

**BOARD OF TRUSTEES
VILLAGE OF WARWICK
MARCH 17, 2025
AGENDA**

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

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

1. Introduction by Mayor Newhard.
2. Acceptance of Minutes: March 3, 2025

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

Trustee Cheney ___ Trustee Foster ___ Trustee Collura ___
Trustee McKnight ___ Mayor Newhard ___

3. Acceptance of Reports – February 2025: Clerk’s Office, Justice Department, Planning Department, and Building Department reports and the December 2024 and January 2025 Building Department reports.

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

Trustee Cheney ___ Trustee Foster ___ Trustee Collura ___
Trustee McKnight ___ Mayor Newhard ___

4. Authorization to Pay all Approved and Audited Claims in the amount of \$ _____.

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

Trustee Cheney ___ Trustee Foster ___ Trustee Collura ___
Trustee McKnight ___ Mayor Newhard ___

5. Police Report.

6. **Public Hearing on proposed Local Law No. 3 of the Year 2025 entitled: “The Village of Warwick Temporary Moratorium on the Acceptance and Processing of Applications for Approval of Public Utility Facilities Involving Energy Storage Systems”.**

Announcements

1. The Village of Warwick General Election will be held on Tuesday, March 18, 2025.

Correspondence

1. Email from village resident Brian Torpie in support of amending Chapter 36 of the Village Code to allow chickens in the village.
2. Email from village resident Patrick Gallagher regarding short-term rental deliberations.
3. Letter from the NYS Department of Transportation providing an update on the NYS Routes 94 & 17A paving and improvements.
4. Letter from the Monarch Village Pollinator Project Team requesting consideration of funding in the amount of \$1,000 for the June 2025 Monarch Village Fest.
5. Letter from The Warwick Valley Community Center requesting consideration of increasing the budget allocation towards their initiatives and programs.

Discussion

1. 42 Orchard Street – Petition for Zone Change and submittal of EAF Questionnaire.

Public Comment - Agenda Items Only

GUIDELINES FOR PUBLIC COMMENT

The public may speak only during the meeting’s Public Comment period and at any other time a majority of the Board allows. Speakers must be recognized by the presiding officer, step to the front of the room/microphone, give their name, residency, and organization, if any. Speakers must limit their remarks to three minutes (this time limit may be changed to accommodate the number of speakers) and may not yield any remaining time they may have to another speaker. Board members may, with the permission of the mayor, interrupt a speaker during their remarks, but only for the purpose of clarification or information. The Village Board is not required to accept or respond to questions from the public at meetings but may request that inquiries be submitted in writing to be responded to at a later date. All remarks must be addressed to the Board as a body and not to individual Board members. Interested parties or their representatives may also address the Board by written communications.

Motions

Trustee Cheney's Motions

1. **MOTION** to accept the proposal from RAFA Systems LLC for the purchase of Starlink devices including activation and subscription and a one-year Service Agreement Maintenance Plan at a cost not to exceed \$14,045. Funds are appropriated in budget code codes G8120-4500 and F8320-4550.

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

Trustee Cheney ___ Trustee Foster ___ Trustee Collura ___

Trustee McKnight ___ Mayor Newhard ___

2. **MOTION** to authorize the Mayor to execute the 2025 DOT and NON-DOT Drug and Alcohol Testing Agreements with Partners in Safety and to authorize payment in the amount of \$870.00 for the 2025 DOT & NON-DOT Consortium Fees for the Drug and Alcohol Program at a rate of \$58.00 per employee. Funds are appropriated in budget code A 4010-4910 in the FY2024-25 budget.

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

Trustee Cheney ___ Trustee Foster ___ Trustee Collura ___

Trustee McKnight ___ Mayor Newhard ___

3. **MOTION** to grant permission to Village of Warwick Employee, Christopher Bennett, to carry over 5 vacation days.

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

Trustee Cheney ___ Trustee Foster ___ Trustee Collura ___

Trustee McKnight ___ Mayor Newhard ___

4. **MOTION** to approve payment #2 in the amount of \$19,368.64 to TAM Enterprises, Inc. for the Relocation of the Maple Avenue Booster Station Project for the mobilization and site clearing on Grand Street as per the recommendation of Village Engineer, Barton & Loguidice. Funds are appropriated in budget code F8320.2000.

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

Trustee Cheney ___ Trustee Foster ___ Trustee Collura ___

Trustee McKnight ___ Mayor Newhard ___

5. **MOTION** to approve payment #6 in the amount of \$6,109.73 to TAM Enterprises, Inc. for the Pole Barn DPW Project for the completion of the remaining portions of the structure's exterior construction and the demobilization by the contractor, per the recommendation of Village Engineer, Keith Woodruff. Funds are appropriated in budget code A1640.2350.

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

Trustee Cheney ___ Trustee Foster ___ Trustee Collura ___

Trustee McKnight ___ Mayor Newhard ___

6. **MOTION** to approve payment #7 in the amount of \$11,598.50 to TAM Enterprises, Inc. for the Pole Barn DPW Project for the release of the 5% retainage, per the recommendation of Village Engineer, Keith Woodruff. The contracted project work, including demobilization, was completed by the contractor on January 23, 2025. Funds are appropriated in budget code A1640.2350.

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

Trustee Cheney ___ Trustee Foster ___ Trustee Collura ___

Trustee McKnight ___ Mayor Newhard ___

7. **MOTION** to grant permission to DPW Supervisor, Mike Moser, to attend the New York Rural Water Association's 46th Annual Technical Training Workshop & Exhibition from May 19, 2025 – May 21, 2025, at the Turning Stone Resort, Verona, NY with a registration fee of \$385 which includes breakfast & lunch on May 20th and May 21st only, and \$174 per night for the hotel stay. Mileage reimbursement is not applicable, village vehicle will be used. Funds are appropriated in budget code F.8340.4750.

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

Trustee Cheney ___ Trustee Foster ___ Trustee Collura ___

Trustee McKnight ___ Mayor Newhard ___

Trustee Foster's Motions

8. **RESOLUTION APPROVING AN INTERMUNICIPAL AGREEMENT FOR THE TRANSPORTATION SAFETY ACTION PLAN**

WHEREAS, the Village of Warwick has been awarded a grant to complete a comprehensive Town-Wide Transportation Safety Action Plan in collaboration with the Town of Warwick, the Village of Greenwood Lake, and the Village of Florida; and

WHEREAS, the parties to the Town-Wide Transportation Safety Action Plan wish to memorialize their shared and respective responsibilities for funding and implementing the Town-Wide Transportation Safety Action Plan through execution of an Intermunicipal Agreement, a copy of which is attached hereto; and

WHEREAS, the Village Board finds the terms and conditions of the said Intermunicipal Agreement to be acceptable.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. That the Village Board hereby approves the said Intermunicipal Agreement; and
2. That the Mayor is authorized to execute the Intermunicipal Agreement and any documents necessary to carry out the terms and provisions thereof.

_____ presented the foregoing resolution which was seconded by _____,

The vote on the foregoing resolution was as follows:

Barry Cheney, Trustee, voting _____

Carly Foster, Trustee, voting _____

Thomas McKnight, Trustee, voting _____

Mary Collura, Trustee, voting _____

Michael Newhard, Mayor, voting _____

9. **MOTION** to accept the proposal from Engineering & Surveying Properties for project management services for the Veteran’s Memorial Park Master Plan with a focus on the Patriot’s Path and related improvements located at 1 Memorial Park Drive with a not-to-exceed cost of \$16,000 without prior written authorization from the Village of Warwick Board of Trustees and authorize the mayor to sign the same. Funds are appropriated in Money of Lieu of Parks fund.

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

Trustee Cheney ___ Trustee Foster ___ Trustee Collura ___

Trustee McKnight ___ Mayor Newhard ___

10. **MOTION** to submit a 2025-2026 Local Government Records Management Improvement Fund (LGRMIF) grant application to support a Document Conversion and Access Project for the Offices of the Village Clerk & Village Treasurer and authorize the Mayor so sign the same.

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

Trustee Cheney ___ Trustee Foster ___ Trustee Collura ___

Trustee McKnight ___ Mayor Newhard ___

11. **MOTION** to approve the proposal from ICC Community Development Solutions for the purchase of Laserfiche, an Electronic Content Management System, at a cost not to exceed \$15,713 for the purchase of software, with licensing up to 100 users, two days of remote staff training, set up of Records Management process automation around implementing the NYS LGS-1 Schedule, two days of remote workflow training and the processing and upload of scanned images into the repository per the recommendation of Village Clerk/Records Management Officer, Raina Abramson. Project is subject to the award of a 2025-26 NYS Archives Local Government Records Management Improvement Fund grant. Funds to be included in the FY2025-26 budget.

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

Trustee Cheney ___ Trustee Foster ___ Trustee Collura ___

Trustee McKnight ___ Mayor Newhard ___

12. **MOTION** to approval the proposal from NYSID Preferred Source Vendor, eBizDocs, for the digitization and indexing of approximately 65.25 cubic feet of records or approximately 265,000 images per their proposal dated March 5, 2025, at a cost not to exceed \$46,207.20 per the recommendation of Village Clerk/Records Management Officer, Raina Abramson. Project is subject to the award of a 2025-26 NYS Archives Local Government Records Management Improvement Fund grant. Funds to be included in the FY2025-26 budget.

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

Trustee Cheney ___ Trustee Foster ___ Trustee Collura ___

Trustee McKnight ___ Mayor Newhard ___

13. **MOTION** to add (1) one additional Clerk position to the Village of Warwick Civil Service position control and authorize the Mayor to sign form MSD-222 in accordance with Orange County Civil Service requirements. Hiring part-time staff to this position is subject to the award of a 2025-26 NYS Archives Local Government Records Management Improvement Fund grant in order to perform the required 100% record verification prior to records destruction. Funds to be included in the FY2025-26 budget.

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

Trustee Cheney ___ Trustee Foster ___ Trustee Collura ___

Trustee McKnight ___ Mayor Newhard ___

14. **MOTION** to grant permission to Village of Warwick Employee, Raina Abramson, to carry over 5 vacation days.

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

Trustee Cheney ___ Trustee Foster ___ Trustee Collura ___

Trustee McKnight ___ Mayor Newhard ___

15. **MOTION** to grant permission to Wickham Works to use the east side of Stanley Deming Park for the Too Good to Toss event from 8:00 a.m. on Friday, May 30, 2025, through Sunday, June 1, 2025, with cleanup to be completed by 12:00 p.m. on Monday, June 2, 2025. The request includes use of the basketball court and the lawn area around the handball court, use of restrooms and water fountains from Friday, May 30th – Monday, June 2nd, access to the water at the basketball courts for filling the tent weights, and 18 (eighteen) parking spaces near the entrance of the basketball court to be reserved for

drop-off and pick-ups only. In coordination with DPW Supervisor, Mike Moser, Village of Warwick DPW is requested to: lock the back gate to the basketball court next to the tool shed; provide 15+ orange parking cones and reflective vests for parking volunteers; place 10 (ten) to 12 (twelve) garbage cans/recycling bins in the basketball court; designate parking in the grass behind the basketball courts and designate additional temporary accessible parking spaces on Parkway, close to the entrances of Stanley-Deming Park; and pickup of leftover items and trash on Monday, June 2, 2025. The Warwick Police, Fire, and EMS Departments have been notified of the event. The event details and traffic plan have been approved by DPW Supervisor, Mike Moser. The Village of Warwick will contribute up to half of the total event cost, with a maximum payment of approximately \$2,100, to cover the rental, delivery, set up, and pickup of tents, tables, and chairs. Funds are appropriated in FY2024-25 Budget Code A7550.4950. Completed park permit, proof of insurance, and security deposit have been received.

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

Trustee Cheney ___ Trustee Foster ___ Trustee Collura ___
Trustee McKnight ___ Mayor Newhard ___

16. **MOTION** to grant permission to Sanfordville Elementary School to hold a kindergarten class picnic in Stanley-Deming Park on Tuesday, May 6, 2025, and Wednesday, May 7, 2025, between 12:00 p.m. to 2:00 p.m., with a rain date of Thursday, May 8, 2025. Request includes use of restrooms. Completed park permit and proof of insurance have been received.

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

Trustee Cheney ___ Trustee Foster ___ Trustee Collura ___
Trustee McKnight ___ Mayor Newhard ___

17. **MOTION** to grant permission to Park Avenue Elementary to hold a second-grade class picnic in Stanley-Deming Park on Tuesday, June 3, 2025, between 11:00 a.m. to 2:00 p.m. with a rain date of Thursday, June 5, 2025. Request includes use of restrooms. Completed park permit and proof of insurance have been received.

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

Trustee Cheney ___ Trustee Foster ___ Trustee Collura ___
Trustee McKnight ___ Mayor Newhard ___

18. **MOTION** to grant permission to the Union A.M.E. Church Missionary Society to use Railroad Green on Saturday, June 7, 2025, from 8:00 a.m. to 3:00 p.m., with a rain date of Saturday, June 14, 2025, for a Community Health Fair. The request includes access to electricity, a sound system with a DJ, placement of one portable toilet, and the setup of tents for the duration of the event. A completed facility use permit, proof of insurance, and the security deposit have been received.

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

Trustee Cheney ___ Trustee Foster ___ Trustee Collura ___

Trustee McKnight ___ Mayor Newhard ___

19. **MOTION** to close Railroad Avenue on Saturday, June 7, 2025, with a rain date of Saturday, June 14, 2025, from 6:00 a.m. to 3:00 p.m. for the benefit of the Union A.M.E. Church Community Health Fair.

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

Trustee Cheney ___ Trustee Foster ___ Trustee Collura ___

Trustee McKnight ___ Mayor Newhard ___

20. **MOTION** to grant permission to AnneMarie VanOrden to use the Veterans Memorial Park pavilion to hold a graduation party on Sunday, July 13, 2025, from 1:00 p.m. to 5:00 p.m. with setup to begin at 10:00 a.m. and cleanup to be completed by 7:00 p.m. Request includes use of restrooms, sound systems, pavilion lights, and electricity. Request also includes the setup of (1) one stage inside the pavilion, (8) eight Village-owned tables, (80) eighty Village-owned chairs, and the Village-owned picnic tables. Three local bands to play between the hours of 1:00 p.m. and 5:00 p.m. Completed park permit, insurance, and security deposit have been received.

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

Trustee Cheney ___ Trustee Foster ___ Trustee Collura ___

Trustee McKnight ___ Mayor Newhard ___

Trustee Collura's Motions

21. **MOTION** to schedule a public hearing on the Tentative Budget for Fiscal Year 2025-2026 on Monday, April 7, 2025, at 7:30 p.m.

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

Trustee Cheney ___ Trustee Foster ___ Trustee Collura ___
Trustee McKnight ___ Mayor Newhard ___

**22. RESOLUTION INTRODUCING PROPOSED LOCAL LAW
TO PERMIT OVERRIDE THE TAX LEVY LIMIT ESTABLISHED IN
GENERAL MUNICIPAL LAW §3-c**

WHEREAS, the Village Board of the Village of Warwick is preparing a municipal budget for fiscal year 2025–2026; and

WHEREAS, the budget for the 2025–2026 fiscal year will require a real property tax levy in excess of the "tax levy limit" as defined by General Municipal Law §3-c; and

WHEREAS, in order to approve the said budget it is necessary for the Village Board to enact a local law authorizing an override of the limit on the amount of real property taxes that may be levied by the Village of Warwick pursuant to GML §3-c, a copy of which is attached;

NOW, THEREFORE, BE IT RESOLVED as follows:

1. That the movant of this resolution does hereby introduce the attached proposed local law; and
2. That a public hearing on the said local law is hereby set for April 7, 2025, at 7:30 p.m.; and
3. That the Village Clerk is hereby requested and directed to undertake publication and posting of notice of the public hearing.

_____ presented the foregoing resolution which was seconded by

Barry Cheney, Trustee, voting _____

Carly Foster, Trustee, voting _____
Thomas McKnight, Trustee, voting _____
Mary Collura, Trustee, voting _____
Michael Newhard, Mayor, voting _____

Trustee McKnight’s Motions

**23. RESOLUTION ENACTING A LOCAL LAW
IMPOSING A SIX-MONTH MORATORIUM ON LAND USE APPROVALS
FOR DEVELOPMENT OF PUBLIC UTILITY FACILITIES INVOLVING
ENERGY STORAGE SYSTEMS**

WHEREAS, heretofore the Village Board has considered the adoption of a local law entitled: “The Village of Warwick Temporary Moratorium on the Acceptance and Processing of Applications for Approval of Public Utility Facilities Involving Energy Storage Systems”; and

WHEREAS, following due notice the Village Board held a public hearing on the proposed local law;

NOW, THEREFORE, BE IT RESOLVED as follows:

1. That the Village Board determines that the adoption of this local law is a Type II Action under SEQRA; and
2. That the Village Board hereby adopts the local law; and
3. That the local law shall be effective immediately and shall be filed in the office of the Secretary of State in Albany as required by applicable law.

_____ presented the foregoing resolution which was seconded by _____,

Barry Cheney, Trustee, voting _____
Carly Foster, Trustee, voting _____
Thomas McKnight, Trustee, voting _____

Mary Collura, Trustee, voting _____

Michael Newhard, Mayor, voting _____

**24. RESOLUTION INTRODUCING A PROPOSED LOCAL LAW
TO CHANGE THE ZONING DESIGNATION OF CERTAIN REAL PROPERTY
FROM RESIDENTIAL (“R”) TO LIGHT INDUSTRIAL (“LI”).**

WHEREAS, the Village Board of the Village of Warwick has received a petition to change the zoning designation of certain real property located at 42 Orchard Street from Residential ("R") to Light Industrial ("LI"); and

WHEREAS, the Village Board of the Village of Warwick has before it a proposed local law entitled: “A local law to amend Town Code Chapter 145 entitled ‘Zoning’ to change the zoning designation of certain real property located at 42 Orchard Street from Residential (‘R’) to Light Industrial (‘LI’); and

WHEREAS, in order to consider adoption of the proposed local law it is necessary to first introduce it, make the necessary referrals, and hold a public hearing upon it;

NOW, THEREFORE, BE IT RESOLVED as follows:

1. That the movant of this resolution does hereby introduce the attached proposed local law;
2. That a public hearing on the said local law is hereby set for May 19, 2025 at 7:30 p.m.;
3. That the Village Clerk shall publish and post notice of the public hearing;
4. Pursuant to Village Code §145-170, the Village Clerk shall transmit to the Village Planning Board a copy of the proposed local law for review and a report; and
5. Pursuant to General Municipal Law §239-m, the Village Clerk shall

transmit to the County Planning Department copies of the proposed local law, the SEQRA EAF and the site plan application filed by the owner of the subject property; and

6. Pursuant to Village Code §145-171, prior to the public hearing the petitioner shall submit to the Village Clerk a list of the names and addresses of all owners of real property within five hundred (500) feet of the property affected or any other contiguous property of the petitioner in the same ownership; and

7. Pursuant to Village Code §145-171, prior to conducting the public hearing the petitioner shall provide the Village Board with proof that notice of the public hearing, including the date, place and time of such public hearing and a summary of the proposed zoning amendment, has been mailed to all property owners on the aforesaid list via Certified Mail Return Receipt Requested not less than seven (7) days before the date of such hearing.

_____ presented the foregoing resolution which was seconded by _____,

Barry Cheney, Trustee, voting _____
Carly Foster, Trustee, voting _____
Thomas McKnight, Trustee, voting _____
Mary Collura, Trustee, voting _____
Michael Newhard, Mayor, voting _____

25. **MOTION** to refer the zoning change, subdivision and site plan application of Vanessa Mann and M&L Equity Auto, LLC in regard to 42 Orchard Street to the Village's Engineering Consultant for review and a report on potential significant adverse environmental impacts under SEQRA. This is an Unlisted Action in which the Village Board is acting in an Uncoordinated Review.

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

Trustee Cheney ___ Trustee Foster ___ Trustee Collura ___

Trustee McKnight ___ Mayor Newhard ___

26. **MOTION** to refer the property description (Schedule “A”) for the requested zoning change to 42 Orchard Street on the petition of Vanessa Mann and M&L Equity Auto, LLC to the Village’s Engineering Consultant for review and confirmation that the description is adequate and correct.

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

Trustee Cheney ___ Trustee Foster ___ Trustee Collura ___

Trustee McKnight ___ Mayor Newhard ___

27. **MOTION** to return the Planning Board escrow balance of \$1,292.50 to Mr. & Mrs. De Yin Qui for a proposed two-family home at 92 Maple Ave. This account has been inactive since 2022. All invoices have been paid as per the email from Village Engineer, Keith Woodruff.

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

Trustee Cheney ___ Trustee Foster ___ Trustee Collura ___

Trustee McKnight ___ Mayor Newhard ___

Reports

Trustee Cheney’s Report: Liaison to Public Works Operations, Engineering and Infrastructure Projects, Veterans, Code Enforcement / Building Department, Emergency Services, Citizens Awareness Panel/Jones Chemical. Alternate liaison to Economic Development, Planning & Zoning / AHDRB / OC Planning, Transportation & Mobility.

Trustee Foster’s Report: Liaison to Office of the Clerk, Parks & Recreation, Economic Development & Tourism, Warwick Valley Schools, Government Efficiency / Policy Development, Transportation & Mobility. Alternate liaison to Youth / WYDO / Warwick Valley Community Center / Warwick Valley Prevention Coalition, Engineering and Infrastructure Projects.

Trustee Collura’s Report: Liaison to Office of the Treasurer, Youth / WYDO / Warwick Valley Community Center / Warwick Valley Prevention Coalition, Public Health, Historical Society, Public Interface and Outreach, Senior Citizens, Ethics. Alternate liaison to Parks & Recreation, Environmental, Veterans.

Trustee McKnight's Report: Liaison to Planning & Zoning / AHDRB / OC Planning, Environmental, Albert Wisner Library, Town of Warwick Police Department, Technology Oversight / Cybersecurity, Shade Tree Commission, Safety Committee. Alternate liaison to Public Works Operations, Code Enforcement / Building Department, Emergency Services, Government Efficiency / Policy Development.

Mayor Newhard's Report

Public Comment – Non-Agenda Items

Final Comments from the Board

Executive Session, if applicable

Adjournment

**BOARD OF TRUSTEES
VILLAGE OF WARWICK
MARCH 17, 2025
ADDENDUM NO. 1**

28. MOTION to grant permission to Clerk to the Justice Court, Karen Vermillion, to attend a one-day training event organized by the Town of Wallkill Court on Friday, March 28, 2025, from 9:30 a.m. to 4:00 p.m. at the Town of Wallkill Court in Middletown, NY. The training is free to attend. Mileage reimbursement to apply.

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

Trustee Cheney ____ Trustee Foster ____ Trustee Collura ____

Trustee McKnight ____ Mayor Newhard ____



**Justice Court
Village of Warwick**

77 MAIN STREET P.O. BOX 369
WARWICK, NEW YORK 10990
(845) 986-2031

Village Justice
JEANINE GARRITANO WADESON

RECEIVED

MAR 17 2025

**VILLAGE OF WARWICK
CLERK'S OFFICE**

Court Clerk
KAREN VERMILLION

March 17, 2025

Mayor Newhard and the Board of Trustees,

I will be attending a Court training on March 28th at the Town of Walkkill Court. The training is free. I will be seeking reimbursement for travel. Please see attached for details.

Thank you,

Karen Vermillion
Karen Vermillion

Karen Vermillion

From: Arielle Bryant
Sent: Monday, March 10, 2025 10:22 AM
To: Arielle Bryant
Cc: Mary Mailler; Kristy Connor; Keri A. Thorpe; Jennifer Schoeffel; Edward A. Carey
Subject: DMV, CDR, SEI and Web DVS training. March 28th at 9:30am-4pm. at Town of Wallkill Court

Good morning Orange County Clerks:

I am excited to share there will be a clerk's training organized by Town of Wallkill Chief Clerk Mary Mailler:

Where: Town of Wallkill Court, 99 Tower Dr Bldg B, Middletown, NY 10941

When: March 28th at 9:30am-4pm

Topics: DMV, CDR, SEI and Web DVS training

Lunch and drinks will be provided.

RSVP by March 19th, 2025: Mary Mailler @ mmailler@nycourts.gov with list of names attending.

I look forward to seeing you there!

Thank you Mary for putting this together!

Best
Arielle
Arielle Bryant, Esq.
Special Counsel To The Town and Village Courts, 9th JD.
Direct: (914) 824-5140
Fax: (914) 831-6556
anbryant@nycourts.gov

Please be CAREFUL when clicking links or opening attachments.

RSVP'd 3/12/25

NOTICE OF PUBLIC HEARING

PLEASE TAKE NOTICE that the Village Board of the Village of Warwick will hold a public hearing on the 17th day of March 2025, at 7:30 o'clock p.m., at Village Hall, 77 Main Street, Warwick, New York 10990 on a proposed Local Law entitled: "The Village of Warwick Temporary Moratorium on the Acceptance and Processing of Applications for Approval of Public Utility Facilities Involving Energy Storage Systems."

The purpose of this Local Law is to promote the public health, safety and welfare by enacting a six (6) month moratorium on the acceptance and processing of applications for land use approvals for public utility facilities involving energy storage systems in the Village of Warwick in order to afford the Village Board time to develop and enact local regulations sufficient to oversee the approval and safe operation of the same.

A copy of the proposed local law has been posted on the Village's website and is on file in the office of the Village Clerk and available for inspection by interested persons during Village Clerk's business hours.

The Village Board will at the above date, time and place hear all persons interested in the subject matter hereof. Persons may appear in person or by agent. All written communications addressed to the Village Board must be received by the Village Board at or prior to the public hearing.

BY ORDER OF THE VILLAGE BOARD
VILLAGE OF WARWICK
RAINA ABRAMSON
VILLAGE CLERK

Dated: March 7, 2025

VILLAGE OF WARWICK

LOCAL LAW NO. __ OF THE YEAR 2025

A Local Law establishing a six (6) month moratorium on the acceptance and processing of applications for land use approvals for public utility facilities involving energy storage systems in the Village of Warwick.

BE IT ENACTED that the Village of Warwick imposes a moratorium on approval of public utility facilities involving energy storage systems as follows:

Section 1. Authority

This Local Law is adopted pursuant to the provisions of the Municipal Home Rule Law of the State of New York.

Section 2. Short Title

This Local Law shall be known as: "The Village of Warwick Temporary Moratorium on the Acceptance and Processing of Applications for Approval of Public Utility Facilities Involving Energy Storage Systems."

Section 3. Definitions

"Code" means the Village of Warwick Code.

"Public utility facilities involving energy storage systems" means any building or site at which electricity is stored in batteries for purposes of supplying power to the electrical utility grid.

"Village" means the Village of Warwick.

"Village Board" means the Village Board of the Village of Warwick.

"Village Clerk" means the Village Clerk of the Village of Warwick.

Section 4. Legislative Purpose

The Village of Warwick has previously experienced serious fires at public utility facilities involving energy storage systems which posed a grave risk to the health, welfare and safety of Village residents. The Village Board of the Village of Warwick has determined that the Village Code lacks provisions sufficient to oversee the approval and safe operation of public utility facilities involving energy storage systems. The Village wishes to consider adopting a code provision based, wholly or in part, on the NYSERDA model law for battery energy storage systems. The intent of this Local Law is to impose a six (6) month moratorium on the acceptance and processing of applications for land use approvals for public utility facilities involving energy storage systems in the Village of Warwick in order to afford the Village Board

time to develop and enact local regulations sufficient to oversee the approval and safe operation of the same.

Section 5. Imposition of Moratorium

For a period of six (6) months from and after the effective date of this Local Law, except as provided in Sections "6" and "7" below no applications for land use approvals for public utility facilities involving energy storage systems shall be accepted or processed by the Village for any real property located in the Village of Warwick.

Section 6. Exemptions

This Local Law shall not apply to any application for approval of a public utility facility involving energy storage systems designed for and installed in a residential use.

Section 7. Alleviation of Extraordinary Hardship

A. The Village Board may authorize exceptions to the moratorium imposed by this Local Law when it finds, based upon evidence presented to it, that deferral of action on an application for approvals for public utility facilities involving energy storage systems during the term of this moratorium would impose an extraordinary hardship on a landowner or applicant.

B. An application for an exception based upon extraordinary hardship shall be filed with the Village Clerk, including a fee of Five Hundred and 00/100 Dollars (\$500.00) for each tax map parcel claimed to be subject to extraordinary hardship, by the landowner or the applicant, upon the consent of the landowner. The application shall provide a recitation of the specific facts that are alleged to support the claim of extraordinary hardship and shall contain such other information and/or documentation as the Village Board shall prescribe as necessary for the Village Board to be fully informed with respect to the application.

C. A public hearing on any application for an exception to this Local Law based upon extraordinary hardship shall be held by the Village Board at a meeting of the Village Board no later than thirty (30) days after the complete application for an extraordinary hardship exception has been filed with the Village Clerk. The Village Board shall determine, by resolution duly adopted, when an application based upon extraordinary hardship is complete.

D. In reviewing an application for an exception based upon a claim of extraordinary hardship, the Village Board shall consider the following criteria:

1. The extent to which the proposed development impacts environmentally sensitive land, would cause environmental degradation, or would adversely impact nearby properties and the neighborhood.

2. Whether the moratorium will expose a property owner or applicant to substantial monetary liability to a third person or would leave the property owner or applicant completely unable, after a thorough review of alternative solutions, to have a reasonable alternative use of the property.

3. The extent to which actions of the applicant were undertaken in the good faith belief that the proposed development of a public utility facilities involving energy storage systems constituted an approvable use under the existing provisions of the Village Code.

E. Mere delay or concern that new regulations regarding public utility facilities involving energy storage systems may be adopted is insufficient to constitute an extraordinary hardship under this section.

F. At the conclusion of the public hearing and after reviewing the evidence and testimony placed before it, the Village Board shall, in its sole discretion, act upon the application for an exception based upon extraordinary hardship. The Village Board may approve, deny or approve in part and deny in part the application being acted upon.

Section 8. Default Approvals Abolished.

Notwithstanding any law, rule, or regulation to the contrary, no applications for public utility facilities involving energy storage systems shall be granted, deemed granted, or dispensed with as a result of the passage of time during the effective period of this moratorium. Any and all land use approvals for public utility facilities involving energy storage systems granted during the period of the moratorium shall require the affirmative vote of the reviewing board(s) with jurisdiction and endorsement of the plat or plan as otherwise required by law.

Section 9. Penalties.

A. Any person, firm or entity that operates a public utility facility involving energy storage systems without required approvals shall otherwise violate any of the provisions of this Local Law shall be subject to:

1. Such penalties as may otherwise be provided by applicable local laws, ordinances, rules, regulations of the Village for violations; and

2. A fine not to exceed \$500.00 per day from the date that any action is taken in contravention of this local law, together with any other civil remedies available at law; and

3. Injunctive relief in favor of the Village to cease any and all such actions which conflict with this Local Law and, if necessary, to remove any such uses that may have taken place in violation of this Local Law.

B. Any application accepted or approval granted in violation of this Local Law shall be null and void.

Section 10. Extension or Termination of Moratorium.

A. This moratorium may be extended by two (2) additional periods of up to six (6) months each by resolution of the Village Board upon a finding of need for such extension(s).

B. This moratorium, and any extensions thereof, may be terminated at any time by resolution of the Village Board.

Section 11. Validity

In the event that any section, sentence, clause or phrase of this Local Law is held to be invalid or unconstitutional by any court of competent jurisdiction, said holding shall in no way affect the validity of the remaining portions of this Local Law.

Section 12. Effective Date

This Local Law shall become effective upon filing with the Secretary of State of the State of New York subsequent to having been duly adopted by the Village Board.

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

LEGAL NOTICE
VILLAGE OF WARWICK GENERAL ELECTION
TUESDAY, MARCH 18, 2025

The General Village Election for the Village of Warwick will be held on Tuesday, March 18, 2025, at Goodwill Hook & Ladder Co., 25 Church Street Extension, Warwick, NY. The polls will be open from 9:00 a.m. to 9:00 p.m. Candidates nominated to fill the office of one (1) Village Justice for a four-year term are:

Jeanine Garritano Wadeson – Village Justice (4 Year Term)
24 Park Avenue
Warwick, NY 10990

BY ORDER OF THE BOARD OF TRUSTEES
VILLAGE OF WARWICK
RAINA ABRAMSON, VILLAGE CLERK
Dated: February 24, 2025

Raina Abramson

From: Brian Torpie <brian@briantorpie.com>
Sent: Monday, March 10, 2025 11:16 AM
To: Carly Foster; Raina Abramson; Cheney; Mary Collura; Tom McKnight
Subject: Support for Lifting Chicken Ban in the Village

Dear Village Board Members,

I'm writing to express my support for lifting the ban on chickens in the Village. Many other villages in Upstate New York have updated their laws to allow residents to keep a small number of hens while putting reasonable rules in place to prevent problems. I believe Warwick can do the same!

I looked into what other villages have done, and here are a few examples of well thought out chicken laws that could be used as a model here in the Village.

Village of Hoosick Falls, NY – Allows up to six hens (no roosters), sets coop size limits, requires setbacks from neighbors, and has a simple permit process.

[Read their ordinance here](#)

Village of Kinderhook, NY – Has clear rules on how many hens people can keep, where coops can be placed, and how to manage waste properly.

[Read their ordinance here](#)

Village of Ballston Spa, NY – Requires residents to get a permit for backyard chickens to ensure they are being kept responsibly.

[See their permit process here](#)

These villages have figured out a way to allow chickens while keeping neighborhoods clean and quiet. Their laws typically limit the number of hens, ban roosters (to prevent noise issues), set rules on coop location, and require owners to keep things sanitary.

They all share the key considerations

1. A limit of 4-6 hens (no roosters) per standard residential lot, with potential adjustments based on lot size
2. Minimum lot size requirements that exclude properties too small to accommodate chickens properly
3. Appropriate setbacks from property lines and neighboring residences
4. Specific requirements for coop construction and placement in rear yards
5. Clear rules for waste management and odor control
6. A straightforward permitting process with reasonable fees
7. Educational requirements to ensure proper chicken management

8. Explicit exclusions for apartments and other inappropriate situations

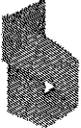
Warwick can absolutely do the same! Letting residents keep a few hens would support local food sustainability, give families access to fresh eggs, and allow people to enjoy a rewarding, responsible hobby, just like residents in these other communities.

I hope you'll take a look at these examples and consider updating our laws. I'm reaching out to other residents as well to help build support for the change.

Thanks for considering it and for all you do for the Village!

--

Brian Torpie



E: brian@briantorpie.com
P: (845) 324-1190
W: briantorpie.com

Raina Abramson

From: gallagrr@warwick.net
Sent: Wednesday, March 12, 2025 9:38 AM
To: Michael Newhard
Cc: Cheney; Raina Abramson
Subject: Short Term Rental Deliberations

Please acknowledge this letter at the next village board meeting and in any upcoming work sessions regarding short term rentals.

I'm writing to reiterate my concerns regarding the short term rental law STR 115-2.

I own a legal two family whose location size and appearance are appropriate for the zone in which I live.

I occupy the property year round and am present when guests are staying at my B&B.

All appropriate taxes are paid automatically thru AB&B.

I have more than sufficient insurance.

There are no undue hazards present.

There is no additional burden on the village for services as a result of my Air B&B suite.

I have this space available when family visits as well as using it to provide income so that I can age in place in the home I've owned since 1992.

The village board has concluded that short term rentals owners who are not present when the property is being used as a short term rental can assign an agent to supervise the property after the fact if the need arises.

Clearly the board can make subjective exceptions within the law with arbitrary distance and time requirements that the "agent" *theoretically* must comply with.

Problems will have already occurred by the time an "agent" arrives on the scene to address a situation.

Property owners who do not live on the property and are operating it as a business are evidently provided with exemptions as a privileged business owner or merchant but a long term resident aging in place with adequate parking and no problems since 2017 is burdened with a de facto additional tax and inspection requirements above and beyond those which apply to long term rental properties leased for any given time. I've lived here 33 years.

A two year lease looks short term to me.

Glaring noncompliance with village code and certificate of occupancy requirements are visible from my kitchen window where the village ends parades rewarding a chronically non-compliant business owner and merchant and illustrating the overall bias against residents or at best towards merchants.

I object to the law, the fees and the inspections and request actual even handed unbiased consideration be given to residents as willingly as it is given to and automatically proffered to merchants.

The village rewards and accommodates businesses and merchants in many ways on many days in order to help them survive in uncertain times and thrive in better years.

I expect the same consideration.

My C of O is up to date and always has been.

This law is arbitrary and capricious without consideration for the circumstances of senior residents aging in place.

We did not create a housing crisis or fail to develop sufficient mid-range rental property.

Patrick Gallagher
57 West St



**Department of
Transportation**

KATHY HOCHUL
Governor

MARIE THERESE DOMINGUEZ
Commissioner

LANCE MACMILLAN, P.E.
Regional Director

March 7, 2025

The Honorable Michael J. Newhard
Mayor
Village of Warwick
PO Box 369
Warwick, NY 10990

RE: PIN 8002.24 / D265402
NYS ROUTES 94 & 17A PAVING AND IMPROVEMENTS

Dear Mayor Newhard:

I am pleased to update you on the New York State Department of Transportation (NYSDOT)'s project consisting of the following work in the Village of Warwick:

- Pavement resurfacing, and ADA compliant curb improvements at the following locations:
 - NYS Route 94 & NYS Route 17A intersection (Galloway Road) to Turkey Hill Road in the Town of Bellvale
 - NYS Route 94 & NYS Route 17A intersection (Galloway Road) to Van Duzer Road
- Improve the existing drainage system at the intersection of NYS Route 17A and West Street
- Replace existing culvert near Larry's Deli on NYS Route 17A (Galloway Road)
- Replace the traffic signal and make other intersection improvements, such as installing decorative street lighting, removing the existing island, and relocating the landscape elements at the NYS Route 17A and Colonial Avenue intersection
- Installation of pedestrian signal at Galloway Road and South Street intersection

We opened the bids for the contract on February 20th 2025, and the apparent low bidder is:

Argenio Brothers Inc.
2 Argenio Drive
New Windsor, NY 12533

NYSDOT will perform a bid review, which normally takes about 45 days, prior to signing the contract with the low bidder. After the State approves the contract, the contractor has to start mobilizing to the site within a couple of weeks.

At this time, I would like to include the contact information of the NYSDOT Construction Engineer in Charge (EIC) for this project, Erik Potter, who will be the primary contact during construction and can be contacted at (845) 475-2608 or Erik.Potter@dot.ny.gov.

If you have any questions or need additional information, please contact Oscar Olarte, P.E., Design Manager at (845) 431-5876 or Oscar.Olarte@dot.ny.gov.

Sincerely,



Mark J. Tiano, P.E.
Regional Design Engineer

cc: Erik Denega, P.E., Commissioner Orange County DPW
Alan J. Sorensen, Orange County Transportation Council, OCTC

Dear Members of the Board,

We are writing to you to respectfully request your consideration for a funding donation in the amount of \$1,000. This request is to support the critical go forward efforts of our Monarch Village Pollinator Project. The initiatives under consideration are The Monarch Village Fest June 2025 and repainting the Ball Wall at Stanley Deming Park. Both of these projects are in alignment with the goals set forth on May 17, 2023 proclaiming our beautiful Village of Warwick as New York State's first Monarch Village. With the success of June's festival at Park Avenue Elementary School, we are optimistic that we can do the same this year. Art and project supplies are needed for the festival, and paint will be necessary to create a Monarch/Pollinator mural on both sides of the Ball Wall in Stanley Deming. In addition, we have an obligation as a Monarch Village to plant milkweed and native nectar plants. Any funding toward this mission will be greatly appreciated as well. Our planting efforts this past year can be seen not only in Stanley Deming, but at Park Avenue School and lastly by all of the school signs.

It is always our mission and greater hope to not only continue to beautify our village with native plants and trees that support our local eco system, but to also educate our community about the wonders of nature and our intrinsic need to live sustainably and with a greater understanding of our interconnectivity.

With much gratitude & kind regards,

~The Monarch Village Pollinator Project Team

RECEIVED

MAR 04 2025

**VILLAGE OF WARWICK
CLERK'S OFFICE**



**The Warwick Valley Community Center
at the Doc Fry Building**

11 Hamilton Ave,
Warwick NY 10990

www.warwickvalleycommunitycenter.org

www.facebook.com/WarwickValleyCommunityCenter

845.986.6422



To the Honorable Msyor Michael Newhard and Village Trustees:

We successfully applied for grants at the federal, state, and county levels. Presently we are in year 7 (out of 10) for the Warwick Valley Prevention Coalition which supports drug and alcohol prevention. We have had several ups and downs this year as we never know exactly when or if our funding will come in. Additionally, operation costs have significantly increased, as well as maintenance and repair

Despite these issues we have had a banner year at the Center, hosting and running programming and events: the Summer Youth Leadership Academy, Life Skills for Teens, LGPTQ Life Support, Youth Advisory Board, Youth Task Force, Day of Acceptance, National Night Out, and the Halloween Haunted House which is coming up in later this October. All these programs are carried out, in part, by our community's youth and are designed to inspire and attract them.

We provide space for various community groups. These include: The Warwick Pottery Studio, Warwick Zen, Yoga, Thai Chi, Sheahan Gormley Irish Dance, 3Pines Nature Place, Playing Together Being Together, Wickham Works, Warwick Cares and more! We continue to have a successful partnership with Wickham Works, which enables them to have a residence here at the Community Center. This partnership has worked well for the teens in Warwick, allowing them to organize Artist "Making" sessions, Doc Fry Music sessions, as well as other programming with artistic and cultural events. Here at the center we are also home to the Warwick Valley Prevention Coalition which provides the township with events that inspire and teach how to be drug and alcohol free. The coalition has the mission of providing education and clarity around the use of drugs, alcohol, and marijuana use with the hopes of preventing youths from abusing such substances. This year we have added a HS Youth Coalition club to our prevention initiative. Also, we have secured funding to provide evidence-based prevention programming to our schools and community as well.

All around us here at the Community Center, we are fortunate to work with many youths who are already leaders and mentors for the younger up-and-coming leaders. In the past 6 years our Youth Advisory Board Presidents have placed 1st and 2nd in the Orange County Youth Bureau awards for Positive Change Leading to Success, and Outstanding Leadership/Volunteerism and Citizenship. Most recently, our GSA President Nina Lavorne, a Junior at WVHS, was awarded 2nd

place in one of the Bureau's overall youth awards. In addition, Barry Cheney for his work in the Prevention Coalition and as past WVCC President (Nora Elcar-Verdon) for volunteering for the Community Center. Both were awarded the Betty Jane Polanis Asset Builder / Adult Volunteer Award.

We here at the Warwick Valley Community Center wish to thank the Village of Warwick for their generous support throughout the years. We know how difficult these times are, but we respectfully ask that you consider increasing our budget allocation. Rising costs have cut into many of the initiatives that support these programs. We are proud and appreciative of the quality programs you support.

The Community Center hopes to continue to grow and partner with other support groups so that we remain a vital part of our community.

Thank you for your consideration,

Lauren Angle, Board President

Karen Thomas, Executive Director

Maeve Ward, Administration

Kristine Wilson, Director of Prevention

BEATTIE & KRAHULIK

Attorneys At Law
Two Bank Street
Warwick, New York 10990
(845) 986-1156
Fax (845) 986-9421
www.hudsonvalleylaw.us

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MAR 07 2025

**VILLAGE OF WARWICK
CLERK'S OFFICE**

Hon. John J. Beattie (1872-1924)
Clifford S. Beattie (1899-1952)
John J. Beattie, III (1937-1984)
Emil R. Krahulik (1959-2013)

Robert E. Krahulik*
*Also admitted in FL and NJ
bob@hudsonvalleylaw.us
Karen Costanzo, Paralegal
karen@hudsonvalleylaw.us

March 6, 2025

Mayor Michael Newhard
Village of Warwick
77 Main Street
Warwick, New York 10990

Re: Zone Classification Change 42 Orchard Street

Mayor Newhard:

Pursuant to the Board's request, attached is an EAF Questionnaire in connection with the above matter.

Very truly yours,

BEATTIE & KRAHULIK



ROBERT E. KRAHULIK

REK/kc

Full Environmental Assessment Form
Part 1 - Project and Setting

Instructions for Completing Part 1

Part 1 is to be completed by the applicant or project sponsor. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification.

Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information; indicate whether missing information does not exist, or is not reasonably available to the sponsor; and, when possible, generally describe work or studies which would be necessary to update or fully develop that information.

Applicants/sponsors must complete all items in Sections A & B. In Sections C, D & E, most items contain an initial question that must be answered either "Yes" or "No". If the answer to the initial question is "Yes", complete the sub-questions that follow. If the answer to the initial question is "No", proceed to the next question. Section F allows the project sponsor to identify and attach any additional information. Section G requires the name and signature of the applicant or project sponsor to verify that the information contained in Part 1 is accurate and complete.

A. Project and Applicant/Sponsor Information.

Name of Action or Project: M&L Equity Auto LLC		
Project Location (describe, and attach a general location map): 42 Orchard Street, Village of Warwick, County of Orange State of New York		
Brief Description of Proposed Action (include purpose or need): Petition to change the zoning classification on 5,963 square feet of land located at 42 Orchard Street, Village of Warwick from Residential (R) zoning classification to Light Industrial (LI) Zoning Classification.		
Name of Applicant/Sponsor: M&L Equity Auto LLC-		Telephone: 845.544.4869
		E-Mail: akleduc@yahoo.com
Address: 18 Elm Street,		
City/PO: Warwick	State: Ne York	Zip Code: 10990
Project Contact (if not same as sponsor; give name and title/role): Robert E Krahulik, Esq. (attorney for applicant)		Telephone: 845.986.1156
		E-Mail: bob@hudsonvalleylaw.us
Address: 2 Bank Street		
City/PO: Warwick	State: NY	Zip Code: 10990
Property Owner (if not same as sponsor): Vanessa Mann		Telephone:
		E-Mail:
Address: 42 Orchard Street		
City/PO: Warwick	State: NY	Zip Code: 10990

B. Government Approvals

B. Government Approvals, Funding, or Sponsorship. (“Funding” includes grants, loans, tax relief, and any other forms of financial assistance.)		
Government Entity	If Yes: Identify Agency and Approval(s) Required	Application Date (Actual or projected)
a. City Council, Town Board, or Village Board of Trustees <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Village Board, Village of Warwick approval for zone change	10/1/2024
b. City, Town or Village Planning Board or Commission <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
c. City, Town or Village Zoning Board of Appeals <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
d. Other local agencies <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
e. County agencies <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
f. Regional agencies <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
g. State agencies <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
h. Federal agencies <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
i. Coastal Resources.		
i. Is the project site within a Coastal Area, or the waterfront area of a Designated Inland Waterway?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
ii. Is the project site located in a community with an approved Local Waterfront Revitalization Program?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
iii. Is the project site within a Coastal Erosion Hazard Area?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

C. Planning and Zoning

C.1. Planning and zoning actions.	
Will administrative or legislative adoption, or amendment of a plan, local law, ordinance, rule or regulation be the only approval(s) which must be granted to enable the proposed action to proceed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> • If Yes, complete sections C, F and G. • If No, proceed to question C.2 and complete all remaining sections and questions in Part 1 	
C.2. Adopted land use plans.	
a. Do any municipally- adopted (city, town, village or county) comprehensive land use plan(s) include the site where the proposed action would be located?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, does the comprehensive plan include specific recommendations for the site where the proposed action would be located?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
b. Is the site of the proposed action within any local or regional special planning district (for example: Greenway; Brownfield Opportunity Area (BOA); designated State or Federal heritage area; watershed management plan; or other?)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If Yes, identify the plan(s):	

c. Is the proposed action located wholly or partially within an area listed in an adopted municipal open space plan, or an adopted municipal farmland protection plan?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If Yes, identify the plan(s):	

C.3. Zoning

a. Is the site of the proposed action located in a municipality with an adopted zoning law or ordinance. Yes No
If Yes, what is the zoning classification(s) including any applicable overlay district?

b. Is the use permitted or allowed by a special or conditional use permit? Yes No

c. Is a zoning change requested as part of the proposed action? Yes No
If Yes,

i. What is the proposed new zoning for the site? Light Industrial (LI)

C.4. Existing community services.

a. In what school district is the project site located? Warwick Central School District

b. What police or other public protection forces serve the project site?
Town of Warwick Police Department

c. Which fire protection and emergency medical services serve the project site?
Warwick Fire Department

d. What parks serve the project site?
Memorial Park. Stanley Demming Park

D. Project Details

D.1. Proposed and Potential Development

a. What is the general nature of the proposed action (e.g., residential, industrial, commercial, recreational; if mixed, include all components)?
Industrial

b. a. Total acreage of the site of the proposed action? less than 1 acres
b. Total acreage to be physically disturbed? 0 acres
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? 1.742 acres

c. Is the proposed action an expansion of an existing project or use? Yes No
i. If Yes, what is the approximate percentage of the proposed expansion and identify the units (e.g., acres, miles, housing units, square feet)? % 13% Units: 5,963 square feet

d. Is the proposed action a subdivision, or does it include a subdivision? Yes No

If Yes,
i. Purpose or type of subdivision? (e.g., residential, industrial, commercial; if mixed, specify types)

ii. Is a cluster/conservation layout proposed? Yes No

iii. Number of lots proposed? _____

iv. Minimum and maximum proposed lot sizes? Minimum _____ Maximum _____

e. Will the proposed action be constructed in multiple phases? Yes No

i. If No, anticipated period of construction: _____ months

ii. If Yes:

- Total number of phases anticipated _____
- Anticipated commencement date of phase 1 (including demolition) _____ month _____ year
- Anticipated completion date of final phase _____ month _____ year

• Generally describe connections or relationships among phases, including any contingencies where progress of one phase may determine timing or duration of future phases: _____

f. Does the project include new residential uses? Yes No
 If Yes, show numbers of units proposed.

	<u>One Family</u>	<u>Two Family</u>	<u>Three Family</u>	<u>Multiple Family (four or more)</u>
Initial Phase	_____	_____	_____	_____
At completion	_____	_____	_____	_____
of all phases	_____	_____	_____	_____

g. Does the proposed action include new non-residential construction (including expansions)? Yes No
 If Yes,
 i. Total number of structures _____
 ii. Dimensions (in feet) of largest proposed structure: _____ height; _____ width; and _____ length
 iii. Approximate extent of building space to be heated or cooled: _____ square feet

h. Does the proposed action include construction or other activities that will result in the impoundment of any liquids, such as creation of a water supply, reservoir, pond, lake, waste lagoon or other storage? Yes No
 If Yes,
 i. Purpose of the impoundment: _____
 ii. If a water impoundment, the principal source of the water: Ground water Surface water streams Other specify: _____
 iii. If other than water, identify the type of impounded/contained liquids and their source. _____
 iv. Approximate size of the proposed impoundment. Volume: _____ million gallons; surface area: _____ acres
 v. Dimensions of the proposed dam or impounding structure: _____ height; _____ length
 vi. Construction method/materials for the proposed dam or impounding structure (e.g., earth fill, rock, wood, concrete): _____

D.2. Project Operations

a. Does the proposed action include any excavation, mining, or dredging, during construction, operations, or both? (Not including general site preparation, grading or installation of utilities or foundations where all excavated materials will remain onsite) Yes No
 If Yes:
 i. What is the purpose of the excavation or dredging? _____
 ii. How much material (including rock, earth, sediments, etc.) is proposed to be removed from the site?
 • Volume (specify tons or cubic yards): _____
 • Over what duration of time? _____
 iii. Describe nature and characteristics of materials to be excavated or dredged, and plans to use, manage or dispose of them. _____
 iv. Will there be onsite dewatering or processing of excavated materials? Yes No
 If yes, describe. _____
 v. What is the total area to be dredged or excavated? _____ acres
 vi. What is the maximum area to be worked at any one time? _____ acres
 vii. What would be the maximum depth of excavation or dredging? _____ feet
 viii. Will the excavation require blasting? Yes No
 ix. Summarize site reclamation goals and plan: _____

b. Would the proposed action cause or result in alteration of, increase or decrease in size of, or encroachment into any existing wetland, waterbody, shoreline, beach or adjacent area? Yes No
 If Yes:
 i. Identify the wetland or waterbody which would be affected (by name, water index number, wetland map number or geographic description): _____

ii. Describe how the proposed action would affect that waterbody or wetland, e.g. excavation, fill, placement of structures, or alteration of channels, banks and shorelines. Indicate extent of activities, alterations and additions in square feet or acres:

iii. Will the proposed action cause or result in disturbance to bottom sediments? Yes No

If Yes, describe: _____

iv. Will the proposed action cause or result in the destruction or removal of aquatic vegetation? Yes No

If Yes:

- acres of aquatic vegetation proposed to be removed: _____
- expected acreage of aquatic vegetation remaining after project completion: _____
- purpose of proposed removal (e.g. beach clearing, invasive species control, boat access): _____
- proposed method of plant removal: _____
- if chemical/herbicide treatment will be used, specify product(s): _____

v. Describe any proposed reclamation/mitigation following disturbance: _____

c. Will the proposed action use, or create a new demand for water? Yes No

If Yes:

i. Total anticipated water usage/demand per day: _____ gallons/day

ii. Will the proposed action obtain water from an existing public water supply? Yes No

If Yes:

- Name of district or service area: _____
- Does the existing public water supply have capacity to serve the proposal? Yes No
- Is the project site in the existing district? Yes No
- Is expansion of the district needed? Yes No
- Do existing lines serve the project site? Yes No

iii. Will line extension within an existing district be necessary to supply the project? Yes No

If Yes:

- Describe extensions or capacity expansions proposed to serve this project: _____
- Source(s) of supply for the district: _____

iv. Is a new water supply district or service area proposed to be formed to serve the project site? Yes No

If Yes:

- Applicant/sponsor for new district: _____
- Date application submitted or anticipated: _____
- Proposed source(s) of supply for new district: _____

v. If a public water supply will not be used, describe plans to provide water supply for the project: _____

vi. If water supply will be from wells (public or private), what is the maximum pumping capacity: _____ gallons/minute.

d. Will the proposed action generate liquid wastes? Yes No

If Yes:

i. Total anticipated liquid waste generation per day: _____ gallons/day

ii. Nature of liquid wastes to be generated (e.g., sanitary wastewater, industrial; if combination, describe all components and approximate volumes or proportions of each): _____

iii. Will the proposed action use any existing public wastewater treatment facilities? Yes No

If Yes:

- Name of wastewater treatment plant to be used: _____
- Name of district: _____
- Does the existing wastewater treatment plant have capacity to serve the project? Yes No
- Is the project site in the existing district? Yes No
- Is expansion of the district needed? Yes No

• Do existing sewer lines serve the project site? Yes No
 • Will a line extension within an existing district be necessary to serve the project? Yes No
 If Yes:
 • Describe extensions or capacity expansions proposed to serve this project: _____

iv. Will a new wastewater (sewage) treatment district be formed to serve the project site? Yes No
 If Yes:
 • Applicant/sponsor for new district: _____
 • Date application submitted or anticipated: _____
 • What is the receiving water for the wastewater discharge? _____

v. If public facilities will not be used, describe plans to provide wastewater treatment for the project, including specifying proposed receiving water (name and classification if surface discharge or describe subsurface disposal plans):

vi. Describe any plans or designs to capture, recycle or reuse liquid waste: _____

e. Will the proposed action disturb more than one acre and create stormwater runoff, either from new point sources (i.e. ditches, pipes, swales, curbs, gutters or other concentrated flows of stormwater) or non-point source (i.e. sheet flow) during construction or post construction? Yes No
 If Yes:
 i. How much impervious surface will the project create in relation to total size of project parcel?
 _____ Square feet or _____ acres (impervious surface)
 _____ Square feet or _____ acres (parcel size)
 ii. Describe types of new point sources. _____

iii. Where will the stormwater runoff be directed (i.e. on-site stormwater management facility/structures, adjacent properties, groundwater, on-site surface water or off-site surface waters)?

 • If to surface waters, identify receiving water bodies or wetlands: _____

 • Will stormwater runoff flow to adjacent properties? Yes No

iv. Does the proposed plan minimize impervious surfaces, use pervious materials or collect and re-use stormwater? Yes No

f. Does the proposed action include, or will it use on-site, one or more sources of air emissions, including fuel combustion, waste incineration, or other processes or operations? Yes No
 If Yes, identify:
 i. Mobile sources during project operations (e.g., heavy equipment, fleet or delivery vehicles)

 ii. Stationary sources during construction (e.g., power generation, structural heating, batch plant, crushers)

 iii. Stationary sources during operations (e.g., process emissions, large boilers, electric generation)

g. Will any air emission sources named in D.2.f (above), require a NY State Air Registration, Air Facility Permit, or Federal Clean Air Act Title IV or Title V Permit? Yes No
 If Yes:
 i. Is the project site located in an Air quality non-attainment area? (Area routinely or periodically fails to meet ambient air quality standards for all or some parts of the year) Yes No
 ii. In addition to emissions as calculated in the application, the project will generate:
 • _____ Tons/year (short tons) of Carbon Dioxide (CO₂)
 • _____ Tons/year (short tons) of Nitrous Oxide (N₂O)
 • _____ Tons/year (short tons) of Perfluorocarbons (PFCs)
 • _____ Tons/year (short tons) of Sulfur Hexafluoride (SF₆)
 • _____ Tons/year (short tons) of Carbon Dioxide equivalent of Hydrofluorocarbons (HFCs)
 • _____ Tons/year (short tons) of Hazardous Air Pollutants (HAPs)

h. Will the proposed action generate or emit methane (including, but not limited to, sewage treatment plants, landfills, composting facilities)? Yes No

If Yes:

- i. Estimate methane generation in tons/year (metric): _____
- ii. Describe any methane capture, control or elimination measures included in project design (e.g., combustion to generate heat or electricity, flaring): _____

i. Will the proposed action result in the release of air pollutants from open-air operations or processes, such as quarry or landfill operations? Yes No

If Yes: Describe operations and nature of emissions (e.g., diesel exhaust, rock particulates/dust): _____

j. Will the proposed action result in a substantial increase in traffic above present levels or generate substantial new demand for transportation facilities or services? Yes No

If Yes:

- i. When is the peak traffic expected (Check all that apply): Morning Evening Weekend
 Randomly between hours of _____ to _____.
- ii. For commercial activities only, projected number of truck trips/day and type (e.g., semi trailers and dump trucks): _____
- iii. Parking spaces: Existing _____ Proposed _____ Net increase/decrease _____
- iv. Does the proposed action include any shared use parking? Yes No
- v. If the proposed action includes any modification of existing roads, creation of new roads or change in existing access, describe: _____
- vi. Are public/private transportation service(s) or facilities available within ½ mile of the proposed site? Yes No
- vii. Will the proposed action include access to public transportation or accommodations for use of hybrid, electric or other alternative fueled vehicles? Yes No
- viii. Will the proposed action include plans for pedestrian or bicycle accommodations for connections to existing pedestrian or bicycle routes? Yes No

k. Will the proposed action (for commercial or industrial projects only) generate new or additional demand for energy? Yes No

If Yes:

- i. Estimate annual electricity demand during operation of the proposed action: _____
- ii. Anticipated sources/suppliers of electricity for the project (e.g., on-site combustion, on-site renewable, via grid/local utility, or other): _____
- iii. Will the proposed action require a new, or an upgrade, to an existing substation? Yes No

l. Hours of operation. Answer all items which apply.

i. During Construction:

- Monday - Friday: _____
- Saturday: _____
- Sunday: _____
- Holidays: _____

ii. During Operations:

- Monday - Friday: _____ 8AM to 5:30PM
- Saturday: _____ 8AM to 5:30PM
- Sunday: _____ 8AM to 5:30PM
- Holidays: _____ 8AM to 5:30 PM

m. Will the proposed action produce noise that will exceed existing ambient noise levels during construction, operation, or both? Yes No

If yes:

i. Provide details including sources, time of day and duration:

ii. Will the proposed action remove existing natural barriers that could act as a noise barrier or screen? Yes No

Describe: _____

n. Will the proposed action have outdoor lighting? Yes No

If yes:

i. Describe source(s), location(s), height of fixture(s), direction/aim, and proximity to nearest occupied structures:

ii. Will proposed action remove existing natural barriers that could act as a light barrier or screen? Yes No

Describe: _____

o. Does the proposed action have the potential to produce odors for more than one hour per day? Yes No

If Yes, describe possible sources, potential frequency and duration of odor emissions, and proximity to nearest occupied structures:

p. Will the proposed action include any bulk storage of petroleum (combined capacity of over 1,100 gallons) or chemical products 185 gallons in above ground storage or any amount in underground storage? Yes No

If Yes:

i. Product(s) to be stored _____

ii. Volume(s) _____ per unit time _____ (e.g., month, year)

iii. Generally, describe the proposed storage facilities: _____

q. Will the proposed action (commercial, industrial and recreational projects only) use pesticides (i.e., herbicides, insecticides) during construction or operation? Yes No

If Yes:

i. Describe proposed treatment(s):

ii. Will the proposed action use Integrated Pest Management Practices? Yes No

r. Will the proposed action (commercial or industrial projects only) involve or require the management or disposal of solid waste (excluding hazardous materials)? Yes No

If Yes:

i. Describe any solid waste(s) to be generated during construction or operation of the facility:

- Construction: _____ tons per _____ (unit of time)
- Operation : _____ tons per _____ (unit of time)

ii. Describe any proposals for on-site minimization, recycling or reuse of materials to avoid disposal as solid waste:

- Construction: _____
- Operation: _____

iii. Proposed disposal methods/facilities for solid waste generated on-site:

- Construction: _____
- Operation: _____

s. Does the proposed action include construction or modification of a solid waste management facility? Yes No

If Yes:

- i. Type of management or handling of waste proposed for the site (e.g., recycling or transfer station, composting, landfill, or other disposal activities): _____
- ii. Anticipated rate of disposal/processing:
 - _____ Tons/month, if transfer or other non-combustion/thermal treatment, or
 - _____ Tons/hour, if combustion or thermal treatment
- iii. If landfill, anticipated site life: _____ years

t. Will the proposed action at the site involve the commercial generation, treatment, storage, or disposal of hazardous waste? Yes No

If Yes:

- i. Name(s) of all hazardous wastes or constituents to be generated, handled or managed at facility: _____
- ii. Generally describe processes or activities involving hazardous wastes or constituents: _____
- iii. Specify amount to be handled or generated _____ tons/month
- iv. Describe any proposals for on-site minimization, recycling or reuse of hazardous constituents: _____

v. Will any hazardous wastes be disposed at an existing offsite hazardous waste facility? Yes No

If Yes: provide name and location of facility: _____

If No: describe proposed management of any hazardous wastes which will not be sent to a hazardous waste facility: _____

E. Site and Setting of Proposed Action

E.1. Land uses on and surrounding the project site

a. Existing land uses.

i. Check all uses that occur on, adjoining and near the project site.

- Urban Industrial Commercial Residential (suburban) Rural (non-farm)
 Forest Agriculture Aquatic Other (specify): _____

ii. If mix of uses, generally describe: _____

b. Land uses and covertypes on the project site.

Land use or Covertype	Current Acreage	Acreage After Project Completion	Change (Acres +/-)
• Roads, buildings, and other paved or impervious surfaces	1.742	1.742	0
• Forested			
• Meadows, grasslands or brushlands (non-agricultural, including abandoned agricultural)			
• Agricultural (includes active orchards, field, greenhouse etc.)			
• Surface water features (lakes, ponds, streams, rivers, etc.)			
• Wetlands (freshwater or tidal)			
• Non-vegetated (bare rock, earth or fill)			
• Other Describe: _____			

c. Is the project site presently used by members of the community for public recreation? Yes No
i. If Yes: explain: _____

d. Are there any facilities serving children, the elderly, people with disabilities (e.g., schools, hospitals, licensed day care centers, or group homes) within 1500 feet of the project site? Yes No
If Yes,
i. Identify Facilities: _____

e. Does the project site contain an existing dam? Yes No
If Yes:
i. Dimensions of the dam and impoundment:
• Dam height: _____ feet
• Dam length: _____ feet
• Surface area: _____ acres
• Volume impounded: _____ gallons OR acre-feet
ii. Dam's existing hazard classification: _____
iii. Provide date and summarize results of last inspection: _____

f. Has the project site ever been used as a municipal, commercial or industrial solid waste management facility, or does the project site adjoin property which is now, or was at one time, used as a solid waste management facility? Yes No
If Yes:
i. Has the facility been formally closed? Yes No
• If yes, cite sources/documentation: _____
ii. Describe the location of the project site relative to the boundaries of the solid waste management facility: _____
iii. Describe any development constraints due to the prior solid waste activities: _____

g. Have hazardous wastes been generated, treated and/or disposed of at the site, or does the project site adjoin property which is now or was at one time used to commercially treat, store and/or dispose of hazardous waste? Yes No
If Yes:
i. Describe waste(s) handled and waste management activities, including approximate time when activities occurred: _____
Typically waste management related to automotive recycling such was waste oil, tires and batteries. _____

h. Potential contamination history. Has there been a reported spill at the proposed project site, or have any remedial actions been conducted at or adjacent to the proposed site? Yes No
If Yes:
i. Is any portion of the site listed on the NYSDEC Spills Incidents database or Environmental Site Remediation database? Check all that apply: Yes No
 Yes – Spills Incidents database Provide DEC ID number(s): _____
 Yes – Environmental Site Remediation database Provide DEC ID number(s): _____
 Neither database
ii. If site has been subject of RCRA corrective activities, describe control measures: _____
iii. Is the project within 2000 feet of any site in the NYSDEC Environmental Site Remediation database? Yes No
If yes, provide DEC ID number(s): _____
iv. If yes to (i), (ii) or (iii) above, describe current status of site(s): _____

v. Is the project site subject to an institutional control limiting property uses? Yes No

- If yes, DEC site ID number: _____
- Describe the type of institutional control (e.g., deed restriction or easement): _____
- Describe any use limitations: _____
- Describe any engineering controls: _____
- Will the project affect the institutional or engineering controls in place? Yes No
- Explain: _____

E.2. Natural Resources On or Near Project Site

a. What is the average depth to bedrock on the project site? _____ unknown feet

b. Are there bedrock outcroppings on the project site? Yes No
 If Yes, what proportion of the site is comprised of bedrock outcroppings? _____ %

c. Predominant soil type(s) present on project site: none _____ %
 _____ %
 _____ %

d. What is the average depth to the water table on the project site? Average: _____ unknown feet

e. Drainage status of project site soils: Well Drained: _____ 100 % of site
 Moderately Well Drained: _____ % of site
 Poorly Drained _____ % of site

f. Approximate proportion of proposed action site with slopes: 0-10%: _____ 100 % of site
 10-15%: _____ % of site
 15% or greater: _____ % of site

g. Are there any unique geologic features on the project site? Yes No
 If Yes, describe: _____

h. Surface water features.

i. Does any portion of the project site contain wetlands or other waterbodies (including streams, rivers, ponds or lakes)? Yes No

ii. Do any wetlands or other waterbodies adjoin the project site? Yes No

If Yes to either *i* or *ii*, continue. If No, skip to E.2.i.

iii. Are any of the wetlands or waterbodies within or adjoining the project site regulated by any federal, state or local agency? Yes No

iv. For each identified regulated wetland and waterbody on the project site, provide the following information:

- Streams: Name Wawayanda Creek Classification C
- Lakes or Ponds: Name _____ Classification _____
- Wetlands: Name _____ Approximate Size _____
- Wetland No. (if regulated by DEC) _____

v. Are any of the above water bodies listed in the most recent compilation of NYS water quality-impaired waterbodies? Yes No

If yes, name of impaired water body/bodies and basis for listing as impaired: _____

i. Is the project site in a designated Floodway? Yes No

j. Is the project site in the 100-year Floodplain? Yes No

k. Is the project site in the 500-year Floodplain? Yes No

l. Is the project site located over, or immediately adjoining, a primary, principal or sole source aquifer? Yes No

If Yes:
 i. Name of aquifer: _____

m. Identify the predominant wildlife species that occupy or use the project site: _____
 none _____

n. Does the project site contain a designated significant natural community? Yes No
 If Yes:
 i. Describe the habitat/community (composition, function, and basis for designation): _____
 ii. Source(s) of description or evaluation: _____
 iii. Extent of community/habitat:
 • Currently: _____ acres
 • Following completion of project as proposed: _____ acres
 • Gain or loss (indicate + or -): _____ acres

o. Does project site contain any species of plant or animal that is listed by the federal government or NYS as endangered or threatened, or does it contain any areas identified as habitat for an endangered or threatened species? Yes No
 If Yes:
 i. Species and listing (endangered or threatened): _____

p. Does the project site contain any species of plant or animal that is listed by NYS as rare, or as a species of special concern? Yes No
 If Yes:
 i. Species and listing: _____

q. Is the project site or adjoining area currently used for hunting, trapping, fishing or shell fishing? Yes No
 If yes, give a brief description of how the proposed action may affect that use: _____

E.3. Designated Public Resources On or Near Project Site

a. Is the project site, or any portion of it, located in a designated agricultural district certified pursuant to Agriculture and Markets Law, Article 25-AA, Section 303 and 304? Yes No
 If Yes, provide county plus district name/number: _____

b. Are agricultural lands consisting of highly productive soils present? Yes No
 i. If Yes: acreage(s) on project site? _____
 ii. Source(s) of soil rating(s): _____

c. Does the project site contain all or part of, or is it substantially contiguous to, a registered National Natural Landmark? Yes No
 If Yes:
 i. Nature of the natural landmark: Biological Community Geological Feature
 ii. Provide brief description of landmark, including values behind designation and approximate size/extent: _____

d. Is the project site located in or does it adjoin a state listed Critical Environmental Area? Yes No
 If Yes:
 i. CEA name: _____
 ii. Basis for designation: _____
 iii. Designating agency and date: _____

e. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places? Yes No

If Yes:

i. Nature of historic/archaeological resource: Archaeological Site Historic Building or District

ii. Name: _____

iii. Brief description of attributes on which listing is based: _____

f. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory? Yes No

g. Have additional archaeological or historic site(s) or resources been identified on the project site? Yes No

If Yes:

i. Describe possible resource(s): _____

ii. Basis for identification: _____

h. Is the project site within five miles of any officially designated and publicly accessible federal, state, or local scenic or aesthetic resource? Yes No

If Yes:

i. Identify resource: _____

ii. Nature of, or basis for, designation (e.g., established highway overlook, state or local park, state historic trail or scenic byway, etc.): _____

iii. Distance between project and resource: _____ miles.

i. Is the project site located within a designated river corridor under the Wild, Scenic and Recreational Rivers Program 6 NYCRR 666? Yes No

If Yes:

i. Identify the name of the river and its designation: _____

ii. Is the activity consistent with development restrictions contained in 6NYCRR Part 666? Yes No

F. Additional Information

Attach any additional information which may be needed to clarify your project.

If you have identified any adverse impacts which could be associated with your proposal, please describe those impacts plus any measures which you propose to avoid or minimize them.

G. Verification

I certify that the information provided is true to the best of my knowledge.

Applicant/Sponsor Name M&L Auto Equity LLC By Paul LeDuc Date 2-25-2025

Signature  Title Member

Full Environmental Assessment Form
Part 2 - Identification of Potential Project Impacts

Agency Use Only [If applicable]

Project : _____
 Date : _____

Part 2 is to be completed by the lead agency. Part 2 is designed to help the lead agency inventory all potential resources that could be affected by a proposed project or action. We recognize that the lead agency's reviewer(s) will not necessarily be environmental professionals. So, the questions are designed to walk a reviewer through the assessment process by providing a series of questions that can be answered using the information found in Part 1. To further assist the lead agency in completing Part 2, the form identifies the most relevant questions in Part 1 that will provide the information needed to answer the Part 2 question. When Part 2 is completed, the lead agency will have identified the relevant environmental areas that may be impacted by the proposed activity.

If the lead agency is a state agency **and** the action is in any Coastal Area, complete the Coastal Assessment Form before proceeding with this assessment.

Tips for completing Part 2:

- Review all of the information provided in Part 1.
- Review any application, maps, supporting materials and the Full EAF Workbook.
- Answer each of the 18 questions in Part 2.
- If you answer "Yes" to a numbered question, please complete all the questions that follow in that section.
- If you answer "No" to a numbered question, move on to the next numbered question.
- Check appropriate column to indicate the anticipated size of the impact.
- Proposed projects that would exceed a numeric threshold contained in a question should result in the reviewing agency checking the box "Moderate to large impact may occur."
- The reviewer is not expected to be an expert in environmental analysis.
- If you are not sure or undecided about the size of an impact, it may help to review the sub-questions for the general question and consult the workbook.
- When answering a question consider all components of the proposed activity, that is, the "whole action".
- Consider the possibility for long-term and cumulative impacts as well as direct impacts.
- Answer the question in a reasonable manner considering the scale and context of the project.

1. Impact on Land Proposed action may involve construction on, or physical alteration of, the land surface of the proposed site. (See Part 1. D.1) <input type="checkbox"/> NO <input type="checkbox"/> YES <i>If "Yes", answer questions a - j. If "No", move on to Section 2.</i>			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may involve construction on land where depth to water table is less than 3 feet.	E2d	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may involve construction on slopes of 15% or greater.	E2f	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may involve construction on land where bedrock is exposed, or generally within 5 feet of existing ground surface.	E2a	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may involve the excavation and removal of more than 1,000 tons of natural material.	D2a	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may involve construction that continues for more than one year or in multiple phases.	D1e	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may result in increased erosion, whether from physical disturbance or vegetation removal (including from treatment by herbicides).	D2e, D2q	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action is, or may be, located within a Coastal Erosion hazard area.	B1i	<input type="checkbox"/>	<input type="checkbox"/>
h. Other impacts: _____		<input type="checkbox"/>	<input type="checkbox"/>

2. Impact on Geological Features

The proposed action may result in the modification or destruction of, or inhibit access to, any unique or unusual land forms on the site (e.g., cliffs, dunes, minerals, fossils, caves). (See Part 1. E.2.g)

NO

YES

If "Yes", answer questions a - c. If "No", move on to Section 3.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. Identify the specific land form(s) attached: _____	E2g	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may affect or is adjacent to a geological feature listed as a registered National Natural Landmark. Specific feature: _____	E3c	<input type="checkbox"/>	<input type="checkbox"/>
c. Other impacts: _____		<input type="checkbox"/>	<input type="checkbox"/>

3. Impacts on Surface Water

The proposed action may affect one or more wetlands or other surface water bodies (e.g., streams, rivers, ponds or lakes). (See Part 1. D.2, E.2.h)

NO

YES

If "Yes", answer questions a - l. If "No", move on to Section 4.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may create a new water body.	D2b, D1h	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in an increase or decrease of over 10% or more than a 10 acre increase or decrease in the surface area of any body of water.	D2b	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may involve dredging more than 100 cubic yards of material from a wetland or water body.	D2a	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may involve construction within or adjoining a freshwater or tidal wetland, or in the bed or banks of any other water body.	E2h	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may create turbidity in a waterbody, either from upland erosion, runoff or by disturbing bottom sediments.	D2a, D2h	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may include construction of one or more intake(s) for withdrawal of water from surface water.	D2c	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action may include construction of one or more outfall(s) for discharge of wastewater to surface water(s).	D2d	<input type="checkbox"/>	<input type="checkbox"/>
h. The proposed action may cause soil erosion, or otherwise create a source of stormwater discharge that may lead to siltation or other degradation of receiving water bodies.	D2e	<input type="checkbox"/>	<input type="checkbox"/>
i. The proposed action may affect the water quality of any water bodies within or downstream of the site of the proposed action.	E2h	<input type="checkbox"/>	<input type="checkbox"/>
j. The proposed action may involve the application of pesticides or herbicides in or around any water body.	D2q, E2h	<input type="checkbox"/>	<input type="checkbox"/>
k. The proposed action may require the construction of new, or expansion of existing, wastewater treatment facilities.	D1a, D2d	<input type="checkbox"/>	<input type="checkbox"/>

1. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>
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4. Impact on groundwater
 The proposed action may result in new or additional use of ground water, or may have the potential to introduce contaminants to ground water or an aquifer. NO YES
 (See Part 1. D.2.a, D.2.c, D.2.d, D.2.p, D.2.q, D.2.t)
 If "Yes", answer questions a - h. If "No", move on to Section 5.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may require new water supply wells, or create additional demand on supplies from existing water supply wells.	D2c	<input type="checkbox"/>	<input type="checkbox"/>
b. Water supply demand from the proposed action may exceed safe and sustainable withdrawal capacity rate of the local supply or aquifer. Cite Source: _____	D2c	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may allow or result in residential uses in areas without water and sewer services.	D1a, D2c	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may include or require wastewater discharged to groundwater.	D2d, E2l	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may result in the construction of water supply wells in locations where groundwater is, or is suspected to be, contaminated.	D2c, E1f, E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may require the bulk storage of petroleum or chemical products over ground water or an aquifer.	D2p, E2l	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action may involve the commercial application of pesticides within 100 feet of potable drinking water or irrigation sources.	E2h, D2q, E2l, D2c	<input type="checkbox"/>	<input type="checkbox"/>
h. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

5. Impact on Flooding
 The proposed action may result in development on lands subject to flooding. NO YES
 (See Part 1. E.2)
 If "Yes", answer questions a - g. If "No", move on to Section 6.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may result in development in a designated floodway.	E2i	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in development within a 100 year floodplain.	E2j	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may result in development within a 500 year floodplain.	E2k	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may result in, or require, modification of existing drainage patterns.	D2b, D2e	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may change flood water flows that contribute to flooding.	D2b, E2i, E2j, E2k	<input type="checkbox"/>	<input type="checkbox"/>
f. If there is a dam located on the site of the proposed action, is the dam in need of repair, or upgrade?	E1e	<input type="checkbox"/>	<input type="checkbox"/>

g. Other impacts: _____	<input type="checkbox"/>	<input type="checkbox"/>
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6. Impacts on Air

The proposed action may include a state regulated air emission source.
(See Part 1. D.2.f., D.2.h, D.2.g)

NO

YES

If "Yes", answer questions a - f. If "No", move on to Section 7.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. If the proposed action requires federal or state air emission permits, the action may also emit one or more greenhouse gases at or above the following levels: i. More than 1000 tons/year of carbon dioxide (CO ₂) ii. More than 3.5 tons/year of nitrous oxide (N ₂ O) iii. More than 1000 tons/year of carbon equivalent of perfluorocarbons (PFCs) iv. More than .045 tons/year of sulfur hexafluoride (SF ₆) v. More than 1000 tons/year of carbon dioxide equivalent of hydrochloroflourocarbons (HFCs) emissions vi. 43 tons/year or more of methane	D2g D2g D2g D2g D2g D2h	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
b. The proposed action may generate 10 tons/year or more of any one designated hazardous air pollutant, or 25 tons/year or more of any combination of such hazardous air pollutants.	D2g	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may require a state air registration, or may produce an emissions rate of total contaminants that may exceed 5 lbs. per hour, or may include a heat source capable of producing more than 10 million BTU's per hour.	D2f, D2g	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may reach 50% of any of the thresholds in "a" through "c", above.	D2g	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may result in the combustion or thermal treatment of more than 1 ton of refuse per hour.	D2s	<input type="checkbox"/>	<input type="checkbox"/>
f. Other impacts: _____		<input type="checkbox"/>	<input type="checkbox"/>

7. Impact on Plants and Animals

The proposed action may result in a loss of flora or fauna. (See Part 1. E.2. m.-q.)

NO

YES

If "Yes", answer questions a - j. If "No", move on to Section 8.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may cause reduction in population or loss of individuals of any threatened or endangered species, as listed by New York State or the Federal government, that use the site, or are found on, over, or near the site.	E2o	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in a reduction or degradation of any habitat used by any rare, threatened or endangered species, as listed by New York State or the federal government.	E2o	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may cause reduction in population, or loss of individuals, of any species of special concern or conservation need, as listed by New York State or the Federal government, that use the site, or are found on, over, or near the site.	E2p	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may result in a reduction or degradation of any habitat used by any species of special concern and conservation need, as listed by New York State or the Federal government.	E2p	<input type="checkbox"/>	<input type="checkbox"/>

e. The proposed action may diminish the capacity of a registered National Natural Landmark to support the biological community it was established to protect.	E3c	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may result in the removal of, or ground disturbance in, any portion of a designated significant natural community. Source: _____	E2n	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action may substantially interfere with nesting/breeding, foraging, or over-wintering habitat for the predominant species that occupy or use the project site.	E2m	<input type="checkbox"/>	<input type="checkbox"/>
h. The proposed action requires the conversion of more than 10 acres of forest, grassland or any other regionally or locally important habitat. Habitat type & information source: _____	E1b	<input type="checkbox"/>	<input type="checkbox"/>
i. Proposed action (commercial, industrial or recreational projects, only) involves use of herbicides or pesticides.	D2q	<input type="checkbox"/>	<input type="checkbox"/>
j. Other impacts: _____		<input type="checkbox"/>	<input type="checkbox"/>

8. Impact on Agricultural Resources			
The proposed action may impact agricultural resources. (See Part 1. E.3.a. and b.)		<input type="checkbox"/> NO	<input type="checkbox"/> YES
<i>If "Yes", answer questions a - h. If "No", move on to Section 9.</i>			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may impact soil classified within soil group 1 through 4 of the NYS Land Classification System.	E2c, E3b	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may sever, cross or otherwise limit access to agricultural land (includes cropland, hayfields, pasture, vineyard, orchard, etc).	E1a, E1b	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may result in the excavation or compaction of the soil profile of active agricultural land.	E3b	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may irreversibly convert agricultural land to non-agricultural uses, either more than 2.5 acres if located in an Agricultural District, or more than 10 acres if not within an Agricultural District.	E1b, E3a	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may disrupt or prevent installation of an agricultural land management system.	E1 a, E1b	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may result, directly or indirectly, in increased development potential or pressure on farmland.	C2c, C3, D2c, D2d	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed project is not consistent with the adopted municipal Farmland Protection Plan.	C2c	<input type="checkbox"/>	<input type="checkbox"/>
h. Other impacts: _____		<input type="checkbox"/>	<input type="checkbox"/>

9. Impact on Aesthetic Resources
 The land use of the proposed action are obviously different from, or are in sharp contrast to, current land use patterns between the proposed project and a scenic or aesthetic resource. (Part 1. E.1.a, E.1.b, E.3.h.)
 If "Yes", answer questions a - g. If "No", go to Section 10.

NO YES

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. Proposed action may be visible from any officially designated federal, state, or local scenic or aesthetic resource.	E3h	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in the obstruction, elimination or significant screening of one or more officially designated scenic views.	E3h, C2b	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may be visible from publicly accessible vantage points: i. Seasonally (e.g., screened by summer foliage, but visible during other seasons) ii. Year round	E3h	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
d. The situation or activity in which viewers are engaged while viewing the proposed action is: i. Routine travel by residents, including travel to and from work ii. Recreational or tourism based activities	E3h E2q, E1c	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
e. The proposed action may cause a diminishment of the public enjoyment and appreciation of the designated aesthetic resource.	E3h	<input type="checkbox"/>	<input type="checkbox"/>
f. There are similar projects visible within the following distance of the proposed project: 0-1/2 mile 1/2 -3 mile 3-5 mile 5+ mile	D1a, E1a, D1f, D1g	<input type="checkbox"/>	<input type="checkbox"/>
g. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

10. Impact on Historic and Archeological Resources
 The proposed action may occur in or adjacent to a historic or archaeological resource. (Part 1. E.3.e, f. and g.)
 If "Yes", answer questions a - e. If "No", go to Section 11.

NO YES

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may occur wholly or partially within, or substantially contiguous to, any buildings, archaeological site or district which is listed on the National or State Register of Historical Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places.	E3e	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may occur wholly or partially within, or substantially contiguous to, an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory.	E3f	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may occur wholly or partially within, or substantially contiguous to, an archaeological site not included on the NY SHPO inventory. Source: _____	E3g	<input type="checkbox"/>	<input type="checkbox"/>

d. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>
e. If any of the above (a-d) are answered "Moderate to large impact may occur", continue with the following questions to help support conclusions in Part 3:			
i. The proposed action may result in the destruction or alteration of all or part of the site or property.	E3e, E3g, E3f	<input type="checkbox"/>	<input type="checkbox"/>
ii. The proposed action may result in the alteration of the property's setting or integrity.	E3e, E3f, E3g, E1a, E1b	<input type="checkbox"/>	<input type="checkbox"/>
iii. The proposed action may result in the introduction of visual elements which are out of character with the site or property, or may alter its setting.	E3e, E3f, E3g, E3h, C2, C3	<input type="checkbox"/>	<input type="checkbox"/>

11. Impact on Open Space and Recreation			
The proposed action may result in a loss of recreational opportunities or a reduction of an open space resource as designated in any adopted municipal open space plan. (See Part 1. C.2.c, E.1.c., E.2.q.) <i>If "Yes", answer questions a - e. If "No", go to Section 12.</i>		<input type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may result in an impairment of natural functions, or "ecosystem services", provided by an undeveloped area, including but not limited to stormwater storage, nutrient cycling, wildlife habitat.	D2e, E1b, E2h, E2m, E2o, E2n, E2p	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in the loss of a current or future recreational resource.	C2a, E1c, C2c, E2q	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may eliminate open space or recreational resource in an area with few such resources.	C2a, C2c, E1c, E2q	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may result in loss of an area now used informally by the community as an open space resource.	C2c, E1c	<input type="checkbox"/>	<input type="checkbox"/>
e. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

12. Impact on Critical Environmental Areas			
The proposed action may be located within or adjacent to a critical environmental area (CEA). (See Part 1. E.3.d) <i>If "Yes", answer questions a - c. If "No", go to Section 13.</i>		<input type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may result in a reduction in the quantity of the resource or characteristic which was the basis for designation of the CEA.	E3d	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in a reduction in the quality of the resource or characteristic which was the basis for designation of the CEA.	E3d	<input type="checkbox"/>	<input type="checkbox"/>
c. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

13. Impact on Transportation

The proposed action may result in a change to existing transportation systems.

 NO YES

(See Part 1. D.2.j)

If "Yes", answer questions a - f. If "No", go to Section 14.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. Projected traffic increase may exceed capacity of existing road network.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in the construction of paved parking area for 500 or more vehicles.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action will degrade existing transit access.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action will degrade existing pedestrian or bicycle accommodations.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may alter the present pattern of movement of people or goods.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
f. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

14. Impact on Energy

The proposed action may cause an increase in the use of any form of energy.

 NO YES

(See Part 1. D.2.k)

If "Yes", answer questions a - e. If "No", go to Section 15.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action will require a new, or an upgrade to an existing, substation.	D2k	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action will require the creation or extension of an energy transmission or supply system to serve more than 50 single or two-family residences or to serve a commercial or industrial use.	D1f, D1q, D2k	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may utilize more than 2,500 MWhrs per year of electricity.	D2k	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may involve heating and/or cooling of more than 100,000 square feet of building area when completed.	D1g	<input type="checkbox"/>	<input type="checkbox"/>
e. Other Impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

15. Impact on Noise, Odor, and Light

The proposed action may result in an increase in noise, odors, or outdoor lighting.

 NO YES

(See Part 1. D.2.m., n., and o.)

If "Yes", answer questions a - f. If "No", go to Section 16.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may produce sound above noise levels established by local regulation.	D2m	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in blasting within 1,500 feet of any residence, hospital, school, licensed day care center, or nursing home.	D2m, E1d	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may result in routine odors for more than one hour per day.	D2o	<input type="checkbox"/>	<input type="checkbox"/>

d. The proposed action may result in light shining onto adjoining properties.	D2n	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may result in lighting creating sky-glow brighter than existing area conditions.	D2n, E1a	<input type="checkbox"/>	<input type="checkbox"/>
f. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

16. Impact on Human Health

The proposed action may have an impact on human health from exposure to new or existing sources of contaminants. (See Part 1.D.2.q., E.1. d. f. g. and h.)

NO

YES

If "Yes", answer questions a - m. If "No", go to Section 17.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action is located within 1500 feet of a school, hospital, licensed day care center, group home, nursing home or retirement community.	E1d	<input type="checkbox"/>	<input type="checkbox"/>
b. The site of the proposed action is currently undergoing remediation.	E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
c. There is a completed emergency spill remediation, or a completed environmental site remediation on, or adjacent to, the site of the proposed action.	E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
d. The site of the action is subject to an institutional control limiting the use of the property (e.g., easement or deed restriction).	E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may affect institutional control measures that were put in place to ensure that the site remains protective of the environment and human health.	E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action has adequate control measures in place to ensure that future generation, treatment and/or disposal of hazardous wastes will be protective of the environment and human health.	D2t	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action involves construction or modification of a solid waste management facility.	D2q, E1f	<input type="checkbox"/>	<input type="checkbox"/>
h. The proposed action may result in the unearthing of solid or hazardous waste.	D2q, E1f	<input type="checkbox"/>	<input type="checkbox"/>
i. The proposed action may result in an increase in the rate of disposal, or processing, of solid waste.	D2r, D2s	<input type="checkbox"/>	<input type="checkbox"/>
j. The proposed action may result in excavation or other disturbance within 2000 feet of a site used for the disposal of solid or hazardous waste.	E1f, E1g E1h	<input type="checkbox"/>	<input type="checkbox"/>
k. The proposed action may result in the migration of explosive gases from a landfill site to adjacent off site structures.	E1f, E1g	<input type="checkbox"/>	<input type="checkbox"/>
l. The proposed action may result in the release of contaminated leachate from the project site.	D2s, E1f, D2r	<input type="checkbox"/>	<input type="checkbox"/>
m. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

17. Consistency with Community Plans

The proposed action is not consistent with adopted land use plans.
(See Part 1. C.1, C.2. and C.3.)

NO

YES

If "Yes", answer questions a - h. If "No", go to Section 18.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action's land use components may be different from, or in sharp contrast to, current surrounding land use pattern(s).	C2, C3, D1a E1a, E1b	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action will cause the permanent population of the city, town or village in which the project is located to grow by more than 5%.	C2	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action is inconsistent with local land use plans or zoning regulations.	C2, C2, C3	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action is inconsistent with any County plans, or other regional land use plans.	C2, C2	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may cause a change in the density of development that is not supported by existing infrastructure or is distant from existing infrastructure.	C3, D1c, D1d, D1f, D1d, E1b	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action is located in an area characterized by low density development that will require new or expanded public infrastructure.	C4, D2c, D2d D2j	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action may induce secondary development impacts (e.g., residential or commercial development not included in the proposed action)	C2a	<input type="checkbox"/>	<input type="checkbox"/>
h. Other: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

18. Consistency with Community Character

The proposed project is inconsistent with the existing community character.
(See Part 1. C.2, C.3, D.2, E.3)

NO

YES

If "Yes", answer questions a - g. If "No", proceed to Part 3.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may replace or eliminate existing facilities, structures, or areas of historic importance to the community.	E3e, E3f, E3g	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may create a demand for additional community services (e.g. schools, police and fire)	C4	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may displace affordable or low-income housing in an area where there is a shortage of such housing.	C2, C3, D1f D1g, E1a	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may interfere with the use or enjoyment of officially recognized or designated public resources.	C2, E3	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action is inconsistent with the predominant architectural scale and character.	C2, C3	<input type="checkbox"/>	<input type="checkbox"/>
f. Proposed action is inconsistent with the character of the existing natural landscape.	C2, C3 E1a, E1b E2g, E2h	<input type="checkbox"/>	<input type="checkbox"/>
g. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

PRINT FULL FORM

Full Environmental Assessment Form
Part 3 - Evaluation of the Magnitude and Importance of Project Impacts
and
Determination of Significance

Part 3 provides the reasons in support of the determination of significance. The lead agency must complete Part 3 for every question in Part 2 where the impact has been identified as potentially moderate to large or where there is a need to explain why a particular element of the proposed action will not, or may, result in a significant adverse environmental impact.

Based on the analysis in Part 3, the lead agency must decide whether to require an environmental impact statement to further assess the proposed action or whether available information is sufficient for the lead agency to conclude that the proposed action will not have a significant adverse environmental impact. By completing the certification on the next page, the lead agency can complete its determination of significance.

Reasons Supporting This Determination:

To complete this section:

- Identify the impact based on the Part 2 responses and describe its magnitude. Magnitude considers factors such as severity, size or extent of an impact.
- Assess the importance of the impact. Importance relates to the geographic scope, duration, probability of the impact occurring, number of people affected by the impact and any additional environmental consequences if the impact were to occur.
- The assessment should take into consideration any design element or project changes.
- Repeat this process for each Part 2 question where the impact has been identified as potentially moderate to large or where there is a need to explain why a particular element of the proposed action will not, or may, result in a significant adverse environmental impact.
- Provide the reason(s) why the impact may, or will not, result in a significant adverse environmental impact
- For Conditional Negative Declarations identify the specific condition(s) imposed that will modify the proposed action so that no significant adverse environmental impacts will result.
- Attach additional sheets, as needed.

Determination of Significance - Type 1 and Unlisted Actions

SEQR Status: Type 1 Unlisted

Identify portions of EAF completed for this Project: Part 1 Part 2 Part 3

Upon review of the information recorded on this EAF, as noted, plus this additional support information

and considering both the magnitude and importance of each identified potential impact, it is the conclusion of the _____ as lead agency that:

A. This project will result in no significant adverse impacts on the environment, and, therefore, an environmental impact statement need not be prepared. Accordingly, this negative declaration is issued.

B. Although this project could have a significant adverse impact on the environment, that impact will be avoided or substantially mitigated because of the following conditions which will be required by the lead agency:

There will, therefore, be no significant adverse impacts from the project as conditioned, and, therefore, this conditioned negative declaration is issued. A conditioned negative declaration may be used only for UNLISTED actions (see 6 NYCRR 617.7(d)).

C. This Project may result in one or more significant adverse impacts on the environment, and an environmental impact statement must be prepared to further assess the impact(s) and possible mitigation and to explore alternatives to avoid or reduce those impacts. Accordingly, this positive declaration is issued.

Name of Action:

Name of Lead Agency:

Name of Responsible Officer in Lead Agency:

Title of Responsible Officer:

Signature of Responsible Officer in Lead Agency:

Date:

Signature of Preparer (if different from Responsible Officer)

Date:

For Further Information:

Contact Person:

Address:

Telephone Number:

E-mail:

For Type 1 Actions and Conditioned Negative Declarations, a copy of this Notice is sent to:

Chief Executive Officer of the political subdivision in which the action will be principally located (e.g., Town / City / Village of)

Other involved agencies (if any)

Applicant (if any)

Environmental Notice Bulletin: <http://www.dec.ny.gov/enb/enb.html>

PRINT FULL FORM

RAFA Systems LLC
435 Metroplex Drive
Nashville TN 37211
United States
(716) 258-9396

Quote

Acct. No.	Date	Quote #
CUS6022	2/27/2025	QUO5517

Bill To	Ship To
Village of Warwick 77 Main Street PO Box 369 Warwick NY 10990 United States	Village of Warwick 77 Main Street PO Box 369 Warwick NY 10990 United States

PO #	Expiration Date	Terms	Created By	Memo
	3/29/2025	Net 30	Steve Smuda	Starlink and Maintenance Plan

Line#	Qty	Item	Description	Rate	Amount
	11	Starlink Mini Kit	Starlink Mini Kit	675.00	7,425.00
	11	R110-001-0	RAFA 1 Activation & Subscription - Provides platform access to the RAFA Systems with real-time cellular communications. This includes access to the RAFA 1 portal's data storage, customized reporting, and access to al RAFA Systems locations. Renewal dates will begin on July 1st of every year and run through June 30th of the following year. Your initial invoice will have a prorated charge on it. Service Start Date: 7/1/2025 Service End Date: 6/30/2026 **** Renewal will be \$600 a year per unit. Replacing the Cellular Plan of \$500 a year per unit.****	0.00	0.00
	11	Maintenance Plan	One-Year Service Agreement /Maintenance Plan --Two (2) Onsite Appointments to: --Install and Program Network Software in System Controller and Communications Components to Ensure Latest Version Compatibility --Provide Basic Repairs and Maintenance to ensure proper connections at terminal blocks --Addition Repair and Service (If Any) Will be Discussed and Invoiced Separately --Software and/or security upgrades to the older 600/900 controllers are necessary to maintain security levels required. There is a small possibility upgrades may cause a failure of the controller door operation. The controller door will need to be replaced and will be an additional charge.	595.00	6,545.00
	1	Shipping and Handling	Shipping and Handling	75.00	75.00

Accepted Date: _____

Accepted By: _____

Total

\$14,045.00



Partners in Safety Consortium

Partners in Safety Inc. under the terms and conditions of this agreement shall provide drug and alcohol testing services to the Employer that meet the compliance requirements of the U.S. Department of Transportation as defined in 49 CFR Part 40 and Part 382 and your individual policy.

Complete DOT Program:

\$58.00 per Employee per year

Includes:

- All random drug tests performed by SAMSHA-certified lab
All random alcohol tests using approved evidential breath testing device
MS Confirmation
Medical Review Officer service
Specimen Collection
Overnight shipment of specimen
Random selection of employees
Record Management
Internet Resulting/Updating
Collection Site Management
DOT Audit Assistance
Blind Specimen Submissions
MIS Reports
Monthly Billing
Medical facility invoicing & payment processing
Consultation with medical professionals

Additional Charges:

(Pre-employment, post-accident, reasonable cause or follow-up tests performed during normal business hours). Please note: The use of non-approved medical facilities may result in additional fees.

Table with 2 columns: Description of service and Price per test. Includes DOT drug test at lab (\$53.00), DOT drug test with collection at medical facility (\$105.00), Return-to-Duty/Follow-Up drug test (\$82.00-\$122.00), DOT Breath Alcohol test (\$44.00-\$68.00), DOT/19A physical (\$78.00), Split Specimen Testing (\$275.00), and Emergency Service (\$185.00 per hour).

On-site medical services available upon request, minimum volume required. Professional medical services are provided by Partner in Safety and Medicine, PLLC.

Handwritten signature of Ursula Clancy over a horizontal line.

Signature & Title _____

Ursula Clancy, President

Client Village of Warwick _____

Partners In Safety, Inc.

Date: _____

Partners In Safety, Inc.

800 Route 17M
Middletown, NY 10940
845-341-0515

Invoice

Date	Invoice #
2/25/2025	4031.2025

Bill To
Village of Warwick Michael Newhard P.O. Box 369 Warwick, NY 10990

P.O. No.	Terms
	Net 30 days

Quantity	Description	Rate	Amount
11	Consortium Fee for Drug & Alcohol Program 2025 Consortium Fee	58.00	638.00

CREDIT CARD PAYMENTS ACCEPTED AT AN ADDITIONAL 3.25%

Total \$638.00

Balance Due \$638.00

Partners in Safety Consortium

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Complete DOT Program:

\$58.00 per Employee per year

Includes:

- All random drug tests performed by SAMSHA-certified lab
- All random alcohol tests using approved evidential breath testing device
- MS Confirmation
- Medical Review Officer service
- Specimen Collection
- Overnight shipment of specimen
- Random selection of employees
- Record Management
- Internet Resulting/Updating
- Collection Site Management
- DOT Audit Assistance
- Blind Specimen Submissions
- MIS Reports
- Monthly Billing
- Medical facility invoicing & payment processing
- Consultation with medical professionals

Additional Charges:

(Pre-employment, post-accident, reasonable cause or follow-up tests performed during normal business hours). Please note: The use of non-approved medical facilities may result in additional fees.

DOT drug test at lab or offices of Partners In Safety:	\$ 53.00 per test
DOT drug test with collection performed at an approved walk-in medical facility:	\$ 105.00 per test
Return-to-Duty/Follow-Up drug test including observed specimen collection performed at:	
• Offices of Partners In Safety:	\$ 82.00 per test
• Approved walk-in medical facility:	\$ 122.00 per test
DOT Breath Alcohol test the offices of Partners In Safety:	\$ 44.00 per test
DOT Breath Alcohol test at an approved walk-in medical facility:	\$ 68.00 per test
DOT/19A physical performed at the offices of Partners In Safety:	\$ 78.00 per person
Split Specimen Testing - re-test of positive specimen by another SAMHSA-certified lab: (only when requested by employee within 72 hours of MRO's notification)	\$ 275.00 per test
Emergency Service: (for special situations requiring urgent on-site collections or tests on nights, weekends or holidays)	\$ 185.00 per hour (minimum of 2 hours, plus the cost of the test)

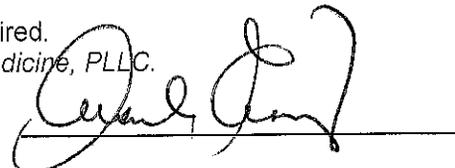
On-site medical services available upon request, minimum volume required.

Professional medical services are provided by *Partner in Safety and Medicine, PLLC.*

Signature & Title _____

Client Village of Warwick NON-DOT

Date: _____



Ursula Clancy, President

Partners In Safety, Inc.

Invoice

Partners In Safety, Inc.

800 Route 17M
 Middletown, NY 10940
 845-341-0515

Date	Invoice #
2/25/2025	4032.2025

Bill To
Village of Warwick Michael Newhard P.O. Box 369 Warwick, NY 10990

P.O. No.	Terms
	Net 30 days

Quantity	Description	Rate	Amount
4	Consortium Fee for Drug & Alcohol Program 2025 Consortium Fee	58.00	232.00

CREDIT CARD PAYMENTS ACCEPTED AT AN ADDITIONAL 3.25%

Total	\$232.00
Balance Due	\$232.00

Contractor's Application for Payment

Owner: <u>Village of Warwick</u>	Owner's Project No.: <u>1334.019.001</u>
Engineer: <u>Barton & Loguidice</u>	Engineer's Project No.: <u>1334.019.001</u>
Contractor: <u>TAM Enterprises Inc.</u>	Contractor's Project No.: <u>2448</u>
Project: <u>The Relocation of Maple Ave Booster Pump Station</u>	
Contract: _____	
Application No.: <u>2</u>	Application Date: <u>2/28/2025</u>
Application Period: From <u>2/1/2025</u> to <u>2/28/2025</u>	

1. Original Contract Price	\$ 1,060,000.00
2. Net change by Change Orders	\$ -
3. Current Contract Price (Line 1 + Line 2)	\$ 1,060,000.00
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$ 47,388.04
5. Retainage	
a. 5% X \$ 47,388.04 Work Completed =	\$ 2,369.40
b. 5% X \$ - Stored Materials =	\$ -
c. Total Retainage (Line 5.a + Line 5.b)	\$ 2,369.40
6. Amount eligible to date (Line 4 - Line 5.c)	\$ 45,018.64
7. Less previous payments (Line 6 from prior application)	\$ 25,650.00
8. Amount due this application	\$ 19,368.64
9. Balance to finish, including retainage (Line 3 - Line 4 + Line 5.c)	\$ 1,014,981.36

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

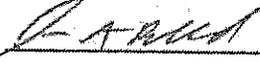
(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: TAM Enterprises Inc - Brian Cutler, VP

Signature:  **Date:** 2/27/2025

Recommended by Engineer	Approved by Owner
By: <u></u>	By: _____
Title: <u>Sr. Associate</u>	Title: _____
Date: <u>3/3/2025</u>	Date: _____
Approved by Funding Agency	
By: _____	By: _____
Title: _____	Title: _____
Date: _____	Date: _____

Progress Estimate - Lump Sum Work

Contractor's Application for Payment

Owner:	Village of Warwick	Owner's Project No.:	1334.019.001
Engineer:	Barton & Loguidice	Engineer's Project No.:	1334.019.001
Contractor:	TAM Enterprises Inc	Contractor's Project No.:	2448
Project:	The Relocation of Maple Ave Booster Pump Station		
Contract:			

Application No.: 2 Application Period: From 02/01/25 to 02/28/25 Application Date: 02/28/25

A Item No.	B Description	C Scheduled Value (\$)	D Work Completed		F Materials Currently Stored (not in D or E) (\$)	G Work Completed and Materials Stored to Date (D + E + F) (\$)	H % of Scheduled Value (G / C) (%)	I Balance to Finish (C - G) (\$)
			(D + E) From Previous Application (\$)	This Period (\$)				
Original Contract								
1	Bonds and Insurance	\$27,000.00	27,000.00	-	-	27,000.00	100%	\$0.00
2	Submittals	\$50,000.00				-	0%	\$50,000.00
3	Mobilization / Demobilization	\$28,425.55		14,212.78		14,212.78	50%	\$14,212.77
4	Grand St. Site Preparation	\$17,643.61		6,175.26		6,175.26	35%	\$11,468.35
5	Maple Ave. Booster Station Site preparation.	\$14,184.60				-	0%	\$14,184.60
6	Gas excavation from main to meter	\$12,067.16				-	0%	\$12,067.16
7	Sidewalk Prep and Installation	\$15,000.00				-	0%	\$15,000.00
8	C103 Assemble New Header on site, Cut in New Header, New water service across the road	\$17,431.45				-	0%	\$17,431.45
9	C103 Water install Dual 6" Dip to USEMCO	\$37,437.16				-	0%	\$37,437.16
10	C103 Proposed Drywall + 55if SDR35, Drainage installation	\$8,346.54				-	0%	\$8,346.54
11	Excavate, Prep, Backfill for Foundation for USEMCO Building	\$14,523.08				-	0%	\$14,523.08
12	Foundation and Pour Stair pads SUB	\$35,000.00				-	0%	\$35,000.00
13	Set and complete USEMCO Building (Payment Schedule to be 50 % to be paid after approval of Submittal, 45% to be paid after successful start up with 5% retainage.)	\$490,731.70				-	0%	\$490,731.70
14	Strip Top Soil, Prep for Paving	\$11,999.62				-	0%	\$11,999.62
15	C103 Pave New Driveway	\$35,843.50				-	0%	\$35,843.50
16	Excavation and Backfill of PRV Valve Vault	\$16,038.00				-	0%	\$16,038.00
17	Installation of PRV Valve Vault, Pipe Fittings, Restoration	\$103,328.03				-	0%	\$103,328.03
18	Start up and testing	\$20,000.00				-	0%	\$20,000.00
19	Punch List items	\$15,000.00				-	0%	\$15,000.00
20	Traffic and Safety	\$15,000.00				-	0%	\$15,000.00
21	General Field order Allowance	\$75,000.00				-	0%	\$75,000.00
Original Contract Totals		\$ 1,060,000.00	\$ 27,000.00	\$ 20,388.04	\$ -	\$ 47,388.04	4%	\$1,012,611.96
Change Orders								

Lump Sum

Progress Estimate - Lump Sum Work

Contractor's Application for Payment

Owner: Village of Warwick
 Engineer: Barton & Loguidice
 Contractor: TAM Enterprises Inc
 Project: The Relocation of Maple Ave Booster Pump Station
 Contract:

Owner's Project No.: 1334.019.001
 Engineer's Project No.: 1334.019.001
 Contractor's Project No.: 2448

Application No.: 2 Application Period: From 02/01/25 to 02/28/25 Application Date: 02/28/25

A	B	C	D		E	F	G	H	I
Item No.	Description	Scheduled Value (\$)	Work Completed		This Period (\$)	Materials Currently Stored (not in D or E) (\$)	Work Completed and Materials Stored to Date (D + E + F) (\$)	% of Scheduled Value (G / C) (%)	Balance to Finish (C - G) (\$)
			(D + E) From Previous Application (\$)						
Change Order Totals		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Original Contract and Change Orders									
Project Totals		\$ 1,060,000.00	\$ 27,000.00	\$ 20,388.04	\$ -	\$ -	\$ 47,388.04	4%	\$ 1,012,611.96

SECTION 01 29 00.10

LIEN WAIVER AND RELEASE

WHEREAS, TAM Enterprises Inc hereafter called the "Undersigned," having entered into a written contract or purchase order with the Village of Warwick, hereafter call the "Owner", for the supplying of materials and/or the furnishing of labor and materials, or the furnishing of labor only for the project known as the Relocation of Maple Avenue Water Booster Station.

WHEREAS, Undersigned has requisitioned a PARTIAL FINAL payment from the Owner pursuant to such contract or purchase order.

NOW, THEREFORE, for good and valuable consideration including the PARTIAL FINAL payment of \$19,368.64 provided for herein, Undersigned agrees as follows:

- 1) Upon receiving payment from the Owner, the payment to which this instrument refers, Undersigned agrees not in any way to claim or file a mechanic's lien or other lien against said project, premises or any part thereof, or on the monies or other consideration due to become due for the Owner for any of the materials heretofore furnished or work or labor performed or furnished by the Undersigned. Further, the Undersigned hereby formally and irrevocably releases and waives in writing every and any lien, charges or claim of any nature whatsoever that it has, or as to which it may at any time have been entitled, up to and including the date hereof in connection with the said project, except for any unpaid retained monies unless the payment herein is payment of retainage, which lien waiver shall be for the benefit of the Owner of the Project.

- 2) The Undersigned further says that all monies due for this work which includes all labor, material, fuel, transportation and equipment, fringe benefits, pension funds, apprentice training programs, employee vacations, welfare funds, and similar funds and payments as well as all applicable sales and used taxes, royalties, commissions, permits, bonds, guarantees, insurances, licenses, or patent fees have been paid in full except as noted below. (If none write "NONE").

None

And that there are no persons in a position to have or file a lien against the above mentioned work and/or the premises on which the same is located on account of any labor or materials furnished to Undersigned or any of the Undersigned's subcontractors or suppliers.

- 3) Undersigned agrees that the lien waiver appearing in Paragraph "1" hereof shall be deemed to be in compliance with the Lien Law of the State of New York.
- 4) Undersigned agrees that any of its subcontractors or suppliers being entitled to any of the proceeds of the within payments have been paid except as noted below. (If none write "NONE").

None

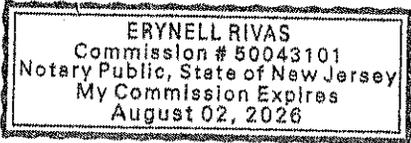
- 5) Furthermore, Undersigned hereby formally and irrevocably releases and waives any rights to make a claim upon any labor and material payment bond issued to the Owner, for this project on account of the labor, services, materials, fixtures or supplies heretofore furnished to this date by the Undersigned for the said project.
- 6) Furthermore, Undersigned hereby formally and irrevocably releases the Owner from all claims of liability, loss or damage to the Undersigned except as noted otherwise herein for anything furnished or performed in connection with, relating to or arising out of the contract or out of the work covered by said contract, including, but not limited to, all claims for extra work, labor or materials, delays or increased costs due to changed conditions, loss of efficiency or productivity, non-sequential work operations, delays, acceleration, suspension of work, and for any prior act, neglect or default on the part of the Owner, or any of its officers, agents or employees in connection therewith, up to and including the date of this waiver, except for any unpaid retained monies.
- 7) The Undersigned further acknowledges that neither the aforesaid payment nor acceptances by the Owner, of the work covered by the aforementioned contract and/or purchase order shall in any way or manner operate as, or constitute a release or waiver of the Undersigned's obligations, undertaking or liabilities under said contract or purchase order or in any way affect or limit the same.

This Agreement shall run to the benefit of the Owner, its successors and assigns; signed and dated this 27th day of February, 2025

AMOUNT OF THIS

PARTIAL/FINAL PAYMENT:

\$ 19,368.64



Office/Authorized Signature

Brian Cutler / V.P.

Printed Name and Title

Sworn to before me this 27th day of February, 2025.

Notary Public

END OF SECTION



Montgomery Office:

71 Clinton Street
Montgomery, NY 12549

Goshen Office:

262 Greenwich Ave, Ste B
Goshen, NY 10924

(845) 457 - 7727

www.EngineeringPropertiesPC.com

March 10, 2025

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

ATT: MAYOR MICHAEL NEWHARD

**RE: POLE BARN FOR DPW
24 MEMORIAL PARK DRIVE
W.O. #1804.12**

Dear Mayor Newhard and Trustees:

We have reviewed the Application and Certificate for Payment #006, dated 02/20/25, from TAM Enterprises, Inc. for the Pole Barn for DPW project. We recommend the approval of the requested payment of \$6,109.73. The work performed included the completion of the remaining portions of the structure's exterior construction and the demobilization by the contractor.

The balance amount to finish the project, including retainage, is \$11,598.50.

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

Sincerely,
Engineering & Surveying Properties, PC, Village Engineers

Keith Woodruff, CFM, CPESC
Senior Engineer

AIA® Document G702® – 1992

Application and Certificate for Payment

TO OWNER: Village of Warwick 77 Main Street, Warwick, NY 10990	PROJECT: Pole Barn for DPW	APPLICATION NO: 006 PERIOD TO: January 31, 2025 CONTRACT FOR: General Construction CONTRACT DATE: PROJECT NOS: 2406 / /	Distribution to: OWNER: <input type="checkbox"/> ARCHITECT: <input type="checkbox"/> CONTRACTOR: <input type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
FROM CONTRACTOR: TAM Enterprises, Inc. 114 Hartley Road Goshen, NY 10924	VIA ARCHITECT: Engineering & Surveying Prop. 71 Clinton Street Montgomery, NY 12549		

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	\$242,850.00
2. NET CHANGE BY CHANGE ORDERS	\$0.00
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$242,850.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$231,970.00
5. RETAINAGE:	
a. 5.00 % of Completed Work (Column D + E on G703)	\$11,598.50
b. 0 % of Stored Material (Column F on G703)	\$0.00
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$11,598.50
6. TOTAL EARNED LESS RETAINAGE	\$220,371.50
(Line 4 Less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$214,261.77
(Line 6 from prior Certificate)	
8. CURRENT PAYMENT DUE	\$6,109.73
9. BALANCE TO FINISH, INCLUDING RETAINAGE	
(Line 3 less Line 6)	\$22,478.50

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total approved this Month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order		\$0.00

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: _____
By: *B. J. [Signature]* Date: 2/20/25

State of: new jersey
County of: Bergen
Subscribed and sworn to before me this 20th day of Feb, 25
Notary Public: _____
My Commission expires: 8/2/26

ERYNELL RIVAS
Commission # 50043101
Notary Public, State of New Jersey
My Commission Expires
August 02, 2026

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 \$6,109.73
(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: _____
By: *[Signature]* Date: 03/10/2025

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.



Montgomery Office:

71 Clinton Street
Montgomery, NY 12549

Goshen Office:

262 Greenwich Ave, Ste B
Goshen, NY 10924

(845) 457 - 7727

www.EngineeringPropertiesPC.com

March 10, 2025

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

ATT: MAYOR MICHAEL NEWHARD

**RE: POLE BARN FOR DPW
24 MEMORIAL PARK DRIVE
W.O. #1804.12**

Dear Mayor Newhard and Trustees:

We have reviewed the Application and Certificate for Payment #007, dated 02/20/25, from TAM Enterprises, Inc. for the Pole Barn for DPW project. We recommend the approval of the requested payment of \$11,598.50 for the release of the 5% retainage. The contracted project work, including demobilization, was completed by the contractor on January 23, 2025.

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

Sincerely,
Engineering & Surveying Properties, PC, Village Engineers

Keith Woodruff, CFM, CPESC
Senior Engineer

Application and Certificate for Payment

TO OWNER: Village of Warwick 77 Main Street, Warwick, NY 10990	PROJECT: Pole Barn for DPW	APPLICATION NO: 007 PERIOD TO: January 31, 2025 CONTRACT FOR: General Construction CONTRACT DATE: PROJECT NOS: 2406 / /	Distribution to: OWNER: <input type="checkbox"/> ARCHITECT: <input type="checkbox"/> CONTRACTOR: <input type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
FROM CONTRACTOR: TAM Enterprises, Inc. 114 Hartley Road Goshen, NY 10924	VIA ARCHITECT: Engineering & Surveying Prop. 71 Clinton Street Montgomery, NY 12549		

CONTRACTOR'S APPLICATION FOR PAYMENT

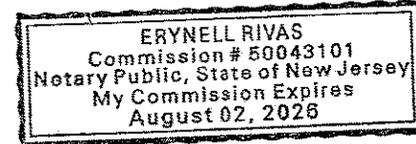
Application is made for payment, as shown below, in connection with the Contract. AIA Document G703®, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM	\$242,850.00
2. NET CHANGE BY CHANGE ORDERS	-\$10,880.00
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$231,970.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$231,970.00
5. RETAINAGE:	
a. <u>5.00</u> % of Completed Work (Column D + E on G703)	\$0.00
b. <u>0</u> % of Stored Material (Column F on G703)	\$0.00
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$0.00
6. TOTAL EARNED LESS RETAINAGE	\$231,970.00
(Line 4 Less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$220,371.50
(Line 6 from prior Certificate)	
8. CURRENT PAYMENT DUE	\$11,598.50
9. BALANCE TO FINISH, INCLUDING RETAINAGE	\$0.00
(Line 3 less Line 6)	

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total approved this Month	\$0.00	\$10,880.00
TOTALS	\$0.00	\$10,880.00
NET CHANGES by Change Order		-\$10,880.00

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.

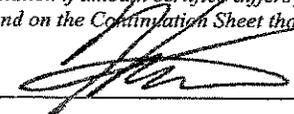
CONTRACTOR: 
 By: _____ Date: 2/20/25
 State of: NY
 County of: Ben
 Subscribed and sworn to before me this 20th day of Feb, 2025
 Notary Public: 
 My Commission expires: 8/2/24



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 \$11,598.50
 (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: 
 By: _____ Date: 03/10/2025
 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.

XI. CONTRACTOR'S AFFIDAVIT FOR RELEASE OF RETAINAGE AND/OR FINAL PAYMENT

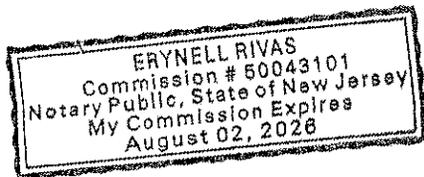
Municipality: Village of Warwick
Project Location: 24 Memorial Drive Warwick, NY 10990
Contractor Name: TAM Enterprises, Inc
Address: 114 Hartley Road Goshen, NY 10924
Phone #: 845-294-8882
Contract #: _____

State of New Jersey)
County of Bergen) S.S.:

Brian Cutler, BEING DULY SWORN, DEPOSES AND SAYS:

1. He/she is the Vice President (TITLE) of the Contractor on the above referenced project and makes this affidavit in the regular course of business with full authorization.
2. There are no claims, liens, or judgments against the Contractor except as set forth herein:
No Exceptions (Insert "NO EXCEPTIONS", if applicable. Attach list, if necessary)
3. All provisions of the Labor Law of the State of New York have been fully complied with except as set forth herein: No Exceptions (Insert "NO EXCEPTIONS", if applicable. Attach list, if necessary)
4. The Municipality, upon the release of retainage requested herewith, is released of any and all claims by the Contractor with respect to the project to the date hereof.
5. This certification is made to induce the Municipality to release final payment and/or retainage held pursuant to the contract in accordance with General Municipal Law 106-b.

[Signature] AFFIX SEAL HERE, IF CORPORATION
CONTRACTOR'S SIGNATURE



Subscribed and sworn to before me
on the 10th day of March, 2024⁵
[Signature]
NOTARY PUBLIC

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

Department of Public Works
Memo

RECEIVED

MAR 06 2025

**VILLAGE OF WARWICK
CLERK'S OFFICE**

To: Mayor Newhard and Village Board

From: Mike Moser DPW Supervisor

Date: 2/25/25

RE: Training Request

Requesting permission to attend New York Rural Water Association's 46th Annual Technical Training Workshop & Exhibition in Verona NY on May 19, 2025 to May 21, 2025 to attend classes necessary to renew my NYS Water Distribution License.

In addition to the course registration fee of \$385.00 a hotel reservation will be necessary for 5/19 and 5/20/25.
Funding from budget code F-8340-4750 Trans/Dist Training.
Cost for hotel is unknown until booking.

NEW YORK RURAL WATER ASSOCIATION'S

46th Annual Technical Training Workshop & Exhibition 2025

Monday, May 19, 2025, through Wednesday, May 21, 2025
at The Turning Stone Resort – Verona, NY



For room accommodations, please call 1-800-771-7711 to make your hotel accommodations. To ensure the group rate of \$174 per room/per night, please indicate you are with the NYRWA event. Please make your reservation before April 18, 2025.

The Turning Stone Resort address: 5218 Patrick Road, Verona, NY 13478

If you have any questions on the registration process or completing the enclosed registration form, please contact NYRWA at (888) 697-8725.

In addition to the regularly open restaurants the Tin Rooster will be open for dinner on Monday and Tuesday evenings (6:00 pm – 10:00 pm).

Providing members with the expertise and training to meet present and future challenges and representing their interest at the local, state, and federal levels.

WEDNESDAY - MAY 21ST

6:30 - 8:00 am Breakfast in the Exhibit Hall

8:15 - 9:15 am Leveraging Data Integration to Unlock Utility Growth 17D Richard Loeffler, Xylem

8:15 - 10:15 am (2 Hours) DEC Regulatory Update 18WW/PE Ed Hampston, NYSDEC

9:15 - 10:15 am Swordfish - Electrical Resistance to Find Lead 19W Mike App, Electro Scan

9:30 - 10:45 am Coffee Break in the Exhibit Hall

11:00 am - 12:00 pm Laboratory Sample Submission - Chain of Custodies 20D David Converse, Converse Laboratories, Inc.
Pressure Sewer - Alternatives to New Sewer and Sewer Rehab 21WW/PE Jerry Connolly, Siewert Equip.
Blowin' in the Wind - Issues Impacting the Wastewater Community 22WW Steve Grimm, NYRWA, Inc.

12:00 - 1:30 pm Lunch in the Exhibit Hall followed by cash drawings

Vendor breakdown after 1:30 pm

1:45 - 2:45 pm Holistic Approach to Corrosion Control 23W Kevin Sullo, AquaSmart, Inc.

Wastewater Screen Tech and Design Considerations 24WW/PE Michael Lannon / Joe Clark, Siewert Equip.

Inventory Management 25D/PE Bob Moody, EJ Prescott

2:45 - 3:45 pm PFAS - Forever Ends Today 26D/PE Mark Koester, Koester Associates, Inc.

Thank you to our sponsors!

PREMIER Sponsors

Better Power, Inc.
G.A. Fleet Associates
Koester Associates, Inc.
W2O

GOLD Sponsors

Emmons Metro LLC
R.M. Headlee Co, Inc.
Temp-Press, Inc.

SILVER Sponsors

Ferguson Waterworks
Subsurface Technologies, Inc.

Thank you to our exhibitors, members, and attendees for your continued support of New York Rural Water Association, Inc.!!

INTER-MUNICIPAL AGREEMENT

FOR SHARED COST AND RESPONSIBILITY

FOR THE EXECUTION OF A TRANSPORTATION SAFETY ACTION PLAN

This Inter-Municipal Agreement ("Town of Warwick ") is entered into this ___ day of _____, 20, by and among the Town of Warwick, the Village of Warwick, the Village of Florida, and the Village of Greenwood Lake (collectively referred to as the "Parties").

WHEREAS, the Village of Warwick has been awarded a grant ("Grant") to complete a comprehensive Town-Wide Transportation Safety Action Plan ("Project") in collaboration with the Town of Warwick, the Village of Greenwood Lake, and the Village of Florida, which will benefit all Parties; and

WHEREAS, the purpose of this Project is to assess and improve transportation safety throughout the Town of Warwick and its associated villages, providing a coordinated strategy to enhance public safety and mobility for residents and visitors; and

WHEREAS, the Parties wish to formalize their shared responsibilities for implementing the Project and funding its execution through in-kind contributions and/or cash payments; and

WHEREAS, this Agreement is authorized by Article 5-G of the New York State General Municipal Law, which allows municipalities to enter into agreements for their mutual benefit.

NOW, THEREFORE, in consideration of the promises, covenants, and agreements set forth herein, the Parties agree as follows:

1. PURPOSE

The purpose of this Agreement is to set forth the terms under which the Parties will share the costs, responsibilities, and resources required to execute the Project.

2. SCOPE OF WORK

The scope of the Project, as outlined in the Grant application and related materials, is attached as Attachment A and incorporated herein by reference.

3. RESPONSIBILITIES OF THE PARTIES

A. Village of Warwick

1. Act as the lead municipality for the administration and execution of the Grant.
2. Oversee the procurement of professional services, project management, and reporting in accordance with Grant requirements.
3. Provide regular updates to all Parties regarding the progress of the Project.

B. Town of Warwick, Village of Florida, and Village of Greenwood Lake

1. Collaborate with the Village of Warwick in providing necessary information, resources, and support to complete the Project.
2. Contribute to the Project's funding and execution, as further detailed in Section 4, to ensure that all communities benefit from the plan commensurate with their needs.

4. FINANCIAL CONTRIBUTIONS

a. Total Project Cost

The total cost of the Project is estimated to be \$355,300, as detailed in the attached Attachment A. The Project is the Townwide Transportation Safety Action Plan, which is a portion of a larger USDOT Safe Streets for All grant. The local cost share for the Project is \$71,060.

b. Contributions by Each Party

The Parties agree to share the costs of the Project in a mix of in kind and cash contributions (contributions of staff time, materials, and other non-cash resources) as appropriate to each party in the following manner:

1. Each Party will contribute the following amounts in cash / in kind contributions, as appropriate, based on the percent share of population to be served by the outcomes of the Project. Note that all contributions (cash or in kind) will be required to be documented in compliance with the federal grant to be considered eligible:
 - Village of Warwick: \$14,878.19
 - Town of Warwick: \$41,969.81
 - Village of Florida: \$6,661.88
 - Village of Greenwood Lake: \$7,550.13
2. Adjustments to Contributions: Adjustments to the contributions may be made by mutual written agreement of the Parties.

5. PROJECT MANAGEMENT AND OVERSIGHT

The Village of Warwick, as the lead municipality, will be responsible for:

1. Hiring consultants or contractors as necessary to complete the Project.
2. Ensuring compliance with all Grant requirements, including reporting and documentation.
3. Coordinating with the Parties to facilitate regular communication and feedback.

6. TERM

This Agreement shall commence on the date first written above and remain in effect until the completion of the Project and satisfaction of all Grant-related obligations, unless terminated earlier in accordance with Section 9.

7. MEETINGS AND COMMUNICATION

The Parties agree to convene regular meetings to review the status of the Project, address any issues, and ensure compliance with this Agreement.

8. LIABILITY AND INDEMNIFICATION

Each Party agrees to indemnify, defend, and hold harmless the other Parties against any claims, losses, liabilities, or damages arising from its own actions or omissions in connection with this Agreement or the Project.

9. TERMINATION

This Agreement may be terminated by mutual written consent of all Parties or by any Party upon thirty (30) days' written notice to the other Parties. In the event of termination, the Parties shall equitably allocate any remaining Project costs or obligations.

10. DISPUTE RESOLUTION

In the event of a dispute arising under this Agreement, the Parties agree to attempt resolution through good-faith negotiations. If such negotiations fail, the Parties may pursue mediation or other alternative dispute resolution methods.

11. AMENDMENTS

This Agreement may be amended only by a written instrument signed by all Parties.

12. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of New York.

13. ENTIRE AGREEMENT

This Agreement constitutes the entire understanding among the Parties with respect to the subject matter hereof and supersedes all prior agreements or understandings.

SIGNATURES

By signing below, the Parties acknowledge that they have read, understood, and agreed to the terms of this Agreement.

Town of Warwick

By: _____

Name: _____

Title: _____

Date: _____

Village of Warwick

By: _____

Name: _____

Title: _____

Date: _____

Village of Florida

By: _____

Name: _____

Title: _____

Date: _____

Village of Greenwood Lake

By: _____

Name: _____

Title: _____

Date: _____

ATTACHMENT A: SCOPE OF WORK



Montgomery Office:

71 Clinton Street
Montgomery, NY 12549

Goshen Office:

262 Greenwich Ave, Ste B
Goshen, NY 10924

(845) 457 - 7727

www.EngineeringPropertiesPC.com

March 7, 2025

Village of Warwick
77 Main Street
Warwick, NY 10990
ATTN: Mayor Newhard

**RE: PROPOSAL FOR PROJECT MANAGEMENT SERVICES FOR THE
VETERAN'S MEMORIAL PARK MASTER PLAN:
PATRIOT'S PATH AND RELATED IMPROVEMENTS PROJECT
VILLAGE OF WARWICK, ORANGE COUNTY, NY**

Dear Mayor Newhard and Board of Trustees:

Pursuant to your request, Engineering & Surveying Properties, P.C. (EP) is pleased to submit a proposal to provide project management services for the Veteran's Memorial Park Master Plan with a focus on the Patriot's Path and related improvements Project located at 1 Memorial Park Drive, Warwick, NY 10990. The scope of services will be performed for the Village of Warwick, herein referred to as the Client. A more detailed scope of services follows:

1.0 PROJECT MANAGEMENT SERVICES

- 1.1 EP will review received RFPs, conduct interviews as needed, and provide an award recommendation based on the Village's priorities and objectives.
- 1.2 EP will provide a detailed engineering review of the design plans prepared by the chosen RFP consultant for walkways, landscaping, lighting, signage, and other park elements, and provide recommendations as needed.
- 1.3 EP will provide weekly construction inspection oversight during the installation phase of the project to confirm hardscape elements are installed as designed and provide inspection reports to the Village.

These services will be billed on a time & materials basis subject to the attached Municipal Hourly Fee Rate Schedule. As always, there is no charge for postage or local travel.

2.0 LIMITATIONS OF SERVICE

Engineering & Surveying Properties, PC shall provide the above referenced scope of services subject to the following limitations:

- 2.1 These services do not include the preparation of engineering drawings.
- 2.2 Village of Warwick Building Department will ensure compliance with NYS and local building and electrical code requirements.

3.0 FEES AND PAYMENTS

Invoices will be issued on a monthly basis and payment is due upon receipt. The estimated fee will serve as a not-to-exceed amount without prior written authorization from the Village of Warwick Board of Trustees.

Project Management Services	Item 1.1	\$3,500
	Item 1.2	\$7,500
	Item 1.3	\$5,000
		Estimated Fee
		\$16,000

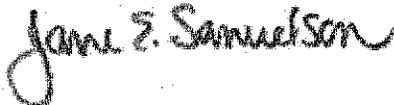
Reimbursable expenses for copying etc. will be billed based upon actual usage and expenditures in accordance with EP's standard rates attached.

The attached executed proposal shall serve as authorization to proceed. Any outstanding balance greater than 60 days will be assessed finance charges and EP reserves the right to stop all work for any outstanding balance greater than 90 days. If work has stopped for non-payment, EP will not resume work until payment of all outstanding debt has been made in full.

We understand that the Request for Proposals from qualified contractors are at 4:00 P.M. on Friday, March 21, 2024. We propose that Keith Woodruff, CPESC, CPSWQ would be the lead staff member working with the Village on this project, with support from Jane Samuelson, P.E.

Should you have any questions or need more information, please feel free to contact me directly.

Sincerely,
Engineering & Surveying Properties, PC



Jane Samuelson, PE

Engineering & Surveying Properties, PC

2024 Municipal Hourly Fee Schedule*

Principal	\$199.00	/hr
Chief Engineer	\$184.00	/hr
Licensed Landscape Architect	\$184.00	/hr
Chief Surveyor	\$149.00	/hr
Professional Engineer	\$144.00	/hr
Licensed Land Surveyor	\$137.00	/hr
Senior Engineer	\$127.00	/hr
Senior Project Engineer	\$110.00	/hr
Environmental Engineer	\$105.00	/hr
Senior Draftsperson	\$102.00	/hr
Project Engineer	\$96.00	/hr
Project Landscape Architect	\$96.00	/hr
Surveyor	\$94.00	/hr
Staff Engineer	\$89.00	/hr
Senior Technician	\$83.00	/hr
Survey Draftsperson	\$77.00	/hr
Staff Planner	\$77.00	/hr
Engineering Technician	\$71.00	/hr
Field Technician	\$71.00	/hr
Survey Technician	\$71.00	/hr
Administrative	\$46.00	/hr
1-Man Survey Field Crew	\$136.00	/hr
2-Man Survey Field Crew	\$167.00	/hr
SWPPP Inspections	\$ 275.00	each
Reproduction		
24"x36"	\$ 2.10	/page
30"x42"	\$ 2.63	/page
34"x44"	\$ 3.11	/page
36"x48"	\$ 3.59	/page

* Rates are subject to change at any time.

GENERAL TERMS AND CONDITIONS OF AGREEMENT

The engagement of Engineering & Surveying Properties, P.C. (EP) by the CLIENT is under the following terms and conditions and is an integral part of the collective Agreement between the CLIENT and EP.

1. GENERAL

- 1.1. The fee estimate for the proposed Scope of Services is valid for 60 days from the date of Proposal. The hourly rate schedule is subject to change at any time by EP.
- 1.2. Payment to EP is the sole responsibility of signatory of this Agreement and is not subject to third party agreements.
- 1.3. All schedules set forth in the attached Scope of Services commence upon receipt of a signed Agreement and, if requested, a retainer. All retainer amounts will be applied to the final invoice.
- 1.4. Requests for additional services must be authorized in writing before additional work can begin. Any fee adjustment required shall be established at that time. Directives from CLIENT sent by e-mail that change EP's scope of services or increase fees must also be provided in writing as a hard copy.
- 1.5. All AutoCAD drawings, tracings, specifications, computations, survey notes and other original documents as instruments of service are and shall remain the property of EP unless otherwise provided by law or noted above. CLIENT shall not use such items on other projects without EP's prior written consent. EP shall not release CLIENT'S data to a third party without authorization.
- 1.6. Any delay, default, or termination in or of the performance of any obligation of EP under this Agreement caused directly or indirectly by strikes, accidents, acts of God, shortage or unavailability of labor, materials, power or transportation through normal commercial channels, failure of CLIENT or CLIENT'S agents to furnish information or to approve or disapprove EP's work promptly, late, slow or faulty performance by CLIENT, other contractors or governmental agencies, the performance of whose work is precedent to or concurrent with the performance of EP's work, or any other acts of the CLIENT of any other Federal, State or Local Government agency, or any other cause beyond EP's reasonable control, shall not be deemed a breach of this Agreement. The occurrence of any such event shall suspend the obligations of EP as long as performance is delayed or prevented thereby, and the fees due there under shall be equitably adjusted.
- 1.7. The obligation to provide further services under this Agreement may be terminated by either party upon seven (7) days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. In the event of any termination, EP shall be paid for all services rendered to the date of termination, as well as for all reimbursable expenses and termination expenses.
- 1.8. It is understood that the scope of work defined in this Agreement is based on the information provided by the CLIENT. If this information is incomplete or inaccurate or if unexpected site conditions are discovered, or if additional services are required, the scope of work may change even as the work is in progress. EP shall make reasonable effort to contact the CLIENT when a change in the scope of work appears necessary, and the CLIENT, by agreeing to the change, also recognizes that the estimate of cost or contract figure may also change.

2. INVOICING AND PAYMENT

- 2.1. Invoices will be rendered monthly and become due upon receipt. Any invoice outstanding for more than 60 days after date of invoice will be subject to a charge of 2 percent per month (24 percent annual interest rate).
- 2.2. Should it become necessary to utilize legal or other resources to collect any or all moneys rightfully due for services rendered under this Agreement, EP shall be entitled to full reimbursement of all such costs, including reasonable attorney's fees, as part of this Agreement.

- 2.3. Invoice payments must be kept current for the work to continue. If the CLIENT fails to pay any invoice due to EP within 90 days of the date of the invoice, EP may, without waiving any other claim or right against CLIENT, suspend services under this Agreement until EP has been paid in full all amounts due to EP and/or any of its Consultants and Subcontractors.
- 2.4. Invoicing for out-of-pocket expenses including copying, travel, and delivery (mail, overnight, personal) shall be billed at cost.

3. WARRANTIES AND LIMITATIONS OF PROFESSIONAL LIABILITY

- 3.1. The CLIENT shall at all times indemnify and save harmless EP and its officers, agents and employees on account of any claims, damages, losses, litigation, expenses, counsel fees, and compensation arising out of any claims, damages, personal injuries, property losses and/or economic damages sustained by or alleged to have been sustained by any person or entity, to the extent caused by negligent acts, omissions or negligence of the CLIENT, its agents, employees, professional consultants or subcontractors in connection with this project unless said loss was caused solely by EP's own negligence. For any such damage on account of any error, omission or other professional negligence, the EP's liability will be limited to the fee charged but in no case shall it exceed the limits specified in the EP's general and professional liability insurance policy.
- 3.2. EP shall not be responsible for failure to perform or for delays in the performance of work, which arise out of causes beyond the control and without the fault or negligence of EP, including delinquent payment by CLIENT.
- 3.3. Boundary determinations occasionally disclose unseen or unknown conflicts between the record documents and the location of physical improvements. Upon discovery of any latent or patent ambiguity, uncertainty, or dispute disclosed by the records or by placement of the boundaries on the ground, work on the boundary survey will be suspended and you will be immediately notified. EP will present alternatives for possible resolution and any additional work required to achieve resolution will be negotiated. If you should choose to forego resolution, all work completed to date will be invoiced for payment and the project file will be archived by EP for future resolution. If you choose resolution, EP can act as your mediator, or relate conflicting information to a consultant or attorney of your choosing, so that a satisfactory resolution can be achieved. Upon resolution of said conflict, this initial agreement will be reinstated and completed in accordance with its initial terms subject to potential interim rate increases.

4. SUBSURFACE INVESTIGATIONS AND FIELD EXPLORATIONS

- 4.1. The appropriate underground utility mark-out service shall be contacted prior to performing any underground drilling, excavating, testing, etc. that are part of the Scope of Services in this agreement to verify the location of existing utilities. The CLIENT agrees to provide EP with the location of known or suspected underground utilities or subsurface structures not marked out by the mark-out service. EP shall not be responsible for damage to any undocumented or incorrectly located utilities by the surveyor.
- 4.2. EP shall not be responsible for the sampling or testing of hazardous materials unless specifically agreed to in the Scope of Services of this agreement. Further, CLIENT shall notify EP as to the presence of any known hazardous materials on-site. Should unanticipated hazardous materials be encountered EP take immediate health and safety measures and notify the CLIENT. Hazardous materials constitute a changed condition mandating a renegotiation of the scope of services and fees.
- 4.3. EP shall not be responsible for obtaining permits for working in wetland or wetland buffers or as required by local agencies for access clearing, tree removal or grading. All costs and fees for permits, permit document preparation and implementation of erosion control measures, site stabilization and restoration shall be added to the costs and fees of this agreement unless specifically agreed to in the Scope of Services of this agreement.

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

**REQUEST FOR QUOTE
VILLAGE OF WARWICK,
NY
DOCUMENT CONVERSION & ACCESS PROJECT
PROCUREMENT OF AN ELECTRONIC CONTENT MANAGEMENT SYSTEM**

**Issue Date: February 14, 2025
Deadline for Questions: February 19, 2025, by 12:00
p.m. Quotes to be Received by: February 24, 2025, by
4:00 p.m.**

Submit Electronic Quotes to:

**Raina Abramson, Village Clerk/Records Management Officer
Email: clerk@villageofwarwick.org**

**REQUEST FOR
QUOTE VILLAGE OF
WARWICK, NY
DOCUMENT CONVERSION & ACCESS PROJECT
PROCUREMENT OF AN ELECTRONIC CONTENT MANAGEMENT SYSTEM**

REQUEST FOR QUOTE

The Village of Warwick, New York desires to submit a NYS Archives Local Government Records Management Improvement Fund (LGRMIF) document conversion and access project grant application for the 2025-2026 grant cycle.

The Village is soliciting quotes from qualified vendors to purchase an Electronic Content Management System (ECMS) to capture, store, retrieve, display, and transmit records electronically. The ECMS must also include records management applications that can apply retention to individual record series according to the NYS Archives LGS-1 Schedule. The Village will be working with a NYS Preferred Source document imaging vendor to perform the project imaging in a standard format, including corollary index data, that must be transferred to the ECMS. The ECMS vendor must also provide training to the Village staff on how to utilize the software.

SCOPE OF SERVICES

Records to Digitize:

There are approximately 163,125 documents in the Clerk & Treasurer's office to be digitized. This is estimated to be about 65.25 cubic feet of files and 8 rolls of 16mm microfilmed Board minutes. Considering that at least 50% of the documents are double-sided, the total estimated number of images is 265,000.

Approximately 40.25 cubic feet of records and 8 rolls of 16mm microfilm must be retained permanently according to the NYS Archives Local Government Retention Schedule (LGS-1) and approximately 25 cubic feet of payroll records must be retained for 55-years.

Indexing: During a FY23-24 LGRMIF Planning & Inventory project, these records were boxed and indexed in an inventory database (Excel spreadsheet) by specific title, date range, and LGS-1 Record Series title by a professional records consultant. Once the records are converted to digital format, they must be indexed in the same format by specific title, date range, and LGS-1 Record Series title.

- Board Minutes –
 - 5 rolls of 16mm microfilm minutes from 1867-1993 and 16 cubic feet of minute books from 1993–2024 – indexed under the record series 'Village

Board Minutes' with sub- folders listed by year. Files within the subfolder must be indexed by the individual meeting date all in chronological order.

- 2 rolls of 16mm microfilm minutes from 1964 - 1990 – indexed under the record series 'Planning Board Minutes' with sub-folders listed by year. Files within the subfolder must be indexed by the individual meeting date all in chronological order.
- 1 roll of 16mm microfilm minutes from 1990 - 1993 – indexed under the record series 'Zoning Board of Appeals Minutes' with sub-folders listed by year. Files within the subfolder must be indexed by the individual meeting date all in chronological order.
 - *LGS-1 Item No. 47 – Permanent Retention*
- 1 cubic foot of Adopted Budgets from 1990 - 2021
 - Indexed under the record series 'Adopted Budgets' with sub-folders listed by year.
 - *LGS-1 Item No. 490.a – Permanent Retention when not officially recorded in the minutes.*
- 25 cubic feet of year end / final payroll records –
 - indexed under the record series 'Payroll – Final/Year End' with sub-folders listed by year. Files within the subfolder must be indexed by the individual payroll date all in chronological order.
 - *LGS-1 Item No. 524.a – 55-year retention*
- 3.25 cubic feet of local laws from 1881, 1954, 1957, 1965 – 2024
 - Indexed under the records series 'Local Laws' with sub-folders listed by year. File within the subfolder must be indexed by the local law numbers and reference the coinciding chapter in the Village Code. Example: LL 1 of 2024 – Chapter 135
 - *LGS-1 Item No. 30 – Permanent Retention*
- 15 cubic feet of the Warrant Copy of Tax Rolls –
 - indexed under the record series 'Tax Rolls – Warrant Copy' with files listed by year.
 - *LGS-1 Item No. 1045.d – Permanent Retention*
- 5 cubic feet of Deeds & Agreements
 - Indexed under the records series 'Deeds & Agreements' with sub-folders listed by types of agreements, years the agreements were entered into and titled by referenced property or subject matter.
 - *LGS-1 Item No. 471.a, 401, 41 – Permanent Retention*

Number of Users:

The Village Clerk / Records Management Officer, the Deputy Clerk, Village Treasurer and Deputy Treasurer will each need access to the ECMS for this project and each have their own workstations.

There are 4 additional departments with 8 employees in total that could also utilize the records management software.

SUBMISSION REQUIREMENTS

Firms are asked to provide the following information with their quotes:

1. Project Understanding- A brief statement on the parameters of the subject project as listed above.
Please see Appendix B at the end of this document for additional information.

2. Experience/Background- Firms are asked to provide a description of their capabilities and examples of similar work experience.
Please see Appendix B at the end of this document for additional information.

3. Quotes for the following items:

SERVICE	COST
Document Preparation, Content Management and Processing/Upload to Repository	
Software – Web Based / Hosted on the Cloud	\$3,418.00
Licensing per user	Included (up to 100 Users)
Annual Maintenance Fee	\$6,118.00*
Annual Support Fees	Included
Staff Training	\$4,400.00 (2 Onsite Days)**
Records Management Application	\$1,695.00
Workflow Training	\$4,400.00 (2 Onsite Days)**
Laserfiche-Municipity Integration	\$5,000.00
Processing and Upload of scanned images into repository	\$5,000.00***

****Support includes all Laserfiche Cloud Software, as well as Records Management automation and the Municipity-Laserfiche Integration***

*****Note that remote training can be substituted if desired – remote day rates are as follows: \$1,400.00***

******Note that this is an estimate and actual pricing can be provided once ICC-CDS has more detail about the scanning.***

4. Responders must provide the quote in a manner described in #3 above.
5. All questions must be submitted via email to Village Clerk/Records Management Officer, Raina Abramson, by emailing clerk@villageofwarwick.org by February 19, 2025, by 12:00 Noon.
6. Responders must provide answers to the series of questions listed in **Appendix A** of this request for quote.
7. Project Schedule –

The project is to commence no earlier than July 1, 2025, and must be completed on or before May 1, 2026. These dates are subject to change within the Village of Warwick’s sole discretion.

Please submit a project schedule, which is reflective of this timeframe. Firm also acknowledges this timeframe in consideration of the enclosed cost proposal.
8. Duration of quote - All quotes must be valid for 12 months. The Village of Warwick will make its decision contingent upon receipt of the State Archives Grant.

SUBMISSION DEADLINE

Proposals should be submitted by email to Raina Abramson, Village Clerk/Records Management Officer at clerk@villageofwarwick.org or by mail to: Village of Warwick, Attn: Raina Abramson, 77 Main Street/PO Box 369, Warwick, NY 10990 **no later than 4 p.m. on Monday, February 24, 2025.**

All questions must be submitted via email to Village Clerk/Records Management Officer, Raina Abramson, by emailing clerk@villageofwarwick.org by February 19, 2025, by 12:00 Noon.

****PLEASE PROVIDE ANSWERS TO QUESTIONS LISTED IN APPENDIX A****

APPENDIX A

Please provide answers to the following series of questions so that we may compare software capabilities:

Capture	
Does the system have the ability to accommodate several types of documents, paper, electronic, fax, audio, video, etc.	Laserfiche can both convert paper into images, as well as ingest any electronic document, including audio and video files.
Does the system have the ability to accommodate different applications- word, excel?	Yes – Microsoft Office application such as Outlook, Word and Excel have direct integrations into the Laserfiche repository, allowing for the direct saving of files from those applications into Laserfiche.
Does the system work with a wide variety of scanners?	Yes – there is a published list of scanners that work directly with Laserfiche: Certified Scanners Laserfiche Additionally Laserfiche Scanning can also be setup to poll a local or network to pull images in for processing, allowing Laserfiche to function with Multi-function devices, wide format scanners

	and other types of scanners.
Can you scan additional pages into existing documents?	Yes – simply open up the document you wish to add pages to within the Laserfiche Client application and then select the Scan option. Laserfiche Scanning can then ask the operator where they want to place the page or pages (e.g., after page 1, after the last page or after a certain page that the operator indicates).
Can you make changes to documents or images?	Underlying changes such as changing the text on a document cannot be performed, however Annotations (which act as overlays on the images) can be placed upon the images (e.g., redactions, stamps, etc.) but for records management purposes the underlying images are not modified.
Can you convert current electronic documents to archival images?	Yes – Laserfiche Snapshot can convert any electronic document into an archival image.
Can you schedule document uploading to the repository?	Yes – you can use several Laserfiche applications for automatic document

	uploading into the repository, including Import Agent, Quick Fields and Workflow.
What format will the images be stored in?	Images for NYS LGS1 retention should be in a TIFF format. All others can be stored anyway that the client wants.

Indexing	
Is the system capable of full-text indexing (OCR)?	Yes – all documents are OCR'ed.
Is the system capable of template field indexing?	Yes – templates and indexes can be assigned to any document within the repository.
Is the system capable of folder/file structure indexing?	Yes – indexes can be assigned at a folder level and propagated to all items and/or subfolders.
Is the system capable of color coding to distinguish document types?	Yes – templates can be color coded within Laserfiche. Additionally, folders can also be color coded.

Annotation	
Does the system permit annotations?	Yes – Laserfiche includes the following annotations: Redaction, Stamps, Sticky Notes, Highlights, Strike-Through, Underlined, Text Box, Text Call-out, Shapes, Freehand and Attachments.

Distribution	
Is the system capable of printing, emailing or faxing documents?	Yes – all of these things can be done via Laserfiche.
Is there accurate scaling?	Laserfiche does not auto-scale – any image size can be stored within Laserfiche.

Document Management	
Can you rename and reorganize document files?	Yes – with the proper security applied users/groups can rename and reorganize documents.
Can you track document dates for retention purposes?	Yes – via Laserfiche has Records Management capabilities, including the ability to setup Cut Offs, Retention Schedule, Legal Hold. Additionally, Records Management specific searches including Cutoff, Disposition, Holds, Records Name, and Record Series Properties.
Can you establish document linking relationships?	Yes -- linking is ability via the Detail pane within the Laserfiche client. Additionally, linking can also be automated via Laserfiche Workflow.

Security	
Are there privilege rights controlling administrative functions?	Yes – Privileges are broken out into a different set of administrative rights that can be assigned separately.
Are there access rights determining the level of access for users or groups?	This can be setup for both users and groups, although best practice is to utilize groups whenever possible.
Can enforce password policies?	Yes – password policies can via enforced via Laserfiche Cloud.
Can you securely wipe digital records on destruction?	Yes – Laserfiche also includes a separate right entitled Purge that can securely and totally remove a document that has met its retention policy and needs to be removed.

Technical	
What is the standard operating system requirement?	Any base, modern internet browser can be used to access Laserfiche (e.g., Chrome, Edge, Firefox, Safari).
Are the images and text files stored in a non-proprietary format?	Non-proprietary format (TIFF). Any other archive format can also be used (e.g., PDF-A).
Server requirements?	There are no server requirements as this is hosted within Laserfiche Cloud.
CPU:	NA
Memory:	NA

Communications:	NA
Operating System:	NA
Database Engine:	NA
Workstation requirements with a scanner:	
CPU:	Intel i3 7th Gen or better.
Memory:	8 GB or greater (Windows 10 and above).
Operating System:	Windows 10 and above.
Web browser:	Any base up to date Internet Browser will work with Laserfiche.

Compatibility	
<p>Describe briefly or through an attachment integration with other software that integrates/exports to JPEG or TIFF images. Please explain below how your system could work in conjunction with other software that provides permitting capabilities.</p>	
<p>Laserfiche can integrate with many applications, including building/planning/zoning, GIS. Out of the box integrations include Muncity, DocuSign, Microsoft Office, SharePoint and Redtail CRM integration (note that for integrations additional charges may apply).</p>	

APPENDIX B - EXPERIENCE AND PROJECT UNDERSTANDING

ICC-CDS Company Information

Company Name: ICC Community Development Solutions
Corporate Address: 781 Elmgrove Road, Rochester, NY 14624
State of Incorporation: New York
Legal Form: Limited Liability Company with C corporation tax election
Years in business: 60+
Year Founded: 1962
Number of employees: 111
Federal ID#: 81-4343415
Dunn & Bradstreet #: 002204980
Regional Offices: 4 covering over 500 counties, municipalities & organizations across the United States

Office Headquarters: 781 Elmgrove Road, Rochester, NY 14624

Project Main Contact Person

Bruce Cadman, Senior Solutions Account Executive, bcadman@icc-cds.com; 248-320-3948

Management Contacts

Main Office: 781 Elmgrove Road, Rochester, NY 14624
Dan Foster, General Manager, dfoster@icc-cds.com 585-802-0854
Sandy Hess, Sales Operations Manager, shess@icc-cds.com 585-355-7131
Mike Rizzo, Operations Manager, mrizzo@icc-cds.com 585-469-4467

Business Phone and Fax Numbers

585-328-1810 (Main Office)
585-328-8189 (Main Office Fax)
248-320-3948 (Bryan Fatka)

*ICC CDS is a long running business in good standing in all 50 states with all necessary licenses, permits, certifications, approvals, and authorizations necessary to do business.

About the LASERFICHE Software (Founded 1976)
Dunn & Bradstreet (D&B) number: 086512134

Compulink Management Center, Inc. (DBA Laserfiche®) is a privately held corporation with world headquarters in Long Beach, CA. The company was founded in 1976 by Nien-Ling Wacker as a custom software developer and has been developing the Laserfiche product line since 1987. Development of the Laserfiche product began in 1987 and the product was first commercially available in 1988. Since then, Laserfiche has pioneered several technologies in the content management field as they continuously improve and expand their product line. With more than 36,000 customers worldwide, their products have been trusted to solve the content management needs of customers in a large variety of industries and environments. The company's senior management team has been working together for more than 20 years providing stability, guidance, and long-term product development vision. Laserfiche has enjoyed consistent profitability and growth and continues to expand domestically and internationally. As a software developer with a strong reputation for incorporating customer feedback into their product offerings, they focus on developing simple, elegant content management solutions that help organizations run smarter.

WHAT DIFFERENTIATES ICC-CDS FROM ITS KEY COMPETITORS?

ICC-CDS is a values-based organization dedicated to delivering a higher standard in enterprise content management solutions. More than 800 municipalities and public organizations have relied on ICC-CDS for 25+ years to provide services that bring greater efficiency, transparency and continuity to them and their communities.

Choose a Partner with a Proven Record

Over 25 years ago, ICC-CDS became a Laserfiche Solution Provider, adding content management solutions to our successful codification practice. The solutions available have evolved from a basic store and retrieve system into the current Content/Business Process Management solution. ICC-CDS's Content Management Business is responsible for all sales, implementation, and support of over 800 Laserfiche customers, focusing on municipal and County governments, in 27 different states and Canada.

ICC-CDS is proud to be one of the few Platinum Certified Laserfiche Resellers in the Laserfiche network and has consistently been a top 5 government reseller for Laserfiche for the past 20 years achieving the Laserfiche Winner's Circle Solution Provider Award for 20 consecutive years. **As of February 2023, ICC-CDS had been awarded Premier Partner Status at Laserfiche, Platinum Certification and 2022 Customer Choice Solution Provider!**

Serving the needs of so many public sector organizations has been significant in understanding the unique budget and functional requirements in a highly regulated environment that government organizations exist. We pride ourselves in our level of experience in the industry and leverage our technical knowledge and focus on the customer to ensure that our services and software are delivered on time and within budget to achieve the desired functionality and highest quality possible.

Not just a Laserfiche Solution Provider

Taking care of our customers is at the core of what we do at ICC-CDS and how we operate as a company. We are consultants who draw from our years of experience working with clients and organizational goals similar to yours to provide you with guidance and customized solutions. We are most proud of our **98% customer retention rate**.

At ICC-CDS, we are aware that developing client-oriented software solutions takes a mixture of technical excellence and clear communication; and our company hires only the very best to ensure you receive both. The mission of the ICC Community Development Solutions (CDS) team is to work closely with our customers to improve internal processes as well as constituent services that address mission critical objectives.

ICC-CDS knows the process used to implement and maintain a Content Management System has a substantial impact on its overall success. Pairing our technical and project management expertise with your organizational process experts is a strong foundation for creating a solution that meets business needs and streamlines processes.

Capabilities and Experience

At ICC-CDS, we know the process used to implement an ECM Solution has a substantial impact on its overall success. Pairing our technical and project management expertise with your organizational process experts is a strong foundation for creating a solution that meets business needs and streamlines processes.

ICC-CDS will work with key contacts to provide project oversight and ensure coherent and integrated project execution. Regular project status meetings will be held to report on status, issues and facilitate project execution. Quality control will be reviewed by the project team on a regular basis and discussed with the Village.

Understanding of Scope:

This project will focus first on the design, development, deployment, and training of end users on a system of maintaining digital documents. We will work with the Village to design the core system/processes to build consistency, and each department will then be able to adapt the core functionality to its specific use case.

Once digitized, documents need to be easily searched and found using software tools to enable this function. We will teach how to use these tools as well as how to automate some searching functionality for greater efficiency. The software and the base system will be designed to also allow for future growth into all departments, providing access to automation and online forms and processes to bring efficiencies to the office.

Our focus on customer service means we take a vested interest in the maintenance and support of the system as well as the training of end users, with the goal of creating a system that end users enjoy using, can learn quickly, and come to rely on for everyday use.

Technical and Management Approach:

a) Project Management Approach

The success of any ECM project hinges upon active stakeholder involvement to ensure that the solution developed will meet the needs of the organization. The Village will therefore be an active partner in the project with ICC-CDS. The Village of Warwick will be responsible for identifying a Project Manager, IT resources, and staff representative(s) to team with ICC-CDS's Project Team. These individuals should have dedicated time to focus on this project to answer questions, clarify processes and give feedback on proposed solutions.

b) Quality Assurance and Validation

ICC-CDS implementation methodology breaks projects down into manageable segments. Initial focus on ensuring proper infrastructure, implementing the base Laserfiche software, planning the repository and training end-users will place the Village in a great position to organize their data and develop and leverage electronic content management (ECM). Initial Laserfiche system implementation, configuration and training will put in place the building blocks for a solid document management, business process and records management system. Working with the Village project team and IT resources, each step will be tested and approved before going live. We work with our customers who are the experts on their needs, and jointly design operational processes that improve, not just automate, the current process.

When you choose ICC-CDS, you gain access to an experienced, professional, and respected staff of technical support specialists. Our clients have come to rely on the knowledge, promptness and technical leadership demonstrated by our team.

ICC-CDS offers customized technical support and years of experience guiding customers on their digital journey. Our dedicated account executives, project managers, implementation and support staffs will ensure consistency and direct access for question resolution, project status updates, change order requests and issue escalation.



CORPORATE OFFICES:

11 Columbia Circle Drive, Albany, NY 12203
Phone: (518) 463-9706 Fax: (518) 463-9708

Wednesday, March 05, 2025

Raina M. Abramson, RMC
Village Clerk
Village of Warwick
77 Main Street P.O Box 369
Warwick, NY 10990

Re: Village of Warwick 2025/2026 LGRMIF Grant Scan Project

Dear Ms. Abramson,

This letter is to notify you that New York State Industries for the Disabled, Inc. is interested in providing the above referenced service as a preferred source. This action is taken under authority of Article XI, Section 162 of State Finance Law.

Based on your project requirements, attached for your review is our imaging proposal with pricing from EbizDocs.

The NYSID Member Agency we are planning to utilize for this contract is Ebizdocs/ ARC of Rensselaer County.

If you have any questions regarding this information or about preferred source, please do not hesitate to give me a call at (518) 694-0219.

Sincerely,

Bob Braun
NYSID Technical Projects Manager



eBizDocs

**Records Scanning Services
for the
Village of Warwick, NY**

Submitted: March 3, 2025

**Submitted By: Nick DeBenedetto
Business Development Manager
eBizDocs, Inc.
(518) 456-1011
ndebenedetto@ebizdocs.com**

Statement of Services

Scope of Work

1.0 OBJECTIVE

The objective of this proposal is to provide preparation and document scanning services for the Village of Warwick, NY. The project will be converted in our Menands, New York production facility according to the requirements detailed in this Statement of Work.

eBizDocs (EBIZ) will work closely with the designated representatives from the Village of Warwick throughout the term of this project to provide for a smooth, timely, confidential, and successful partnership.

2.0 SUMMARY of CONTENTS

The following sections are included in this SOW:

- Production Contacts
- Pickup and Delivery
- Document Preparation
- Conversion Services
- Directory Naming
- Transmission of Images
- Image Retrievals
- Facility, Production and QC Overview
- Pricing Schedules

3.0 PRODUCTION CONTACTS

The conversion will be managed by a team consisting of the following EBIZ individuals, who will be responsible for completion of production activities.

- | | |
|---------------------------------------|------------------------------|
| 1. Kara Heniges
(518) 456-1011 | Project Manager |
| 2. Ken Major
(518) 456-1011 | Network Systems Analyst |
| 3. Nick DeBenedetto
(518) 495-8655 | Business Development Manager |

4.0 PROJECT PICKUP AND DELIVERY SCHEDULES

The Village of Warwick will box all records for pickup by EBIZ. EBIZ will transport records to EBIZ's production facility in Menands, NY. Shipment dates, schedules, and volume of boxes to be determined. Based upon the supplied image volumes, EBIZ anticipates the production time on a typical shipment to be 120-180 days from the date of receipt.

- All records must be placed in sturdy banker type/cardboard boxes
- No ripped or torn boxes will be accepted.
- All boxes must be placed on the **first floor/ground floor for pickup.**

5.0 DOCUMENT PREPARATION

Each box of records is estimated to require approximately 4 to 8 hours for document preparation. Document preparation will be needed to remove documents from bindings, unfold documents, remove staples, paperclips, and/or rubber bands from documents prior to scanning and will be completed by EBIZ. Taping of any torn paper would need to be completed by EBIZ to make the documents scan ready.

6.0 CONVERSION SERVICES

- All paper records will be scanned to 300 DPI, black & white, TIFF images on our state-of-the-art scanners
- Records are a mix of simplex and duplex, back sides of all duplex images will be scanned
- Records size consist of standard letter (8.5x11in), legal (8.5x14in) and greenbar (11x14in) paper
- All records will be scanned in the order received
- Approximately 8 rolls of 16mm microfilm will be scanned to 300 DPI, grayscale, TIFF images on our state-of-the-art scanners
- Records do not contain mold
- Records have not been viewed by EBIZ and are expected to be in good condition
- Any non-scannable items will be set aside (i.e. CD/DVD's)

Note: Film imaging is harder to determine the quality when imaging than paper. You have light and dark densities so we have to quickly determine if the poor image is inherent in the film or just a poor scan. We do this by comparing the image before and after the poor image(s). If the image(s) before and after are readable, then we determine the poor image is a poor original.

7.0 INDEXING/FILE NAMING

EBIZ will index the deeds & agreement files by the SBL as it appears on the outside of each envelope as each envelope contains an individual deed/agreement.

Tax rolls, local laws, payroll, budgets, minutes, microfilm will be indexed by title/description, name, dates as they appear in the Record Series Listings reports provided by the Village of Warwick

8.0 TRANSMISSION OF IMAGES

EBIZ will prepare all images to be uploaded into the Village of Warwick's Laserfiche system in TIFF format.

9.0 IMAGE RETRIEVALS DURING PRODUCTION

While the Records are at EBIZ during production, a process will be determined for easy access to the images when requested. Requests by Authorized Representatives can be made via email and delivered via email. Retrievals will be returned within a maximum of 3 business days from the receipt of the request and there is a charge of \$19.00 per retrieval plus the imaging fee.

Retrieval: One record pulled from one file = one retrieval. All FedEx, USPS, UPS, or other ground service costs incurred are not part of this pricing structure and will be billed accordingly.

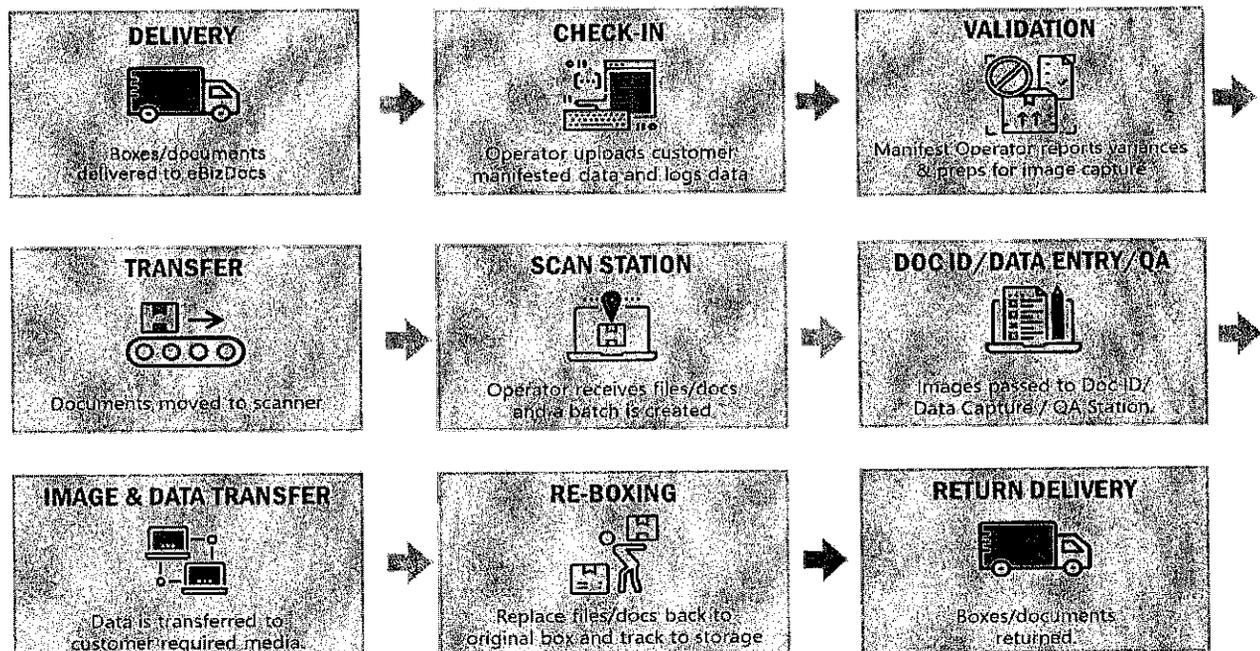
10.0 SERVICE LEVEL AND RETENTION

All records will be returned to the Village of Warwick, NY.

11.0 PRODUCTION PLANNING AND PROCESS CONTROL ACTIVITIES

The Production phase commences with the transfer of project knowledge from ramp-up to production personnel through systematic training. A team of cross-functional personnel carries out the production activities. This team is dedicated to meet the customers' requirement in terms of quality, timeliness and other deliverables. The cross-functional team contains expertise for document preparation, conversion instruction, ramp-up, software, and production planning activities.

The initial activity in the production phase is the creation of the project management/implementation plan that describes the quality objectives, the project deliverables, project schedules, resource requirements, training schedules, risk assessment, risk mitigation plans and individual responsibilities towards meeting the project targets and deliverables.



The following are examples of quality measures within the project:

Document Preparation - Paper Audit (If warranted)

- EBIZ will insert a "File Level" barcode sheet as well as "Document Type" barcode labels on the various document types within the file.
- Paper files will be audited to validate the document preparation process is complete and accurate prior to being sent to the scanning area.

Scanning – Attended Mode QC

- Scan in "Attended Mode" to assure that the best quality image is rendered.
- Visually inspects each image as it is captured and interrupt scanning if any issues that comprise image quality are detected such as double feeds, folded corners, light images, dark images etc.
- While attended mode scanning is slower than unattended scanning, it provides the first line of image quality control and avoids re-scanning documents.
- EBIZ utilizes auto-blank page deletion when dropping the back side/page of a paper document with no content. This process is over 99% effective/accurate provided the backs are clean of smudges and darkened areas. With this process, backs with content will not be deleted but backs that have content, dark areas, or smudges will remain and be part of the image transfer stream.

Image Clean-up Processes

- Image processing includes de-skew, de-speckle, black border removal and crop.
- EBIZ utilizes state of the art production scanners and image processing technologies to render the best possible electronic document images comparable to the quality of the original documents.
- Set-up entails scanner adjustments to assure the accurate and complete capture of the documents.

Post Scan Automated QC

- QC steps are looking for a corrupt image, large image file size, etc.
- In addition, other steps are typically introduced which may include manually review blank backs and delete.

Post Scan Visual QC

- After the automated QC has completed, a QC operator will perform visual QC of images and data prior to sending the batch to "Release". This is a random effort after all errors in the process have been corrected.

Workflow QC

- If discrepancies are found within a batch in any step of the conversion process, then the entire batch is directed to Quality Control Module and re-processed to correct identified issues.

Post Release QC

- An automated process is run against the batch to ensure all images and data have been written properly and none are corrupt.

PRICING ELEMENTS INCLUDED:

Warwick, NY					
Description	Est Boxes/Rolls	Est Count	Per Item Calculator	Cost Per	Estimated Cost
Project Setup-Conversion		3	Project	\$ 250.00	\$ 750.00
Scanning Service Under 11" Wide	37	139490	Image	\$ 0.105	\$ 14,646.45
Doc Prep - Hourly	37	4	Hour	\$ 32.00	\$ 4,736.00
Scanning Service Green Bar Paper	24	90480	Image	\$ 0.150	\$ 13,572.00
Doc Prep - Hourly	24	6.5	Hour	\$ 32.00	\$ 4,992.00
Tri-Folded Paper	4	15080	Image	\$ 0.175	\$ 2,639.00
Doc Prep - Hourly	4	15	Hour	\$ 32.00	\$ 1,920.00
Roll Microfilm (Min \$40 per Roll)	8	20000	Frame	\$ 0.054	\$ 1,080.00
Indexing		66250	Character	\$ 0.015	\$ 993.75
File Retrieval (3 Business Days)		12	Retrieval	\$ 19.000	\$ 228.00
Transportation (Per dropoff or pickup)	65	2	1 Way Trip	\$ 325.000	\$ 650.00
SUB-TOTAL					\$ 46,207.20
Optional Items					\$ -
Boxes-Bundle of 25		0	Bundle	\$ 87.500	\$ -
Boxing of Files		0	Hour	\$ 35.000	\$ -
Prep & Scan Over 11" Wide		0	Image	\$ 2.49	\$ -
Books Bound		0	Image	\$ 0.890	\$ -
Books Bound and Cut		0	Image	\$ 0.205	\$ -
Books Pinned		0	Image	\$ 0.410	\$ -
Books Pinned-Reassembly		0	Image	\$ 0.050	\$ -
Books Cropping Additional Images		0	Image	\$ 0.200	\$ -
Fiche		0	Sheet	\$ 3.450	\$ -
Aperture Cards		0	Card	\$ 1.500	\$ -
Shredding		0	1.2 cuft box	\$ 9.000	\$ -
Reassembly		0	Hour	\$ 32.00	\$ -
Optical Character Recognition (OCR)		0	Image	\$ 0.01	\$ -
External Hard Drive / Data Storage		0	Hardware Device	\$ 200.00	\$ -
			Estimated Total		\$ 46,207.20

TOTAL PROJECT COST ESTIMATE = \$46,207.20

Note: Pricing is based on the document samples reviewed and outlined in this proposal. Other documents not described for these same and other departments may need review for valid pricing points.

EBIZ expects documents to be in orderly condition, not damaged by water or other contaminants, with easily identifiable index fields and light to medium prep of documents. If these conditions do not exist, boxes may be rejected, or price increase may apply.

Above is the complete list of services priced in this agreement. Other services required and not outlined in this enclosure should not be implied.

Pricing is based on the quantities listed in this proposal. If the images are more or less than 10% of the assumed quantities, the per-image price is subject to change based on the number of images actually submitted.

Civil Service Law, Section 22: Certification for positions. Before any new position in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the commission. Effective 1978

**Orange County Department of Human Resources
County Government Center, Goshen, NY 10924
New Position Duties Statement**

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.
Forward one typed copy to this Department.

1. Department Bureau, Division, Unit or Section Location of Position

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

2. Description of Duties: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

Percent of Work Time	Job Duties
100%	<p>Class Title: Clerk Title #: 1165</p> <p>This work involves responsibility for clerical tasks of a routine nature performed in accordance with established policies and procedures. Specific duties vary with the needs of the department. This class differs from that of other specified clerks in that it requires only a working knowledge of general office procedures and practices and an entry-level degree of proficiency. Routine assignments are performed independently. Work is performed under direct supervision, and does not require supervision of other employees. Does related work as required.</p> <ul style="list-style-type: none"> • Indexes and files letters, reports, memos and other related office documents; • Conducts simple file searches and maintains record of charge-out of files; • Gives out routine information to the public, either in person or on the telephone; • Opens incoming mail, date stamps, and distributes to the appropriate staff; • Assists in preparation of routine reports and surveys; • Operates standard office equipment such as calculators, fax, photocopiers or metered mailing machines; • Makes simple entries onto office documents, records, bills, ledgers, etc; • May perform occasional typing duties which do not require a certified degree of proficiency; • May act as a receptionist and provide routine assistance for inquiries or refer inquiries to appropriate staff members; • May make appointments as required; • May operate and make simple data entries into computerized information/word processing systems; • May work on special projects as needed. • May assist in various types of clerical work and/or simple calculations relative to the functional activities of the department in accordance with established processes and procedures.

(Attach additional sheets if more space is needed)

3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)		
<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
Michael J. Newhard	Mayor	General
Raina Abramson	Village Clerk	General

4. Names and Titles of Persons Supervised by Employee in this position		
<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>

5. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position		
<u>Name</u>	<u>Title</u>	<u>Location of Position</u>

6. What minimum qualifications do you think should be required for this position?

Education: High School 0 Years
College 0 Years, with specialization in _____
Other 0 Years, with specialization in _____

Experience: (list amount and type)

Essential knowledges, skills and abilities:

Good knowledge of English and business arithmetic; working knowledge of office practices, procedures, terminology and equipment; working knowledge of record keeping techniques; ability to follow oral and written instructions; ability to get along with others; ability to maintain neat and legible records; ability to operate a keyboard; clerical aptitude; courtesy and tact; dependability; physical condition commensurate with the demands of the position.

Type of license or certificate required: None

7. The above statements are accurate and complete.

Date: _____ Title: _____ Signature: _____

Certificate of Orange County Department of Human Resources

8. In accordance with the provisions of Civil Service Law Section 22, the Orange County Department of Human Resources certifies that the appropriate civil service title for the position described is:
Title: _____
Jurisdictional Classification: _____
Date: _____ Signature: _____

Action by Legislative Body or Other Approving Authority

9. Creation of described position
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
Date: _____ Signature: _____

Return One Completed Copy To The Orange County Department of Human Resources

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: CLERK

TITLE #: 1165

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for clerical tasks of a routine nature performed in accordance with established policies and procedures. Specific duties vary with the needs of the department. This class differs from that of other specified clerks in that it requires only a working knowledge of general office procedures and practices and an entry-level degree of proficiency. Routine assignments are performed independently. Work is performed under direct supervision, and does not require supervision of other employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Indexes and files letters, reports, memos and other related office documents;

Conducts simple file searches and maintains record of charge-out of files;

Gives out routine information to the public, either in person or on the telephone;

Opens incoming mail, date stamps, and distributes to the appropriate staff;

Assists in preparation of routine reports and surveys;

Operates standard office equipment such as calculators, fax, photocopiers or metered mailing machines;

Makes simple entries onto office documents, records, bills, ledgers, etc;

May perform occasional typing duties which do not require a certified degree of proficiency;

May act as a receptionist and provide routine assistance for inquiries or refer inquiries to appropriate staff members;

May make appointments as required;

May operate and make simple data entries into computerized information/word processing systems;

May work on special projects as needed.

- continued -

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of English and business arithmetic; working knowledge of office practices, procedures, terminology and equipment; working knowledge of record keeping techniques; ability to follow oral and written instructions; ability to get along with others; ability to maintain neat and legible records; ability to operate a keyboard; clerical aptitude; courtesy and tact; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None are required.

NOTE: When assigned to the Village of Maybrook and properly certified, may process passport applications in accordance with federal regulations.

JURISDICTIONAL CLASSIFICATION: Competitive; Non-competitive when part-time among Towns, Villages, School Districts, and BOCES.

REVISED: 11/09/16 at



March 11th, 2025

Mailing Address: 3 Forester Ave., Unit 8
Warwick, NY 10990

Re: Facility Use Request for Too Good To Toss 2025 at Stanley Deming Park

Dear Village Board of Trustees,

Wickham Works is submitting a Facility Use Request form for over 200 people for the use of Stanley Deming Park for **Too Good To Toss**. The event will be held Saturday, May 31, 10AM - 4PM, and Sunday, June 1, 10AM - 4PM. Additional dates include: Set-up hours on Friday, May 30th for delivery and setup of tents, tables and chairs from a rental company to be determined; Monday June 2nd for DPW pick up of recyclables and trash, and party rental breakdown. Leftover donations will be removed to volunteers homes to be donated to the organization most easily accessible to us (likely the Veterans/pickupplease.org).

Too Good To Toss 2025 will be the "main event" in what is now a series of events held throughout the year. On Saturday, we accept donations of household goods that are clean, in good working order, with all their parts. Donations must not be on our list of unacceptable items, items we cannot accept are carried away by the donor at the time of donation. On Sunday we give everything away for free, there is no cover charge.

For your knowledge, other 2025 Too Good To Toss events not part of this application are a "mini" Too Good To Toss event hosted this January at Mt Lake Park where children's items were traded. Later this month we have an art & craft mini, that will serve as a fundraiser for Wickham Works at the Warwick Valley Community Center. In November we plan to host another fundraiser mini for items in giftable condition where a small fee will be charged for entry and Warwickians will be able to secure gifts for the coming holiday season in a sustainable way!

At this event no outdoor lights or signs will be used. No camping or housing facilities will be included in the event. There will be no food served or goods sold. No street closures are required, and there will be no parades. All required documentation has accompanied this submission.

We would like to request the following from the Village:

- use of basketball court, lawn area around the handball court, and restrooms from 10AM Friday May 30th through the morning of Mon. 6/2
- blocking-off 18 parking spaces near entrance of basketball court only for drop off and pick up.
- DPW pick up of leftovers/trash Monday morning.

- the Village contribution of one half (approximately \$2,100) of the total cost (approximately \$4,200) to rent, deliver, set up, pick up tents, tables and chairs for Too Good To Toss from a vendor to be determined. The other half of these costs has been submitted to the Town for the Comptroller's review.
- in coordination with DPW Supervisor, Mike Moser, use of designated parking in the large section of the grass behind the basketball courts and additional temporary accessible parking spaces designated by the Village on Parkway, close to the entrances of Stanley-Deming Park.
- 15+ orange parking cones.
- 10-12 garbage cans for placing inside the basketball court ~~as well as around food trucks~~.
- access to water fountains and bathrooms from Friday afternoon through Monday morning.
- The locking by the DPW of the back gate of the basketball court next to the tool shed, access will not be needed.

Regarding the Security Deposit, we would like to request a waiver as the village already has in its possession a \$500 deposit check from Wickham Works for Treecycle, which is taking place in Stanley Deming park in April. We request that the deposit carry over for Too Good To Toss and be held until the conclusion of Too Good ToToss, assuming no damage is done to the property during either event.

The Warwick Police, Fire and EMS departments have been notified of the main event's dates.

Thank you for your consideration,

Payton Swenson
Wickham Works Secretary, Board of Directors

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



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

VILLAGE OF WARWICK

INCORPORATED 1867

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

Date Request Submitted: 3/11/25

Title of Event: Too Good To Toss 2025

Purpose of Event: To host a swap event of household goods

SECTION 1: REQUESTED VILLAGE-OWNED PROPERTY

Railroad Green Stanley-Deming Park Lewis Woodlands

Veterans Memorial Park Veterans Memorial Park Pavilion

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

Village of Warwick Parking Lots - check all that apply:

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

Village of Warwick Streets: n/a

SECTION 2: DATE AND TIME REQUESTED

Date(s) Requested: May 30-June 2, 2025 Rain Date(s) Requested: n/a

Arrival Time: 5/30 9am Departure Time: 6/2 12pm

Event Start Time: 5/31 10am Event End Time: 6/1 4pm

SECTION 3: APPLICANT INFORMATION

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

**For-profit activities are prohibited.*

Applicant's Name/Responsible Party: Mandi Payton Swenson

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

Mailing Address of Responsible Party: 66 Waterbury Rd, Warwick, New York 10990

Residential Address of Responsible Party: 66 Waterbury Rd, Warwick, New York 10990

Email Address: PaytonSwenson@wickhamworks.org Cell Phone: 917-361-6119

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

Name of Organization (if Applicable): Wickham Works

Organization's Phone: (329) 222-4930 Email Address: paytonswenson@wickhamworks.org

Name of Organization's Director(s)/Officer(s): M Payton Swenson

Mailing Address of Organization: 3 Forester Ave, Unit 8, Warwick, NY 10990

Physical Address of Organization: 11 Hamilton Ave, Warwick, NY 10990

SECTION 4: EVENT INFORMATION

Maximum Number of People Intended at the Event: 500

of Adults: 425 # of Under 18 Yrs. Old: 75

Expected Number of Vehicles Intended at the Event: 100

Please explain the parking plan for the event: Weather permitting, parking on the green supplied by DPW

WILL YOUR EVENT INCLUDE:

CHECK YES OR NO

Greater than 200 people at any given time <i>If no, DO NOT complete this form. Please complete form: FACILITY USE PERMIT APPLICATION FOR GATHERINGS OF LESS THAN 200 PEOPLE.</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Music / Loudspeakers / Sound System <i>If yes, explain:</i> <i>Location of Music/Loud Speakers/ Sounds System:</i> _____	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Parade, walk, road race, etc. <i>Request must include in writing a clear layout of the intended route AND a letter from the Warwick Police Department approving the route and police resources</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Tent(s) <i>Include a map detailing the placement of the tent(s).</i> <i>Date & time tent will be set up:</i> <u>8am 5/30</u> <i>Date & time tent will be removed:</i> <u>11am 6/2</u>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

RVs, Campers, Food Trucks, etc. <i>If yes, explain:</i> _____	Yes _____ No <u>x</u>
Admission Fee to Be Charged <i>If yes, please list the admission fee:</i> _____	Yes _____ No <u>x</u>
Alcohol <i>Host Liquor Liability Insurance is required.</i>	Yes _____ No <u>x</u>
Food will be served or sold <i>If yes, explain the method of food distribution and disposal of trash:</i> _____ _____ _____ <i>*A permit is required from the Orange County Department of Health when offering or selling any food to the public. It is the applicant's responsibility to contact the Orange County Department of Health to obtain necessary permits. Contact the Orange County Department of Health for further information. *Applicants must provide a drawing to scale showing where the food will be served/sold and where trash will be disposed.</i>	Yes _____ No <u>x</u>
Rides: Mechanical Carnival Rides, Bounce House, Inflatable Slide, etc. <i>If yes, explain:</i> _____ <i>Additional contract(s) and/or insurance is required.</i>	Yes _____ No <u>x</u>
Animals: (Example, horses, pony rides, petting zoo, etc.) <i>If yes, explain:</i> _____	Yes _____ No <u>x</u>
Portable Toilets <i>Placement of portable toilets must be detailed on the map that is required with the application.</i>	Yes _____ No <u>x</u>
Other <i>Please explain:</i> _____	Yes _____ No <u>x</u>

SPECIAL REQUESTS:
CHECK YES OR NO

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

INDEMNITY & HOLD HARMLESS

FACILITY USER does hereby covenant and agree to defend, indemnify and hold harmless the Village of Warwick from and against any and all liability, loss, damages, claims, or actions (including costs and

attorneys' fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of the Village of Warwick property, facilities and/or services. I have read and understand the Facilities Use Requirements:

Mandi Payton Swenson
Printed Name of Applicant/Responsible Party


Signature of Applicant/Responsible Party

3/11/25
Date

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

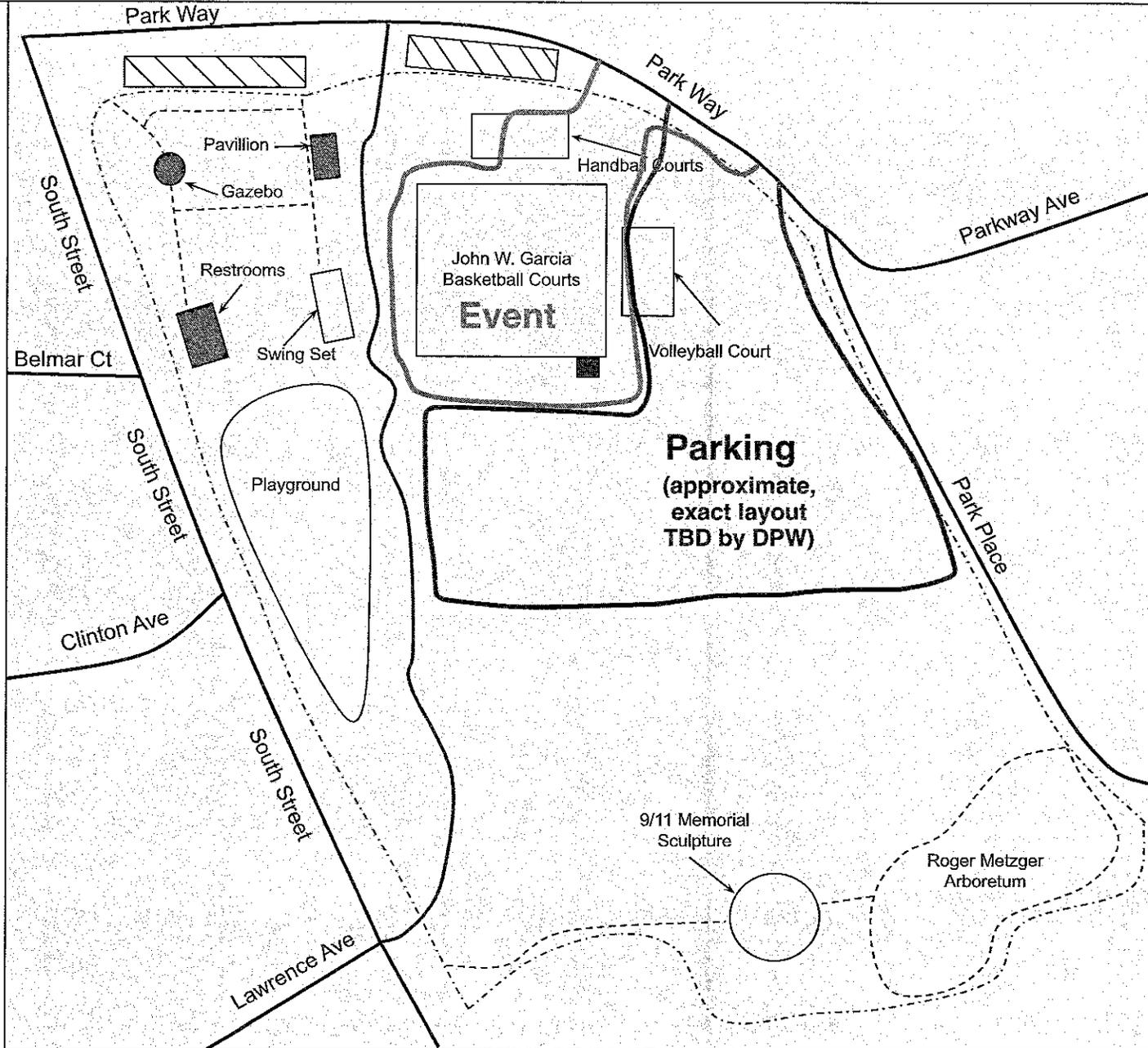
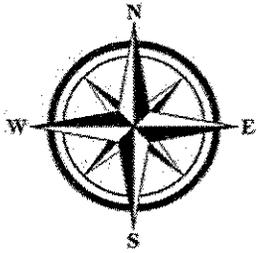
March 12, 2025
Payton Swenson
Board Secretary, Wickham Works
3 Forester Ave. Unit 8
Warwick, NY 10990

Re: To Good To Toss 2025

Dear Payton Swenson,

I have reviewed the Facility Use Request for the **To Good To Toss 2025** scheduled event at Stanley Deming Park and approve the event details and traffic/parking plan as it is presented in the document.

Michael Moser, DPW Supervisor
Village of Warwick



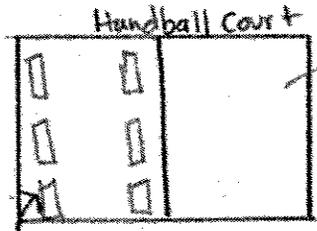
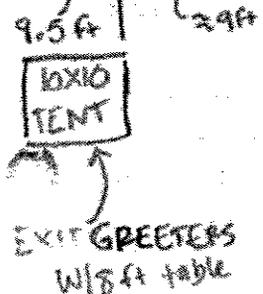
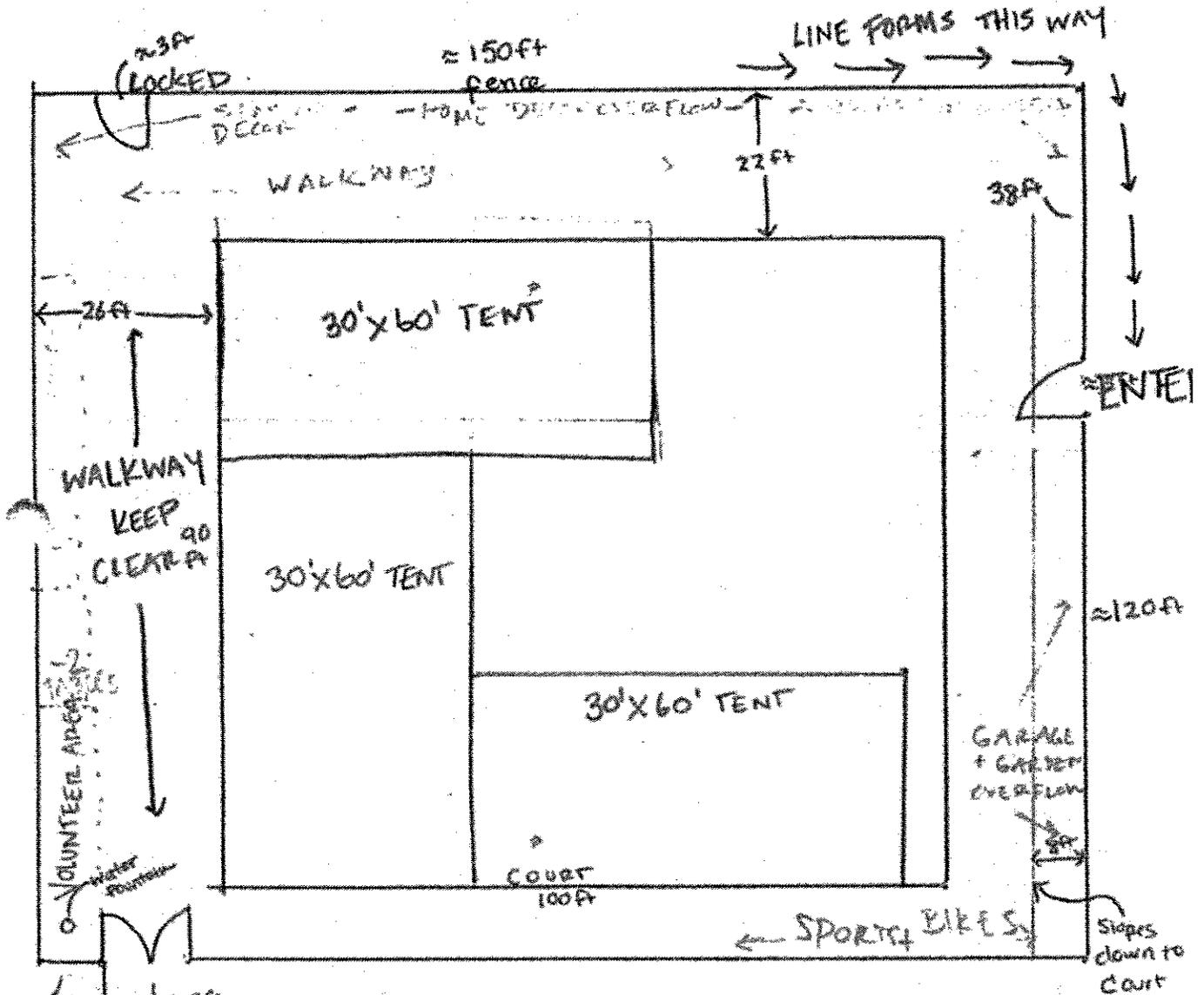
MAP KEY

- Road:
- Footpath:
- Park Boundary:
- Creek:
- Parking:
- Structure:

100 ft

TDO GOOD TO TOSS 2019

1 sq ≈ 5 ft

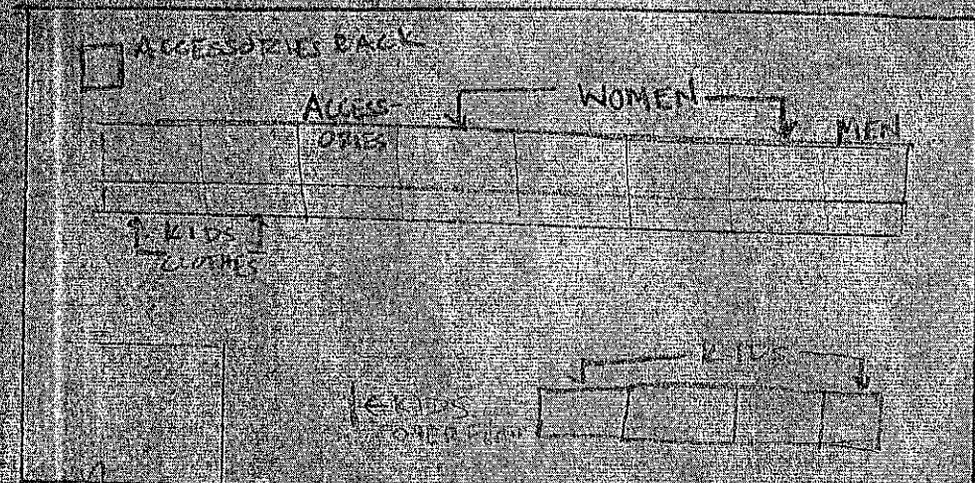


Both sides reserved Sunday for dropping stuff

6x8' tables (SATURDAY ONLY)
3 in front, 3 behind

DANIEL

DANIEL



2019 RAIN PLAN

ALL 3 FT IN FROM edge of fence

KIDS RAIN SAFE ONE ROW

FURNITURE

FART & MIRRORS

F RINGS

9 FT

HOME DECOR

6 FT

TABLEWARE KITCHEN + BATH

SPILL OVER

GLASSWARE ON SHELVES

HOME TEXTILES

GARAGE + GARDEN

KITCHEN APPLIANCES ON SHELVES

MEDIA / OFFICE

ARTS + CRAFTS

EXTRA TABLES

PALLETS

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



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

VILLAGE OF WARWICK

INCORPORATED 1867

Facility Use Request Form For Gatherings of Less Than 200 People

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

Date Request Submitted: 3/6/25

Title of Event: Sanfordville Elementary Kindergarten Field Trip

Purpose of Event: Picnic / Play at park

SECTION 1: REQUESTED VILLAGE-OWNED PROPERTY

Railroad Green Stanley-Deming Park Lewis Woodlands

Veterans Memorial Park Veterans Memorial Park Pavilion

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

Village of Warwick Parking Lots - check all that apply:

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

Village of Warwick Streets: _____

SECTION 2: DATE AND TIME REQUESTED

Date(s) Requested: Tues., May 6th, 2025
Weds., May 7th, 2025 Rain Date Requested: Thur., May 8th, 2025

Arrival Time: 12 pm Departure Time: 2 pm

Event Start Time: 12 pm Event End Time: 2 pm

SECTION 3: APPLICANT INFORMATION

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

**For-profit activities are prohibited.*

Applicant's Name/Responsible Party: _____

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

Mailing Address of Responsible Party: 144 Sanfordville Rd. Warwick, NY 10990

Email Address: shavell@wvcsd.org Cell Phone: 845-629-8397

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

Name of Organization (if Applicable): Sanfordville Elementary School

Name of Organization's Director(s)/Officer(s): Johnna Maraia

Organization's Phone: 845-987-3300 Email Address: jmaraia@wvcsd.org

Mailing Address of Organization: see above ↑

Physical Address of Organization: see above ↑

SECTION 4: EVENT INFORMATION

Maximum Number of People Intended at the Event: 150

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

of Adults: 75 # of People Under 18: 75

Expected Number of Vehicles Intended at the Event: _____

Please explain the parking plan for the event: 2 buses will drop kids then leaving. They will return @ 2pm to pick up.

WILL YOUR EVENT INCLUDE:

CHECK YES OR NO

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

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

SPECIAL REQUESTS:
CHECK YES OR NO

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

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

SECTION 5: FEES/SECURITY DEPOSIT

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

- \$200 Security Deposit - *(Must be a Separate Payment)*
- Memorial Park Football/Over 35 Field Lights (circle one) - \$10 per day or \$300 per season

TOTAL FEES: \$ _____ (excluding security deposit)

SECTION 6: INDEMNITY & HOLD HARMLESS

The undersigned is over 21 years of age and has read this form and attached regulations and agrees to comply with them. He/she agrees to be responsible to the Village of Warwick for the use and care of the facilities. He/she, on behalf of Sanfordville Elem. (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

Sanfordville Elem. (Name Organization).

Suzanne Harell
Printed Name of Applicant/Responsible Party

[Signature]
Signature of Applicant/Responsible Party

3/6/25
Date

Office Use Only:

Security Deposit Check # NA
Fees Received NA
DPW Pre-Approval NA

Certificate of Insurance ✓
Park Map(s) ✓
Facility Use Calendar ✓

Host Liquor Liability NA
Police Dept. Approval NA
Parade Calendar NA

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

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

INDEMNITY & HOLD HARMLESS

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

I have read and understand the Facilities Use Requirements:

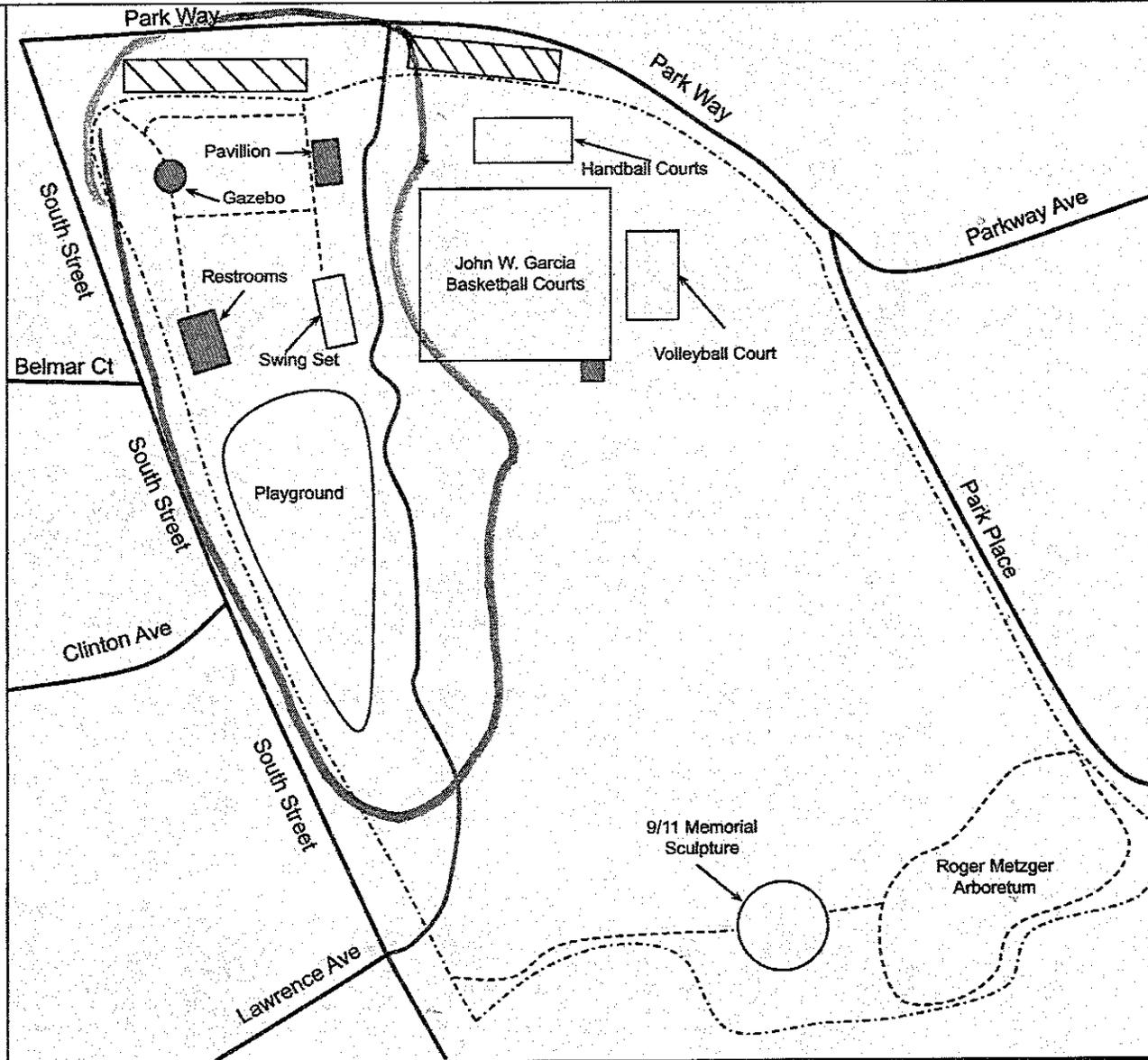
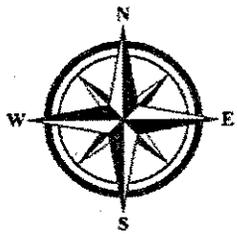
Suzanne Havel

Printed Name of Applicant/Responsible Party

[Signature]

Signature of Applicant/Responsible Party

Date 3/6/25



MAP KEY

- Road: ———
- Footpath: - - - -
- Park Boundary: - · - ·
- Creek: ———
- Parking: ▨
- Structure: ■

100 ft

Stanley Deming Park Village of Warwick 2024

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



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

VILLAGE OF WARWICK
INCORPORATED 1867

Facility Use Request Form
For Gatherings of Less Than 200 People

RECEIVED
MAR 07 2025
VILLAGE OF WARWICK
CLERK'S OFFICE

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

Date Request Submitted: 3/6/25

Title of Event: Park Avenue 2nd Grade Picnic

Purpose of Event: Class Picnic

SECTION 1: REQUESTED VILLAGE-OWNED PROPERTY

Railroad Green Stanley-Deming Park Lewis Woodlands

Veterans Memorial Park Veterans Memorial Park Pavilion

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

Village of Warwick Parking Lots - check all that apply:

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

Village of Warwick Streets: _____

SECTION 2: DATE AND TIME REQUESTED

Date(s) Requested: 6/3/25 Rain Date Requested: 6/5/25

Arrival Time: 11:00am Departure Time: 2:00pm

Event Start Time: 11:00 Event End Time: 2:00

SECTION 3: APPLICANT INFORMATION

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

**For-profit activities are prohibited.*

Applicant's Name/Responsible Party: Park Avenue Elementary School

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

Jennie Theologis as teacher representative

Mailing Address of Responsible Party: 12 Galloway Heights

Email Address: jtheologis@wvcsd.org Cell Phone: (845) 494-6504

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

Name of Organization (if Applicable): Park Avenue Elementary School

Name of Organization's Director(s)/Officer(s): Bill Biniaris

Organization's Phone: (845) 987-3170 Email Address: vbiniaris@wvcsd.org

Mailing Address of Organization: PO Box 595 Warwick, NY

Physical Address of Organization: 10 Park Ave Warwick, NY

SECTION 4: EVENT INFORMATION

Maximum Number of People Intended at the Event: 125

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

of Adults: 25 # of People Under 18: 100

Expected Number of Vehicles Intended at the Event: 10

Please explain the parking plan for the event: Parent volunteers will park on Parkway Ave.

WILL YOUR EVENT INCLUDE:

CHECK YES OR NO

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

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

SPECIAL REQUESTS:

CHECK YES OR NO

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

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

SECTION 5: FEES/SECURITY DEPOSIT

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

- \$200 Security Deposit - (Must be a Separate Payment)
- Memorial Park Football/Over 35 Field Lights (circle one) - \$10 per day or \$300 per season

TOTAL FEES: \$ 0 (excluding security deposit)

fee waived for local school thank you!

SECTION 6: INDEMNITY & HOLD HARMLESS

The undersigned is over 21 years of age and has read this form and attached regulations and agrees to comply with them. He/she agrees to be responsible to the Village of Warwick for the use and care of the facilities. He/she, on behalf of Park Ave. Elem. School (Name of Organization) does hereby covenant and agree to defend, indemnify and hold harmless the Village of Warwick from and against any and all liability, loss, damages, claims, or actions (including costs and attorneys' fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of Village's property, facilities and/or services by _____ (Name Organization).

Jennie Theologis / Park Avenue Elementary
Printed Name of Applicant/Responsible Party

Jennie Theologis as teacher representative
Signature of Applicant/Responsible Party

Date

Office Use Only:

- | | | |
|------------------------------------|--|---------------------------------|
| Security Deposit Check # <u>na</u> | Certificate of Insurance <input checked="" type="checkbox"/> | Host Liquor Liability <u>na</u> |
| Fees Received <u>na</u> | Park Map(s) ___ | Police Dept. Approval <u>na</u> |
| DPW Pre-Approval <u>na</u> | Facility Use Calendar <input checked="" type="checkbox"/> | Parade Calendar <u>na</u> |

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

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

INDEMNITY & HOLD HARMLESS

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

I have read and understand the Facilities Use Requirements:

Park Avenue Elementary
Printed Name of Applicant/Responsible Party

Jurie Thiel
Signature of Applicant/Responsible Party
as teacher representative

Date 3/6/25

RECEIVED

MAR 05 2025

VILLAGE OF WARWICK
CLERK'S OFFICE

March 1, 2025

Village of Warwick
77 Main Street
Warwick, NY 10990

Dear Mayor Newhard & Esteemed Members of the Village Board:

The Ida Bartow Hicks Missionary Society of the Union A.M.E. Church, 98 McEwen Street of Warwick New York would like to request the usage of The Railroad Green location to host our "Sixth Annual Community Health Fair".

As last year, we expect from sixteen to twenty various health care providers from our community and surrounding communities, (Middletown, Goshen, Monroe, Greenwood Lake, and of course Warwick) who will provide free screenings and information that will allow our community to be informed of what kind of exceptional health care we have right here at our fingertips, instead of having to go to New York City for good health care.

Last year we had volunteers from all levels of health care, from head to toe, as well as safety information from our very own police and fire department as well as Warwick EMS. We are proud to say our first responders has participated every year. We have resource tables that provide information on all forms of addictions including the ever-growing opioid epidemic, as well as where people could go to get help. We even had volunteers from Planned Parenthood information and most importantly we have mental health resource tables. This year we will be adding a physical therapist, as well as a health care provider who works in the wound care center at Garnet Hospital in Middletown.

We would hope that this event would be about saving lives, and providing information that will make our community aware of where they can obtain help in all aspects of health care.

Thank you in advance.

Respectfully Submitted,


Denise Smith,
Ida Bartow Hicks Missionary Society

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



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

VILLAGE OF WARWICK

INCORPORATED 1867

Facility Use Request Form For Gatherings of Less Than 200 People

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

Date Request Submitted: 2/24/25

Title of Event: 6th Annual Community Health Fair

Purpose of Event: To show the community that we have good health care providers right here and near Warwick, to dispense

SECTION 1: REQUESTED VILLAGE-OWNED PROPERTY

Railroad Green Stanley-Deming Park Lewis Woodlands

Veterans Memorial Park Veterans Memorial Park Pavilion

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

Village of Warwick Parking Lots - check all that apply:

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

Village of Warwick Streets: Railroad Ave.

SECTION 2: DATE AND TIME REQUESTED

Date(s) Requested: June 17, 2025 Rain Date Requested: June 14, 2025

Arrival Time: 8:00 A.M. Departure Time: 3:00

Event Start Time: 9:00 Event End Time: 2:00

SECTION 3: APPLICANT INFORMATION

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

**For-profit activities are prohibited.*

Applicant's Name/Responsible Party: Eda Barton Hick's Missionary Society of

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

The Union A.M.E. Church (Denise Smith)

Mailing Address of Responsible Party: 98 McEwen Street, Warwick, NY 10990

Email Address: denpoppy@aol.com Cell Phone: 845-742-0424

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

Name of Organization (if Applicable): Union A.M.E Church

Name of Organization's Director(s)/Officer(s): Ida Bartow Hicks Missionary Society

Organization's Phone: 845-986-3649 Email Address: info@unionamechurch.org

Mailing Address of Organization: 98 McEwen Street, Warwick, NY 10990

Physical Address of Organization: 98 McEwen Street

SECTION 4: EVENT INFORMATION

Maximum Number of People Intended at the Event: 150-200

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

of Adults: _____ # of People Under 18: _____

Expected Number of Vehicles Intended at the Event: 6

Please explain the parking plan for the event: We usually make space for the Warwick Police, EMS and firetruck. The health care providers usually find a place on the street to park after they set up their tables and tents.

WILL YOUR EVENT INCLUDE:

CHECK YES OR NO

Greater than 200 people at any given time <i>If yes, DO NOT complete this form. Please complete form: FACILITY USE PERMIT APPLICATION FOR GATHERINGS GREATER THAN 200 PEOPLE</i>	Yes _____ No <input checked="" type="checkbox"/>
Music / Loudspeakers / Sound System <i>If yes, explain:</i> <u>We do have a D.J. who brings their own equipment. They set up out of the health care providers</u>	Yes <input checked="" type="checkbox"/> No _____
Parade, walk, road race, etc. <i>Request must include in writing a clear layout of the intended route AND a letter from the Warwick Police Department approving the route and police resources.</i>	Yes _____ No <input checked="" type="checkbox"/>
Tent(s) <i>Include a map detailing the placement of the tent(s).</i> Date & time tent will be set up: <u>8:00 A.M.</u> Date & time tent will be removed: <u>2:00 P.M.</u>	Yes <input checked="" type="checkbox"/> No _____

RVs, Campers, Food Trucks, etc. If yes, explain: _____	Yes _____ No <input checked="" type="checkbox"/>
Admission Fee to Be Charged If yes, please list the admission fee: _____	Yes _____ No <input checked="" type="checkbox"/>
Alcohol Host Liquor Liability Insurance is required.	Yes _____ No <input checked="" type="checkbox"/>
Food will be served or sold If yes, explain the method of food distribution and disposal of trash: <u>Complimentary breakfast for health care providers</u> <u>coffee, bagels</u> <small>*A permit is required from the Orange County Department of Health when offering or selling any food to the public. It is the applicant's responsibility to contact the Orange County Department of Health to obtain necessary permits. Contact the Orange County Department of Health for further information. *Applicants must provide a drawing to scale showing where the food will be served/sold and where trash will be disposed.</small>	Yes <input checked="" type="checkbox"/> No _____
Rides: Mechanical Carnival Rides, Bounce House, Inflatable Slide, etc. If yes, explain: _____ Additional contract(s) and/or insurance is required.	Yes _____ No <input checked="" type="checkbox"/>
Animals: (Example, horses, pony rides, petting zoo, etc.) If yes, explain: _____	Yes _____ No <input checked="" type="checkbox"/>
Portable Toilets Placement of portable toilets must be detailed on the map that is required with the application.	Yes <input checked="" type="checkbox"/> No _____
Other Please explain: <u>We rent 1 handicapped toilet</u>	Yes <input checked="" type="checkbox"/> No _____

SPECIAL REQUESTS:

CHECK YES OR NO

Road Closure <u>Railroad Ave</u> List road(s): _____ Closed between the hours of <u>6 AM</u> and <u>3pm</u> Number of 'No Parking' meter bags requested, if applicable: _____	Yes <input checked="" type="checkbox"/> No _____
Use of Village-owned tables and chairs Veterans Memorial Park Pavilion Only. No. of Tables _____ No. of Chairs _____	Yes _____ No <input checked="" type="checkbox"/>
Use of Electricity	Yes <input checked="" type="checkbox"/> No _____
Use of Memorial Park Football/Over 35 Field Lights Additional fee required for use of field lights.	Yes _____ No <input checked="" type="checkbox"/>

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

SECTION 5: FEES/SECURITY DEPOSIT

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

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

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

TOTAL FEES: \$ _____ (excluding security deposit)

SECTION 6: INDEMNITY & HOLD HARMLESS

The undersigned is over 21 years of age and has read this form and attached regulations and agrees to comply with them. He/she agrees to be responsible to the Village of Warwick for the use and care of the facilities. He/she, on behalf of Union A.M. Church (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 Eda Barlow Hicks Missionary Society (Name Organization).

Denise Smith
Printed Name of Applicant/Responsible Party

Denise Smith
Signature of Applicant/Responsible Party

2/27/25
Date

Office Use Only:

Security Deposit Check # 4156
Fees Received _____
DPW Pre-Approval _____

Certificate of Insurance
Park Map(s)
Facility Use Calendar

Host Liquor Liability NA
Police Dept. Approval _____
Parade Calendar NA

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

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

INDEMNITY & HOLD HARMLESS

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

I have read and understand the Facilities Use Requirements:

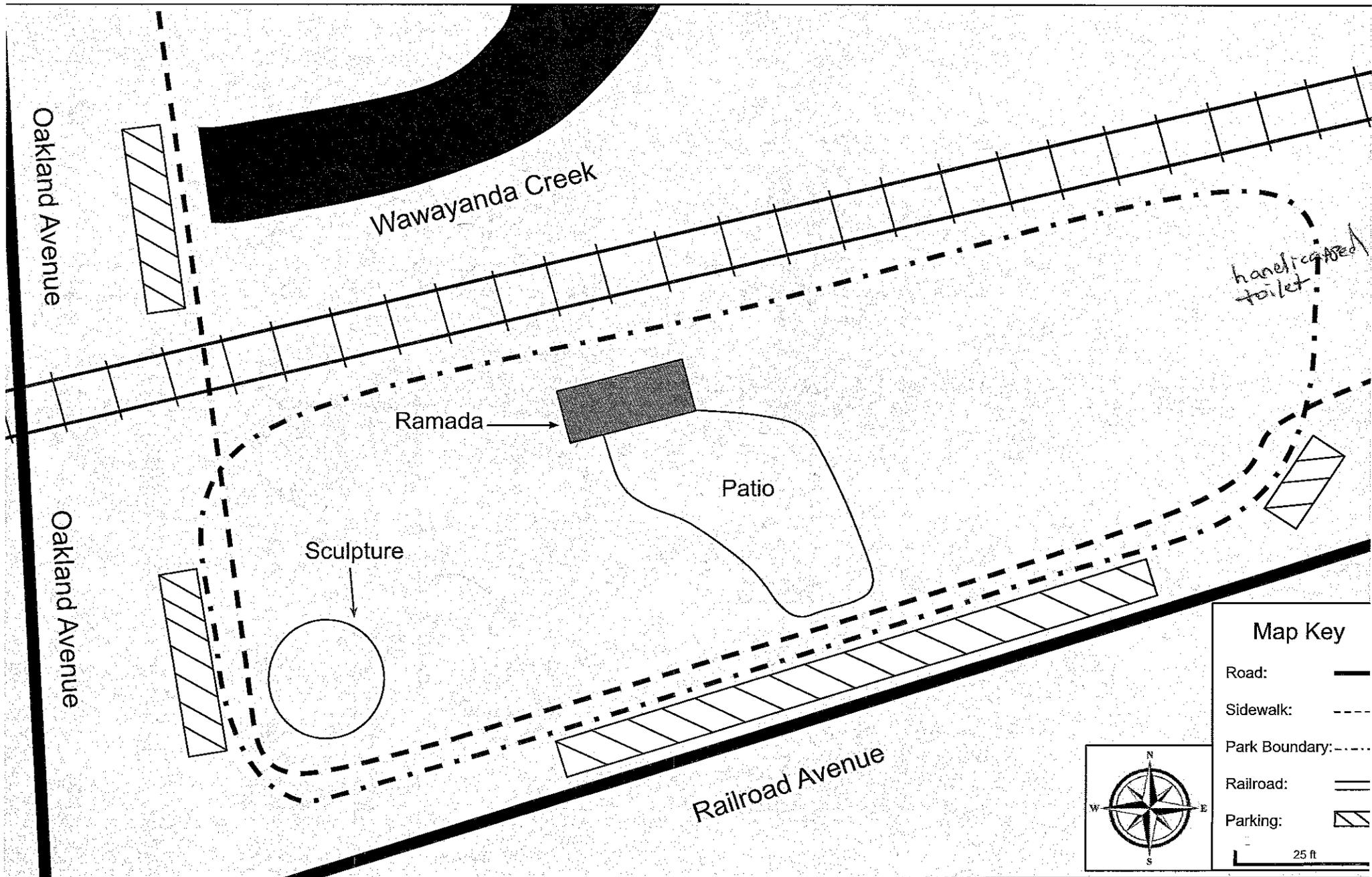
Denise Smith

Printed Name of Applicant/Responsible Party

Denise Smith

Signature of Applicant/Responsible Party

Date 2/27/25



Railroad Green Park Village of Warwick 2024

AnneMarie VanOrden
8 First Street
Warwick, NY 10990
845-545-9558
amvanorden@gmail.com

Village of Warwick
Village Board of Trustees
77 Main Street
Warwick, NY 10990
845-986-2031
www.villageofwarwick.org

February 27, 2025

Dear Village Board Trustees:

In recognition of my daughter's high school graduation, I would like to request to use Veterans Memorial Park on Sunday, July 13, 2025, to celebrate with friends and family. We plan to invite about 90 people and expect about 75 will attend.

The areas that we will be using are the pavilion and adjacent grounds. We will have food catered by local restaurants so we will not be cooking at all. We will bring toilet paper and hand soap for the restrooms as well as garbage bags. We will be responsible for taking all garbage with us at the close of the party.

Entertainment will include cornhole, volleyball, scavenger hunt, pinata, and 3 local bands will perform short sets on the stage.

If you have any questions regarding this request, please do not hesitate to reach out to me via the contact information listed above.

Thank you for your consideration of this request.

Sincerely,



AnneMarie VanOrden

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



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

VILLAGE OF WARWICK
INCORPORATED 1867

Facility Use Request Form
For Gatherings of Less Than 200 People

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

Date Request Submitted: 2/27/25

Title of Event: Graduation Party

Purpose of Event: High school graduation celebration

SECTION 1: REQUESTED VILLAGE-OWNED PROPERTY

Railroad Green Stanley-Deming Park Lewis Woodlands

Veterans Memorial Park Veterans Memorial Park Pavilion

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

Village of Warwick Parking Lots - check all that apply:

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

Village of Warwick Streets: _____

SECTION 2: DATE AND TIME REQUESTED

Date(s) Requested: 7/13/25 Rain Date Requested: _____

Arrival Time: 10am Departure Time: 7pm

Event Start Time: 1pm Event End Time: 5pm

SECTION 3: APPLICANT INFORMATION

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

**For-profit activities are prohibited.*

Applicant's Name/Responsible Party: Anne Marie Van Orden

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

Mailing Address of Responsible Party: 8 First St. Warwick NY 10990

Email Address: amvanorden@gmail.com Cell Phone: 845-545-9558

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

Name of Organization (if Applicable): _____

Name of Organization's Director(s)/Officer(s): _____

Organization's Phone: _____ Email Address: _____

Mailing Address of Organization: _____

Physical Address of Organization: _____

SECTION 4: EVENT INFORMATION

Maximum Number of People Intended at the Event: 90

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

of Adults: 55 # of People Under 18: 35

Expected Number of Vehicles Intended at the Event: 25

Please explain the parking plan for the event: guests will use adjacent parking lot

WILL YOUR EVENT INCLUDE: CHECK YES OR NO

Greater than 200 people at any given time <i>If yes, DO NOT complete this form. Please complete form: FACILITY USE PERMIT APPLICATION FOR GATHERINGS GREATER THAN 200 PEOPLE</i>	Yes _____ No <input checked="" type="checkbox"/>
Music / Loudspeakers / Sound System <i>If yes, explain:</i> <u>3 local bands will perform short sets</u> <i>Location of Music/Loud Speakers/ Sounds System:</i> <u>Stage / pavillon</u>	Yes <input checked="" type="checkbox"/> No _____
Parade, walk, road race, etc. <i>Request must include in writing a clear layout of the intended route AND a letter from the Warwick Police Department approving the route and police resources.</i>	Yes _____ No <input checked="" type="checkbox"/>
Tent(s) <i>Include a map detailing the placement of the tent(s).</i> Date & time tent will be set up: _____ Date & time tent will be removed: _____	Yes _____ No <input checked="" type="checkbox"/>

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

SPECIAL REQUESTS:

CHECK YES OR NO

Road Closure List road(s): _____ Closed between the hours of _____ and _____ Number of 'No Parking' meter bags requested, if applicable: _____	Yes _____ No <input checked="" type="checkbox"/>
Use of Village-owned tables and chairs Veterans Memorial Park Pavilion Only. No. of Tables <u>8</u> No. of Chairs <u>80</u>	Yes <input checked="" type="checkbox"/> No _____
Use of Electricity	Yes <input checked="" type="checkbox"/> No _____
Use of Memorial Park Football/Over 35 Field Lights Additional fee required for use of field lights.	Yes _____ No <input checked="" type="checkbox"/>

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

SECTION 5: FEES/SECURITY DEPOSIT

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

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

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

TOTAL FEES: \$ ~~200~~ (excluding security deposit)

SECTION 6: INDEMNITY & HOLD HARMLESS

The undersigned is over 21 years of age and has read this form and attached regulations and agrees to comply with them. He/she agrees to be responsible to the Village of Warwick for the use and care of the facilities. He/she, on behalf of _____ (Name of Organization) does hereby covenant and agree to defend, indemnify and hold harmless the Village of Warwick from and against any and all liability, loss, damages, claims, or actions (including costs and attorneys' fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of Village's property, facilities and/or services by _____ (Name Organization).

Anne Marie Van Orden
Printed Name of Applicant/Responsible Party

Anne Marie Van Orden
Signature of Applicant/Responsible Party

2/27/25
Date

Office Use Only:

Security Deposit Check # 1522
Fees Received _____
DPW Pre-Approval _____

Certificate of Insurance _____
Park Map(s) _____
Facility Use Calendar _____

Host Liquor Liability _____
Police Dept. Approval _____
Parade Calendar _____

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

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

INDEMNITY & HOLD HARMLESS

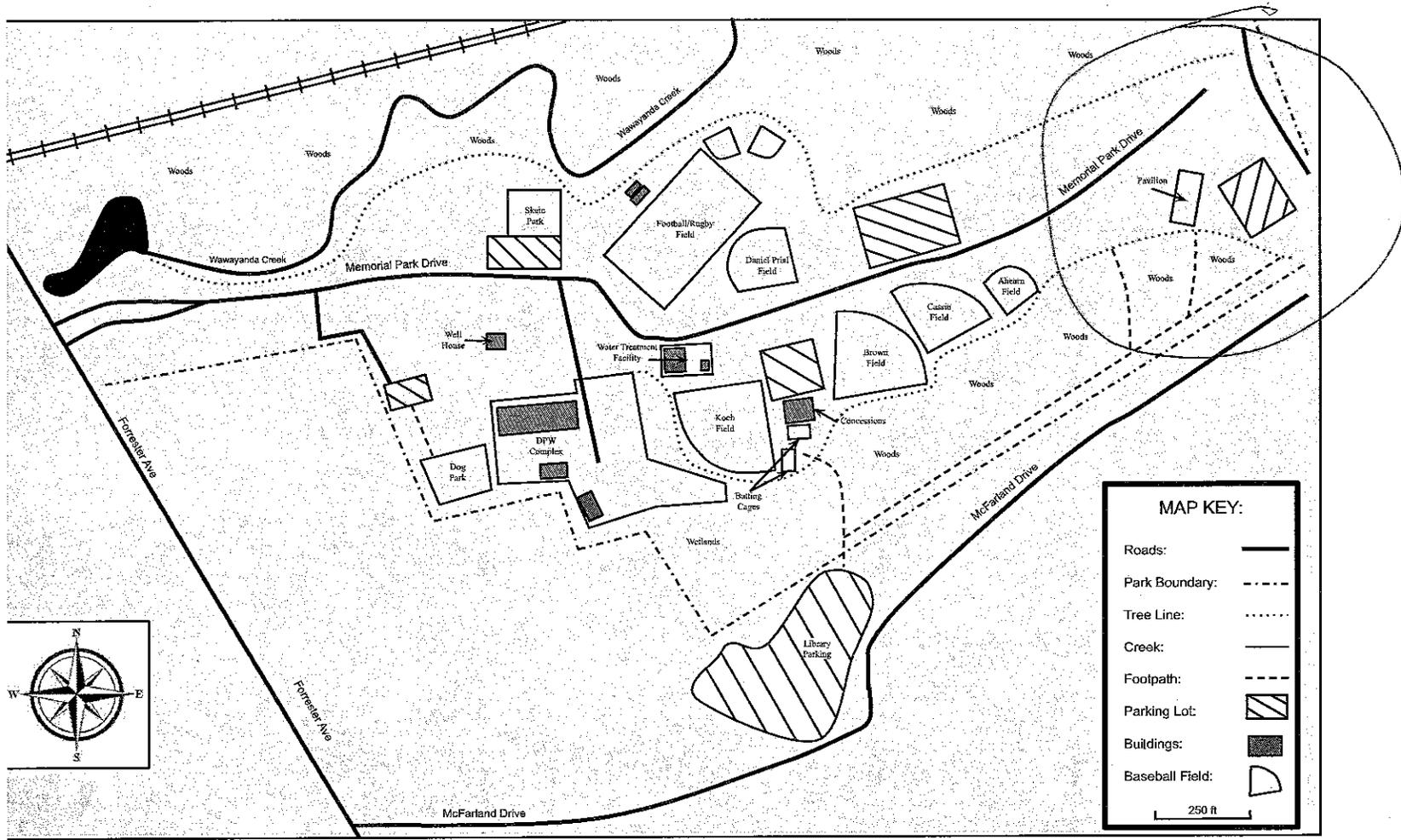
FACILITY USER does hereby covenant and agree to defend, indemnify, and hold harmless the Village of Warwick from and against any and all liability, loss, damages, claims, or actions (including costs and attorneys' fees) for bodily injury and/or property damage, to the extent permissible by law, arising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

I have read and understand the Facilities Use Requirements:

Anne Marie Van Orden
Printed Name of Applicant/Responsible Party

Anne Marie Van Orden
Signature of Applicant/Responsible Party

Date 2/27/25



VETERANS MEMORIAL PARK

Village of Warwick 2024

VILLAGE OF WARWICK

LOCAL LAW NO. __ OF THE YEAR 2025

A local law to override the tax levy limit established in General Municipal Law §3-c.

Section 1. Purpose:

The purpose of this Local Law is to override the limit on the amount of real property taxes that may be levied by the Village of Warwick pursuant to General Municipal Law §3-c, and to allow the Village Board to adopt a budget for the 2025-2026 fiscal year that requires a real property tax levy in excess of the "tax levy limit" as defined by General Municipal Law §3-c.

Section 2. Authority:

This local law is adopted pursuant to subdivision 5 of General Municipal Law §3-c, which expressly authorizes the Village Board to override the tax levy limit by the adoption of a local law approved by vote of at least sixty (60%) percent of the Village Board.

Section 3. Tax Levy Limit Override

The Village Board of the Village of Warwick, County of Orange, is hereby authorized to adopt a budget for the 2025-2026 fiscal year that requires a real property tax levy in excess of the amount otherwise prescribed in General municipal Law §3-c.

Section 4. Severability:

If any part or provision of this local law or the application thereof to any person or circumstance be adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part or provision or application directly involved in the controversy in which such judgment shall have been rendered and shall not affect or impair the validity of the remainder of this local law or the application thereof to other persons or circumstances, and the Village Board of the Village of Warwick hereby declares that it would have passed this local law or the remainder thereof had such invalid application or invalid provision been apparent.

Section 5. Effective Date:

This local law shall be deemed effective upon the date of enactment, regardless of when publication, posting and filing in the office of the Secretary of State in Albany occurs.

VILLAGE OF WARWICK LOCAL LAW NO. __ OF THE YEAR 2025

A local law to amend Town Code Chapter 145 entitled "Zoning" to change the zoning designation of certain real property located at 42 Orchard Street from Residential ("R") to Light Industrial ("LI").

Section 1. Purpose:

The purpose of this Local Law is to promote the health, safety, and welfare of the Village of Warwick by amending the Village's Zoning Code to change the zoning designation of certain real property located at 42 Orchard Street from Residential ("R") to Light Industrial ("LI").

Section 2. Municipal Home Rule Law:

This law is adopted pursuant to the provisions of the Municipal Home Rule Law § 10(1)(ii)(a)(1) which grants local governments the authority to enact local laws regarding the public health, safety and welfare. To the extent the provisions of this Local Law are in conflict with State law, the Village Board hereby asserts its intention to supersede same pursuant to the Municipal Home Rule.

Section 3. Amendment of Code:

A. The zoning designation of a portion of certain real property located at 42 Orchard Street identified on the Village Tax Map as Section 210, Block 11, Lot 5 and more particularly identified as "Lot 2" on a subdivision plat entitled "M&L Equity Auto, LLC Subdivision & Site Plan" as prepared by Brian Friedler Engineering PLLC dated June 26, 2024 and last revised October 1, 2024 and specifically described on Schedule "A" attached hereto is hereby changed from Residential ("R") to Light Industrial ("LI").

B. Village Code Section 145-21 "Zoning Districts Map," is hereby amended to revise the Zoning Districts Map by changing the zoning designation of the property described on Schedule "A" attached hereto from Residential ("R") to Light Industrial ("LI").

Section 4. Severability:

If any part or provision of this local law or the application thereof to any person or circumstance be adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part or provision or application directly involved in the controversy in which such judgment shall have been rendered and shall not affect or impair the validity of the remainder of this local law.

Section 5. Effective Date:

This Local Law shall become effective upon filing with the Secretary of State of the State of New York subsequent to having been duly adopted by the Village Board.

Description of Lot 2
Subdivision Map entitled M&L Equity Auto LLC
Vanessa Mann

All that certain plot, piece and parcel of land situate, lying and being in the Village of Warwick, Town of Warwick, County of Orange and State of New York and being bounded as follows:

Starting at a point along the northerly side of Orchard Street between land N/F Dreyhaupt (SBL 210-11-4) and N/F Mann (SBL 210-11-5) and heading N05°58'00"W a distance of 125.00' to a point and place of beginning,

Thence, N05°58'00"W a distance of 95.00' to a point,

Thence N50°35'36"E a distance of 63.51' to a point,

Thence S05°58'00" E a distance of 130.0' to a point,

Thence S84°02'00"W a distance of 53.00' to the point and place of beginning.

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

Building and Planning Department

Escrow Release Request for Balance of Funds

March 6, 2025

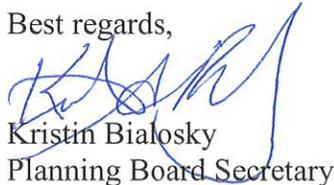
Requested Payee- Mr. & Mrs. De Yin Qiu
92 Maple Ave.
Warwick, NY 10990

Re: Return of Escrow; Planning Board and Zoning Board

Total Balance: **\$1,292.50**

According to Sec. 64-3 of the Village of Warwick Local Law E: In the event that an applicant shall withdraw his application at any stage of the proceedings or when the application review and approval process has been completed, the balance of funds in the applicant's account after all current outstanding fees are paid shall be either remitted to the applicant with 60 days of final action by the board or, if so directed by the applicant shall remain on deposit as the applicant's initial payment toward post-approval inspection requirements (if required).

Best regards,



Kristin Bialosky
Planning Board Secretary

Village Treasurer Approval: _____

