from purchases.
2. The use of debit card accounts for any purpose.
3. Automatic payment deductions to pay credit card bills.
4. Payment of credit card claims without documentation.

AUTHORIZING THE USE OF CREDIT CARDS

The procurement of each credit card, including the assignment of the credit limit, must be authorized by the Village Board of Trustees before it is issued.

Only a Department Head or Elected Official may request to open a credit card account or store issued credit card account for approval by the Village Board of Trustees.

If a credit card is approved, it is the responsibility of the Village Treasurer to process the application, including signing the application and assigning the credit limit.

All credit cards must be issued in the names of the employees for accountability; however, the name of the Village of Warwick must also appear on each presentation instrument related to the account including all cards and statements.

Credit card holders must be trained and acknowledge in writing that they understand their responsibilities as set forth in this policy and are therefore required to sign the “Village of Warwick Credit Cardholder Agreement” (attachment A) prior to the issuance of a credit card and provide the document to the Village Treasurer’s Office.

A master list of all credit cards will be maintained in the Treasurer’s Office and the list must be reviewed and updated annually by the Village Board.

All existing credit cards that are no longer needed or accounted for must be cancelled.

The Mayor, Village Board of Trustees or Village Treasurer is authorized to revoke the use of any credit card issued and immediately require the surrender of the credit card.

MAINTENANCE OF CREDIT CARDS

All Village of Warwick credit cards will be maintained in the Treasurer's Office and stored in a locked secure location when not being used by authorized personnel.

Upon written approval by the Mayor, a request must be made to the Village Treasurer to sign-out a Village of Warwick credit card. The authorized user must sign the Village of Warwick Credit Card Logbook, maintained by the Village Treasurer, noting the date, individuals name, department, reason for use of the credit card, estimated cost of the purchase, and date approval of the purchase was received.

Immediately after the authorized purchase is complete, the credit card must be returned to the Treasurer's Office. The authorized user must sign the logbook, noting the date the credit card was returned.

The Village of Warwick Credit Card Logbook will be maintained by the Village Treasurer for the use of all credit card transactions.

USE AND MANAGEMENT OF AN ACCOUNT

1. Before any purchases are made, the department head, or their designee, should verify that a purchase order has been approved by the Mayor for the related expenses. If the card will be used for travel and registration, it must have prior approval from the Village Board of Trustees.
2. Employees should make every effort to ensure that purchases do not include sales tax. Tax-exempt certificates are available through the Treasures Office. Sales tax may be paid for minimal expenditures from one-time vendors who refuse the exemption, but sales tax should not be paid where the purchases are for more substantial expenditures. The official and employee may be personally responsible for payment of sales tax. Exceptions will be made for online vendors who do not recognize the Village of Warwick's tax-exempt status.
3. Officers and employees are responsible for all charges made to the card via phone, fax, or online. Detailed itemized receipts for each charge on the account must be retained and attached to the voucher. A printed copy of the completed online purchase must be provided for all online purchases.
4. Detailed receipts must be retained and promptly given to the employee's department head, or their designee. Failure to provide receipts will result in the employee's responsibility for the charges. Additionally, the credit card holder(s) must provide the name(s) of anyone who incurred the expense. (For example, if food was supplied at a meeting, indicate who was in attendance.)
5. Monthly statements will be sent to the main account holder/department.

- a. Upon receipt of the statement, the receipts will be matched to the detailed charges and vouchered per the Treasurer's Office.
 - b. Any items that do not have a receipt will be the personal responsibility of the card user.
 - c. Bills will be vouchered and paid in a timely manner to not incur late charges/fees.
 - i. If late fees are incurred, it is the responsibility of the department head, or their designee, to request the charges be removed.
 - ii. The Payment of late fees on habitually tardy bills will become the responsibility of the department head, or their designee.
6. Quarterly, all departments with credit card accounts must report the following information to the Village Treasurer and Village Board of Trustees:
- a. Lost or stolen cards.
 - i. The initial loss must be reported immediately to the Village Treasurer for immediate cancellation of the card.
 - b. Cards and accounts used during the quarter.
 - c. Number of active cards and accounts.
 - d. Expiration dates of all cards.
 - e. Credit limits for all cards.
 - f. Incentives/Rewards.
7. Credit cards are to be returned to the Village of Warwick immediately upon ending employment.

OFFICERS & POSITIONS AUTHORIZED TO USE A CREDIT ACCOUNT

1. Mayor

RESTRICTING CREDIT CARD USE

Certain types of vendors or purchases must be blocked using Merchant Category Codes, such as charges from dry cleaners or health spas as detailed in the Accredited Standards Committee X9.

TYPES OF EXPENSES

Prohibited Expenses:

The following purchases are strictly prohibited:

1. Alcoholic beverages.
2. The use of credit cards for personal expenses – no exceptions.
3. Cash advances or cash back from purchases.
4. Items or services on term contracts, unless approved by the Village Board of Trustees.
5. Utility payments.
6. Phone and wireless services.
7. Maintenance agreements, unless approved by the Village Board of Trustees.

8. Purchases not related to the business of the Village of Warwick.
9. Automatic payment deductions, unless approved by the Village Board of Trustees.

Allowed Expenses:

1. Travel/Training – Expenditures related to approved travel and training such as registration, accommodations, parking, and meals.
 - a. Parking charges and meal charges will only be covered with a receipt stating the charge. The date on the receipts must match the approved travel dates.
2. Supplies – If not available through a purchase order or in emergency situations.
3. Other Village of Warwick related expenses that are not prohibited above.
4. Emergency purposes related strictly to Village of Warwick related expenses.
 - a. All card holders who use the credit card for emergency purposes must provide clear documentation to justify the need.

CREDIT LIMITS

Total credit card limits will not exceed \$5,000.

The credit limit for each purchase is \$500. Purchases over this limit require prior authorization from the Village Board of Trustees for any activity above the \$500 limit.

INCENTIVES PROGRAMS/REWARDS

Any incentives/rewards derived by the use of the Village of Warwick credit card will be the property of the Village of Warwick. All incentive/rewards must be reported to the Village Treasurer and Village Board of Trustees.

MONTHLY REVIEW & AUDIT DUTIES

Credit card statements and activity broken down by the credit card holder are to be analyzed on a monthly basis by the Village Board of Trustees for unauthorized charges and other discrepancies, including the card holder's job duties. The Village Board must review credit card bills and watch for red flags such as unusual destinations or items on the card. Additionally, the Village Board must verify that the items purchases were received.

The Village Treasurer must present monthly to the Village Board of Trustees a credit card account transaction detail from the previous month. The Village Board of Trustees must review the monthly credit card account transaction detail and approve it via Board motion at a regular Board meeting.

LOST OR STOLEN CREDIT CARDS

Lost or stolen cards must be immediately reported to the department head, or their designee. Once reported, the department head, or their designee, will call the bank or store, and the Treasurer's Office to report the card as lost or stolen.

CANCELLATION OF CREDIT CARDS

Once a card is determined as unnecessary/unneeded, the following steps must be taken:

1. The department head is required to inform the Village Treasurer of the unneeded card.
2. The department head and/or Village Treasurer must contact the issuing bank and request that the card be cancelled.
3. Once the card is canceled, it must be destroyed.
4. The department head, or their designee, will report the canceled card to the Village Treasurer and Village Board of Trustees on their quarterly report.

REISSUANCE OF CREDIT CARDS

Lost or stolen cards will be reviewed by the Village Board of Trustees for reissuance based on circumstances.

ATTACHMENT A
VILLAGE OF WARWICK
CREDIT CARDHOLDER AGREEMENT

Requirements for use of a Municipal Credit Card (including store credit):

1. The credit card is to be used only to make purchases at the request of, and for the legitimate business of, The Village of Warwick, Warwick, NY.
2. The credit card must be used in accordance with the provisions of the Credit Card Policy and Procedures established by the Village of Warwick, Warwick, NY, as attached hereto.

Violations of these requirements may result in revocation of use privileges. Employees found to have inappropriately used the credit card will be required to reimburse the Village of Warwick for all costs associated with such improper use through direct payment or payroll deduction. Disciplinary action(s) may be taken up to and including termination. The Village of Warwick will investigate and commence, when appropriate, criminal prosecution against any employee found to have misused the credit card or who violates the provisions of the cardholder agreement.

Credit Card Account Number: _____

Received By (Print Name): _____

I acknowledge receipt of the attached Credit Card Policy and Procedures and agree to abide by said Policy and Procedures.

Signature: _____

Date: _____

(Below for Village of Warwick Treasurer’s Office Only)

Credit Card Return Date: _____

Village Treasurer (Print Name): _____

Village Treasurer (Signature): _____

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 3/15/21

For approval to transfer available appropriations for the following Fiscal Year 2020-2021 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
A1410.4750	Village Clerk-Office Supplies	1,656.00	1,440.00	To cover Justice elections & annual shred event	A1410.4950	Village Clerk - Records Management	45.00	240.00
					A1450.4950	Elections - Other	1,009.36	1,200.00
A5010.4550	Street Admin - Office Supplies	1,227.28	500.00	To cover the cost of office equipment for work leader/DPW supervisor	A5010.2000	A-5010-2000	10.04	500.00
TOTAL			1,940.00		TOTAL			1,940.00

Respectfully submitted,

Sadie Becker
 Village Treasurer

Backup Documentation: Request from Raina Abramson, Request from Mike Moser

Report Date: 3/10/21

Hello,

I'm am writing to request the use of Memorial Park Pavilion. I am the current owner of Warwick Fit Body Boot Camp (25 Elm Street, Warwick NY 10990). I have been a storefront owner in Warwick since February 2019.

Requesting

This is what I had for most of 2020 and what I am requesting for 2021:

April 1, 2021 - November 31, 2021

Monday - Friday

5:00am - 10:00am

4:00pm - 6:00pm

Saturday - Sunday

7:00am - 10:00am

Facility Use

We would be using the facility for fitness classes up to 15 people per class. Our schedule would be as follows:

Monday – Friday (class start times)

AM – 5:15, 6:30, 7:30, 8:30, 9:30

PM – 4:00, 5:00

Saturday – Sunday (class start times)

AM – 7:00, 8:00, 9:00

- There is a 5 minute set up and breakdown period before the first class and the end of the last class.

My Story

Early 2019 I rented a 3 unit storefront in Mitchel Corners behind Burger King. I officially opened in June 2019. I was building my business each month helping out the residence of Warwick get in better health. Fast forward about 8 months

later my business was completely shut down for 8 months due to COVID. For 8 months while completely closed I continued to pay rent and bills. During those 8 months I was able to keep some of my clients (about 50%) because I was able to use the pavilion for our workouts. Because I was able to use the pavilion I did not lose my business and have to file bankruptcy.

September 2, 2021 I was able to open at 33% capacity with masks on. I'm still struggling to get by with full rent and bills. I lost many clients because we had to transition back indoors due to the weather getting cold. With the use of the pavilion I would be able to get these clients back once we can get back outdoors in April.

I'm asking that I get first priority as I am a current owner in town trying to stay in business. With very uncertain times ahead and another possible lockdown possible if I can't get a place to train my clients I will surely go out of business.

I am aware certain events take place during the year that will overlap and have no problem cancelling those days.

Thank you for your time and consideration!

In Good Health,

Richard Jarer Jr
Warwick Fit Body Boot Camp
917-796-4654
jarer1on1training@gmail.com

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

Today's Date: 1/22/2021 Date(s) Requested: 4/1/2021 - 11/31/21 Time of Event: Please see
Set Up Time: 5 minutes Break Down Time: 5 minutes other side

Village Park/Facility Requested: Memorial Park Pavilion

*Please use attached map to indicate areas to be used.

Name of Event (Purpose of Use): Fitness Class

Name of Organization or Individual: Warwick Fit Body Boot Camp

Check one: Non-Profit 501(c)3 For Profit Private Event

Proof of Residency: Designated Contact: Richard Jarer Jr.

Mailing Address: 16 Candlestick Ct. Warwick NY 10990 Email: jarer4on1training@gmail.

Telephone Day: 917-796-4654 Evening: 917-796-4654 Cell: 917-796-4654

Total Participants Expected: Adults: 15 Children: 10

Village of Warwick Participants (Number): 25 Non-Resident Participants (Number): 0

How will event be advertised? Social Media through my business accounts

Is material or equipment required from the Village of Warwick? Yes No

If needed, state type and for what purpose: _____

Is admission fee charged? Yes No

If so, what will proceeds be used for? _____

Will food be served? Yes No

If yes, please give details: _____

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 FBBC (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 Fit Body Boot Camp (Name Organization).

[Signature]

Signature of Organization's Representative (Must be a Village of Warwick Resident)

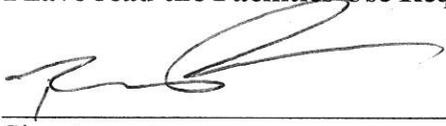
Address: 16 Candlestick Ct. Warwick NY 10990 Telephone: 917-796-4654

Clerk Use Only: Security deposit check # 199 Certificate of Insurance
Police approval (if applicable) N/A *Items on file in the Clerk's office

22. In the event of an accident, please notify the Village Clerk before the end of the next business day.

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.

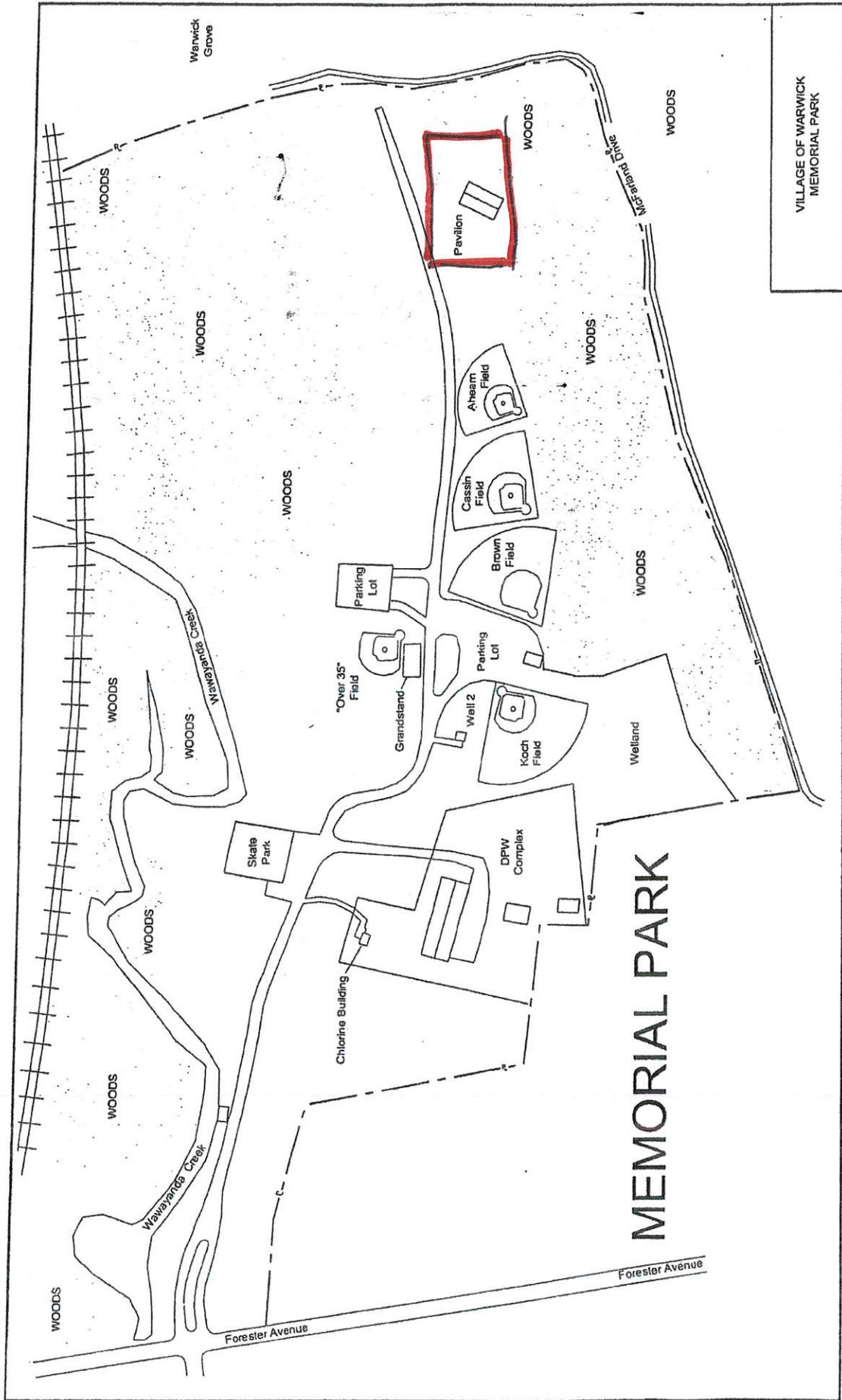
I have read the Facilities Use Requirements



Signature

1/22/21

Date



MEMORIAL PARK

VILLAGE OF WARWICK
MEMORIAL PARK

1/22/21

Village of Warwick Board of Trustees
77 Main St.
Warwick, NY 10990

To Whom it May Concern,

Please accept this as my request to use the Veterans Memorial Park Pavilion as a fitness training facility as I did last year.

Beginning April 1, weather permitting, I would like to use the facility on the following days/times:

Tuesdays: 5:00pm-6:30pm

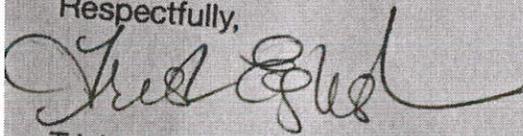
Wednesdays: 8:00am-9:30am

Thursdays: 8:00am-9:45am

Saturdays: 8:00am-9:45am

Thank you for your consideration.

Respectfully,



Trish English

77 Main Street
Post Office Box 369
Warwick, NY 10990
www.villageofwarwick.org



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FAX (845) 986-6884
mayor@villageofwarwick.org
clerk@villageofwarwick.org

VILLAGE OF WARWICK

INCORPORATED 1867

FACILITY USE REQUEST

Today's Date: 1/22/21
Set Up Time: _____

Date(s) Requested: 4/1/21-11/30/21 Time of Event: 8am-10am
Break Down Time: _____

Village Park/Facility Requested: Memorial Park Pavilion
*Please use attached map to indicate areas to be used.

Name of Event (Purpose of Use): Kitness Training

Name of Organization or Individual: Trish English

Check one: Non-Profit 501(c)3 For Profit Private Event
Proof of Residency: Designated Contact: _____

Mailing Address: 32 Weathervane Way Email: jimmye2@optonline.net

Telephone Day: 649-7984 Evening: SAME Cell: SAME

Total Participants Expected: Adults: 5-15 Children: 0

Village of Warwick Participants (Number): All Non-Resident Participants (Number): 0
How will event be advertised? _____

Is material or equipment required from the Village of Warwick? Yes No
If needed, state type and for what purpose: _____

Is admission fee charged? Yes No
If so, what will proceeds be used for? _____

Will food be served? Yes No
If yes, please give details: _____

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 Trish English (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 Trish English (Name Organization).

Trish English
Signature of Organization's Representative (Must be a Village of Warwick Resident)

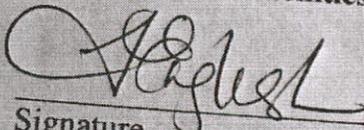
Address: 32 Weathervane Way Warwick Telephone: 649-7984

Clerk Use Only: Security deposit check # CASH Certificate of Insurance
Police approval (if applicable) N/A *Items on file in the Clerk's office

22. In the event of an accident, please notify the Village Clerk before the end of the next business day.

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.

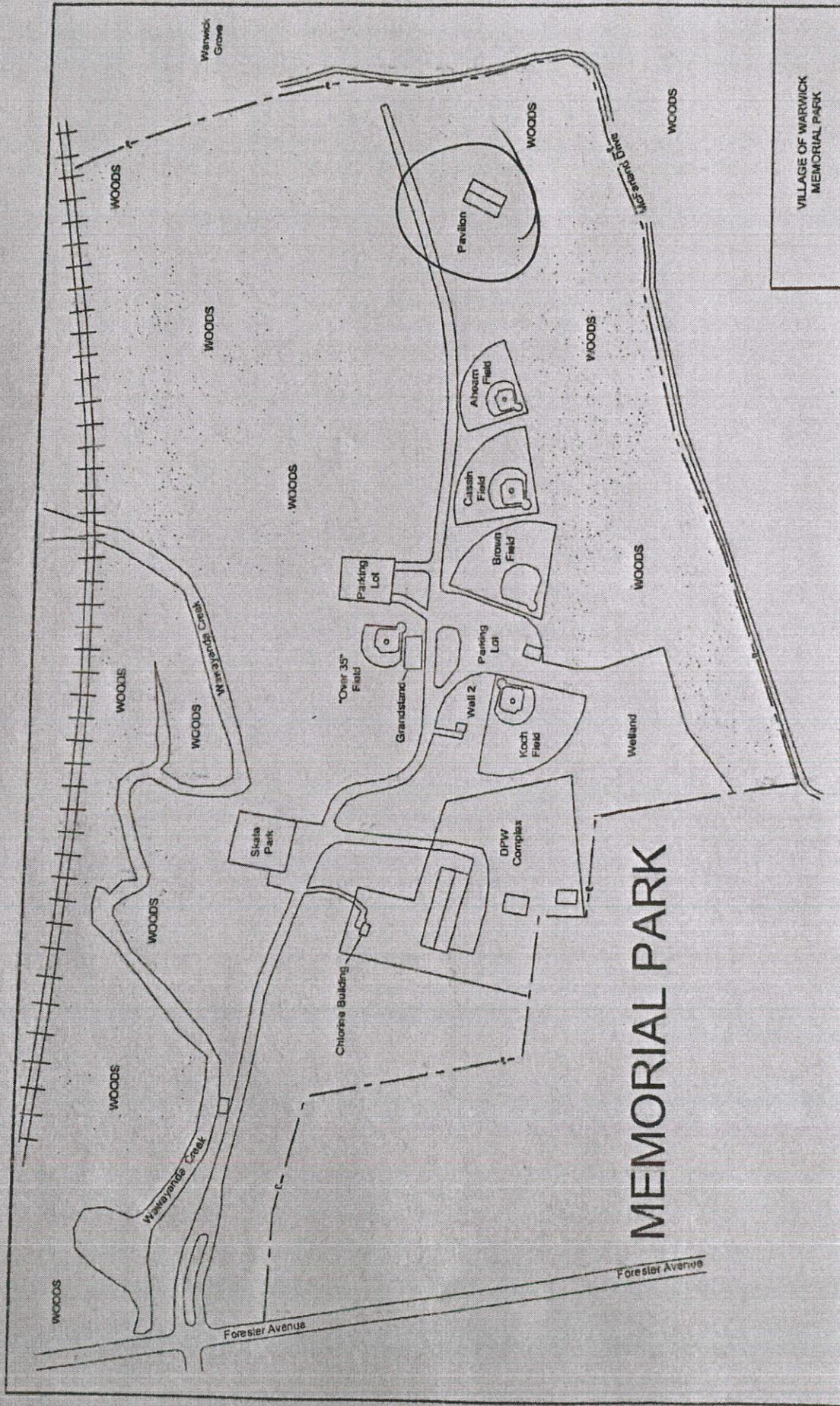
I have read the Facilities Use Requirements



Signature

1/22/21

Date



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

(Whenever LL approves Field use) whenever field is available

Today's Date: 3/10/21
Set Up Time: _____

Date(s) Requested: April 2021
Break Down Time: when fields are ready for use
- NOV 22, 2021

Time of Event: men's League will take priority
* Little League +

Village Park/Facility Requested: Veteran's Memorial Park - Brown Softball field
*Please use attached map to indicate areas to be used.

Name of Event (Purpose of Use): practices, scrimmages

Name of Organization or Individual: OC Bombers (Baseball/Softball organization)

Check one: Non-Profit 501(c)3 For Profit Private Event

Proof of Residency: 100 Forester Ave. Designated Contact: Elena Fogg

Mailing Address: 100 Forester Ave Warwick Email: magoo919@optonline.net

Telephone Day: _____ Evening: _____ Cell: (845) 325-4338

Total Participants Expected: Adults: ~ 8 Children: 16

Village of Warwick Participants (Number): 8 Non-Resident Participants (Number): 8

How will event be advertised? _____

Is material or equipment required from the Village of Warwick? Yes No

If needed, state type and for what purpose: _____

Is admission fee charged? Yes No

If so, what will proceeds be used for? _____

Will food be served? Yes No

If yes, please give details: _____

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
Signature of Organization's Representative (Must be a Village of Warwick Resident)

Address: 100 Forester Ave Warwick, NY 10990 Telephone: (845) 325-4338

Clerk Use Only: Security deposit check # 3771 Certificate of Insurance
Police approval (if applicable) N/A *Items on file in the Clerk's office

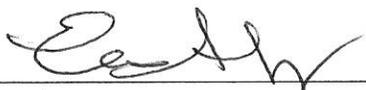
MAR 10 2021

VILLAGE OF WARWICK
CLERK 01.22.2021

22. In the event of an accident, please notify the Village Clerk before the end of the next business day.

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.

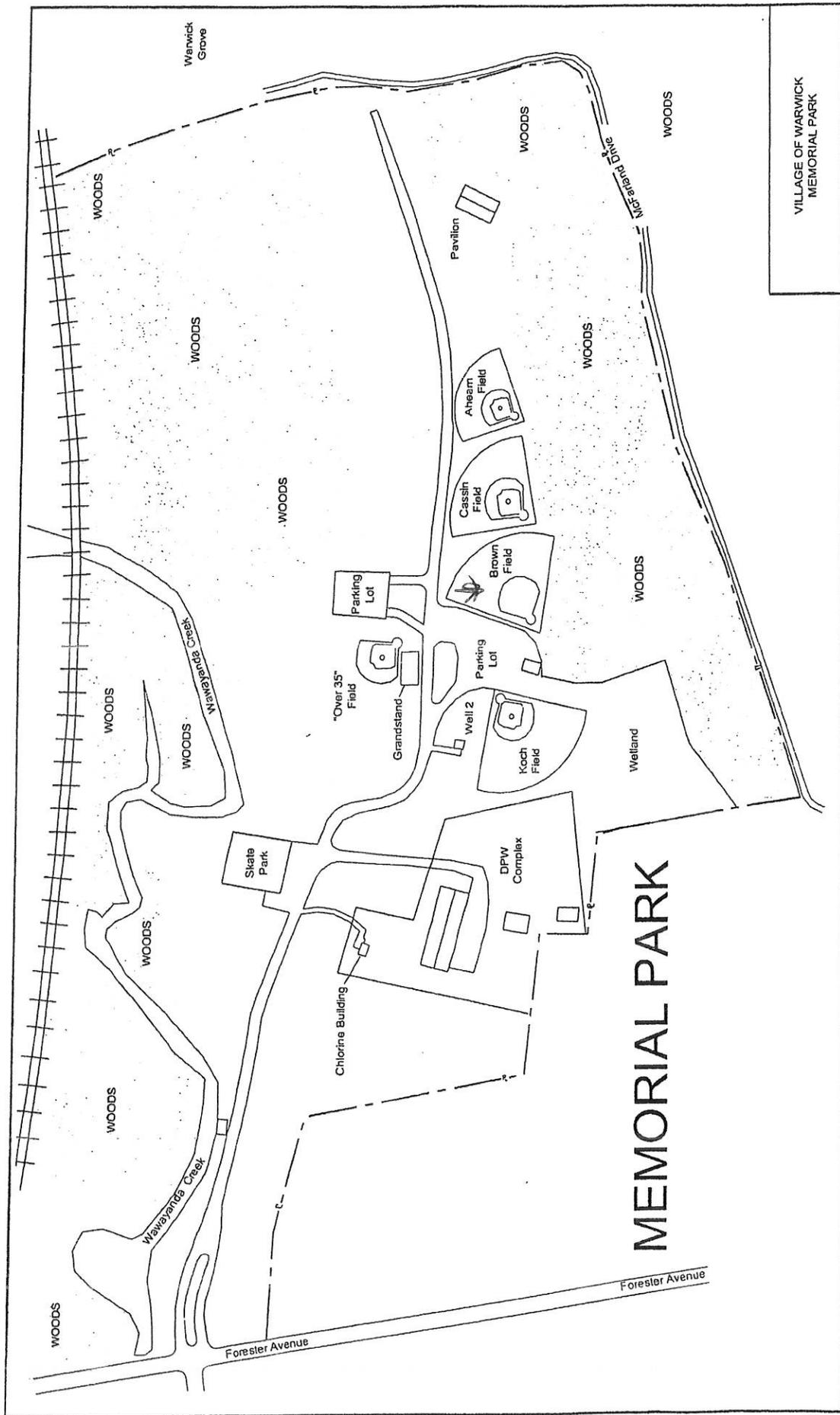
I have read the Facilities Use Requirements



Signature

3/8/21

Date



VILLAGE OF WARWICK
MEMORIAL PARK

MEMORIAL PARK

March 4, 2021

Village of Warwick
Board of Trustees
77 Main Street
Warwick, N.Y. 10990

Dear Village Board:

This is to request the granting of a permit for the Warwick Wascals Senior Softball team to hold games on Brown Field or the field across from Brown Field from April 11th, 2021 through October 31, 2021. Games will be held on Sunday's from 8:30 a.m. to 12 p.m. and on Wednesday's from 5 p.m. to 7:30 p.m.

As in previous seasons, the Warwick Wascals will make the necessary adjustments if we have a timing conflict with the Little League.

Respectfully submitted,



Charlie Marron

RECEIVED

MAR 09 2021

VILLAGE OF WARWICK
CLERK

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

Today's Date: 3/10/2021 Date(s) Requested: April 11, 2021 - October 31, 2021 Time of Event: _____
Set Up Time: _____ Break Down Time: _____

Village Park/Facility Requested: over 35 field / Brown Field

*Please use attached map to indicate areas to be used.

Name of Event (Purpose of Use): SENIOR SOFTBALL LEAGUE

Name of Organization or Individual: Warwick Wasicals - Charlie Marron

Check one: Non-Profit 501(c)3 For Profit Private Event
Proof of Residency: ? Designated Contact: Charlie Marron

Mailing Address: 4 Mistakey Circle, Warwick 10990 Email: chasmarron@gmail.com

Telephone Day: 845 239 2100 Evening: 845 239 2160 Cell: 917 843 2147

Total Participants Expected: Adults: 40 Children: -

Village of Warwick Participants (Number): 35 Non-Resident Participants (Number): 5

How will event be advertised? N/A

Is material or equipment required from the Village of Warwick? Yes No

If needed, state type and for what purpose: _____

Is admission fee charged? Yes No

If so, what will proceeds be used for? _____

Will food be served? Yes No

If yes, please give details: _____

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 Wasicals (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 Wasicals (Name Organization).

Signature of Organization's Representative (Must be a Village of Warwick Resident)
Charlie Marron

Address: 4 Mistakey Circle Telephone: 917 843 2147

Clerk Use Only: Security deposit check # 1298 Certificate of Insurance
Police approval (if applicable) N/A *Items on file in the Clerk's office

RECEIVED

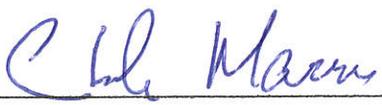
MAR 10 2021

VILLAGE OF WARWICK
CLERK

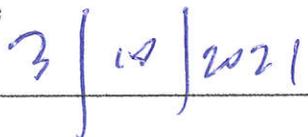
22. In the event of an accident, please notify the Village Clerk before the end of the next business day.

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.

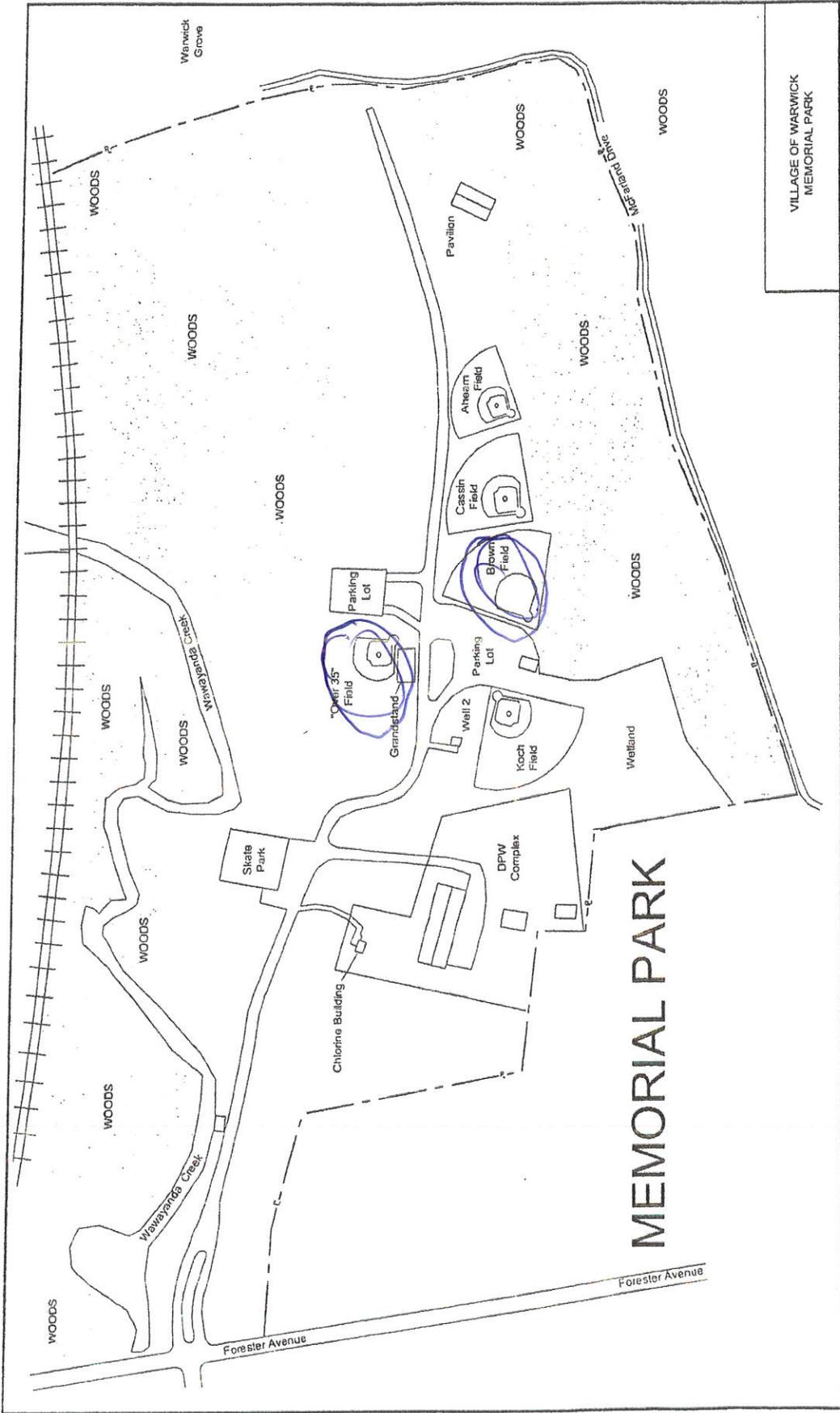
I have read the Facilities Use Requirements



Signature



Date



VILLAGE OF WARWICK
MEMORIAL PARK

MEMORIAL PARK

Forester Avenue

Forester Avenue

WOODS

**Village of Warwick
Comprehensive Plan Update
Committee List**

	Organization	Representative
1	Village Board - Mayor	Mayor Newhard
2	Village Board Comprehensive Plan Committee Chairman	Barry Cheney
3	Village of Warwick Planning Board	Tom McKnight
4	Zoning Board of Appeals	Scot Brown
5	Architectural and Historic Review Board	Matthew Finn
6	Warwick Valley Historical Society	Jack Ellis
7	Warwick Valley Chamber of Commerce	Corrine Iurato
8	Communities2gether	Carly A. Foster
9	Resident at Large	Susan Metzger
10	Resident at Large, Town Planning Board	Robert M. Kennedy III
11	Albert Wisner Library	Rosemary Cooper



WARWICK VALLEY CHAMBER OF COMMERCE INC.

25 SOUTH STREET • WARWICK, NY 10990

PHONE: 845-986-2720 • FAX: 845-986-6982

WEB ADDRESS: www.warwickcc.org • E-mail: info@warwickcc.org

RECEIVED

FEB 10 2021

VILLAGE OF WARWICK
VILLAGE CLERK'S OFFICE

January 31, 2021

The Honorable Michael Newhard
Mayor of the Village of Warwick
Village Board of Trustees
PO Box 369
Warwick, New York 10990

Dear Mayor Newhard and Board of Trustees;

The Warwick Valley Chamber of Commerce would like to formally request permission to hold the Warwick Valley Farmers' Market at the South Street Parking Lot for this coming 2021 season.

The season runs from May 9 (Opening Day) through November 21. I have requested that Broadfield Insurance Group send you the required Certificate of Insurance.

We thank you in advance for all your cooperation over the years with Farmers' Market and look forward to seeing you on Opening Day.

Thank you for your attention to this matter.

Very truly yours,

Michael Johndrow, Executive Director
Warwick Valley Chamber of Commerce

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

Today's Date: 3/4/21 Date(s) Requested: 5/7-11/21/21 Time of Event: 9:00-2:00
Set Up Time: 7:00am Break Down Time: 2:00pm

Village Park/Facility Requested: South Street Parking Lot

*Please use attached map to indicate areas to be used.

Name of Event (Purpose of Use): Warwick Valley Farmers Market

Name of Organization or Individual: Warwick Valley Chamber of Commerce

Check one: Non-Profit 501(c)3 For Profit Private Event

Proof of Residency: _____ Designated Contact: Michael Johnrow

Mailing Address: 25 South St, Warwick Email: info@warwickcc.org

Telephone Day: (845) 986-2720 Evening: _____ Cell: _____

Total Participants Expected: Adults: 1500-2000 Children: _____

Village of Warwick Participants (Number): _____ Non-Resident Participants (Number): _____

How will event be advertised? Chamber of Commerce & Social Media

Is material or equipment required from the Village of Warwick? Yes No

If needed, state type and for what purpose: _____

Is admission fee charged? Yes No

If so, what will proceeds be used for? _____

Will food be served? Yes No

If yes, please give details: Once COVID restrictions & state requirements allow

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 Valley Chamber of Commerce (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 Valley Chamber of Commerce (Name Organization).

Michael A. Johnrow
Signature of Organization's Representative (Must be a Village of Warwick Resident)

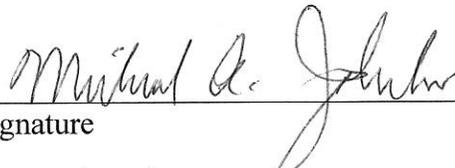
Address: 7 Bridges St Warwick Telephone: 845-544-1978

Clerk Use Only: Security deposit check # 5824 Certificate of Insurance
Police approval (if applicable) N/A *Items on file in the Clerk's office

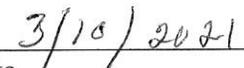
22. In the event of an accident, please notify the Village Clerk before the end of the next business day.

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 the Facilities Use Requirements



Signature



Date

Warwick

WARWICK VALLEY CENTRAL SCHOOL DISTRICT
Office of the Superintendent: **David Leach, Ed.D.**

March 3, 2021

Village of Warwick Board of Trustees
71 Main Street
P.O. Box 369
Warwick, NY 10990

Dear Members of the Village of Warwick Board of Trustees:

As you are aware, this school year has been a difficult one for students, especially the senior class. Over the past year, many school activities have been cancelled due to the restrictions that have been put in place in response to the global pandemic. Additionally, we have found it difficult to work with catering facilities to host any type of formal gathering, such as a prom, as there are capacity requirements in place that restrict our ability to accommodate all of our students.

Therefore, I am writing to request permission to hold the Warwick Valley Senior Prom on Main Street in the Village of Warwick on June 9, 2021, with a rain date of June 10, 2021. This venue would create a very special, hometown feel for one of the most important and meaningful school events that our students experience.

The details of our Warwick Valley High School Class of 2021 Senior Prom are as follows:

- Set up for the prom would occur from 3:00 p.m. - 6:30 p.m. on June 9th.
- Prom would be held from 6:30 p.m. - 9:30 p.m.
- We expect about 330 students and adults will attend the prom.
- The school will contract with restaurants in the sectioned off area to provide food.
- Portable restrooms will be rented. We will need some direction as to where they should be placed.
- Road barriers and access to electricity for lights and a DJ will be needed.
- Decorations would be removed immediately following the prom.
- Ms. Marguerite Fusco, Principal will be the designated contact person for the event.

Thank you for your consideration of allowing us to host the Senior Prom in town.

Sincerely,



David Leach, Ed.D.
Superintendent of Schools

cc: Marguerite Fusco, WVHS Principal

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

Today's Date: 3/2/21 Date(s) Requested: 6/9/21 Time of Event: 6:30
Set Up Time: 3:00 Break Down Time: 9:30

Village Park/Facility Requested: Main Street, between West St. + Welling Pl. -
*Please use attached map to indicate areas to be used.

Name of Event (Purpose of Use): Warwick Valley HS Senior Prom

Name of Organization or Individual: Warwick Valley Central School District

Check one: Non-Profit 501(c)3 For Profit Private Event
Proof of Residency: _____ Designated Contact: Marguerite Fusco, Principal

Mailing Address: PO Box 595, Warwick, NY Email: m.fusco@wvcsd.org

Telephone Day: 987-3050 Evening: 845-222-0038 Cell: _____

Total Participants Expected: Adults: 30 Children: 300

Village of Warwick Participants (Number): 315 Non-Resident Participants (Number): _____

How will event be advertised? Senior students will be invited

Is material or equipment required from the Village of Warwick? Yes No

If needed, state type and for what purpose: Road barriers, access to electricity for DJ, lights

Is admission fee charged? Yes No

If so, what will proceeds be used for? To cover all expenses of the prom.

Will food be served? Yes No

If yes, please give details: We will contract with restaurants located inside the area that is sectioned off for prom

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 Valley CSD (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 Valley CSD (Name Organization).

[Signature]
Signature of Organization's Representative (Must be a Village of Warwick Resident)

Address: 225 West St. Extension, Warwick, NY Telephone: 845-987-3000 x10510

Clerk Use Only: Security deposit check # N/A Certificate of Insurance
Police approval (if applicable) N/A *Items on file in the Clerk's office

22. In the event of an accident, please notify the Village Clerk before the end of the next business day.

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 the Facilities Use Requirements



Signature

3/4/21

Date

Warwick

WARWICK VALLEY CENTRAL SCHOOL DISTRICT

Office of the Superintendent: **David Leach, Ed.D.**

March 9, 2021

Village of Warwick
Board of Trustees
71 Main Street
P.O. Box 369
Warwick, NY 10990

Dear Members of the Village of Warwick Board of Trustees:

As we plan for celebratory events for the Warwick Valley High School Class of 2021, we would like to make the cap and gown distribution a true "event" for our seniors called "A Trip Down Memory Lane." On Saturday, June 19, 2021, we wish for our seniors and their families to gather at their elementary schools in their decorated cars and then proceed, in an organized manner, to Memorial Park where they will meet as a senior class. Once all of the families have arrived at Memorial Park, we would like to have a car parade through the Village of Warwick beginning on Main Street and ending at Warwick Valley High School where students will be presented with their caps and gowns.

Therefore, I am writing to request permission to hold the Warwick Valley High School, Class of 2021, Trip Down Memory Lane car parade utilizing Memorial Park and Main Street in the Village of Warwick on June 19, 2021.

The details of our Warwick Valley High School Class of 2021 car parade are as follows:

A TRIP DOWN MEMORY LANE
Parade Route for Warwick Valley HS Class of 2021
June 19, 2021

- | | |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8:15 a.m. | Students and their families will gather at their respective elementary schools with their cars decorated in Purple and Gold. |
| 8:50 a.m. | Greenwood Lake Elementary School will begin a procession to Memorial Park. (Elm (R), Windermere (L), 17A(L), Forester (R), Memorial Park (R))
Police assistance is requested. |
| 9:05 a.m. | Sanfordville Elementary School will begin a procession to Memorial Park. (Sanfordville Rd. (R), Route 94 (L), Route 17A (R), Forester (L), Mem. Park (R))
Police assistance is requested. |

9:15 a.m. Kings Elementary School will begin a procession to Memorial Park.
(Kings Highway (R), Forester (L), Memorial Park (L))
Police assistance is requested.

9:25 a.m. Park Avenue Elementary School will begin a procession to Memorial Park.
(Burt (R), Forester (L), Memorial Park (R))
Police assistance is requested.

Students' cars will be lined up for the car parade down Main Street.

9:55 a.m. Student procession begins exit from Memorial Park
Turn right onto Forrester.
Turn left onto Colonial Ave.
Turn left onto Main Street.
Continue straight on Main Street to Oakland Ave. to Route 94.
Turn right onto County Hwy Rte 1.
Turn Left onto West Street.
Turn left onto Sanfordville Road.
Turn left into Warwick Valley High School.

- The High School will coordinate with and obtain necessary permits from Greenwood Lake Police, Village of Greenwood Lake, and Town of Warwick for approval of all parade routes outside of the Village of Warwick.
- The High School will coordinate with local fire departments and ambulance corps for assistance.
- School Resource Officer, Stephan Helmrich will assist and work in conjunction with the school in all facets of planning and implementation of this event.
- Ms. Marguerite Fusco, Principal will be the designated contact person for the event.

I am attaching the required letter from the Warwick Valley Police Department approving the intended police route.

Thank you for your consideration to allow us to have a car parade leading up to our cap and gown distribution.

Sincerely,



David Leach, Ed.D.
Superintendent of Schools

Attachment

cc: Ms. Marguerite Fusco, WVHS Principal

TOWN OF WARWICK

DEPARTMENT OF POLICE
132 KINGS HIGHWAY
WARWICK N.Y. 10990
(845) 986-5000 FAX (845) 986-5020

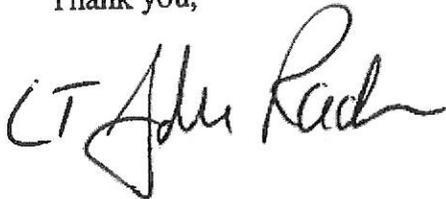
Lieutenant John D. Rader NA 236
jrader@townofwarwickpd.org

March 8, 2021

To Whom It May Concern;

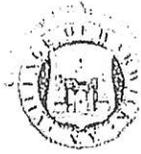
We reviewed the route and event details for "A Trip Down Memory Lane" and do not see any issues with it being held as planned. If you require any further information please contact me at the above number.

Thank you,

A handwritten signature in black ink that reads "LT John Rader". The signature is written in a cursive style with a large, stylized "L" and "R".

Lt. John Rader

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

Today's Date: 3/9/2021 Date(s) Requested: 6/19/2021 Time of Event: 8:15 am - 11 am
Set Up Time: 8:15 Break Down Time: 11 am

Village Park/Facility Requested: Memorial Park, Main Street

*Please use attached map to indicate areas to be used.

Name of Event (Purpose of Use): Class of 2021 Car Parade

Name of Organization or Individual: Warwick Valley CSD

Check one: Non-Profit 501(c)3 For Profit Private Event

Proof of Residency: _____ Designated Contact: Marquerite Fusco

Mailing Address: PO Box 595, Warwick Email: mfusco@wvcasd.org

Telephone Day: 987-3050 Evening: _____ Cell: 222-0038

Total Participants Expected: Adults: 20 Children: 300

Village of Warwick Participants (Number): 320 Non-Resident Participants (Number): _____

How will event be advertised? Students will be notified at school

Is material or equipment required from the Village of Warwick? Yes No

If needed, state type and for what purpose: Police assistance, road blocks

Is admission fee charged? Yes No

If so, what will proceeds be used for? _____

Will food be served? Yes No

If yes, please give details: _____

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 WVCSD (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 WVCSD (Name Organization).

Signature of Organization's Representative (Must be a Village of Warwick Resident)

Address: 225 West St. Warwick, NY 10990 Telephone: 845-987-3000

Clerk Use Only: Security deposit check # N/A

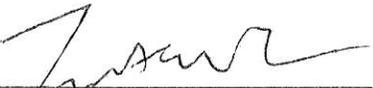
Police approval (if applicable) yes

Certificate of Insurance
*Items on file in the Clerk's office

22. In the event of an accident, please notify the Village Clerk before the end of the next business day.

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 the Facilities Use Requirements



Signature

3/9/21

Date



ALBERT WISNER
PUBLIC LIBRARY

March 8, 2021

Village of Warwick
77 Main Street
P.O. Box 369
Warwick, NY 10990

RECEIVED

MAR 08 2021

VILLAGE OF WARWICK
CLERK

To the Hon. Mayor Michael Newhard and the Village Board of Trustees,

I am writing to request to *relocate* the Warwick Children's Book Festival (Saturday, October 9, 2021, 11am-4pm) from Railroad Avenue to Stanley-Deming Park. In conjunction with the proposed relocation, I would like to request your consideration of several additional matters:

1. Permission to begin tent set-up on Friday, 10/8/21 at 3:00pm and to arrange for tent removal by no later than Sunday, 10/10/21 at 12:00pm.
2. Permission to hang two publicity banners: one the fence facing South Street and one on the fence facing Parkway. The banner has not been designed yet, but it would be comparable to what is attached. The size of banners can be adapted to your requirements, and the design submitted for your approval.
3. Permission to provide one or two food trucks to be parked in the parking area adjacent to the basketball courts. Please advise any restrictions or requirements. In the past, we did not provide food trucks because Railroad Avenue is surrounded by eateries. The location of Stanley-Deming, coupled with our need to provide lunch and refreshments for our 60-70 authors and illustrators, necessitates a new approach. We think a food truck or two would be popular with visitors, too.
4. Finally, permission to attach balloons along the fences surrounding Stanley-Deming Park, early on the morning of Saturday, October 9, to be removed immediately after the Festival ends.

As stated in my original letter of November 2020, the Festival will comply with all New York State and local covid-related regulations still in effect this October, potentially requiring masks, hand sanitizer, occupancy limits. We believe that holding the event at Stanley-Deming might enable visitors to spread out a little more than on Railroad Green.

Enclosed are:

1. The revised, signed facility use request.
2. Revised insurance certificate from Seely & Durland. The insurance certificate does not specify banners, pending your approval. When the Library's policy renews in mid-

September, I will make sure that the banners are added to the certificate and resubmit it to the Village.

3. Image of banner design that has been used in past - new banners would be similar.

If you require additional information, or have any questions before making a decision on this revised application, please do not hesitate to call me at the Library (986-1047, ext. 2). My fellow festival coordinator Judy Pedersen and I appreciate your continued support, and thank you very much for your consideration.

Sincerely,



Lisa Laico

Festival Co-Coordinator

Albert Wisner Public Library



ALBERT WISNER
PUBLIC LIBRARY

March 10, 2021

Village of Warwick
77 Main Street
P.O. Box 369
Warwick, NY 10990

To the Hon. Mayor Michael Newhard and the Village Board of Trustees,

Persuant to my application of March 8, 2021 requesting to move the 2021 Warwick Children's Book Festival to Stanley-Deming Park, I have been asked to obtain permission from the Warwick Valley Central School District (WVCSD) for festival participants to park at Park Avenue School. Darcy Halbig at WVCSD confirmed today that she does not foresee a problem with granting permission.

WVCSD uses a facilities management software system to log and track requests such as this. The requests are reviewed periodically at the convenience of WVCSD. I would expect formal approval to be issued later this spring or perhaps early summer. I am in regular contact with Darcy Halbig for other matters, so will be certain to follow up with her to secure and submit the formal approval well in advance of the event.

Thank you very much for your consideration.

Regards,

Lisa Laico

Lisa Laico
Festival Co-coordinator
Albert Wisner Public Library

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

Today's Date: 3/3/21 Date(s) Requested: 10/9/21 Time of Event: 11Am - 4M
Set Up Time: 10/8/21 2M Break Down Time: 10/10/21 12PM

Village Park/Facility Requested: Stanley - Deming Park

*Please use attached map to indicate areas to be used.

Name of Event (Purpose of Use): Warwick Children's Book Festival

Name of Organization or Individual: Albert Wisner Public Library / Lisa Laico

Check one: Non-Profit 501(c)3 For Profit Private Event

Proof of Residency: _____ Designated Contact: Lisa Laico

Mailing Address: 1 McFarland Drive, Warwick Email: Llaico@rds.org

Telephone Day: 984-1047 Evening: 986-5723 Cell: 987-2881

Total Participants Expected: Adults: 1,000 Children: 500

Village of Warwick Participants (Number): _____ Non-Resident Participants (Number): _____

How will event be advertised? Social media, newspapers, AWPL e-newsletter

Is material or equipment required from the Village of Warwick? Yes No

If needed, state type and for what purpose: trash barrels; electricity turned ON @ SDP

Is admission fee charged? Yes No

If so, what will proceeds be used for? _____

Will food be served? Yes No

If yes, please give details: request permission to hire 1 or 2 food trucks to park on Park Lane

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 Albert Wisner Public Library (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 Albert Wisner Public Library (Name Organization).

Laura Noon-Fee

Signature of Organization's Representative (Must be a Village of Warwick Resident)

Address: 29 Maple Avenue Telephone: 6464215010

Clerk Use Only: Security deposit check # 101 Certificate of Insurance
Police approval (if applicable) N/A *Items on file in the Clerk's office

22. In the event of an accident, please notify the Village Clerk before the end of the next business day.

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 the Facilities Use Requirements

Lisa Laico

Signature

3/8/21

Date



STANLEY DEMING 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

Village of Warwick - Banner Request Form

Today's Date 3/10/21 Date's Requested 9/27/21 - 10/9/21

Location Requested: West Street _____ First Street _____ Village Parks Utility Poles _____

Name of Organization: Albert Wisner Public Library / Warwick Children's Book Festival

Mailing Address: 1 McFarland Dr. Warwick NY * 2 banners @ S.D. Pk.

Telephone: (Day) 845 986 1047 (Evening) _____ (Cell) 845 987 2881 1 - South St. fence

Email: Ulaico@rcfs.org 1 - Parkway fence

Banner Dimensions and Specifications:

- Banners over **West Street** must be 20 feet wide and 3 feet high. Banners must also be designed for wind loads AND must include 'D' rings.
- Banners by the **First Street Parking Lot** must be 6 feet wide and 3 feet high.
- **Banners at Village Parks are allowed only if your event is happening at the park. They must be no larger than 16 feet wide and 3 feet high.**
- Banners on **Utility Poles** must be 2 feet wide by 5 feet high.

Diagram and/or picture of banner showing content must accompany this permit.

Request must be submitted with required Certificate of Liability Insurance which includes:

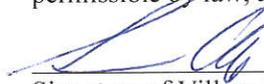
- \$1,000,000 per occurrence / \$2,000,000 aggregate
- Certificate Holder: Village of Warwick, 77 Main Street, Warwick, NY 10990
- Description must state: "This certificate is issued in connection with the hanging of the 'Name of Banner' on 'Location Hanging Banner' from 'Dates Requested'. This certificate is issued subject to all policy terms, conditions, limitations, exclusions and language."

Banner Request Forms must be signed by a Village resident.

Banners may be hung for a **maximum** of two weeks only. **Banners that do not meet the above specifications will not be hung; no exceptions.*

***Banner Request Form, Certificate of Insurance, and Picture of Banner must be submitted in one complete packet to the Village of Warwick in order to be presented to the Mayor for approval at least 2 weeks prior to the date's requested.**

The undersigned is over 21 years of age and has read this form and attached regulations and agrees to comply with them. He/she, on behalf of the organization does hereby covenant and agree to defend, indemnity and hold harmless the Village 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 banner hanging.


Signature of Village Resident

28 Welling
Address Avenue
Warwick, NY

845-986-0961
Telephone

03.10.2021

ALBERT WISNER PUBLIC LIBRARY PRESENTS

The Warwick Children's Book Festival

Railroad Avenue October 12 11am-4pm

SPONSORED BY GLENN P. AND SUSAN D. DICKES

