

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



**VILLAGE OF WARWICK**  
INCORPORATED 1867

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

## **Village of Warwick Village Board Meeting – May 3, 2021**

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

### **To View the Meeting:**

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

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

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

### **To Comment - During Privilege of the Floor Only:**

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

**BOARD OF TRUSTEES  
VILLAGE OF WARWICK  
May 3, 2021  
AGENDA**

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

1. Introduction by Mayor Newhard.
2. Authorization to Pay all Approved and Audited Claims # \_\_\_\_\_ –  
\_\_\_\_\_ in the amount of \$ \_\_\_\_\_.

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

Trustee Cheney \_\_\_\_ Trustee Lindberg \_\_\_\_ Trustee Bachman \_\_\_\_

Trustee McManus \_\_\_\_ Mayor Newhard \_\_\_\_

**Presentation**

1. Melissa Stevens - Warwick Fire Department Carnival.

**Announcement**

1. Village of Warwick FY 2021-22 Tax Collection.
2. Bulk Trash Pickup.

**Privilege of the Floor**

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

**Motions**

**Trustee Cheney's Motions:**

1. **MOTION** to submit to the New York State Department of Transportation the proposed application for a COVID-19 Recovery Temporary Use Permit allowing temporary closure of a portion of Main Street (Route 94) to permit outdoor dining, and upon

approval of the application by the DOT, to close the roadway on Fridays and Saturdays from 4:30 p.m. to 11:00 p.m. and Sundays 12:00 p.m. to 4:00 p.m. starting May 21, 2021 through June 20, 2021 pending further extension of Governor Cuomo's Executive Order 202.38 covering those dates.

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

Trustee Cheney \_\_\_ Trustee Lindberg \_\_\_ Trustee Bachman \_\_\_  
Trustee McManus \_\_\_ Mayor Newhard \_\_\_

2. **MOTION** to schedule a Public Hearing for Monday, May 17, 2021 to discuss projects considered for funding under the FY-2022 Community Development Block Grant Program.

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

Trustee Cheney \_\_\_ Trustee Lindberg \_\_\_ Trustee Bachman \_\_\_  
Trustee McManus \_\_\_ Mayor Newhard \_\_\_

3. **MOTION** to schedule a Public Hearing for Monday, May 17, 2021 to discuss projects considered for funding under the FY-2012 Orange County Community Development Block Grant - Disaster Recovery Program (CDBG-DR) to provide supplemental assistance in disaster recovery needs necessitated by Hurricane Irene and/or Tropical Storm Lee.

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

Trustee Cheney \_\_\_ Trustee Lindberg \_\_\_ Trustee Bachman \_\_\_  
Trustee McManus \_\_\_ Mayor Newhard \_\_\_

4. **MOTION** to accept the proposal from TAM Enterprises dated April 14, 2021 for repairs to Wastewater Treatment Plant RBC Unit #14 for drive side shaft repair and idler bearing replacement at a cost of \$11,940 based on the recommendation of JCO Contract Operator Keith Herbert and DPW Supervisor Michael Moser. Funds are appropriated in budget code G8120-4400 in the 2020-21 budget.

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

Trustee Cheney \_\_\_ Trustee Lindberg \_\_\_ Trustee Bachman \_\_\_  
Trustee McManus \_\_\_ Mayor Newhard \_\_\_

5. **MOTION** to accept the bid from Peak Power Systems Inc. for the Generator Maintenance Service of the 9 Village of Warwick owned generators for the period of June 1, 2021 to May 31, 2024 as per the recommendation of DPW Supervisor Mike Moser.

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

Trustee Cheney \_\_\_ Trustee Lindberg \_\_\_ Trustee Bachman \_\_\_  
Trustee McManus \_\_\_ Mayor Newhard \_\_\_

6. **MOTION** to accept the bid from TAM Enterprises for the removal and disposal of residuals (sludge, grit, screening, and small quantities of trash) from the Village of Warwick Wastewater Treatment Plant for the period of June 1, 2021 to May 31, 2025 as per the recommendation of Keith Herbert, Regional Manager of JCO and DPW Supervisor Mike Moser.

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

Trustee Cheney \_\_\_ Trustee Lindberg \_\_\_ Trustee Bachman \_\_\_  
Trustee McManus \_\_\_ Mayor Newhard \_\_\_

7. **MOTION** to advertise for one full-time DPW Laborer at a rate of \$18.00 per hour in accordance with the Collective Bargaining Agreement as per the recommendation of DPW Supervisor Mike Moser.

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

Trustee Cheney \_\_\_ Trustee Lindberg \_\_\_ Trustee Bachman \_\_\_  
Trustee McManus \_\_\_ Mayor Newhard \_\_\_

8. **MOTION** to grant permission to Village Employee, Jason Makuch, to carry over fifteen (15) vacation days.

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

Trustee Cheney \_\_\_ Trustee Lindberg \_\_\_ Trustee Bachman \_\_\_  
Trustee McManus \_\_\_ Mayor Newhard \_\_\_

9. **MOTION** to hire Kailey Zachgo to the position of Village of Warwick Engineer Intern at a pay rate of \$15 per hour at 32.5 hours per week for twelve (12) weeks with a start date to be determined by DPW Supervisor, Mike Moser.

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

Trustee Cheney \_\_\_ Trustee Lindberg \_\_\_ Trustee Bachman \_\_\_

Trustee McManus \_\_\_ Mayor Newhard \_\_\_

**Trustee Lindberg's Motions:**

10. **MOTION** to approve the New York State Local Retirement System Standard Work Day and Reporting Resolution for Village Assessor, Deborah Eurich with a Record of Activities of 2.66 days worked per month and for Planning Board Alternate Member, Bryan Barber with no Record of Activities submitted.

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

Trustee Cheney \_\_\_ Trustee Lindberg \_\_\_ Trustee Bachman \_\_\_

Trustee McManus \_\_\_ Mayor Newhard \_\_\_

11. **MOTION** to approve the year end FY 2020-21 budget transfers and budget modifications as per the Village Treasurer's letter dated April 27, 2021.

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

Trustee Cheney \_\_\_ Trustee Lindberg \_\_\_ Trustee Bachman \_\_\_

Trustee McManus \_\_\_ Mayor Newhard \_\_\_

12. **MOTION** to grant permission to Fit Body Boot Camp to use the pavilion and the surrounding grassy area in Memorial Park for outdoor fitness classes from May 15, 2021 to June 26, 2021 during the following times: Mondays & Fridays from 5:00 a.m. – 10:00 a.m. & 4:00 p.m. – 6:00 p.m., Tuesdays from 5:00 a.m. – 10:00 a.m. & 4:00 p.m. – 5:00 p.m., Wednesdays from 5:00 a.m. – 8:00 a.m. & 4:00 p.m. – 6:00 p.m., Thursdays from 5:00 a.m. – 8:00 a.m. & 4:00 p.m. – 6:00 p.m., Saturdays from 7:00 a.m. – 8:00 a.m., and Sundays from 7:00 a.m. – 10:00 a.m., excluding Wednesday, June 16, 2021 for the Warwick Fire Department Retirement Picnic. Availability is subject to change based on further applications to use the pavilion. All activities must be conducted in accordance with Governor Cuomo's Executive Orders, NYS Regional Phased Reopening Plan, and the Orange County and NYS Departments of Health. Completed park permit, proof of proper insurance, security deposit, and facility use fee have been received.

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

Trustee Cheney \_\_\_ Trustee Lindberg \_\_\_ Trustee Bachman \_\_\_

Trustee McManus \_\_\_ Mayor Newhard \_\_\_

13. **MOTION** to grant permission to The Historical Society of the Town of Warwick to use Memorial Park to hold a George Washington Day 5K and Fun Run on Saturday, July 24, 2021 with set up to begin at 7:00 a.m. and break down to be completed by 11:00 a.m. The event will begin at 8:00 a.m. departing from Memorial Park to Forester Avenue, High Street, South Street, Park Lane, Park Place, Burt Street, McFarland Drive, Hudson Street, around Long House Road, Aske Street, Bridges Street to White Oak, then exits through Memorial Park back to the finish/starting line per their letter dated April 22, 2021. The Warwick Police Department have been notified and approved the route. All activities must be in accordance with Governor Cuomo’s Executive Orders, NYS Regional Phased Reopening Plan, and NYS and Orange County Departments of Health. Completed park permit, proof of proper insurance, and security deposit have been received. All events must be in coordination with all other activities taking place.

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

Trustee Cheney \_\_\_ Trustee Lindberg \_\_\_ Trustee Bachman \_\_\_

Trustee McManus \_\_\_ Mayor Newhard \_\_\_

14. **MOTION** to grant permission to the Warwick Valley Gardeners to use the pavilion in Memorial Park on Tuesday, May 18, 2021 at 7:00 p.m. to plan their garden tour fund raiser event, with set up to begin at 6:30 p.m. and break down to be completed by 8:30 p.m. as per the letter dated April 27, 2021. All activities must be in accordance with Governor Cuomo’s Executive Orders, NYS Regional Phased Reopening Plan, and NYS and Orange County Departments of Health. Completed park permit, proof of proper insurance, and security deposit have been received.

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

Trustee Cheney \_\_\_ Trustee Lindberg \_\_\_ Trustee Bachman \_\_\_

Trustee McManus \_\_\_ Mayor Newhard \_\_\_

**Trustee Bachman’s Motions:**

**15. GOVERNING BODY FAIR HOUSING RESOLUTION**

The Village of Warwick supports Title VIII of the Civil Rights Act of 1968 (Federal Fair Housing Law) and the New York State Human Rights Law. It is the policy of the Village of Warwick to implement programs to ensure equal opportunity in housing for all persons regardless of race, color, religion, ancestry, sex (including pregnancy), national origin, nationality, familial status, marital or domestic partnership status, affectional or sexual orientation, atypical hereditary cellular or blood trait, genetic information, liability for military service, mental or physical disability, perceived disability, AIDS/HIV status and Lawful Income or Source of Lawful Rent Payment (Section 8). The Village of Warwick further objects to discrimination in the sale, rental, leasing,

financing of housing or land to be used for construction of housing, or in the provision of brokerage services because of race, color, religion, ancestry, sex, national origin, handicap or disability as prohibited by Title VIII of the Civil Rights Act of 1968 (Federal Fair Housing Law) and the New York State Human Rights Law. Therefore, the Municipal Council of the Village of Warwick do hereby approve the following resolution.

BE IT RESOLVED, that within available resources, the Village of Warwick will assist all persons who feel they have been discriminated against under one of the aforementioned categories, to seek equity under federal and state laws by filing a complaint with the New York State Human Rights Division and the U.S. Department of Housing and Urban Development, as appropriate.

BE IT FURTHER RESOLVED, that the Village of Warwick shall publicize this resolution and through this publicity shall cause owners of real estate, developers, and builders to become aware of their respective responsibilities and rights under the Federal Fair Housing Law, the New York State Human Rights Law, and any local laws or ordinances.

BE IT FURTHER RESOLVED, that the municipality will at a minimum include, but not be limited to: (1) the printing and publicizing of this resolution, a fair housing public notice and other applicable fair housing information through local media, community contacts and placement on the Municipal website and in other social media; (2) distribution of posters, flyers, and any other means which will bring to the attention of those affected, the knowledge of their respective responsibilities and rights concerning equal opportunity in housing.

\_\_\_\_\_ presented the foregoing resolution which was seconded by \_\_\_\_\_,

The vote on the foregoing resolution was as follows:

- Barry Cheney, Trustee, voting \_\_\_\_\_
- William Lindberg, Trustee, voting \_\_\_\_\_
- Corey Bachman, Trustee, voting \_\_\_\_\_
- George McManus, Trustee, voting \_\_\_\_\_
- Michael Newhard, Mayor, voting \_\_\_\_\_

16. **MOTION** to allow the Warwick Historical Society to utilize the parking area on the south side of Church Street along Lewis Park for the placement of a 14'6 W x 6'6 port-o-john trailer for the benefit of a wedding taking place at the Old School Baptist Church on May 22, 2021 as per their email dated Wednesday, April 14, 2021. The trailer will be

delivered on Thursday, May 20, 2021, removed by Tuesday, May 25, 2021 and will be properly marked with cones for safety. Proper insurance has been received.

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

Trustee Cheney \_\_\_ Trustee Lindberg \_\_\_ Trustee Bachman \_\_\_

Trustee McManus \_\_\_ Mayor Newhard \_\_\_

**Trustee McManus' Motions:**

17. **MOTION** to advertise for the position of Summer Office Intern at a pay rate of \$12.50 per hour at 20 hours per week for approximately twelve (12) weeks.

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

Trustee Cheney \_\_\_ Trustee Lindberg \_\_\_ Trustee Bachman \_\_\_

Trustee McManus \_\_\_ Mayor Newhard \_\_\_

18. **MOTION** to relevy on the Village of Warwick 2021-22 tax bills the errors and omissions/RPTL 520 Prorated Taxes in the amount of \$ 727.18 as per Village Assessor, Deborah Eurich.

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

Trustee Cheney \_\_\_ Trustee Lindberg \_\_\_ Trustee Bachman \_\_\_

Trustee McManus \_\_\_ Mayor Newhard \_\_\_

**Final Comments from the Board**

**Executive Session (if applicable)**

**Adjournment**

**BOARD OF TRUSTEES  
VILLAGE OF WARWICK  
May 3, 2021  
AGENDA ADDENDUM**

19. **MOTION** to allow Warwick Little League to install the proposed sign for the back of the new scoreboard on Brown Field with final color selection to be determined by the Mayor.

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

Trustee Cheney \_\_\_ Trustee Lindberg \_\_\_ Trustee Bachman \_\_\_

Trustee McManus \_\_\_ Mayor Newhard \_\_\_

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mayor@villageofwarwick.org  
clerk@villageofwarwick.org

## VILLAGE OF WARWICK

INCORPORATED 1867

### ANNOUNCEMENT

April 29, 2021

Upon request by Mayor Newhard, on April 6, 2021 Governor Cuomo issued Executive Order No. 202.101 extending the period for paying Village of Warwick property taxes without interest or penalty by twenty-one days.

#### **The FY 2021-22 Village of Warwick tax payment schedule is as follows:**

- **June 1 – July 22, no penalty.**
- July 23 – July 31, 5% penalty;
- August 1 – August 31, 6% penalty;
- September 1 – September 30, 7% penalty;
- October 1 – October 31, 8% penalty.
- After these dates, Village taxes are payable to the Orange County Commissioner of Finance in Goshen, NY from Nov. 1 through Nov. 15. Unpaid taxes after November 15 will be re-levied onto the January County/Town tax bill.

#### **Payment Methods:**

- Online at [www.villageofwarwick.org](http://www.villageofwarwick.org) (fees apply)
- By mail: Village of Warwick, Attn: Village Clerk, P.O. Box 369, Warwick, NY 10990
- Secure night drop: Located on the front of Village Hall, 77 Main Street, Warwick, NY.
- In person: Village Hall, 77 Main Street, Warwick, NY 10990 Monday through Friday, excluding holidays, between the hours of 8:30 a.m. and 4:00 p.m.

## Village of Warwick Bulk Trash Pick-Up

The Village of Warwick will conduct a bulk pick-up of household items beginning August 23, 2021 and ending September 17, 2021.

Items acceptable for pickup include such things as: furniture, mattresses, rugs, etc. Please refer to the Village website, [www.villageofwarwick.org](http://www.villageofwarwick.org) for the complete list of **Bulk Trash Requirements and Regulations**.

The Village is asking residents to place metal items separately for recycling purposes.

We **WILL NOT** pick up: garbage, leaves, brush, tires, barrels, paint, drain oil, construction debris, computer equipment, appliances such as refrigerators, air conditioners, televisions, washers, dryers, stoves, etc. We will pickup 2 cubic yards (approx. 1 pickup truck load) Trash in excess of this amount will be left for property owners' removal.

All items are to be at the curbside by 7:00 a.m. on the Monday of the week your area is scheduled for pick-up. Once the area has been picked up there will be **no return trips**.

If you belong to a Homeowners Association (HOA), please contact them directly for further instructions.

The village will be divided into two (2) areas to be picked up:

- **Week 1: August 23, 2021 – North Side of the Railroad Tracks**
- **Week 2: September 6, 2021 – South Side of the Railroad Tracks**

\*As a reference, Village Hall is on the North Side of the railroad tracks and Railroad Green/Railroad Avenue is on the South Side of the railroad tracks.

A map and street listing detailing whether your home is located on the north or south side of the railroad tracks is available on the Village's website: [www.villageofwarwick.org](http://www.villageofwarwick.org)

If you have any questions, please call the Village of Warwick DPW at 845-986-2031 Ext 6 Monday – Friday, between 8:30 AM and 4:00 PM.



## OFFICE OF COMMUNITY DEVELOPMENT

Nicole Andersen, Director  
40 Matthews Street, Suite 307A  
Goshen, NY 10924

Tel: (845) 615-3820 · Fax: (845) 360-9093  
Email: [CommDev@orangecountygov.com](mailto:CommDev@orangecountygov.com)

**Steven M. Neuhaus**  
County Executive

January 29, 2021

Dear Urban County Consortium Member:

We are pleased to announce the start of the FY-2022 Community Development Block Grant (CDBG) Municipal Grant Application process. The application will only be transmitted via email and is also available on the Community Development website at <https://www.orangecountygov.com/192/Community-Development>. Please feel free to share the information with any other interested party.

Enclosed with this letter is the FY-2022 CDBG Program Year Calendar. Please take a few moments to review all important deadline dates as several key dates have been changed. Any municipality that submits an application for funding must hold a public hearing to inform citizens of the opportunity to apply for federal funding, review its community development needs, and obtain citizen input, particularly from people with low to moderate income, on which activities should be included in funding proposal and application, and authorize the Municipal Official to submit an application. All municipal applications are to be submitted to the Office of Community Development (OCD) no later than 4:00 PM, Friday, June 25, 2021.

**NOTE:** We no longer are requiring hard copies of the application – please submit electronically only.

At least one representative from the Applicant/Municipality must attend a **MANDATORY VIRTUAL Application Workshop on Thursday, March 18, 2021 from 9:30 a.m. to 12 noon via Zoom**. There can be no exceptions to the application deadline or attendance at the meeting. We suggest that the Municipal Official, Primary Contact, Project Manager and Engineer (if applicable) attend. To register and be sent the Zoom Invite, e-mail a list of Attendees with their Contact Information to [awalag@orangecountygov.com](mailto:awalag@orangecountygov.com), by Friday, March 12, 2021.

Thank you for your continued interest in this important program and we look forward to assisting you with your FY-2022 municipal application. If you have any questions, please do not hesitate to contact Alaina Walag, Assistant Director of Community Development at (845) 615-3817 or [awalag@orangecountygov.com](mailto:awalag@orangecountygov.com).

Sincerely,

*Nicole Andersen*

Nicole Andersen  
Director of Community Development



## OFFICE OF COMMUNITY DEVELOPMENT

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Nicole Andersen, Director  
40 Matthews Street, Suite 307A  
Goshen, NY 10924

Tel: (845) 615-3820 · Fax: (845) 360-9093  
Email: [CommDev@orangecountygov.com](mailto:CommDev@orangecountygov.com)

**Steven M. Neuhaus**  
County Executive

Dear Urban County Consortium Member:

In 2012, Orange County was awarded supplemental Community Development Block Grant Disaster Recovery (CDBG-DR) funds to address recovery activities and to rebuild areas affected by **Hurricane Irene** and **Tropical Storm Lee**, as well as provide crucial funding to assist the recovery process in response to these storm events. The projects originally awarded under this grant have since been completed and the remaining unspent funds can now be allocated to eligible infrastructure projects.

At this time, the County will consider funding public infrastructure projects that demonstrate a clear, direct tieback to Hurricane Irene and/or Tropical Storm Lee. Applicants may request assistance with the "local share" of a FEMA Public Assistance project; however, CDBG-DR may not be used to pay for any part of the federal portion of the approved Public Assistance project. Funds may also be used to improve systems that did not function to serve the needs of the community prior to the disaster event or to improve systems that failed during the disaster event. Applicants may also request funding for projects that do not have FEMA Public Assistance dollars in them but that will improve the community's ability to respond to future disaster events. All applicants of funding must prepare and submit an application in accordance with the format and specifications contained herein.

**All Municipal Infrastructure CDBG-DR-DR applications are to be submitted to the Office of Community Development (OCD) no later than 6/25/2021.**

Thank you for your interest in this important program, and we look forward to assisting you with your disaster recovery needs. If you have any questions, please do not hesitate to contact Alaina Walag, Community Development Assistant Director at (845) 615-3817 or [awalag@orangecountygov.com](mailto:awalag@orangecountygov.com).

Sincerely,

*Nicole Andersen*

Nicole Andersen  
Director of Community Development

**VILLAGE OF WARWICK PROCUREMENT POLICY - EXHIBIT A  
PURCHASING QUOTATION SUMMARY FORM**

- ▶ Purchase Contracts (Single Item Purchase)                      Public Works Contracts (Services/Construction)  
 \$2,000 - \$19,999                      (3) Written/Email/Fax Quotes                      \$2,000 - \$34,999  
 Above \$20,000                      Mandatory Competitive Bidding                      Above \$35,000
- ▶ Aggregate purchases totaling over \$20,000 -- must follow mandatory competitive bidding process.
- ▶ This form must be attached to voucher and invoice for Board approval.

**DESCRIPTION OF PURCHASE**      Unexpected Failure

Repair Shaft Damage / Bad Bearing / Install New Bearing

**BUDGETED PURCHASE**  
 YES       NO

**BUDGET CODE**  
 G8120.4400

**CURRENT LINE BALANCE**  
 \$ 16,412.88      Date: 4/16/21  
 Signature: 

**BUDGETED AMOUNT**  
 \$ -0-

**IF NO EXPLAIN**  
 Emergency Expense Transfer Needed

#	DATE OF QUOTE	VENDOR/SUPPLIER	TOTAL COST
1	4/14/21	TAM	\$ 11,940.00
2	3/19/21	CAND	\$ 24,970.00
3	3/19/21	Mountain Machine Works	\$ 44,250.00

**VENDOR SELECTED**

TAM  
 IF NOT LOWEST BID EXPLAIN WHY

IF ONLY (1) QUOTE EXPLAIN OR IF A SOLE SOURCE

**EXCEPTIONS TO COMPETITIVE BIDDING**

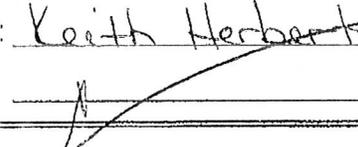
<b>OTHER GOVERNMENTS</b>  STATE - COUNTY MUNICIPAL BID CONTRACTS	<b>NAME OF AGENCY</b>	
	<b>VENDOR/SUPPLIER</b>	<b>CONTRACT#</b>
	<b>TOTAL COST \$</b>	<b>BID PERIOD EXPIRES</b>
	<b>ADDITIONAL INFORMATION</b>	

**\*\*EMERGENCY PURCHASE\*\* - Must meet one of the following situations**

- 1) Result from accident or unanticipated incident
- 2) Impact public buildings, property, or the life, health & safety of municipal residents
- 3) Requires immediate action that cannot wait for competitive bidding

**REASON FOR EMERGENCY PURCHASE - ATTACH ADDITIONAL DOCUMENTATION**

**DEPARTMENT APPROVAL**

Name/Title: Keith Herbert                      Date: 4/20/21  
 Signature: 

CathyS

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**From:** CathyS  
**Sent:** Tuesday, April 20, 2021 11:23 AM  
**To:** Sadie Becker  
**Cc:** 'Keith Herbert'; Mike Moser  
**Subject:** Budget Modification

Sadie,

The DPW Supervisor, Mike Moser will need the following Budget Modification per the request of Keith Herbert Chief Operator JCO.

**\$8,000.00** from Budget Line **G8120.4650** Sewers – Spec. Dept  
Supplies To **G8120.4400** Sewer Plant – Repairs/Maintenance

This Modification is necessary to Pay the outstanding costs of \$8740.00 (TAM Estimate#14434) and the current necessary emergency repairs to Damage Shaft cost of \$11940.00 (Tam Estimate 14527)  
The Balance will be for any other unexpected expenses through the end of May 2021.

*Cathy Schweizer*  
DPW Clerk  
Village of Warwick  
[dpw@villageofwarwick.org](mailto:dpw@villageofwarwick.org)  
845-986-2031 Ext 6

114 Hartley Road  
Goshen, NY 10924



P: (845) 294-8882  
F: (845) 294-8883

**Customer:**

Village of Warwick  
77 Main Street  
Warwick, NY 10990

# Proposal

Date: 4/14/2021      Estimate #: 14527

P.O. No.

Terms: Net 30

Qty	Description	Rate	Amount
	Proposal: - RBC & Shaft - Drive Side  TAM Enterprises Inc. is pleased to quote the following: Repair of RBC bearing & shaft, to include: - Removal of RBC end cover. - Lift RBC and remove damaged bearing. - Repair damaged end shaft. - Supply & install new Dodge split bearing. - Grease bearing and test. For the sum of:	11,940.00	11,940.00

All invoices paid by credit card will incur a 3.5% transaction fee.  
 A service charge of 1.5%, 18% APR, will be added to all overdue accounts.  
 Accounts are considered overdue on the 31st day past the invoice date.  
 You will also be liable for all legal and collection fees.

**Total**      \$11,940.00

**Customer Signature:** \_\_\_\_\_  
**Accepted By:** \_\_\_\_\_

24 Hour Emergency Service - Certified Backflow Prevention Technician - Hydro Vacuum Excavation  
 Pump Station Installation & Maintenance - High Pressure Water Jetting - Video Inspection of Underground Lines  
 Installation of Water & Sewer Lines - Clearing of Catch Basins - Man-Hole Rehabs - Sewer & Water Plant Rehabs  
 Confined Space Entry - Pipe Lining Services - Soil Remediation Services - Pipe Location Services  
 Industrial Tank Pumping - Excavation Services - Emergency Sewer By-Pass Pumping - Emergency Utility Services



# PROJECT PROPOSAL

C3ND Environmental Consulting LLC | 14 Old RT 199 | Red Hook NY 12571

Office/ Mobile: 570.250.5943 | scott@c3ndenviro.com | 109 East ST Leraysville PA 18328

**ATTENTION**

Keith Herbert

**COMPANY**

JCO Environmental Services

**DATE**

19-Mar-2021

**PROJECT**

RBC broken shaft repair

**PREPARED BY:**

Scott Merritt  
Environmental Consultant,  
Project Design and Management

**PROJECT DESCRIPTION**

repair the broken shaft on a RBC

*DRIVE SIDE REPAIR*

**SCOPE OF WORK**

lift the rbc ,clean and bevel the existing broken shaft , weld up the shaft ( 100 percent penetration welding) keeping it from getting to hot and keeping the shaft square and true in relationship to itself and the main mass shaft. Clean the weld repair to proper diameter and shape. install a new bearing and reinstall a drive unit.

**THIS PROPOSAL INCLUDES THE CONDITIONS NOTED:**

Equipment, manpower and materials needed to complete the project. This unit has been off in flow for some time, it is recommended that a manual balancing be attempted prior to restart. Included in this shaft repair is a new bearing. This proposal does not include drive unit, sheave pulleys, belts guards or motor replacements at this time. starting the unit and balancing issues are by JCO. C3ND is not liable for out of balance issues or possible damage due to balancing

<b>TOTAL PRICE FOR THIS PROPOSAL</b>	<b>\$24,970</b>
Terms: Net 30 days from delivery date are subject to credit approval. A 2% per month charge will be added to all account balances over 30 days.	

Thank you for your confidence in C3ND Environmental Consulting LLC . We look forward to working with you on this project. If you have any questions, additional information, or required changes to this project please do not hesitate to contact us.

Sincerely,  
*Scott Merritt*  
Scott Merritt  
Environmental Consultant,  
Project Design and Management

Sign Here to Accept Quote:

\_\_\_\_\_  
Authorized Rep  
Date



# Mountain Machine Works

2589 Hotel Road  
Auburn, ME 04210  
Phone: 207-783-6680  
Fax: 207-783-8055

**MOUNTAIN**  
Machine Works

## Quotation

Quote Village of Warwick, NY WWTF  
To: 104 River St.  
Warwick, NY 10990  
United States

Quote Number:	13650	Contact:	Keith Herbert
Quote Date:	03/09/21	Expires:	04/08/21
Customer:	WARWICK_NY	Inquiry:	
Salesman:	Sean Thurston	Terms:	Net 30 Days
Ship Via:		Phone:	845-986-2081
FOB:	Auburn	FAX:	845-987-1215

<u>Item</u>	<u>Part Number</u> <u>Description</u>	<u>Revision</u>	<u>Quantity</u>	<u>Price</u>
1	110220-1159-1 Lyc0 Seimens RBC drive end replacement		1	\$44,250.00 /EA

### Scope of Work:

- Mobilize crew to Warwick, NY
- Remove gearbox from journal.
- Lift drive side of RBC.
- Remove broken drive journal header plate.
- Grind & sand affected tube surface.
- Install NE RBC centering device.
- Install new NE RBC provided drive journal assembly.
- Install new NE RBC provided bearings.(If idler end stub shaft needs repair additional costs will to assessed at the time of repair)
- Lower unit & fasten bearing to bearing sole plate.
- Install gearbox.(If gearbox is found to be inoperable, NE RBC will advise best repair options)
- Demobilize

### Bearing Info:

- Rexnord / REX ZAF6415F (non-expansion)
- Rexnord/ REX ZAFS6415F (expansion)

### Drive Journal Info:

- 28" x 1-3/4" header plate.
- 4-15/16" x 30" journal.
- 1-1/4" x 18" keyway.

### Customer responsible for the following:

- Disconnecting of Electrical on unit prior work commencing.
- Re-connecting electrical when project is complete and starting unit up prior to MMW crew leaving
- Draining and filling all gear boxes as required
- Disposal of all old and broken parts/assemblies
- Open access to site for 12hr days for the week of the work

### Physical Location of Job Site:

WARWICK NY WWTF

Quote Number: 13650 (continued from page 1)

<u>Item</u>	<u>Part Number</u> <u>Description</u>	<u>Revision</u>	<u>Quantity</u>	<u>Price</u>
	104 River St Warwick NY 10990			
2	030921-1159-2 Lyco Seimens RBC idler end weld repair		1	\$34,750.00 /EA
	Scope of Work: -Mobilize crew to Warwick, NY - Disassemble RBC idler end - Attach portable lathe & turn weld prep. - Remove portable lathe & weld prep area. - Re-attach portable lathe & turn to OEM specifications - Install new bearing on idler end. - Set unit back in place and assemble guards as needed -Demobilize  Bearing Info: - Rexnord/ REX ZAFS6415F (expansion)  Customer responsible for the following:  -Disposal of all old and broken parts/assemblies -Open access to site for 12hr days for the week of the work  Physical Location of Job Site:  WARWICK NY WWTP 104 River St Warwick NY 10990			
<b>Total:</b>				<b>\$79,000.00</b>

\*\*\*Mountain Machine Works will give a 10% discount if awarded both line items(\$71,000)\*\*\*

Changes in quantity or specifications will affect the pricing in this quote, please contact MMW for an updated quote as necessary.

Any changes made after an order is processed could be assessed a change order fee of 20% for every line item(s) being changed.

Estimated Date of repair TBD. Each repair will take approximately 1 week.

Cancellation of a purchase order or written agreement could result in a 15% cancellation fee; cost to restock returned material and/or cost of nonreturnable material and labor already billed to the job.

MMW will invoice the customer on the day the items are ready for shipment.

MMW accepts the following forms of payment at time of pick up or prior to shipment: CASH, Major Credit Card, Bank Check, Business Check or Credit if already approved by MMW - please indicate on your order what form of payment you plan to use for the order.

If you do not already have a line of credit with Mountain Machine Works but would like to apply for one please download our credit application from our website at <http://www.mountainmachineworks.com/CreditApplication.pdf>.

Please Note credit cannot be used until approved by MMW.

Thank you for contacting Mountain Machine Works for a quote on your pending project.

<u>Item</u>	<u>Part Number</u> <u>Description</u>	<u>Revision</u>	<u>Quantity</u>	<u>Price</u>
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By Sean Thurston  
Mountain Machine Works

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INTEROFFICE MEMORANDUM

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**TO:** MAYOR NEWHARD & THE VILLAGE BOARD  
**FROM:** MICHAEL MOSER, DPW SUPERVISOR  
**SUBJECT:** GENERATOR MAINTENANCE SERVICE  
**DATE:** APRIL 23, 2021

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Motion to accept the Bid from **Peak Power Systems Inc.** for the Generator Maintenance Service of the 9 village owned generators Per DPW Supervisors recommendation.

This is a three-year contract; June 1, 2021 - May 31, 2024. Bid Opening was held Wednesday April 21, 2021. Four Bid Proposals were received. (see attached)

Generator Maintenance Service

June 1, 2021 - May 31, 2024

Bid Opening

Wednesday, April 21, 2021 at 12:30 p.m.

Company	Bid Price
National Standby Repair 2055 Albany Post Road Croton on the Hudson, NY 10520  P.O. Box 538 Scarsdale, NY 10583	Generator Service between June 1, 2021 and May 31, 2022 <u>\$6,975 Lump Sum</u>  between June 1, 2022 and May 31, 2023 <u>\$6,975 Lump Sum</u>  between June 1, 2023 and May 31, 2024 <u>\$6,975 Lump Sum</u>  Non-Emergency Service Rate <u>\$125.00/Hour</u> For service required outside of the services provided under the Annual Service Contract on a Non-emergency basis  Emergency Service Rate <u>\$125.00/Hour</u> Where provider is required to and responds to the Village within 4 hours of a request made by the Village
Peak Power Systems, Inc. 99 Sprague Avenue Middletown, NY 10940	Generator Service between June 1, 2021 and May 31, 2022 <u>\$5,082.95 Lump Sum</u>  between June 1, 2022 and May 31, 2023 <u>\$5,082.95 Lump Sum</u>  between June 1, 2023 and May 31, 2024 <u>\$5,082.95 Lump Sum</u>  Non-Emergency Service Rate <u>\$140.00/Hour</u> For service required outside of the services provided under the Annual Service Contract on a Non-emergency basis  Emergency Service Rate <u>\$210.00/Hour</u> <b>Holiday/Sunday Rate \$280.00/Hour</b> Where provider is required to and responds to the Village within 4 hours of a request made by the Village
Nickel Electric Inc. 2264 Bruynswick Road Wallkill, NY 12589	Generator Service between June 1, 2021 and May 31, 2022 <u>\$12,800.00 Lump Sum</u>  between June 1, 2022 and May 31, 2023 <u>\$14,080.00 Lump Sum</u>  between June 1, 2023 and May 31, 2024 <u>\$15,488.00 Lump Sum</u>  Non-Emergency Service Rate <u>\$140.00/Hour</u> For service required outside of the services provided under the Annual Service Contract on a Non-emergency basis  Emergency Service Rate <u>\$280.00/Hour</u> Where provider is required to and responds to the Village within 4 hours of a request made by the Village
Gentech LTD 3017 US Route 9W New Windsor, NY 12553	Generator Service between June 1, 2021 and May 31, 2022 <u>\$6,280.00 Lump Sum</u>  between June 1, 2022 and May 31, 2023 <u>\$6,280.00 Lump Sum</u>  between June 1, 2023 and May 31, 2024 <u>\$6,280.00 Lump Sum</u>  Non-Emergency Service Rate <u>\$125.00/Hour</u> For service required outside of the services provided under the Annual Service Contract on a Non-emergency basis  Emergency Service Rate <u>\$187.50/Hour</u> Where provider is required to and responds to the Village within 4 hours of a request made by the Village

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INTEROFFICE MEMORANDUM

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**TO:** MAYOR NEWHARD & THE VILLAGE BOARD

**FROM:** MICHAEL MOSER, DPW SUPERVISOR

**SUBJECT:** REMOVAL & DISPOSAL OF RESIDUALS WWTP

**DATE:** APRIL 26, 2021

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Motion to accept the Bid from TAM Enterprises for the Removal and Disposal of Residuals (sludge, grit, screening, and small quantities of trash) from the Warwick Wastewater Treatment Plant as per recommendation of Keith Herbert, Regional Manager JCO and DPW Supervisor Mike Moser.

This Contract will be for a 4-year period beginning June 1, 2021 ending May 31, 2025. Bid Opening was held April 21, 12:00pm at the Village Hall. Four Bids were received. (see attached)



**JCO, INC.**

# **AN ENVIRONMENTAL SERVICES GROUP**

P.O. BOX 616 110 SULLIVAN STREET  
WURTSBORO, NY 12790  
(845) 888-5755

4/23/2021

Dear Village of Warwick Mayor and Board of Trustees; the following are my recommendations regarding the wastewater facility sludge bids received and opened on April 21, 2021, at 12:00 p.m.

I am recommending that the following vendor and the respective sludge bids highlighted in blue are awarded for the contract dates: June 1, 2021 thru May 31, 2025

YEAR (June 1, 2021 – May 31, 2025)	TAM	DENALI WATER SOLUTIONS	LUZON ENVIRONMENTAL SERVICES	SPECTRASERV
21/22	\$140.00	N/B	\$148.97	\$163.37
22/23	\$140.00	N/B	\$155.64	\$163.37
23/24	\$140.00	N/B	\$162.62	\$179.70
24/25	\$140.00	N/B	\$166.82	\$179.70

Bid pricing (PER/TON) highlighted with blue are being accepted solely on price.

Bid pricing (PER/TON) highlighted with red are being rejected solely on price.

If there are any further questions or concerns regarding this report, or any other related issue feel free to contact me at any time, phone (845) 866-0324.

Respectfully Yours



Keith J. Herbert  
Regional Manager JCO Inc.

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INTEROFFICE MEMORANDUM

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**TO:** MAYOR NEWHARD & THE VILLAGE BOARD

**FROM:** MIKE MOSER, DPW SUPERVISOR

**SUBJECT:** FULL TIME HIRE

**DATE:** APRIL 26, 2021

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Motion to advertise for One Full Time Laborer at the rate of \$18.00 per hour in accordance with Collective Bargaining Agreement. This is a 40 hour a week position 7:00am to 3:30pm. Start dates to be determined by DPW Supervisor.



Office of the Mayor  
 Board of Trustees  
 Village Clerk  
 Treasurer  
 Telephone: 845-986-2031  
 Fax: 845-986-6884

Public Works Supervisor  
 Telephone: 845-986-2081  
 Fax: 845-987-1215

Village Justice  
 Telephone: 845-986-7044  
 Fax: 845-986-2870

Building, Planning, Zoning  
 and Historical District  
 Review Board  
 Telephone: 845-986-9888  
 Fax: 845-987-1215

OFFICE OF THE CORPORATION  
 MEETINGS HELD 1ST & 3RD MONDAY OF EACH MONTH

# Village of Warwick

77 MAIN STREET  
 P.O. BOX 369  
 ORANGE COUNTY

Warwick, NY 10990

## VACATION CARRY OVER

I Jason Makuch request to carry-over 15 vacation days.  
 (Name of employee) (Amount)

The reason time accrued or vacation was not used: Covid

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

Jason Makuch  
 (Signature of employee)

4-26-21  
 (Date)

M. Moser  
 (Signature of Department Head)

4/26/21  
 (Date)

## VILLAGE USE ONLY

Approved by Village Board  
 Denied by Village Board

\_\_\_\_\_  
 (Time Accrued) (Time Used) (Anniversary Date)

Comments: \_\_\_\_\_

\_\_\_\_\_  
 (Board Signature)

\_\_\_\_\_  
 (Date)

Received Date

**Standard Work Day and Reporting Resolution for Elected and Appointed Officials**

Employer Location Code

4 0 2 6 1

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

RS 2417-A

(Rev.11/19)

BE IT RESOLVED, that the Village of Warwick / -40261 hereby established the following standard work days for these titles and will report the officials to the New York State and Local Retirement based on their record of activities:

Name	Social Security Number	NYSLRS ID	Title	Current Term Begin & End Dates	Standard Work Day	Record of Activities Result	Not Submitted	Pay Frequency	Tier 1
<b>Elected Officials:</b>									
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
<b>Appointed Officials:</b>									
Eurich, Deborah	xxx-xx-xxx	xxxxxxx	Assessor	4/5/2021-4/4/2022	6	2.66	<input type="checkbox"/>	Monthly	<input type="checkbox"/>
Barber, Bryan	xxx-xx-xxx	xxxxxxx	Planning Board Alternate Member	4/5/2021-4/4/2022	6		<input checked="" type="checkbox"/>	Monthly	<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>

I, Raina Abramson, secretary/clerk of the governing board of the Village of Warwick, of the State of New York, (Name of Secretary or Clerk) (Circle one)

do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the \_\_\_ day of \_\_\_, 20\_\_\_ on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the \_\_\_ on this \_\_\_ day of \_\_\_, 20\_\_\_ (Name of Employer)

(Signature of Secretary or Clerk)

**Affidavit of Posting:** I, \_\_\_ being duly sworn, deposes and says that the posting of the Resolution began on

\_\_\_ and continued for at least 30 days. That the Resolution was available to the public on the: (Date)

Employer's website at: \_\_\_\_\_

Official sign board at: \_\_\_\_\_

Main entrance Secretary or Clerk's office at: \_\_\_\_\_

(seal)

## Record of Activities

**Name** Deborah A. Eurich  
**Title** Village Assessor  
**Employer** Village of Warwick

### Activity Log

- Use a new row for each activity. You must include the start and end times for each activity.
- Enter the date, activity, start and end times, and the number of hours. In the Hours column, only enter numbers (i.e. 2.75).
- To add a new row, click the "Add New Row" button.
- To total the number of hours, click the "Update Total" button.

Date	Activity	Start Time	End Time	Hours
October 15, 2020	Get files from previous Assessor, download/setup Google Drive for backups, organize files	12:00 PM	3:30 PM	3.50
October 16, 2020	Deeds RPS, prep and print senior exemption renewals	6:00 PM	9:00 PM	3.00
October 17, 2020	Senior exempt cover letter and produce ag renewals, deliver to Village	10:30 AM	12:00 PM	1.50
October 18, 2020	Review deeds batch prior to appointment to confirm none missing	7:00 PM	7:45 PM	0.75
October 19, 2020	Complete Village hire paperwork	4:00 PM	4:30 PM	0.50
October 20, 2020	Drop off paperwork, sign oath	10:00 AM	10:15 AM	0.25
October 21, 2020	Research, email ORPTS re: online access, complete RP-5100, mail addr correction	4:00 PM	4:30 PM	0.50
October 22, 2020	Get remainder of paper files from prior Assessor	12:00 PM	12:30 PM	0.50

October 23, 2020	Review prior Assessor computer files	7:00 PM	8:00 PM	1.00
October 26, 2020	Outline of assessment calendar for meeting with Mayor and Clerk	6:45 PM	8:45 PM	2.00
November 1, 2020	Revise notes for meeting with Mayor and Clerk	12:15 PM	3:00 PM	0.75
November 2, 2020	Meeting with Mayor and Village Clerk	11:00 AM	12:30 PM	1.50
November 5, 2020	Review last deeds received, download and email Sept and p/o Oct deeds	7:00 PM	7:45 PM	0.75
November 6, 2020	Address changes, Sept and p/o Oct deeds RPS	1:00 PM	4:45 PM	3.75
November 9, 2020	P/O Oct deeds and Warwick Grove tax map change	9:45 AM	11:30 AM	1.75
November 13, 2020	Set up Village email with Computer Guy	11:30 AM	12:00 PM	0.50
December 3, 2020	Inspections	12:30 PM	3:30 PM	3.00
December 3, 2020	Sketches and valuation	7:30 PM	8:30 PM	1.00
December 4, 2020	Download and email Nov deeds to Clerk	8:45 AM	9:00 AM	0.25
December 5, 2020	Mailing address change	11:00 AM	11:15 AM	0.25
December 7, 2020	Email reply to Trustee Cheney re: Village View	12:00 PM	12:30 PM	0.25
December 7, 2020	Email ORPTS, forward to Mayor for corrected 2021 RAR letter	4:00 PM	4:15 PM	0.25
December 7, 2020	Email reply to Trustee Cheney	5:00 PM	5:15 PM	0.25
December 8, 2020	Reminder phone calls to seniors	1:15 PM	1:45 PM	0.50
December 8, 2020	Fieldwork and sketches	2:00 PM	3:15 PM	1.25

December 12, 2020	Email additional deed to Clerk, print p/o December deeds	2:00 PM	2:15 PM	0.25
December 14, 2020	Sketches from bldg dept blueprints	2:45 PM	4:00 PM	1.25
December 16, 2020	Inspections	10:00 AM	12:00 PM	2.00
December 16, 2020	Inspections	1:00 PM	2:00 PM	1.00
December 16, 2020	Sketches and inventory changes on record cards	8:00 PM	8:45 PM	0.75
December 19, 2020	Deeds RPS	1:15 PM	3:45 PM	2.50
December 23, 2020	Inventory RPS	7:15 PM	7:45 PM	0.50
December 26, 2020	Assessment changes RPS	1:00 PM	2:00 PM	1.00
December 27, 2020	Fill in ROA Oct – Dec 14	9:15 AM	10:00 AM	0.75
December 27, 2020	Preventing Phishing Email Training	4:45 PM	5:00 PM	0.25
December 30, 2020	Calculate estimate and email Mayor	1:30 PM	1:45 PM	0.25
January 1, 2021	Telecom parcel ceilings & make spreadsheet	11:45 AM	12:00 PM	0.25
January 2, 2021	Valuation	2:15 PM	4:45 PM	2.50
January 4, 2021	Pickup exemption forms and mail	11:00 AM	11:15 AM	0.25
January 6, 2021	Review/approve/enter into RPS new vet exemptions	4:00 PM	4:30 PM	0.50
January 6, 2021	Senior exemption review/enter into RPS	7:45 PM	9:15 PM	1.50
January 7, 2021	Download and email December deeds to Clerk	2:15 PM	2:30 PM	0.25

January 8, 2021	Tax map change, edits, value and RPS	3:45 PM	4:15 PM	0.50
January 11, 2021	Call, find info and email to taxpayer	10:30 AM	10:45 AM	0.25
January 13, 2021	Deeds RPS (12/9-1/8)	6:30 PM	7:30 PM	1.00
January 14, 2021	Complete Essential Functions spreadsheet	5:00 PM	5:15 PM	0.25
January 14, 2021	Assessment changes RPS & complete ROA mid-Dec to mid Jan	8:30 PM	9:00 PM	0.50

Add New Row

Update Total

47.75

*To ensure three full months of active working days are reflected on the ROA, extend the period of the ROA by the amount of time used for vacations, illness, holidays or other reasons not worked during the three-month period.*

*Once you have completed recording activities for a three-month period, print this worksheet and sign and date below.*

With my signature, I attest to the accuracy of the record provided above.

Signature 

Date 1/19/2021



Office of the NEW YORK  
STATE COMPTROLLER  
NYS Comptroller Thomas P. DiNapoli

New York State & Local Retirement System

Reporting Elected and Appointed Officials

## ROA Result Calculator

Use this calculator to determine the ROA result (average number of days worked per month) for an elected or appointed official.

### Calculate the ROA result:

Total Hours Recorded on the ROA:

Number of Months used to Calculate the ROA:



*Note: must be a minimum of three months.*

Hours in Standard Work Day:



**ROA Result — Average Days Worked per Month:**

You must list the ROA result on a Standard Work Day and Reporting Resolution for Elected and Appointed Officials form (RS2417-A). If the member is not an elected or appointed official, the RS2417-A form does not need to be completed.

For more information about how these results are calculated, go to [Calculating Record of Activities Results and Days Worked](#).



Office of the NEW YORK  
STATE COMPTROLLER  
NYS Comptroller Thomas P. DiNapoli

New York State & Local Retirement System

Reporting Elected and Appointed Officials

## Days Worked Calculator

### Officials Paid Per Payroll Period

Use this calculator to convert the ROA result (average number of days worked per month) into a number of days worked to report your employees' service credit to NYSLRS.

#### Calculate the days worked to put on your monthly report:

ROA Result:

2.66

Pay Period Frequency:

Monthly



Calculate

Days Worked to Report: per month

2.66 for months with 30 days or less

2.66 for months with 31 days

For more information about how these results are calculated, go to [Calculating Record of Activities Results and Days Worked](#).

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

**Year End Transfer & Budget Modification Request**  
**For Board of Trustees Approval - Meeting on 5/3/21**

**5/31/2021 Year End Transfers per Budget - Voucher attached for approval signatures.**

- Transfer \$83,754.51 from Equipment Reserve Fund to General Fund Operating for 2 Pick-up trucks purchased from Leo Kaytes Ford paid on 1/20/21 per budget (A.5110.2350) and for Truck Lift purchase from Mohawk Lifts paid on 1/5/21 per budget (A.1640.2350)

For approval to transfer available appropriations for the following Fiscal Year 2020-2021 budget account lines:

**GENERAL FUND**

FROM Account Code	Account Description	Budget Approp. Balance	Transfer Request	Reason	TO Account Code	Account Description	Budget Approp. Balance	Transfer Amount
A1410.4750	Village Clerk - Training/Dues	185.86	110.00	To cover costs of industrial appraisals fixed asset reports	A1910.4985	Village Fixed Assets	1,075.00	110.00
A1930.4610	Judgment & Claims	5,000.00	400.03	MTA quarterly payroll taxes over budget estimates	A1989.4950	General Government - MTA Tax	(400.03)	400.03
A5110.1000	Streets - Personal Service	130,079.28	13,000.00	Variance for Actual Payroll Distribution- to cover remainder of the FY	A1325.1000	Treasurer - Personal Service	(108.92)	7,000.00
				Variance for Actual Payroll Distribution	A7140.1000	Parks - Personal Service	(4,128.91)	6,000.00
<b>TOTAL</b>			<b>13,510.03</b>		<b>TOTAL</b>			<b>13,510.03</b>

**SEWER FUND**

FROM Account Code	Account Description	Budget Approp. Balance	Transfer Request	Reason	TO Account Code	Account Description	Budget Approp. Balance	Transfer Amount
G1440.4000	Sewer Legal Services	20,800.00	1,500.00	Variance for Actual Payroll Distribution	G8120.1000	Sewers - Personal Services	(1,467.11)	1,500.00
<b>TOTAL</b>			<b>1,500.00</b>		<b>TOTAL</b>			<b>1,500.00</b>

Respectfully submitted,

Sadie Becker  
 Village Treasurer

Backup Documentation: Voucher to approve equipment reserve transfer, Raina Abramson request letter

Report Date: 4/27/21

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



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

# VILLAGE OF WARWICK

INCORPORATED 1867

## FACILITY USE REQUEST

Today's Date: 4/21/21 Date(s) Requested: 5/15/21 - 10/31/21 Time of Event: \_\_\_\_\_  
Set Up Time: 5 Minutes Break Down Time: 5 Minutes

Village Park/Facility Requested: Memorial Park Pavilion

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

Name of Event (Purpose of Use): Fitness Class

Name of Organization or Individual: Warwick Fit Body Boot Camp

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

Proof of Residency: \_\_\_\_\_ Designated Contact: Richard Jarer Jr.

Mailing Address: 16 Candlestick Court Warwick NY 10990 Email: jarrer1on1training@gmail.com

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

Total Participants Expected: Adults: 15 Children: 10

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

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

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

If needed, state type and for what purpose: \_\_\_\_\_

Is admission fee charged?  Yes  No

If so, what will proceeds be used for? \_\_\_\_\_

Will food be served?  Yes  No

If yes, please give details: \_\_\_\_\_

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

Richard Jarer Jr.  
Signature of Organization's Representative (Must be a Village of Warwick Resident)

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

Clerk Use Only: Security deposit check # 317  
Police approval (if applicable) N/A

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

**RECEIVED**

APR 27 2021

VILLAGE OF WARWICK  
CLERK

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

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

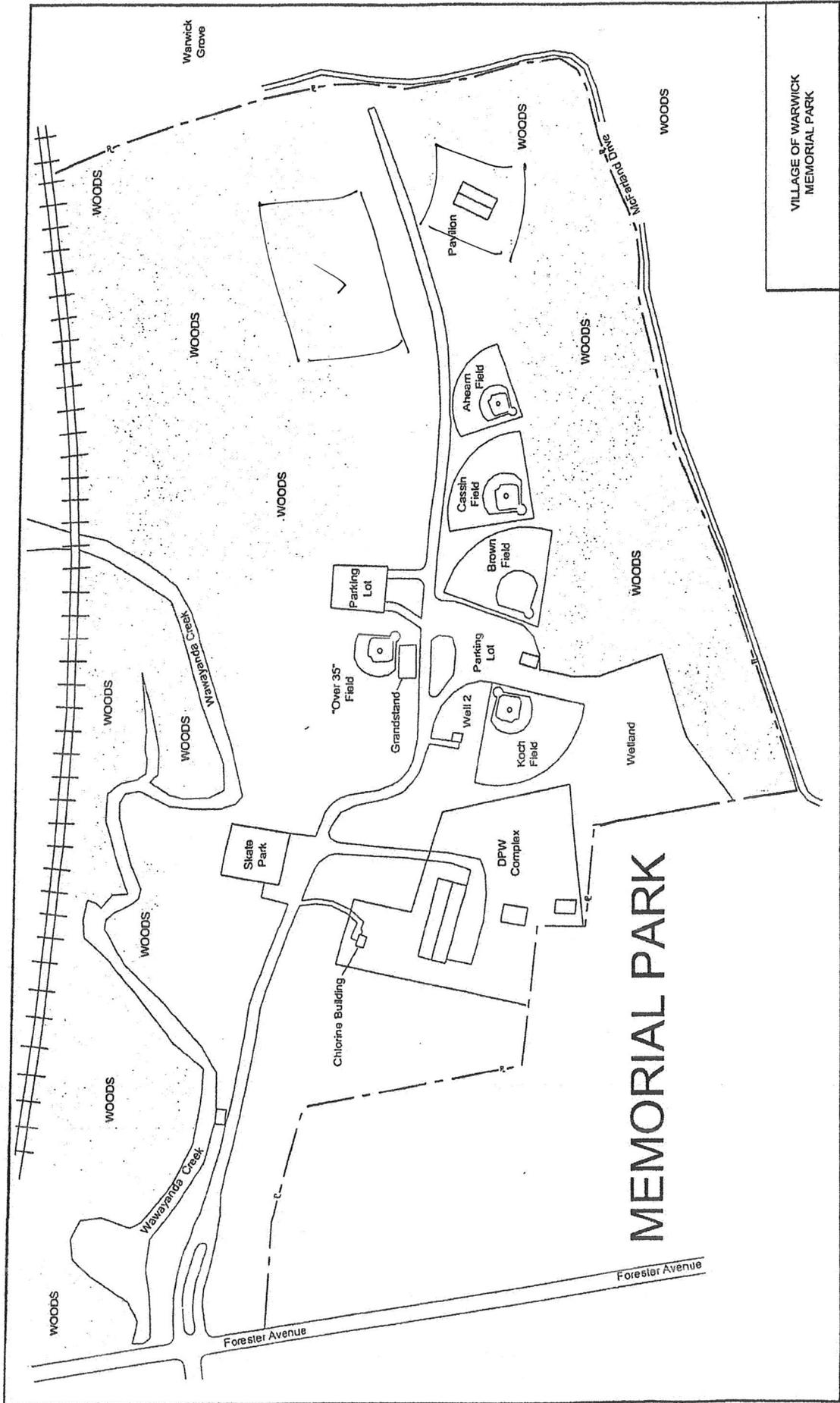
**I have read the Facilities Use Requirements**

A handwritten signature in black ink, appearing to be "R. O. R.", written over a horizontal line.

Signature

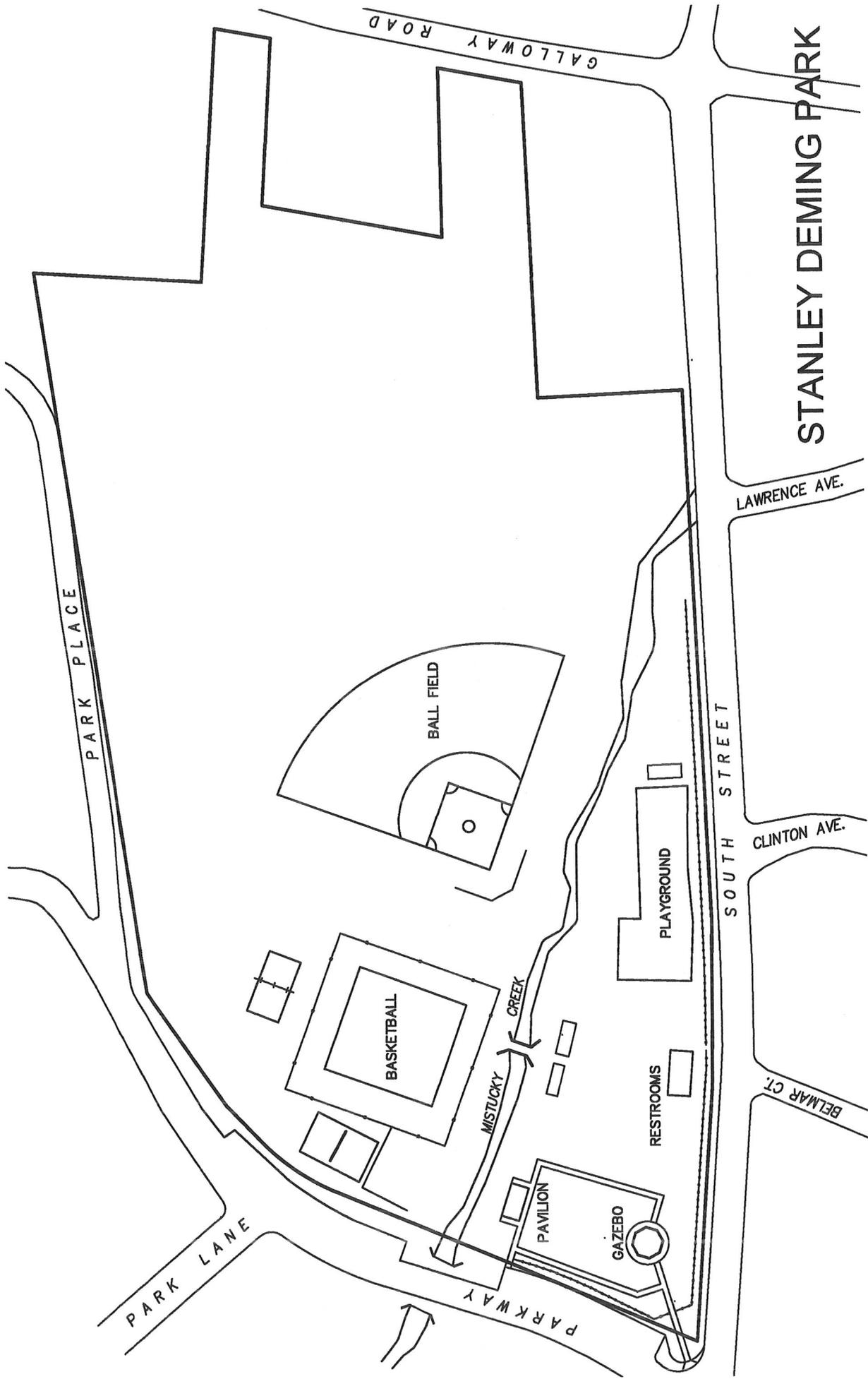
4/21/22

Date



# MEMORIAL PARK

VILLAGE OF WARWICK  
MEMORIAL PARK



STANLEY DEMING PARK

GALLOWAY ROAD

PARK PLACE

LAWRENCE AVE.

BALL FIELD

SOUTH STREET

CLINTON AVE.

BASKETBALL

PLAYGROUND

MISTUCKY CREEK

RESTROOMS

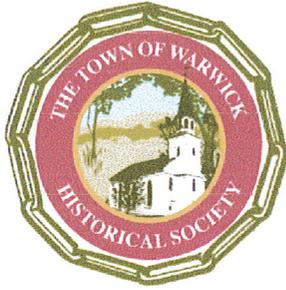
PAVILION

GAZEBO

PARK LANE

PARKWAY

BELMAR CT.



## The Historical Society of the Town of Warwick

2 Colonial Ave., PO Box 353, Warwick, NY 10990  
845-986-3236~admin@whsny.org~www.whsny.org

April 22, 2021

Mayor Michael Newhard and Village of Warwick Trustees  
Village of Warwick  
77 Main Street  
P.O. Box 369  
Warwick, NY 10990

RE: George Washington Day 5K

Dear Mayor Newhard and the Village Trustees,

The Warwick Historical Society is excited to present the first annual George Washington Day 5K and Fun Run, scheduled for Saturday, July 24 from set-up at 7:00 to finish at 11:00 a.m.

George Washington Day was once an anticipated annual community-wide celebration, commemorating the Founding Father's visit to Warwick in 1782. The WHS is looking to revitalize the celebration into a day-long event, beginning with the fun run in the morning, public tours of the historical society's landmark properties in the afternoon, and a free, family-friendly movie in Lewis Park at dusk.

With your consent, the WHS would like to host the GW Day 5K through the village, beginning and ending in Memorial Park. The proposed course departs the park, follows Forester Ave. to High St. over to South St. Next, the course follows South to Park Lane then Park Place, over Burt and down McFarland Drive into Warwick Grove. The run continues following Hudson St. around Long House Rd., Aske and Bridge to White Oak, then exits through Memorial Park back to the finish/ starting line.

Our hopes are to use Memorial Park for the 5K, including the restroom facilities, parking lot and possibly the grandstand area. I have reached out to and received consent from the Warwick Little League, the Warwick Wascals and the Warwick Football and Cheer, and all organizations agree to our use of Memorial Park and event. We anticipate all tiers of runners will complete the course in just over 2 hours, meaning the streets will be clear by 10:30 a.m., and our event will be cleaned up and out by 11:00 a.m.

I have reached out to Warwick Grove to inform them about our proposed event. I have contacted the Town of Warwick Police Department and secured their approval of our route. I have spoken with Supervisor Sweeton to receive Town approval. There will not need to be street closings as we have mapped out a route that avoids major roads and intersections.

Thank you for your consideration; I would be happy to discuss the day's event in more detail, please contact me with any questions.

Sincerely,

Nora Gurvich  
Executive Director

RECEIVED

APR 27 2021

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



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

## VILLAGE OF WARWICK

INCORPORATED 1867

### FACILITY USE REQUEST

Today's Date: 4-21-2021 Date(s) Requested: 7-24-2021 Time of Event: 8 AM -  
Set Up Time: 7:00 AM Break Down Time: 12:00 AM

Village Park/Facility Requested: Memorial Park -

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

Name of Event (Purpose of Use): George Washington Day 5K

Name of Organization or Individual: The Historical Society of the Town of Warwick

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

Proof of Residency: \_\_\_\_\_ Designated Contact: \_\_\_\_\_

Mailing Address: PO Box 353, Warwick, NY Email: director@whsny.org

Telephone Day: 845-986-3236 Evening: \_\_\_\_\_ Cell: \_\_\_\_\_

Total Participants Expected: Adults: 150 Children: 20

Village of Warwick Participants (Number): \_\_\_\_\_ Non-Resident Participants (Number): \_\_\_\_\_

How will event be advertised? online - print - social and traditional media

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

If needed, state type and for what purpose: \_\_\_\_\_

Is admission fee charged?  Yes  No

If so, what will proceeds be used for? Fundraiser for WHS

Will food be served?  Yes  No

If yes, please give details: bottled water and fruit at the finish line

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

Dina Delyan

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

Address: 68 The Rise Warwick, NY Telephone: 845-206-7149

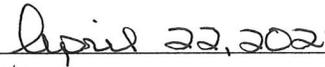
Clerk Use Only: Security deposit check # 1154 Certificate of Insurance   
Police approval (if applicable)  \*Items on file in the Clerk's office

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

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

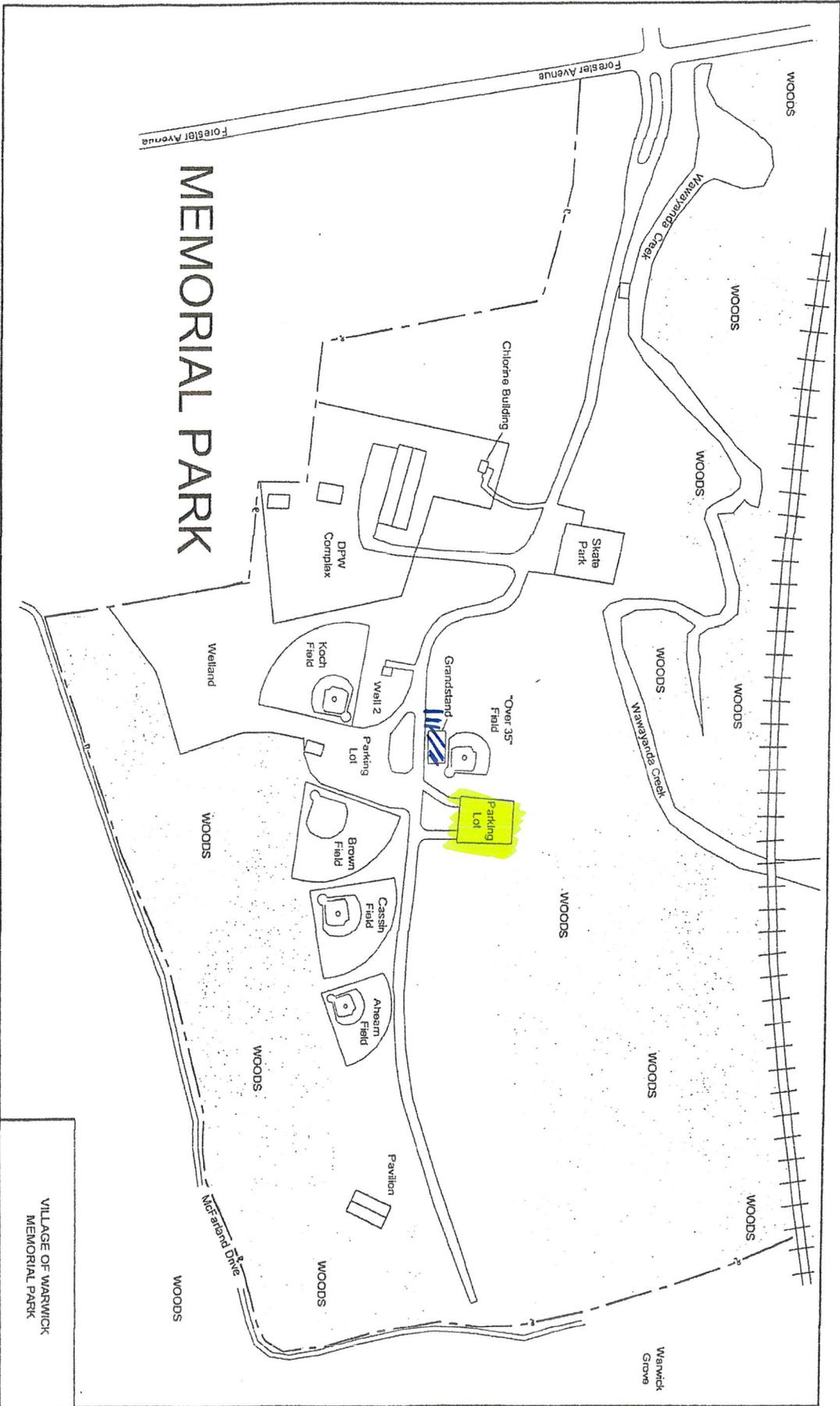
**I have read the Facilities Use Requirements**

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Date



 Parking for GWD Day 5K  
 Start/Finish Line





PO Box 562

Warwick, NY 10990

April 28, 2021

Dear Village Board of Trustees,

The Warwick Valley Gardeners are requesting permission to have our monthly May meeting, Tuesday, May 18, 2021, at 7 PM at the Pavilion in Veteran's Memorial Park. We are a non-profit organization and need to plan our garden tour fundraising event.

We would prefer to have our meeting outdoors rather than at our normal indoor meeting location. We would need to set up at 6:30 PM and our meeting would conclude at 8:30 PM.

Sincerely,

Patricia Reinhardt

WVG, Vice President

914-980-7528

**RECEIVED**

APR 28 2021

VILLAGE OF WARWICK  
CLERK

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



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

# VILLAGE OF WARWICK

INCORPORATED 1867

## FACILITY USE REQUEST

Today's Date: 4/27/21 Date(s) Requested: Tues. 5/18/21 Time of Event: 7 PM  
Set Up Time: 6:30 AM Break Down Time: 8:30 PM

Village Park/Facility Requested: Veteran's Mem Park PAVILION

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

Name of Event (Purpose of Use): MONTHLY Meeting - MAY - Non-Profit

Name of Organization or Individual: WARWICK VALLEY GARDENERS

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

Proof of Residency: ATTACHED Designated Contact: Patricia Reinhardt

Mailing Address: 28 WOODSIDE Dr., Warwick NY Email: WVGardeners@gmail.com

Telephone Day: See call Home# 845-987-8508 Cell: 914-980-7528

Total Participants Expected: Adults: 30 Children: 0

Village of Warwick Participants (Number): 30 Non-Resident Participants (Number): 0

How will event be advertised? ON OUR CLUB CALENDAR

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

If needed, state type and for what purpose: \_\_\_\_\_

Is admission fee charged?  Yes  No

If so, what will proceeds be used for? \_\_\_\_\_

Will food be served?  Yes  No IF Allowed

If yes, please give details: Water, ice tea, fruit, cookies (if allowed)

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

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

Address: 28 WOODSIDE DR., Warwick Telephone: 914-980-7528

Clerk Use Only: Security deposit check # 0652 Certificate of Insurance   
Police approval (if applicable) N/A \*Items on file in the Clerk's office

## Raina Abramson

---

**From:** admin@whsny.org  
**Sent:** Wednesday, April 14, 2021 2:08 PM  
**To:** Raina Abramson  
**Subject:** May 22, 2021 Wedding

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Completed

Hello Raina,

We are renting Lewis Park on May 22, 2021 for a wedding reception. The bride and groom are renting a port-o-john trailer. We are looking to see if it can be parked on Church Street (placement attached). The trailer is 14'6 x 6'6 and will be delivered Thursday or Friday before the wedding and picked up Monday or Tuesday after. I can find out a better time frame the closer it gets.

Attached is a certificate of insurance from the port-o-john company listing the Village of Warwick as an additional insured.

If there is anything else that you need please let me know.

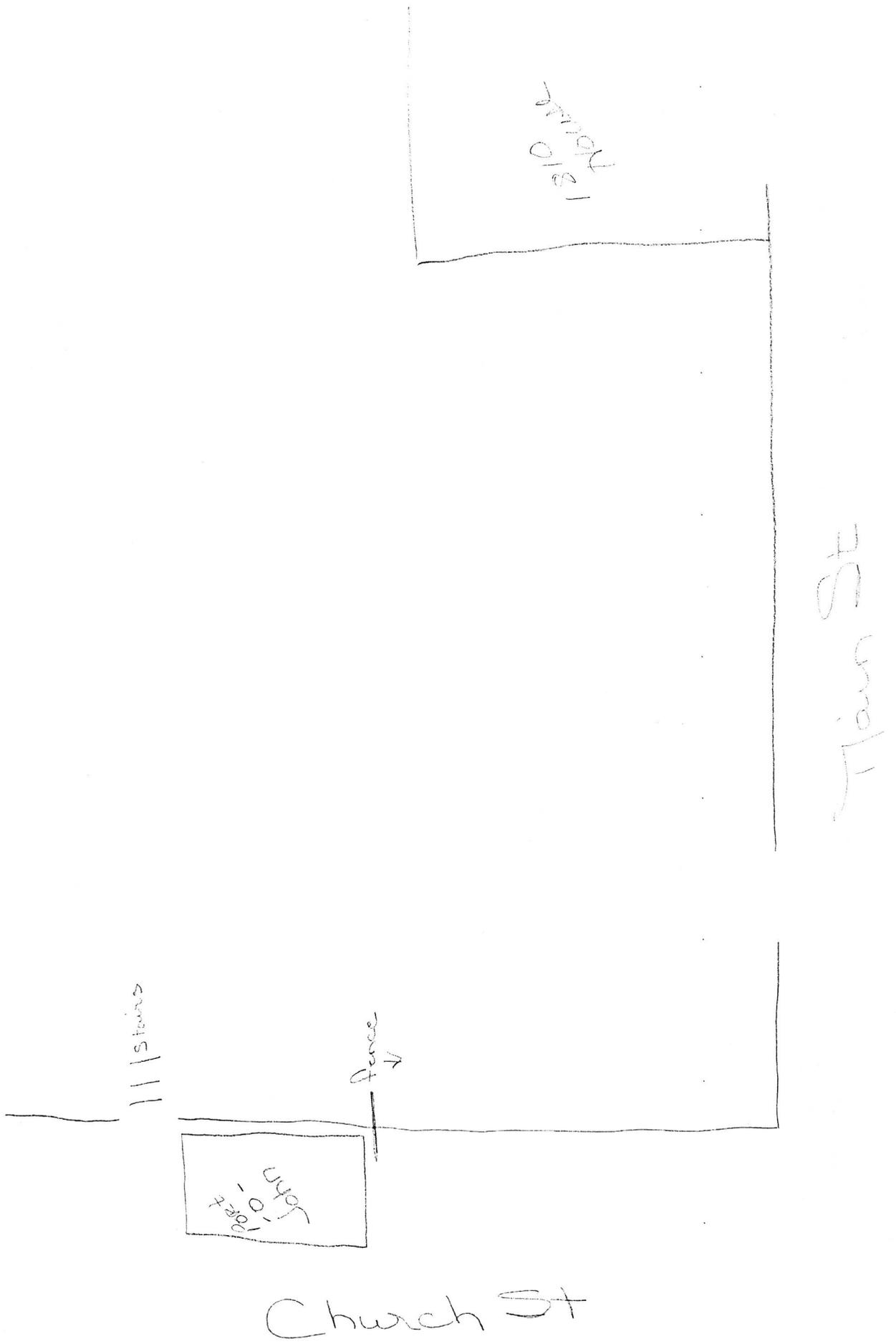
Thank you,

Lisa A. Ryan

Office Manager

845-986-3236 ext. 101

admin@whsny.org



**RPTL 520 Prorated Taxes for the 2021 Levy**

202-2-50	Perpetua	War Vet	\$64.15
206-1-77	Paul/Messina	Combat Vet #1	\$83.15
206-1-77	Paul/Messina	Combat Vet #2	\$83.15
206-1-82	Olesh	War Vet	\$71.27
210-1-3	Mandakas	War Vet	\$71.27
210-2-4	Holland	War Vet	\$64.15
210-2-26	Pasciuto	Combat Vet	\$142.54
* 215-3-1	D'Alessandro	War Vet	\$27.72
* 223-1-1.-41	McCrorry	Aged/War Vet	\$49.55
227-1-1.-58	Finn	Combat Vet	\$70.23

\* Added since preliminary list 3/25/21

**RECEIVED**

APR 19 2021

VILLAGE OF WARWICK  
VILLAGE CLERKS OFFICE

As of 4/19/2021

**Village of Warwick**  
**RPTL 520 Prorated Taxes for the 2021 Levy**

<u>S/B/L</u>	<u>Relevy Code</u>	<u>Amount</u>	<u>Type</u>	<u>Name</u>
202-2-50	OT001	64.15	WarVet	Perpetua
206-1-77	OT001	83.15	Combat Vet #1	Paul/Messina
206-1-77	OT001	83.15	Combat Vet #2	Paul/Messina
206-1-82	OT001	71.27	War Vet	Olesh
210-1-3	OT001	71.27	War Vet	Mandakas
210-2-4	OT001	64.15	War Vet	Holland
210-2-26	OT001	142.54	Combat Vet	Pasciuto
215-3-1	OT001	27.72	War Vet	D'Alessandro
223-1-1.-41	OT001	49.55	Aged/War Vet	McCrary
227-1-1.-58	OT001	70.23	Combat Vet	Finn

**VILLAGE OF WARWICK TAX RELEVIES 2021-22**

<u>S/B/L</u>	<u>Relevy Code</u>	<u>Amount</u>	<u>Type</u>	<u>Name</u>

Errors/Omissions -RPTL 520

Prorated Taxes: 727.18

Relevies: 0.00

**TOTAL: 727.18**

OT001 - Errors/Omissions

AL001 - Alarm Relevy

WR001 - Water Relevy

SR001 - Sewer Relevy

BR001 - Building Repair

PL001 - Planning and Zoning