

77 Main Street
Post Office Box 369
Warwick, NY 10990
www.villageofwarwickny.gov



(845) 986-2031
FAX (845) 986-6884
mayor@villageofwarwickny.gov
clerk@villageofwarwickny.gov

VILLAGE OF WARWICK

INCORPORATED 1867

April 10, 2026

The Architectural and Historic District Review Board (AHDRB) issued the following recommendations on:

30 Brady Rd.; Alice Rutherford ** Should the PB site plans change the applicant must come back the AHDRB**

The following No Exterior Effect Application was reviewed at the April 7, 2026, AHDRB meeting. Board members present at the meeting were: Chairman Michael Bertolini, Board members: Chris DeHaan, Jane Glazman, and Matthew LoPinto. Glenn Rhein was absent.

The Board Recommended the following: **APPROVED**

- Creamy white exterior with white windows as presented in updated drawing 4/9/26 and architectural revisions, as shown in drawing of 4/9/26 including the addition of posts/railings to simulate a porch element, matching the posts/railings on the opposite side of the building to improve visual symmetry, while maintaining the existing footprint and avoiding impacts to setbacks.
- Landscaping details.
- Parking screening.
- The location and screening of mechanical equipment.
- Refuse and recycling enclosures.

Kristin Bialosky

Kristin Bialosky, Planning Board Administrator

30 Brady Rd.
'Final' AHDRB
Approval 4.7.26 meeting



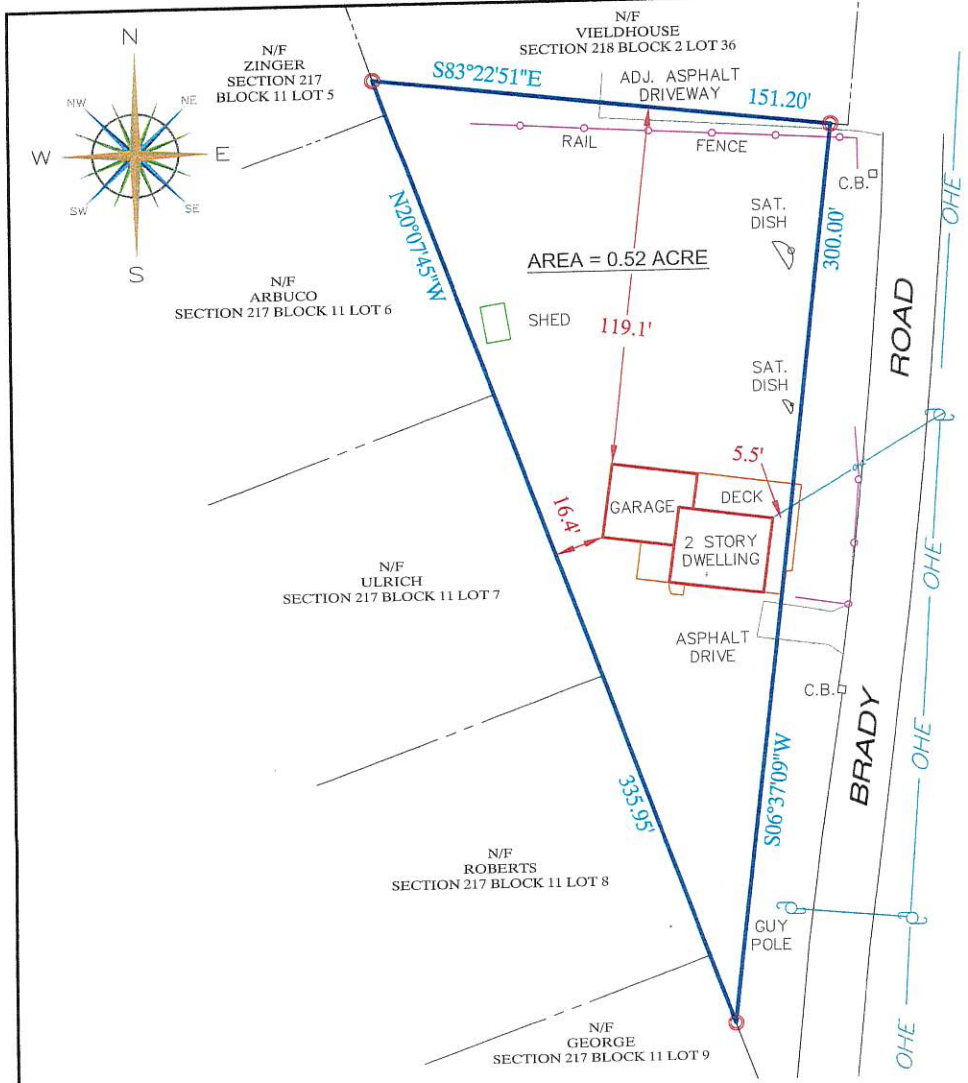
30 BRADY RD - UPDATED RENDERING AS PER 04/07/2026 AHDRB COMMENTS FOR APPROVAL

APR. 9. 26

BASE10
ARCHITECTURE-PLLC
19 Welling Pl, 1a | Warwick, NY 10090
845-988-0233 |archie@base10arch.com



Base10arch.com



GENERAL NOTES

THIS SURVEY IS BASED ON A FIELD SURVEY BY SCHMICK SURVEYING, INC., COMPLETED ON FEBRUARY 14, 2025.

LOCATIONS OF ALL UTILITIES AND SUBSTRUCTURES ARE APPROXIMATE ONLY BASED ON SURFACE EVIDENCE AND EXISTING PLANS. THE INFORMATION GIVEN ON THE SURVEY PERTAINING TO UTILITIES AND SUBSTRUCTURES IS NOT CERTIFIED AS TO THE ACCURACY OR COMPLETENESS. CONSULT WITH THE APPROPRIATE COMPANY OR AGENCY BEFORE DESIGNING OR CONSTRUCTING IMPROVEMENTS.

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EASEMENTS OR RIGHTS OF WAY ON OR BELOW THE SURFACE OF THE GROUND THAT ARE **NOT** VISIBLE ARE **NOT SHOWN**.

SUBJECT TO THE FINDINGS OF A **COMPLETE AND UP TO DATE** TITLE SEARCH.

SUBJECT TO ANY EASEMENTS OF RECORD.

REFERENCES

1. BEING KNOWN AS SECTION 218 BLOCK 1 LOT 4 AS SHOWN ON THE VILLAGE OF WARWICK TAX MAPS.
2. PREMISES KNOWN AS 30 BRADY ROAD
3. DEED LIBER 2107, PAGE 852

OWNERS OF RECORD

- RICHARD RUTHERFORD & ALICE O'SHEA
30 BRADY ROAD
WARWICK, NEW YORK 10990

SURVEY OF PROPERTY FOR RUTHERFORD VILLAGE OF WARWICK ORANGE COUNTY - NEW YORK

SCALE: 1" = 40' FEBRUARY 15, 2025
PROJECT No. 21-104B

ROBERT H. SCHMICK, JR. P.L.S.
N.Y. Lic. No. 050573

SCHMICK SURVEYING, INC.
PROFESSIONAL LAND SURVEYING
WARWICK, NEW YORK 10990



PROPOSED CONCEPTUAL STREET-VIEW RENDERING



EXISTING STREET VIEW

30 BRADY ROAD - EXISTING & PROPOSED SITE CONTEXT



PROPOSED CONCEPTUAL SITE CONTEXT



EXISTING SITE CONTEXT

MAR. 16, 26

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ARCHITECTURE-PLLC
19 Welling Pl, 16 | Warwick, NY 10090
846-988-0233 | archie@base10arch.com





EXISTING LEFT SIDE PHOTOGRAPH



EXISTING FRONT CORNER PHOTOGRAPH



EXISTING FRONT PHOTOGRAPH



EXISTING FRONT RIGHT CORNER PHOTOGRAPH

30 BRADY ROAD - PROPOSED EXTERIOR RENDERINGS

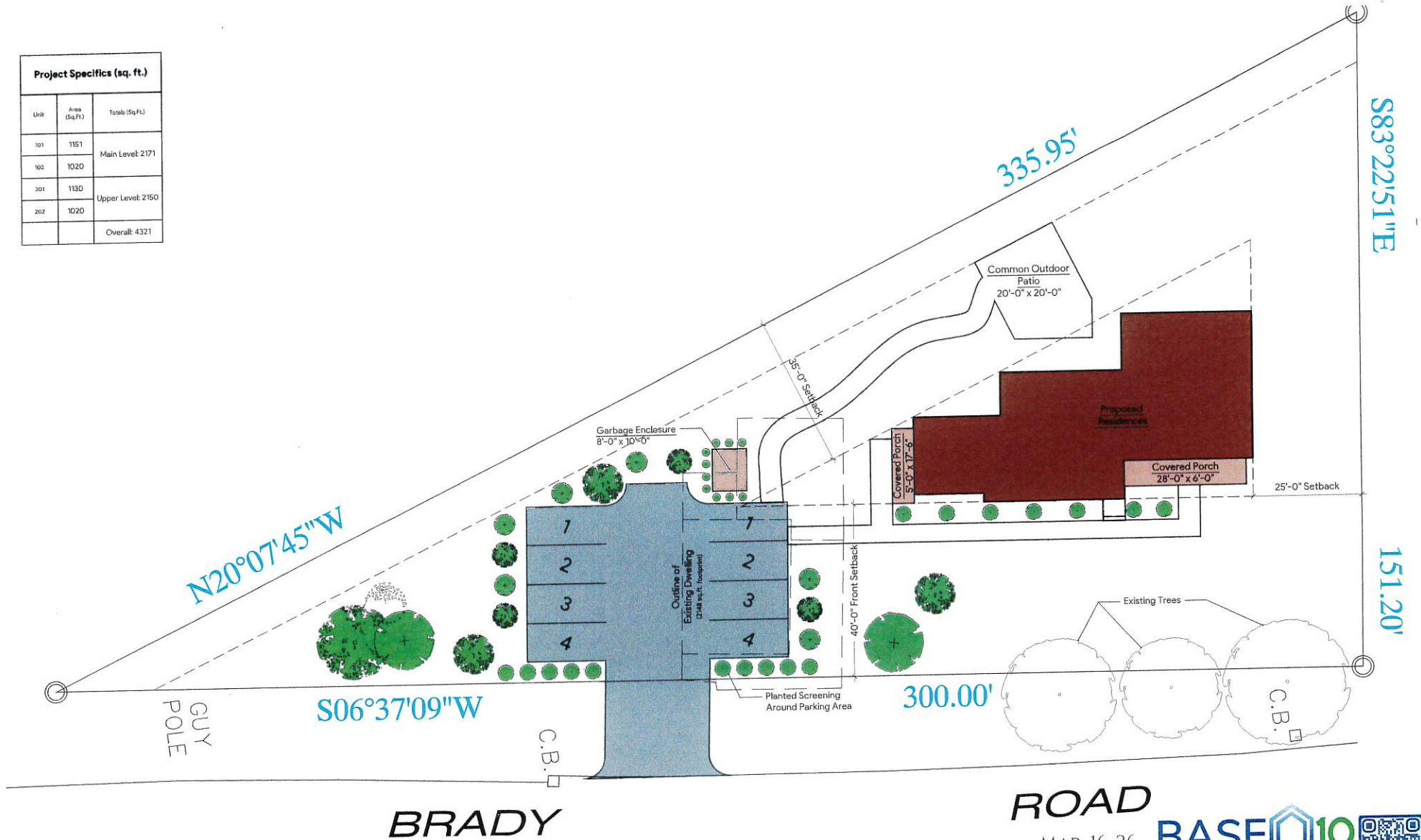
MAR. 16, 26

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19 Walling Pl, 1a | Warwick, NY 10090
845-988-0233 | archie@base10arch.com



Project Specifics (sq. ft.)		
Unit	Area (Sq Ft)	Totals (Sq Ft)
101	1151	Main Level: 2171
102	1020	
201	1130	Upper Level: 2150
202	1020	
		Overall: 4321



30 BRADY ROAD - PROPOSED SITE PLAN

BRADY

ROAD

MAR. 16, 26

SCALE: 1" = 20'

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Project Specifics (sq. ft.)		
Unit	Area (Sq.Ft.)	Totals (Sq.Ft.)
101	1151	Main Level: 2171
102	1020	
201	1130	Upper Level: 2150
202	1020	
		Overall: 4321



30 BRADY ROAD - FIRST FLOOR PLAN DESIGN - 2 UNITS PER FLOOR - 4 TOTAL UNITS

GROUND FLOOR UNITS ARE TYPE B ACCESSIBLE

MAR. 16, 2024

SCALE: 3/16" = 1'-0"

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Project Specifics (sq. ft.)		
Unit	Area (Sq Ft)	Totals (Sq Ft)
101	1151	Main Level: 2171
102	1020	
201	1130	Upper Level: 2150
202	1020	
		Overall: 4321

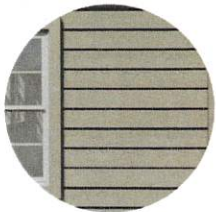


30 BRADY ROAD - SECOND FLOOR PLAN DESIGN - 2 UNITS PER FLOOR - 4 TOTAL UNITS

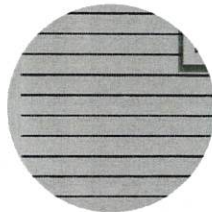
MAR. 16, 26
SCALE: 3/16" = 1'-0"

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LP SMARTSIDE LAP SIDING IN
TIMBERLAND SUEDE



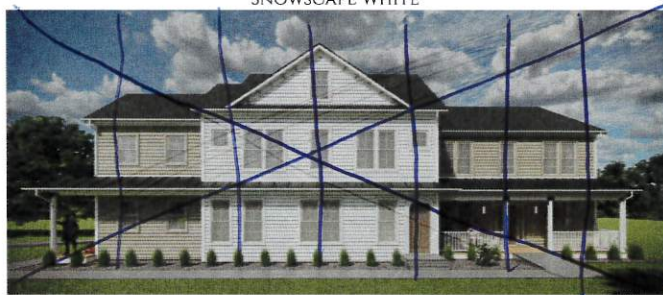
LP SMARTSIDE LAP SIDING IN
SNOWSCAPE WHITE



OWENS CORNING DURATION
TRUDEFINITION SHINGLES IN
SLATESTONE GRAY



DOOR FINISH: BENJAMIN
MOORE: THATCHED ROOF
WOODLUXE SOLID STAIN



SIDE LIGHT FINISH: BENJAMIN
MOORE W09601 WHITE SOFT
GLOSS ACRYLIC EXTERIOR



TRIM COLOR:
BENJAMIN MOORE W09601
WHITE SOFT GLOSS ACRYLIC
EXTERIOR PAINT

STANDING SEAM METAL ROOF
IN MATTE BLACK (METAL SALES)

MARVIN ESSENTIAL WINDOWS
FINISHED IN STONE WHITE

TIMBERTECH
PORCH DECKING IN
ENGLISH WALNUT



30 BRADY ROAD - PROPOSED MATERIALS

MAR. 16, 26



→ PLS. SEE *
* 4/9/27 Rendering approved
as per 4/7/26 AHDRB
meeting comments
and approval.

Raina Abramson

From: Bern <[REDACTED]>
Sent: Thursday, April 9, 2026 12:38 PM
To: Michael Newhard
Cc: Raina Abramson
Subject: My resignation letter effective April 15 2026

Follow Up Flag: Follow up
Flag Status: Flagged

Sent from my iPad

Dear Mr. Mayor I am tending my resignation letter as I am moving to west palm beach fl soon.

I will miss my team members John Graney with all his wit & his side kicks John Prego & Wes Burley .

They are so smart with all their wisdom & dedication regarding variances for Village that I listened To every word & I think I learned a lot. Thank you for this wonderful experience Raina is so patient in teaching me for my training & of course Kristen is the GEM that Keeps all of us in control.

Sincerely Margaret Politoski

MEMO

TO: MAYOR NEWHARD & THE VILLAGE BOARD

FROM: MIKE MOSER, DPW SUPERVISOR

SUBJECT: ON-CALL HVAC/PLUMBING BID

DATE: APRIL 14, 2026

Motion to accept the Bid from **Joe Lombardo Plumbing & Heating of Rockland Inc.** for On-Call HVAC & Plumbing Services for the Village of Warwick as per DPW Supervisors Recommendation. Contract period will be June 1, 2026, to May 31, 2028. Bid Opening was held March 31, 2026.

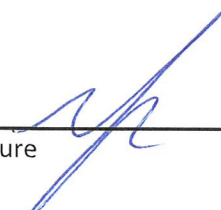
June 1, 2026 – May 31, 2028

Village of Warwick On-Call HVAC/Plumbing Contractor

Proposal Form

Plumber Hourly Rate, Routine	<u>\$128.00 (M-F 7am-3:30pm)</u>
Plumber Hourly Rate, Emergency	<u>\$192.00 (After-hours and Saturday)</u> <u>\$256.00 (Sunday and Holidays)</u>
Service Call Charge	<u>\$0.00</u>
Mileage or Vehicle Charge	<u>\$0.00</u>
Helper/Apprentice Hourly Rate, Routine	<u>\$98.00 (M-F 7am-3:30pm)</u>
Helper/Apprentice Hourly Rate, Emergency	<u>\$147.00 (After-hours and Saturday)</u> <u>\$196.00 (Sunday and Holidays)</u>
Laborer Hourly Rate, Routine	<u>\$118.00 (M-F 7am-3:30pm)</u>
Laborer Hourly Rate, Emergency	<u>\$177.00 (After-hours and Saturday)</u> <u>\$236.00 (Sunday and Holidays)</u>

I hereby swear under the penalties of perjury that I have read all of the documents that comprise this RFP and that I will comply with all its terms and provisions. I acknowledge my responsibility to be compliant with all the terms of this RFP, as well as all Local, County, State and Federal Laws at all times while performing this agreement and will notify the Village if any circumstances change which prevent me from complying.

	Ronald J. Lombardo	
Signature	Print Name	
Joe Lombardo Plumbing & Heating of Rockland, Inc	(845)-357-6537	michele@josephlombardo.com
Company	Telephone	Email
321 Spook Rock Rd. Suffern, NY 10901	3/18/26	
Address	Date	

June 1, 2026 – May 31, 2028

Village of Warwick On-Call HVAC/Plumbing Contractor

Proposal Form

Plumber Hourly Rate, Routine	<u>149.75</u>
Plumber Hourly Rate, Emergency	<u>199.75</u>
Service Call Charge	<u>350.00</u>
Mileage or Vehicle Charge	<u>20.00 per Call</u>
Helper/Apprentice Hourly Rate, Routine	<u>149.75</u>
Helper/Apprentice Hourly Rate, Emergency	<u>199.75</u>
Laborer Hourly Rate, Routine	<u>149.75</u>
Laborer Hourly Rate, Emergency	<u>199.75</u>

I hereby swear under the penalties of perjury that I have read all of the documents that comprise this RFP and that I will comply with all its terms and provisions. I acknowledge my responsibility to be compliant with all the terms of this RFP, as well as all Local, County, State and Federal Laws at all times while performing this agreement and will notify the Village if any circumstances change which prevent me from complying.



Roger W. Reagan Jr.

Signature

Print Name

Westar Tech Services Corp.

845-342-1118

chris@westarhvac.com

Company

Telephone

Email

P.O. Box 988 Middletown, NY 10940

03/20/26

Address

Date

MEMO

TO: MAYOR NEWHARD & THE VILLAGE BOARD

FROM: MIKE MOSER, DPW SUPERVISOR

SUBJECT: ON-CALL ELECTRICAL BID

DATE: APRIL 14, 2026

Motion to accept the Bid from **Joseph Warren Electrical, LLC** for On-Call Electrical Services for the Village of Warwick as per DPW Supervisors Recommendation. Contract period will be June 1, 2026, to May 31, 2028. Bid Opening was held March 31, 2026.

MEMO

TO: MAYOR NEWHARD & THE VILLAGE BOARD

FROM: MIKE MOSER, DPW SUPERVISOR

SUBJECT: ON-CALL ELECTRICAL BID

DATE: APRIL 14, 2026

Motion to accept the Bid from **J.M. Electrical & Sons** for On-Call Electrical Services for the Village of Warwick as per DPW Supervisors Recommendation. Contract period will be June 1, 2026 to May 31, 2028. Bid Opening was held March 31, 2026.

MEMO

Date: April 14, 2026

To: Mayor Newhard & The Village Board

From: Mike Moser, DPW Supervisor

Re: Refuse Bid/24 Memorial Park Drive CG

Motion to accept the refuse bid from **Sonny Zito Sanitation, Inc.** for the contract period of **June 1, 2026 to May 31, 2027**. Bid Opening was held March 31, 2026.

Price Per 30 Yard Roll-Off Box for Refuse

\$248.00 per haul + \$135.15 per ton

MEMO

Date: April 14, 2026

To: Mayor Newhard & The Village Board

From: Mike Moser, DPW Supervisor

Re: Refuse Bid/Sewer Plant 2cy Container

Motion to accept the refuse bid from County Waste – Ulster LLC for the contract period of **June 1, 2026 to May 31, 2027**. Bid Opening was held March 31, 2026.

Price per 2 cy Container Sewer Plant River Street

\$10.00 Per pickup

Sonny Zito Sanitation, Inc.

PO Box 70

Slate Hill, New York 10973

(845) 355-4811

March 17, 2026

Village of Warwick
Village Hall
PO Box 369, 77 Main Street
Warwick, New York 10990

SANITATION BID

March 31, 2026 @ 11:00 am

Sonny Zito Sanitation proposes the following rates for your Sanitation Bid:

24 Memorial Drive, Warwick

30 yd Roll off for trash \$248.00 per haul + \$135.15 per ton

104 River Street, Warwick

2 yd container serviced once weekly @ \$125.00 per month

Thank you for the opportunity to bid this.

Very truly yours,



Richard Zito, President

Village of Warwick Refuse Proposal Form

Supply 30 cy. Roll Off Container as needed at the Central Garage, 24 Memorial Park Drive, Warwick, NY and during Village Cleanup at other locations with the Village of Warwick as directed by the Department of Public Works for the period of June 1, 2026 – May 31, 2027.

30 cy Container Refuse 275.⁰⁰ per pull


Tipping Fee 135.⁰⁰ per ton

Supply 30 cy. Roll Off Container for metal at Central Garage, 24 Memorial Park Drive, Warwick, NY for the period of June 1, 2026 – May 31, 2027.

30 cy Container Metal 275.⁰⁰ per pull

Supply 2 cy. Container with once per week pickup at Sewer Plant, 104 River Street, Warwick, NY for the period of June 1, 2026 – May 31, 2027.

2 cy Container 10.⁰⁰ per pickup



 Signature Jennifer Williamson
 Print Name

County Waste - Ulster LLC 518-877-2308 DawnR@wenx.org
 Company Telephone Email

1927 Route 9, PO Box 431, 3/31/26
 Address Clifton Park, NY 12065 Date

SALES REPRESENTATIVE

Brittany Quintal 518-877-2308
 Print Name Telephone

BIDDERS MUST ECNLOSE COMPLETED STATEMENT OF NON-COLLUSION BY BIDDER & HOLD HARMLESS AGREEMENT. BIDDERS MUST BE ABLE TO PROVIDE ALL REQUIRED INSURANCE DOCUMENTS AS SPECIFIED IN THE GENERAL INSTUCTIONS FOR PROPOSALS.

Barton & Loguidice

April 16, 2026

Mr. Michael Newhard
Mayor
Village of Warwick
77 Main Street
Warwick, NY 10990

Re: Village of Warwick – Wastewater Treatment Plant Improvements
Contract No. 2A – General Construction
Recommendation of Award

File: 1334.014.002

Dear Mayor:

Barton & Loguidice, D.P.C. (B&L) has reviewed the bids submitted for the referenced project and the certified bid tabulation is attached for your review. Two (2) bids were submitted for Contract No. 2A – General Construction. Based on our review of the bids submitted and qualifications of the low bidder, B&L recommends the award of the base bid for Contract No. 2A to W.M. Schultz Construction, Inc. in the amount of \$15,478,000.00.

We will forward a Notice of Award for signature upon Board approval.

Please call should you have any questions.

Very truly yours,
BARTON & LOGUIDICE, D.P.C.



Dylan Curran, P.E.
Project Engineer

Enclosure

VILLAGE OF WARWICK
WASTEWATER TREATMENT PLANT UPGRADES PROJECT
CONTRACT NO. 2A - GENERAL CONSTRUCTION
TABULATION OF BIDS RECEIVED FEBRUARY 19, 2026

BASE BID

Item	Description	Quantity	Unit	WM Schultz Construction, Inc.		Coppola Services, Inc.	
				Unit Price	AMOUNT	Unit Price	AMOUNT
G-1	General Construction	1	LS	\$15,228,000.00	\$15,228,000.00	\$15,911,013.00	\$15,911,013.00
G-2	Contingency Allowance	1	AL	\$250,000.00	\$250,000.00	\$250,000.00	\$250,000.00
Base Bid Total				\$15,478,000.00		\$16,161,013.00	


Elective Bid Items

Item	Description	Quantity	Unit	WM Schultz Construction, Inc.		Coppola Services, Inc.	
				Unit Price	AMOUNT	Unit Price	AMOUNT
G-A1	General Construction of Pole Barn over Post Aeration Tank	1	LS	\$54,000.00	\$54,000.00	\$88,000.00	\$88,000.00
G-A2	Demolition of existing RBC equipment and tanks	1	LS	\$310,000.00	\$310,000.00	\$95,000.00	\$95,000.00

Bid Form	✓	✓
Addendum 1 Acknowledged	✓	✓
Addendum 2 Acknowledged	✓	✓
Addendum 3 Acknowledged	✓	✓
Bid Bond	5%	5%
Non-Collusive Affidavit	✓	✓
Iranian Energy Sector Divestment Cert.	✓	✓
Sexual Harrassment Prevention Certification	✓	✓
Prohibition on Purchase of Tropical Hardwoods	✓	✓
Gender-Based Violence Cert.	✓	✓
NYS DOL Registration Cert.	✓	✓
NYSEFC Lobbying Cert.	✓	✓

WE CERTIFY THAT THIS TABULATION IS A TRUE AND CORRECT COPY OF THE CANVASS OF BIDS.

BARTON & LOGUIDICE, D.P.C.:

BY: 
Dylan Curran, P.E.
Project Engineer

Date: 2/20/2026

Barton & Loguidice

April 16, 2026

Mr. Michael Newhard
Mayor
Village of Warwick
77 Main Street
Warwick, NY 10990

Re: Village of Warwick – Wastewater Treatment Plant Improvements
Contract No. 2B – Electrical Construction
Recommendation of Award

File: 1334.014.002

Dear Mayor:

Barton & Loguidice, D.P.C. (B&L) has reviewed the bids submitted for the referenced project and the certified bid tabulation is attached for your review. Five (5) bids were submitted for Contract No. 2B – Electrical Construction. Based on our review of the bids submitted and qualifications of the low bidder, B&L recommends the award of the base bid for Contract No. 2B to Power with Prestige Inc. in the amount of \$2,676,000.00.

We will forward a Notice of Award for signature upon board approval.

Please call should you have any questions.

Very truly yours,
BARTON & LOGUIDICE, D.P.C.



Dylan Curran, P.E.
Project Engineer

Enclosure

VILLAGE OF WARWICK
WASTEWATER TREATMENT PLANT UPGRADES PROJECT
CONTRACT NO. 2B - ELECTRICAL CONSTRUCTION
TABULATION OF BIDS RECEIVED FEBRUARY 19, 2026

BASE BID

Item No.	Description	Estimated Quantities	Unit	J&J Sass Electric, Inc.		West-Fair Electrical Contractors, Inc.		Power with Prestige Inc.		Hewitt Young Electric, LLC		Fanshawe Inc dba Rockland Electric	
				30 Grand Street, Kingston, NY 12401		200 Brady Avenue, Hawthorne, NY 10532		40 Swartswood Road, Newton, NJ 07860		645 Maple Street, Rochester, NY 14611		143 Main Street, 1st Floor, Nanuet, NY 10954	
				Unit Price	AMOUNT	Unit Price	AMOUNT	Unit Price	AMOUNT	Unit Price	AMOUNT	Unit Price	AMOUNT
E-1	Lump Sum Electrical Construction	1	LS	\$3,640,000.00	\$3,640,000.00	\$2,695,000.00	\$2,695,000.00	\$2,576,000.00	\$2,576,000.00	\$2,774,000.00	\$2,774,000.00	\$2,990,000.00	\$2,990,000.00
E-2	Contingency Allowance	1	AL	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00
Base Bid Total				\$3,740,000.00		\$2,795,000.00		\$2,676,000.00		\$2,874,000.00		\$3,090,000.00	

Elective Bid Items

Item	Description	Quantity	Unit	J&J Sass Electric, Inc.		West-Fair Electrical Contractors, Inc.		Power with Prestige Inc.		Hewitt Young Electric, LLC		Fanshawe Inc dba Rockland Electric	
				30 Grand Street, Kingston, NY 12401		200 Brady Avenue, Hawthorne, NY 10532		40 Swartswood Road, Newton, NJ 07860		645 Maple Street, Rochester, NY 14611		143 Main Street, 1st Floor, Nanuet, NY 10954	
				Unit Price	AMOUNT	Unit Price	AMOUNT	Unit Price	AMOUNT	Unit Price	AMOUNT	Unit Price	AMOUNT
E-A1	Electrical Construction of Pole Barn over Post Aeration Tank	1	LS	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00	\$2,000.00	\$2,000.00	No Bid	No Bid

Bid Form	✓	✓	✓	✓	✓
Addendum 1 Acknowledged	✓	✓	✓	✓	✓
Addendum 2 Acknowledged	✓	✓	✓	✓	✓
Addendum 3 Acknowledged	✓	✓	✓	✓	✓
Bid Bond	5%	5%	5%	5%	5%
Non-Collusive Affidavit	✓	✓	✓	✓	✓
Iranian Energy Sector Divestment Cert.	✓	✓	✓	✓	✓
Sexual Harrassment Prevention Certification	✓	✓	✓	✓	✓
Prohibition on Purchase of Tropical Hardwoods	✓	✓	✓	✓	✓
Gender-Based Violence Cert.	✓	☒	✓	☒	✓
NYS DOL Registration Cert.	✓	✓	✓	✓	✓
NYSEFC Lobbying Cert.	✓	✓	✓	✓	✓

WE CERTIFY THAT THIS TABULATION IS A TRUE AND CORRECT COPY OF THE CANVASS OF BIDS.

BARTON & LOGUIDICE, D.P.C.:

Date:



BY: Dylan Curran, P.E.
Project Engineer

2/20/2026

Building Inspector

From: Jodi Santangelo <jsantan417@optonline.net>
Sent: Wednesday, March 18, 2026 10:39 AM
To: Building Inspector
Subject: 13 Orchard St.

Good morning Boris,

As discussed yesterday, please be advised that my home at 13 Orchard St. in Warwick will no longer be listed on Airbnb as my son will be living there permanently. I will be sure to reach out if/when the situation changes.

Thank you,
Jodi Santangelo
Sent from my iPhone

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

VILLAGE OF WARWICK
INCORPORATED 1867

**Call Jodi for inspection
845-774-9021*

SHORT TERM RENTAL PERMIT INSPECTION FORM

Property Address: 13 Orchard St S.B.L. _____

Inspected By: _____ Date: ____/____/____

SITE INSPECTION CHECKLIST

Exterior Areas

- Y/N – Address used for 911 is properly displayed for each unit
 - Y/N – Exterior structure is well maintained and adequately protected from weather and vermin
 - Y/N – Automobile parking accommodations are plainly marked and properly situated on the lot
 - Y/N – Outbuildings, fences, walking surfaces, cars etc. have no litter and are well maintained
 - Y/N – Guard rails for deck and stairs are properly installed where required and well maintained
 - Y/N – Riser covers are installed on all decks/stairs
- Exterior items on property:
-

Interior Areas

- Y/N – Natural gas main shut off valve is accessible
- Y/N – Smoke detectors are installed inside each bedroom, in the living area and in each story
- Y/N – Carbon monoxide detectors are installed in buildings having combustion devices or garages
- Y/N - Fire extinguishers of proper size are properly installed in each rental unit
- Y/N - House and apartments meet or exceed minimum living and dining area requirements
- Y/N - Bathrooms have well maintained sanitary surfaces for floors, countertops, tubs and showers
- Y/N – Bathrooms have an operable window to exterior or a functioning mechanical exhaust vent
- Y/N – Kitchens have well maintained sanitary surfaces on floors and on countertops
- Y/N – Kitchen stovetops have a properly installed function hood
- Y/N – Heat and hot water are adequate; appliances are well maintained and readily accessible
- Y/N – Electrical outlets in bathrooms and kitchens are GFCI protected
- Y/N – Electrical plug outlets are not overloaded, and extension cords are used properly
- Y/N - All electrical boxes are properly covered, and the breaker panel is not obstructed
- Y/N - Grab rails for stairs are properly installed and well maintained
- Y/N – Means of egress components are unobstructed, well maintained and have adequate lighting
- Y/N – No peeling paint, leaks or other indications of inadequate maintenance
- Y/N – Safety/egress plan in common area & on back of each bedroom door
- Y/N – Trash & recycling schedules posted
- Y/N – Copy of Chapter 94 – Village Noise ordinance on site
- Y/N – Property survey map displayed
- Y/N – Display annual permit: maximum occupancy limit, maximum parking, contact form and standards shall be prominently displayed inside and near the front entrance

Total Bedrooms in rental area: _____
Total Bathroom in rental area: Full _____ Half _____
Additional Notes:

PASS _____ FAIL _____

Date of Final Passed Inspection: ____/____/____

VILLAGE OF WARWICK
SHORT TERM RENTAL REGISTRATION APPLICATION
\$500 Application & Inspection fee (Owner Occupied/Register Agent dwelling)
Cash or Check (payable to Village of Warwick)

rcvd -
9/5/25

**If property has been purchased within the last 6 months, provide a copy of the bargain & sale deed.

Date: 9/2/25 9/5/25

SITE DATA:

Sec-Blk-Lot: 210-10-4
Rental Property Address: 13 Orchard St.
City: Warwick State: ny Zip: 10990
Property Owner Name: Jodi Santangelo
Property Owner Mailing Address: 31 Belcher Rd.
City: Warwick State: ny Zip: 10990

Telephone Number: (845) 774-9021 (A Phone Number That We Can Reach 24 Hours A Day).
Email Address: jsantan417@optonline.net

Checklist of requirements (all must be submitted with application):

- Number of bedrooms in rental unit: 2
- Number of occupants in rental unit: 4 (maximum of 2 per legal bedroom)
- Number of bathrooms in rental unit: Full 1 Half
- Copy of Certificate of Occupancy for original dwelling OR letter stating dwelling was built prior to 1973
- Copy of homeowner's liability insurance no less than \$1,000,000.00 with rental endorsement on policy. (umbrella policy & Airbnb policy are not acceptable proof)
- List of all means of advertising which the rental property will be listed for rent. Air BNB
- Indicate where owner resides while rental is occupied. 31 Belcher Rd Warwick NY
- Village Code 115-6 Must be displayed at the short-term rental property for STR renters to adhere to
- Survey showing property lines, location of buildings & all parking location(s) for occupants.
- CAD floor plans drawn to scale showing detail description/measurements of all rooms accessible to renters, emergency exit locations, heating/cooling systems & fire prevention systems (fire extinguishers, smoke & carbon monoxide detector) locations.

If the owner is an association, partnership, limited liability partnership, corporation, joint tenancy, tenancy in common, tenancy by the entirety, or other entity, the name of each and every owner, officer, partner or general interest partner, and the name of their interest shall also be disclosed;
If the owner is a business entity, the tax identification number, and the name, telephone number, e-mail address, mailing address and physical address of the owner's agent

Please fill out the following if the property owner does not reside within half-hour of property. (Registered Agent must be within a half-hour from rental property.)

Rental Agents Name: _____
Agents address: _____
City: _____ State: _____ Zip: _____
Phone: ()- - - - - Email: _____
Rental Agents Signature: _____

AUTHORIZATION (NOTARY):

State of New York, County of, Orange, being duly sworn deposes and says he/she is the owner and is duly authorized to perform or have performed said work and to make and file this application; that all statements are true and to the best of his/her knowledge and belief, and that the work will be performed in the manner set forth in the application and in the plans and specifications filed therewith.

Sworn to before me
This 5 day of August, 2025

Owner Signature: Jodi Santangelo
Print Name: Jodi Santangelo

NOTARY PUBLIC:

Stamp: **KRISTIN A. BIALOSKY**
Notary Public of New Jersey
ID# 50208896
My Commission Expires April 10, 2028

FOR VILLAGE USE ONLY
FEE PAID: \$500 CHECK #: 3955 CASH AMOUNT OF CHECK: \$500.00
Comments: _____ Application #: _____



VILLAGE OF WARWICK

INCORPORATED 1867

Short-Term Rentals

How to Apply for a STR Permit

WHAT IS A SHORT-TERM RENTAL (STR) PROPERTY?

A short-term rental (STR) is any residence in which overnight accommodations are offered in exchange for a fee or compensation, whether monetary or otherwise, for a period of less than thirty (30) days, including, but not limited to, rentals provided by such companies as Air B&B and VRBO. According to the Village of Warwick's Short-Term Rental (STR) Code; specifically § 115-2, a "Short-Term Rental Property" is defined as any residence in which overnight accommodations are offered in exchange for a fee or compensation, whether monetary or otherwise, for a period of less than thirty (30) days. The code explicitly states that month-to-month tenancies are not considered short-term rental properties.

For more information, visit our website for The Village Code Chapter 115 entitled "Short-Term Rental Property." If you have any questions, please contact the Building/Planning Department.

*Only owner-occupied properties may be used for short-term rentals. Owner need not be present on the property during short-term rentals. Properties located in the Central business district used for short-term rentals need not be owner-occupied, if the Registered Agent is able to respond and attend at the short-term rental property within at least thirty minutes of being notified of the need to do so.

*Owner-occupied shall mean a residence in which the record owner or the owner's registered agent resides for not less than a total of six months in the calendar year.

-
1. Obtain a STR Permit Application
 2. Complete the Application packet
 - Short-Term Rental Permit Application
 - Permit Application & Inspection Fee \$500.00 Renewal Fee: \$300.00

3. Make Copies of all Forms for your Records.

4. Submit All Forms Together as a Complete Packet.

Please note that Short-Term Rental applications will not be accepted unless all required paperwork is fully completed, and the application fee is submitted.

Mail or deliver your completed application and fee to:

**Village of Warwick
Building Department
77 Main Street
Warwick, NY 10990**

4. A Short-Term Rental (STR) Permit will be issued upon submission of a completed application, payment of the applicable fee, **and successful final inspection by the Building Inspector.** In accordance with § 115-6 (Duration and Terms of Short-Term Rental Permits), all STR permits are valid for two years from the date of issuance, unless revoked prior to expiration."

5. **Updates to Existing STR Permit**

Any changes to an existing STR property's number of bedrooms, maximum occupancy or discontinued use etc. Please contact the Building/Planning Department at 845-986-2031 ext. 106, 107 or 108.

.....

April 13, 2026

Mayor Michael Newhard and Board of Trustees
Village of Warwick
77 Main Street
Warwick, NY 10990

**Re: Warwick Village Well #3 Water Treatment Plant
General Contract Payment Application #17**

Dear Mayor Newhard and Board of Trustees:

Please let this letter serve as background for the above-mentioned payment application.

We have reviewed the Application for Payment #17 from TAM Enterprises, Inc for the Warwick Village Well #3 Water Treatment Plant project. As of March 31, 2026, the control system, the UV system, chemical injection, filter, analyzers, HVAC, and pipes are all installed. The system is ready for disinfection and subsequent start up pending final electrical connections.

We recommend the approval of the payment of \$22,932.34. The balance amount to close the project, including retainage, is \$183,332.82.

Should you have any questions or require anything further in this matter, please contact our office.

Very truly yours,



Darren D. Doetsch, PE
Vice President

DDD/AB/lk
Enc.

AIA Document G702® - 1992

Application and Certificate for Payment

TO OWNER: Village of Warwick
77 Main Street
Warwick, NY

PROJECT: Village of Warwick - Well #3 WTP

APPLICATION NO: 017

Distribution to:
OWNER: []
ARCHITECT: []
CONTRACTOR: []
FIELD: []
OTHER: []

PERIOD TO: March 31, 2026

CONTRACT FOR: General Construction

CONTRACT DATE: N/A

PROJECT NOS: 2431 / /

FROM TAM Enterprises Inc

VIA Pitingaro & Doetsch Consulting Engineers
P.C.

CONTRACTOR: 114 Hartley Rd
Goshen, NY 10924

ARCHITECT: 20 Industrial Drive
Middletown, NY 10941

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.

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.

1. ORIGINAL CONTRACT SUM..... \$1,196,000.00

2. NET CHANGE BY CHANGE ORDERS..... \$0.00

3. CONTRACT SUM TO DATE (Line 1 + 2)..... \$1,196,000.00

4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)..... \$1,065,965.45

5. RETAINAGE:

a. 5% of Completed Work
(Column D + E on G703: \$1,065,965.45) = \$53,298.27

b. 0.00% of Stored Material
(Column F on G703: \$0.00) = \$0.00

Total Retainage (Lines 5a + 5b or Total in Column I of G703)..... \$53,298.27

CONTRACTOR:
By: *B-1/f*

State of: *New Jersey*
County of: *Bergen*

Date: *4/13/2026*

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

Subscribed and sworn to before
me this *3rd* day of *April*

Notary Public: *Erynell Rivas*
My Commission expires: *8/2/2026*

6. TOTAL EARNED LESS RETAINAGE..... \$1,012,667.18
(Line 4 Less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT..... \$989,734.84
(Line 6 from prior Certificate)

8. CURRENT PAYMENT DUE..... \$22,932.34

9. BALANCE TO FINISH, INCLUDING RETAINAGE..... \$183,332.82
(Line 3 less Line 6)

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..... \$22,932.34

(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: *D. H. L.* Date: *4/13/2026*

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

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.



Document G703[®] - 1992

Continuation Sheet

AIA Document G702[®], Application and Certification for Payment, or G732TM, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.
Use Column I on Contracts where variable retainage for line items may apply.

Village of Warwick - Well #3
WTP

APPLICATION NO:

017

APPLICATION DATE:

03-31-2026

PERIOD TO:

March 31, 2026

ARCHITECT'S PROJECT NO:

Pitangaro & Doetsch

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD			% (G+C)		
1	Bonds and Insurance	29,900.00	29,900.00	0.00	0.00	29,900.00	100.00%	0.00	1,495.00
2	Submittals	50,700.00	50,700.00	0.00	0.00	50,700.00	100.00%	0.00	2,535.00
3	Mobilization/Demobilization	22,183.00	11,091.50	0.00	0.00	11,091.50	50.00%	11,091.50	554.58
4	Demolition of Existing Treatment Building and Well Pump	51,047.00	51,047.00	0.00	0.00	51,047.00	100.00%	0.00	2,552.35
5	Furnish and Install a new treatment building with drainage foundation floor walls roof windows doors and all other items specified	267,460.00	267,460.00	0.00	0.00	267,460.00	100.00%	0.00	13,373.00
6	Furnish and Install proposed well pump radar level sensor VFD and control panel. Electrical connections by others	140,810.00	140,810.00	0.00	0.00	140,810.00	100.00%	0.00	7,040.50
7	Furnish and Install SCADA panel and system.	34,602.00	8,466.00	24,139.30	0.00	32,605.30	94.23%	1,996.70	1,630.26
8	Furnish and Install UV system and appurtenances.	85,294.00	85,294.00	0.00	0.00	85,294.00	100.00%	0.00	4,264.70
9	Furnish and Install an 80-kw natural gas generator with weather enclosure and compatible ATS including natural gas piping. Electrical Connections by others	57,890.00	57,890.00	0.00	0.00	57,890.00	100.00%	0.00	2,894.50
10	Furnish and Install a chemical injection system	26,275.00	26,275.00	0.00	0.00	26,275.00	100.00%	0.00	1,313.75
11	Furnish and Install cartridge filter housings	86,198.00	86,198.00	0.00	0.00	86,198.00	100.00%	0.00	4,309.90
12	Furnish and Install a flow meter turbidity analyzer	101,585.00	101,585.00	0.00	0.00	101,585.00	100.00%	0.00	5,079.25

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G+C)		
	chloriner residual analyzers chart recorders pressure gauges a pressure transmitter and all other instrumentation specified								
13	Furnish and Install a mini split system electrical unit heaters and an exhaust fan and louver.	23,953.00	23,953.00	0.00	0.00	23,953.00	100.00%	0.00	1,197.65
14	Furnish and Install a ductile iron pipe and fittings.	64,354.00	64,354.00	0.00	0.00	64,354.00	100.00%	0.00	3,217.70
15	Furnish and Install a shower and eyewash station combination unit	6,190.00	6,190.00	0.00	0.00	6,190.00	100.00%	0.00	309.50
16	Furnish and Install ADA compliant bathroom	12,176.00	12,176.00	0.00	0.00	12,176.00	100.00%	0.00	608.80
17	Furnish and Install all water supply piping and drainage piping	7,208.00	7,208.00	0.00	0.00	7,208.00	100.00%	0.00	360.40
18	Start-up	10,350.00	0.00	0.00	0.00	0.00	0.00%	10,350.00	0.00
19	Punch List	10,350.00	0.00	0.00	0.00	0.00	0.00%	10,350.00	0.00
20	Close out	7,475.00	0.00	0.00	0.00	0.00	0.00%	7,475.00	0.00
21	Stated Allowance for Unforeseen Items	100,000.00	11,228.65	0.00	0.00	11,228.65	11.23%	88,771.35	561.43
22	CO#1 Excavation Existing Valves (7,050.70)	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
23	CO#2 Labor and Materials Reinforce and pour footing 24x10 Basement Wall (4,177.95)	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	GRAND TOTAL	1,196,000.00	1,041,826.15	24,139.30	0.00	1,065,965.45	89.13%	130,034.55	53,298.27

UNCONDITIONAL WAIVER AND RELEASE ON PROGRESS PAYMENT

Name of Claimant: TAM Enterprises, Inc
Name of Customer: TAM Enterprises, Inc
Job Location: Well #3 WTP
Owner: Village of Warwick
Date Through: March 31, 2026
Exceptions:

Unconditional Waiver and Release Signature

The undersigned hereby certifies that to the best of the undersigned's knowledge, information and belief, except as listed above, the Releases or Waivers of Lien attached hereto, include the Contractor, all Subcontractors, all suppliers of materials and equipment, and all performers of work, labor or services who have or may have liens or encumbrances or the right to assert fees or encumbrances against any property of the Owner arising in any manner out of the performance of the Contract referenced above.

The claimant has received the following progress payment: \$989,734.84

The current payment amount is: \$22,932.34

Claimant's Signature: 

Claimant's Title: Vice President

Date of Signature: 4/3/2020

MEMO

Date: April 14, 2026

To: Mayor Newhard & The Village Board

From: Michael Moser, DPW Supervisor

Re: Seasonal Hire

MOTION to hire Matthew Hyland to the position of Seasonal Department of Public Works Laborer at 40 hours per week for 16 weeks with a start date of May 18, 2026, as per the recommendation of DPW Supervisor, Michael Moser. Salary will be based on the FY25-26 & FY26-27 budget.

VILLAGE OF WARWICK CHEMICAL BIDS & RECOMMENDATIONS

PLEASE ACCEPT THIS SPREADSHEET AS MY FORMAL RECOMMENDATIONS FOR THE FISCAL YEAR: 2026 / 2027
Herbert (DATED & SUBMITTED 4/6/2026)

Michael

Recommended

FACILITY	CHEMICAL	PVS Mini Bulk Inc.	CAP Remediation LLC	RiverLand Trading LLC	WECHSLER	TMB THORNTON, MUSSO & BELLEMIN	SLACK	ASI Applied Specialties Inc	COYNE
RWTP WWTP	PACI						6.49		
RWTP	SODIUM HYPOCHLORITE (LIQUID 12.5%) GALLON	3.32			3.24		6.99		
RWTP / WWTP	SODIUM HYDROXIDE (CAUSTIC BEADS) POUNDS						1.029		1.18
MWTP	SODIUM HYDROXIDE (LIQUID CAUSTIC 25%) GALLON						4.279		7.66
WWTP	SODIUM BISULFITE 38% GALLON						2.957		
RWTP	SODIUM PERMANGANATE (LIQUID 20%) GALLON		17.74				13.49		14.72
MWTP	CITRIC ACID (LIQUID 50%) GALLON						11.98		11.95
RWTP / MWTP	BLENDED ORTHO PHOSPHATE GALLON						12.99		13.71
WWTP	CHARGE PACK 282 POLYMER (LIQUID)						23.99	24.54	
WWTP	POTASSIUM PERMANGANATE POUNDS		2.64	2			4.99		2.72
CONTACT FOR ORDERING ----->		John Cannon 313-921-1200	Steve Clancy 732-977-4576	Derek Lambdin 843-666-0527	GREG TAYLOR 845-794-9600	JAMES COVINGTON 225-485-2390	TRAVIS RUMBLE 315-778-1245	STEVE WARDELL 315-778-5218	John V Drzewicki 215-785-3000

*Please note that ASI is recommended for the charge pack 282 due to the product offered by SLACK does not meet the bid specs.

*Please note that there is no recommendation for sodium hypochlorite as we received a bid that was late for delivery from AMREX who is usually the cheaper bidder as historical records show. I recommend that the Village rebid the sodium hypochlorite as it is the Villages most used chemical with an annual total used between water and wastewater in 2025 of 22,044 gallons. Accepting the lowest bid from this set of bids above will result in an estimated \$13,226.40 increase if we use the same amount of hypochlorite this year.

2025 Listing of Records Eligible for Destruction

Container/Box#	Department	Title	From Date	To Date	Record Series Title	Description	LGS-1 Schedule Item #	Retention Period	Disposition Date
009	Village Clerk	Tax Receipts / CoreLogic Requests / Tax Bills Returned	2019	2019	Tax Collection Records - Tax collection data file, returned copy of tax bill, copy of tax bill sent by assessing entity, copy of receipt issued taxpayer, collector's daily accounts, receiving office tapes, records of overpayment, rebate or refund, record or notice of payment of post-due taxes, report on tax monies collected, request for extension of time to collect taxes, and similar records.		1047.a	6 years	2025
015	Treasurer	A/P Vouchers FYE 2018 - 2019 A - D	2018	2019	Claim for Payment - approved or disallowed including claim, vendor's voucher and bill	Includes: Voucher Invoice Payments made	495	6 years	2025
016	Treasurer	A/P Vouchers FYE 2018 - 2019 P - T	2018	2019	Claim for Payment - approved or disallowed including claim, vendor's voucher and bill	Includes: Voucher Invoice Payments made	495	6 years	2025
018	Treasurer	A/P Vouchers FYE 2018 - 2019 E - L	2018	2019	Claim for Payment - approved or disallowed including claim, vendor's voucher and bill	Includes: Voucher Invoice Payments made	495	6 years	2025
020	Treasurer	A/P Vouchers FYE 2018 - 2019 M - O	2018	2019	Claim for Payment - approved or disallowed including claim, vendor's voucher and bill	Includes: Voucher Invoice Payments made	495	6 years	2025
024	Treasurer	A/P Vouchers FYE 2018 - 2019 U - Z	2018	2019	Claim for Payment - approved or disallowed including claim, vendor's voucher and bill	Includes: Voucher Invoice Payments made	495	6 years	2025
025	Village Clerk	2020 Election - Register of Voters and Poll book	2020	2020	Voter registration records: a. Register of voters and pollbook b. Registration challenge records		362.a 362.b	5 years 2 years after receipt or until final decision, whichever is later	2025
027	Village Clerk	2015 - 2019 Tax Grievances and Address Changes	2015	2019	Assessment/Tax Grievance File - including but not limited to application for re-evaluation, copy of advisory appraisal, petition, statement of complaint, copy of hearing and correspondence.		1040	6 years after final determination	2025
028	Treasurer	Posted Water/Sewer Payments/Reports	7/1/2018	1/31/2019	Accounting register, including but not limited to check register, transfer of funds register, encumbrance register, and register of claims presented for payment and paid claims.		505	6 years after last entry	2025
039	Treasurer	Posted Water/Sewer Payments/Reports	2/1/2019	9/30/2019	Accounting register, including but not limited to check register, transfer of funds register, encumbrance register, and register of claims presented for payment and paid claims.		505	6 years after last entry	2025
040	Treasurer	Posted Water/Sewer Payments	6/1/2019	11/19/2019	Accounting register, including but not limited to check register, transfer of funds register, encumbrance register, and register of claims presented for payment and paid claims.		505	6 years after last entry	2025

2025 Listing of Records Eligible for Destruction

Container/Box#	Department	Title	From Date	To Date	Record Series Title	Description	LGS-1 Schedule Item #	Retention Period	Disposition Date
041	Village Clerk	Successful and Unsuccessful Chemical/Energy/Plumbers/Natural Gas/Electrical Bids and Contracts	2011	2019	Purchasing file including but not limited to bid (successful, unsuccessful), contract, specifications, requests for proposals, vouchers, bills, and related records for purchase of materials, equipment, supplies and services not connected with capital construction:	Chemical Bids and Contracts (2014 - 2019) Energy Bids and Contracts (2011 - 2019) Plumbing Bids and contracts (2011 - 2018) Natural Gas and Electrical Bids and Contracts (2014 - 2016)	547	6 years after completion of purchase or 6 years after final payment under contract, whichever is later	2025
042	Village Clerk	Unsuccessful Chemical Bids and Contracts	2019	2019	Purchasing file including but not limited to bid (successful, unsuccessful), contract, specifications, requests for proposals, vouchers, bills, and related records for purchase of materials, equipment, supplies and services not connected with capital construction:		547	6 years after completion of purchase or 6 years after final payment under contract, whichever is later	2025
047	Treasurer	CC Transactions Sterling Credit Card Account Bank Receipts	2016	2019	Credit Card records, documenting payment received by credit cards or electronic transactions, including credit card payment receipts, and statements showing amount of payment received and fee deducted		521	6 years	2025
051	Treasurer	Posted Water/Sewer Payments	1/1/2019	5/31/2019	Accounting register, including but not limited to check register, transfer of funds register, encumbrance register, and register of claims presented for payment and paid claims.		505	6 years after last entry	2025
069	Village Clerk	2019 Adult Volunteer Hold Harmless Agreement (Warwick Playground of Dreams)	2019	2019	Legal agreement, including contract, lease, and release involving local government:		32	6 years after expiration or termination or 6 years after final payment under contract, whichever is later	2025
111	Treasurer	Tax Collection Records - Tax Receipts	1983	1983	Tax Collection Records - Tax collection data file, retuned copy of tax bill, copy of tax bill sent by assessing entity, copy of receipt issued taxpayer, collector's daily accounts, receiving office tapes, records of overpayment, rebate or refund, record or notice of payment of post-due taxes, report on tax monies collected, request for extension of time to collect taxes, and similar records.		1047.a	6 years	1989
113	Planning Department	Duplicate Copies of Records as part of Record Consolidation Project	NA	NA	Duplicate copy of record created for administrative convenience, except where retention is specified elsewhere in this Schedule:	Duplicate Copies of Records	58	0 after no longer needed	2025
114	Planning Department	Duplicate Copies of Records as part of Record Consolidation Project	NA	NA	Duplicate copy of record created for administrative convenience, except where retention is specified elsewhere in this Schedule:	Duplicate Copies of Records	58	0 after no longer needed	2025
118	Planning Department	Duplicate Copies of Records as part of Record Consolidation Project	NA	NA	Duplicate copy of record created for administrative convenience, except where retention is specified elsewhere in this Schedule:	Duplicate Copies of Records	58	0 after no longer needed	2025

2025 Listing of Records Eligible for Destruction

Container/Box#	Department	Title	From Date	To Date	Record Series Title	Description	LGS-1 Schedule Item #	Retention Period	Disposition Date
121	Treasurer	Professional Agreements	2009	2019	Legal agreement, including contract, lease, and release involving local government: RETENTION: 6 years after expiration or termination or 6 years after final payment under contract, whichever is later	Copies of Pitney Bowes Professional Agreements	32	6 years	2025
121	Treasurer	Warwick Grove Maintenance Bond	2017	2018	Bond or note issue and cancellation register, including information on the type, amount, number of obligations in issue, rate of interest, date of maturity, holders, cancellation of the bond or note, and other pertinent information: RETENTION: 6 years after cancellation of last bond or note	Banking records related to Warwick Grove Maintenance Bond	486	6 years after cancellation	2025
121	Treasurer	PILOT Vouchers	2011	2019	Claim for payment, (approved or disallowed), including claim, vendor's voucher and bill: RETENTION: 6 years	Copies of PILOT vouchers	495	6 years	2025
121	Treasurer	PILOT Payments	2011	2019	Daily cash records, including adding machine tapes, cashier's slips showing daily cash receipts and analysis of cash receipts: RETENTION: 6 years	Copies of PILOT payments	508	6 years	2025
121	Treasurer	NYMIR Capitalization Program	2010	2019	Daily cash records, including adding machine tapes, cashier's slips showing daily cash receipts and analysis of cash receipts: RETENTION: 6 years	Copies-cash receipts NYMIR capitalization	508	6 years	2025
121	Treasurer	Credit Applications	2008	2018	Purchase order, purchase requisition, or similar record, used to obtain materials, supplies, or services: RETENTION: 6 years	Vendor credit applications	546	6 years	2025
121	Treasurer	Edmunds Parks & Rec	2020	2020	Purchase order, purchase requisition, or similar record, used to obtain materials, supplies, or services: RETENTION: 6 years	Edmunds Parks & Rec Module purchase	546	6 years	2025
121	Treasurer	LED Lights Village Hall	2018	2018	Purchase order, purchase requisition, or similar record, used to obtain materials, supplies, or services: RETENTION: 6 years	Copies-Proposal for LED lights Village Hall	546	6 years	2025
121	Treasurer	RFR-Auditing	2020	2020	Canceled bids file, including purchase requisitions, vendor solicitations, requests for proposals (RFPs), requests for quotes (RFQs), requests for information (RFIs), requests for comments (RFCs), price quotations and related records concerning bids for goods or services which were canceled without a purchase being completed: RETENTION: 1 year after subsequent procurement of the same goods or services completed under a re-initiated procurement, or 1 year after decision not to purchase such goods or services	RFR Auditing services	554	1 year after subsequent procurement of the same goods or services completed under a re-initiated procurement, or 1 year after decision not to purchase such goods or service	2025
121	Treasurer	Resumes	2019	2019	Application for or inquiry concerning employment, including resume, I-9 form, and related records, when applicant not hired a: For applicants for posted vacancies: RETENTION: 4 years after completion of personnel action	Resumes received for Deputy Treasurer position	693	4 years after completion of	2025
121	Treasurer	Resumes	2021	2021	Application for or inquiry concerning employment, including resume, I-9 form, and related records, when applicant not hired a: For applicants for posted vacancies: RETENTION: 4 years after completion of personnel action	Resumes received for Deputy Clerk position	693	4 years after completion of	2025

2025 Listing of Records Eligible for Destruction

Container/Box#	Department	Title	From Date	To Date	Record Series Title	Description	LGS-1 Schedule Item #	Retention Period	Disposition Date
121	Treasurer	Summer Recreation	2010	2019	Participation, attendance, or enrollment records for park, recreational facility, camp, civic center, or club a: Summary record or report: RETENTION: 6 years b: Records of original entry, including worksheets, used admission tickets and ticket stubs: RETENTION: 6 years, or 1 year after posting to summary record or report, whichever is shorter c: Statement of disposition of unused tickets, when a fee is charged: RETENTION: 6 years	Copies of Summer Recreation participation records and copies of cash receipts	853	6 years	2025
121	Treasurer	Tax Warrants	2010	2019	Assessment and tax rolls, g: Non-warrant copy of tax roll prepared by the county and submitted to city or town showing county taxes: RETENTION: 5 years NOTES: When a county prepares its warrant for county taxes, it also prepares and send to each of the cities and towns a non-warrant copy of the city and town assessment roll showing county taxes for properties on those rolls. These non-warrant copies of city/town tax rolls, showing only county taxes and not city or town taxes, are used by the cities and towns to prepare their warrant rolls..	Copies Tax warrant: Non-warrant copy of tax roll prepared for internal administrative use when warrant copy is retained permanently: RETENTION: 1 year after filing	1045	5 years	2025
121	Treasurer	Tax Overpayments	2010	2021	Tax collection records a: Tax collection data file, returned copy of tax bill, copy of tax bill sent by assessing entity, copy of receipt issued taxpayer, collector's daily accounts, receiving office tapes, records of overpayment, rebate or refund, record or notice of payment of post-due taxes, report on tax monies collected, request for extension of time to collect taxes, and similar records: RETENTION: 6 years	Copies of tax overpayment vouchers-origins are with vouchers	1047	6 years	2025
121	Treasurer	Orange County Probation	2013	2018	Restitution and other similar financial records covering DWI, court, supervision and other fees, including but not limited to payment change order, cash book showing receipts and disbursements of funds, ledger card or book, and records of collection attempts: RETENTION: 6 years after last payment	Restitution and other similar financial records-last payment 11/6/2018	1131	6 years after last payment	2025
122	Village Clerk	Misc. Clerk Files - Tax Correspondence	1970s	1990	Office Administration 53 Correspondence b. Containing routine legal, fiscal or administrative information RETENTION: 6 years	Misc. Clerk Files - Tax Correspondence that has exceeded retention	53.b	6 years	1996
128	Planning Department	Duplicate Copies of Records as part of Record Consolidation Project	NA	NA	Duplicate copy of record created for administrative convenience, except where retention is specified elsewhere in this Schedule:	Duplicate Copies of Records	58	0 after no longer needed	2025
129	Planning Department	Duplicate Copies of Records as part of Record Consolidation Project	NA	NA	Duplicate copy of record created for administrative convenience, except where retention is specified elsewhere in this Schedule:	Duplicate Copies of Records	58	0 after no longer needed	2025
142	Village Clerk	Gaming Commission (NYS)	2019	2019	Office Administration 53 Correspondence b. Containing routine legal, fiscal or administrative information RETENTION: 6 years	Games of Chance Applications, Raffle Consent, NYS Gaming Commission Correspondence	53.b	6 years	2025
142	Village Clerk	Village Board Meeting Packets - 2024	2024	2024	Meeting files of governing body or board or agency, commission or committee thereof, including agendas, background materials and other records used at meetings a Records not accepted as part of the minutes, including agendas, background materials and other records used at meetings: RETENTION: 1 year	Meeting Packets for 2024	48.a	1 Year	2025

2025 Listing of Records Eligible for Destruction

Container/Box#	Department	Title	From Date	To Date	Record Series Title	Description	LGS-1 Schedule Item #	Retention Period	Disposition Date
142	Village Clerk	Banner Requests - Inactive	2022	2022	Business or special event license or permit issuance records, covering home improvement, apartment rentals, vendors, peddlers, trash collectors, junk dealers, flea markets, going-out-of-business sales, yard or garage sales, posting notices, signs, entertainment and recreational events, explosives license records (predating 1971), tree-cutting, waiver of open-container law, or other local legislation, and similar permit applications a All records in file, excluding detailed inventories submitted for "closing out" or "defunct business" sales: RETENTION: 3 years after expiration of license or denial of application	Banner Requests from 2022	606.a	3 years after expiration of licenses or denial of application	2025
142	Village Clerk	Peddler's Permits - Expired	2021	2022	Business or special event license or permit issuance records, covering home improvement, apartment rentals, vendors, peddlers, trash collectors, junk dealers, flea markets, going-out-of-business sales, yard or garage sales, posting notices, signs, entertainment and recreational events, explosives license records (predating 1971), tree-cutting, waiver of open-container law, or other local legislation, and similar permit applications a All records in file, excluding detailed inventories submitted for "closing out" or "defunct business" sales: RETENTION: 3 years after expiration of license or denial of application	Peddler's Permits - Applications, passport photos, permits from 2021-2022	606.a	3 years after expiration of licenses or denial of application	2025
142	Village Clerk	Film Production Permits	2014	2022	Business or special event license or permit issuance records, covering home improvement, apartment rentals, vendors, peddlers, trash collectors, junk dealers, flea markets, going-out-of-business sales, yard or garage sales, posting notices, signs, entertainment and recreational events, explosives license records (predating 1971), tree-cutting, waiver of open-container law, or other local legislation, and similar permit applications a All records in file, excluding detailed inventories submitted for "closing out" or "defunct business" sales: RETENTION: 3 years after expiration of license or denial of application	Focus Media for OC Tourism & Film	606.a	3 years after expiration of licenses or denial of application	2025
142	Village Clerk	Insurance Certificate 2018 - 2019	2018	2019	Insurance Policy Waiver of liability or certificate of insurance certifying as to name of insured, type of insurance, limits of liability, date of expiration and policy number, when no outstanding claim is involved, except a certificate of insurance certifying as to a security bond or undertaking: RETENTION: 6 years after expiration	General COI's from 2018 - 2019	582	6 years after expiration	2025
142	Village Clerk	Energy consumption monitoring records - Orange and Rockland Smartwatt LED Lighting at Village Hall 2017-2018	2017	2018	Public Property and Equipment Energy consumption monitoring records showing use of electricity or fuel, operation of heating and/or cooling equipment, or environmental conditions (temperature, humidity, air quality) in various parts of publicly owned or operated building or other facility d: Reports relating to energy consumption and environmental conditions, including reports of problems and corrective actions taken, summary reports of environmental conditions, and reports showing long-term energy consumption trends, along with accompanying charts, graphs and data tables: RETENTION: 6 years	Orange and Rockland Smartwatt LED Lighting at Village Hall 2017-2018	850.d	6 years	2025

2025 Listing of Records Eligible for Destruction

Container/Box#	Department	Title	From Date	To Date	Record Series Title	Description	LGS-1 Schedule Item #	Retention Period	Disposition Date
142	Village Clerk	Well #3 - Engineering Design *Unsuccessful Bids	2019	2019	Capital construction or public improvement project file for environmental facility, covering water treatment plant; public water supply system; wastewater treatment plant and disposal system; and solid waste management facility (including landfill gas recovery facility) Unsuccessful bids, to which contract is not awarded: RETENTION: 6 years	Well #3 - Unsuccessful Bids *Environmental Capital Construction Project	430.c	6 Years	2025
142	Village Clerk	FOIL Requests - 2024	2024	2024	Correspondence, and supporting documentation maintained in a subject file (generated or received by a local government), except correspondence that is part of a case file or other record series: b. Containing routine legal, fiscal or administrative information	Answered FOIL Requests - 2024	706.a	6 months	2025
142	Village Clerk	Handicap Parking Records	2019	2019	Parking permit records, including handicapped parking b Copies of permits, applications, and related records, when no fee is involved: RETENTION: 1 year after expiration of permit or denial of application	Handicap Parking Records/Blank Forms	1089.b	1 year after expiration of permit or denial of application	2025
142	Village Clerk	Weekender Bus 2018	2018	2018	Cash transaction record showing cash received from collection of various fees and petty cash disbursed RETENTION: 6 years	Weekender Bus paid letters	506	6 years	2024
142	Village Clerk	Cat Licenses	2017	2017	Original or renewal license for dog, purebred license (including application and renewal license), or dealer's exemption certificate: RETENTION: 3 years after expiration	Cat License Folders: Licenses - Expired	327	3 years	2025
144	Treasurer	Payroll Accounts Bank Reconciliations and Vouchers	2019	2019	Banking communications, including but not limited to bank statement, reconciliation, notification of voiding or return of check, cancellation of payment, or other notice for checking or savings account		475	6 years	2025
145	Treasurer	Small Accounts - Bank Reconciliations	6/1/2018	5/31/2019	Banking communications, including but not limited to bank statement, reconciliation, notification of voiding or return of check, cancellation of payment, or other notice for checking or savings account		475	6 years	2025

2025 Listing of Records Eligible for Destruction

Container/Box#	Department	Title	From Date	To Date	Record Series Title	Description	LGS-1 Schedule Item #	Retention Period	Disposition Date
147	Village Clerk	Election Records- Special Village Election March 21, 2023	11/1/2023	3/21/2024	Vote recording and tabulating records Election Law 3-222: 2 years c. Application for absentee ballot e. Intermediate records used to compile final election results, including tally sheets, voting machine tabulation, detailed breakdown of results by ward or election districts and election inspectors' returns and statements of canvass (where information is duplicated in report of final election results) Election readiness records, including certification of testing of voting machines or system , record of ballot delivery, or similar record Election officials' appointment records, including notice of appointment, oath of office, and record of service Notification and publication of notice of forthcoming election: b. (Unofficial) Proof of publication or posting, certification and listing of notice posting, copy of newspaper notice and certification of offices to be voted for at forthcoming election, and copy of any information sent to prospective voters regarding forthcoming election 362 b: Registration challenge records that occur on election day - Retention: 2 years 369: Candidate designation or nomination records, including petitions, certificate, declination of nomination, objection to nomination, and related records: RETENTION: 1 year after election		Election Law 3-222 2 years 363.b 363.c 363.e 363.f 363.g 364 365 369	1 year after election 30 days after election 1 year after election 6 months after election 1 year after election 1 year after election 1 year after election 2 years after final decision 1 year after election	2025
152	Treasurer	Operating Account ConnectOne - Bank Reconciliations	6/1/2015	5/31/2019	Banking communications, including but not limited to bank statement, reconciliation, notification of voiding or return of check, cancellation of payment, or other notice for checking or savings account		475	6 years	2025
155	Treasurer	2019 Payroll Reports	2019	2019	Payroll distribution breakdown record used to distribute or classify labor costs Direct deposit records, covering direct deposit of employee's salary, including but not limited to application to begin or terminate direct deposit, and transaction log or similar reports Employer's copy of US Internal Revenue Service tax forms, including but not limited to US Information Returns, Withholding Tax Statement (Form W-2), Transmittal of Wages and Tax Statements (Form W-3), Request for Taxpayer Identification Number (TIN) and Certification (Form W-9), or equivalent forms Employer's copy of federal tax returns, including annual and quarterly returns, continuation sheets, notices of tax return due, or equivalent forms	Includes: Quarterly Reports: Federal & NYS Taxes Paid Budget Distribution - Gross Pay Direct Deposit Check Payment Batch Verification Cash Payment by Check ID Cash Receipts Verification Listing Expenditure Entry Verification Listing W3, W2's, 1094-B and 1095-B 1096 and 1099 NEC	526 544 540 539	6 years 5 years after authorization expires 5 years 4 years after tax paid	2025
160	Treasurer	Time Cards	2019	2019	Employee's time records		528	6 years	2025
No Box #	Treasurer	Duplicate Checks / Payroll	NA	NA	Duplicate copy of record created for administrative convenience, except where retention is specified elsewhere in this Schedule:	Duplicate Copies of Records	58	0 after no longer needed	2025

2025 Listing of Records Eligible for Destruction

Container/Box#	Department	Title	From Date	To Date	Record Series Title	Description	LGS-1 Schedule Item #	Retention Period	Disposition Date
No Box #	Planning Department	Duplicate Copies of Records as part of Record Consolidation Project - Liberty Green	NA	NA	Duplicate copy of record created for administrative convenience, except where retention is specified elsewhere in this Schedule:	Duplicate Copies of Records	58	0 after no longer needed	2025
No Box #	Planning Department	Duplicate Copies of Records as part of Record Consolidation Project - Warwick Grove	NA	NA	Duplicate copy of record created for administrative convenience, except where retention is specified elsewhere in this Schedule:	Duplicate Copies of Records	58	0 after no longer needed	2025
No Box #	Planning Department	Duplicate Copies of Records as part of Record Consolidation Project - Warwick Grove	NA	NA	Duplicate copy of record created for administrative convenience, except where retention is specified elsewhere in this Schedule:	Duplicate Copies of Records	58	0 after no longer needed	2025
No Box #	Planning Department	Duplicate Copies of Records as part of Record Consolidation Project - Liberty Green	NA	NA	Duplicate copy of record created for administrative convenience, except where retention is specified elsewhere in this Schedule:	Duplicate Copies of Records	58	0 after no longer needed	2025
No Box #	Planning Department	Duplicate Copies of Records as part of Record Consolidation Project - Liberty Green	NA	NA	Duplicate copy of record created for administrative convenience, except where retention is specified elsewhere in this Schedule:	Duplicate Copies of Records	58	0 after no longer needed	2025
192	Village Clerk	Closed Litigation and Claims *See 2025 Claim Detail	2018	2019	Legal case file, documenting litigation and routine matters, including but no limited to court records, investigative materials, memos, correspondence, and decisions and determinations: a. For legal case file of attorney or counsel:	Includes: Closed Claims - 2018-2019	95.a	6 years after case closed, or 0 after any minor involved attains age 21, whichever is later	2025
216	Village Clerk	Election Records- Special Village Election 3/21/2023	3/31/2023	3/21/2023	Vote recording and tabulating records b. Voted ballot c. Application for absentee ballot e. Intermediate records used to compile final election results, including tally sheets, voting machine tabulation, detailed breakdown of results by ward or election districts and election inspectors' returns and statements of canvass (where information is duplicated in report of final election results) f. Unused ballots g. Spoiled, voided or rejected ballots Election readiness records, including certification of testing of voting machines or system, record of ballot delivery, or similar record Election officials' appointment records, including notice of appointment, oath of office, and record of service Notification and publication of notice of forthcoming election: b. Proof of publication or posting, certification and listing of notice posting, copy of newspaper notice and certification of offices to be voted for at forthcoming election, and copy of any information sent to prospective voters regarding forthcoming election	Includes: Voted Ballots - Sealed and Preserved Void/Opened Ballots including Ballot Stubs, Absentee Ballots and Envelopes Spoiled, Voided or Rejected Ballots	Election Law 3-222 2 years 363.b 363.c 363.e 363.f 363.g 364 365 366.b	1 year after election 30 days after election 1 year after election 6 months after election 1 year after election 1 year after election 1 year after election	2025

2025 Listing of Records Eligible for Destruction

Container/Box#	Department	Title	From Date	To Date	Record Series Title	Description	LGS-1 Schedule Item #	Retention Period	Disposition Date
218	Village Clerk	Election Records for 9/15/2020	9/15/2020	9/15/2020	Vote recording and tabulating records b. Voted ballot c. Application for absentee ballot e. Intermediate records used to compile final election results, including tally sheets, voting machine tabulation, detailed breakdown of results by ward or election districts and election inspectors' returns and statements of canvass (where information is duplicated in report of final election results) f. Unused ballots g. Spoiled, voided or rejected ballots Election readiness records, including certification of testing of voting machines or system, record of ballot delivery, or similar record Election officials' appointment records, including notice of appointment, oath of office, and record of service Notification and publication of notice of forthcoming election: b. Proof of publication or posting, certification and listing of notice posting, copy of newspaper notice and certification of offices to be voted for at forthcoming election, and copy of any information sent to prospective voters regarding forthcoming election	Includes: Absentee Ballot Applications Election Staff Reference Materials List of Voters Candidate Packets Tally Sheets (backup)	Election Law 3-222 2 years 363.b 363.c 363.e 363.f 363.g 364 365 366.b	1 year after election 30 days after election 1 year after election 6 months after election 1 year after election 1 year after election 1 year after election 1 year after election	2025
328	Village Clerk	Denied Grants	2018	2019	Grant program file b. Background material, fiscal records, and supporting documentation for grants that have been awarded and all records relating to grant applications that have been rejected:		55.b	6 years after renewal or close of grant or denial of grant application	2025
341	Village Clerk	Homestead Village Duplicates Copies	1970s	2000s	Duplicate copy of record, created for administrative convenience, except where retention is specified elsewhere in this Schedule: RETENTION: 0 after no longer needed	Duplicate Copies of Building and Planning Department Files	58	0 after no longer needed	Immediately
No Box #	Planning Department	Duplicate Copies of Records as part of Record Consolidation Project - Liberty Green	NA	NA	Duplicate copy of record created for administrative convenience, except where retention is specified elsewhere in this Schedule:	Duplicate Copies of Records	58	0 after no longer needed	2025
No Box #	Planning Department	Duplicate Copies of Records as part of Record Consolidation Project	NA	NA	Duplicate copy of record created for administrative convenience, except where retention is specified elsewhere in this Schedule:	Duplicate Copies of Records	58	0 after no longer needed	2025
No Box #	Planning Department	Duplicate Copies of Records as part of Record Consolidation Project	NA	NA	Duplicate copy of record created for administrative convenience, except where retention is specified elsewhere in this Schedule:	Duplicate Copies of Records	58	0 after no longer needed	2025
No Box #	Planning Department	Duplicate Copies of Records as part of Record Consolidation Project	NA	NA	Duplicate copy of record created for administrative convenience, except where retention is specified elsewhere in this Schedule:	Duplicate Copies of Records	58	0 after no longer needed	2025

2025 Listing of Records Eligible for Destruction

Container/Box#	Department	Title	From Date	To Date	Record Series Title	Description	LGS-1 Schedule Item #	Retention Period	Disposition Date
No Box # TAPES	Planning Department	Planning Department Minute Tapes - Verified transcriptions in minute books	NA	NA	Recording of voice conversations, including audio and video recordings, stenotype or stenographer's notebook and also including verbatim minutes used to produce official minutes and hearing proceedings, report, or other record a: Recording of public or other meeting of governing body or board, committee or commission thereof:	Planning Department Minute Tapes - Verified transcriptions in minute books	51.a	4 months after transcription or minutes are created	2025
No Box # TAPES	Planning Department	Planning Department Minute Tapes - Verified transcriptions in minute books	NA	NA	Recording of voice conversations, including audio and video recordings, stenotype or stenographer's notebook and also including verbatim minutes used to produce official minutes and hearing proceedings, report, or other record a: Recording of public or other meeting of governing body or board, committee or commission thereof:	Planning Department Minute Tapes - Verified transcriptions in minute books	51.a	4 months after transcription or minutes are created	2025

Total Boxes: 48 (46 + 2 boxes with casset tapes)

*Boxes prepared & marked in orange w/ shred stickers

*Box # 121 & 142 are listed out in separate rows due to varying subject matter.

**Village of Warwick
RPTL 520 Prorated Taxes for the 2026 Levy**

<u>S/B/L</u>	<u>Relevy Code</u>	<u>Amount</u>	<u>Type</u>	<u>Name</u>
203-1-5	OT001	108.76	Combat Vet	Fancis
204-1-12	OT001	45.32	Combat Vet	Ciuro/Serrano
204-1-12	OT001	28.15	Disabled Vet	Ciuro/Serrano
205-1-10.1	OT001	38.06	War Vet	Wilson
217-4-2	OT001	65.25	War Vet	Boccia
218-1-8	OT001	90.63	Combat Vet	Ryan
223-1-1.-8	OT001	59.81	War Vet	Long
223-1-1.-8	OT001	48.13	Disabled Vet	Long
232-10-1.-4	OT001	246.12	Aged	Cook
227-1-1.-61	OT001	34.98	Combat Vet	Baruffaldi
227-1-1.-61	OT001	72.50	Disabled Vet	Baruffaldi

VILLAGE OF WARWICK 2026-27 TAX RELEVIES FOR UNPAID 2025 BALANCES

<u>S/B/L</u>	<u>Relevy Code</u>	<u>Amount</u>	<u>Type</u>	<u>Name</u>
207-6-3	BR001	339.28	Building Repair	Langlitz, Ruth
217-10-3	BR001	339.28	Building Repair	Murphy, Teresa
209-2-13	AL001	175.00	Alarm Relevy	Kuveke, Evan & Perry, Lauren
207-5-22	AL001	85.00	Alarm Relevy	Hubco Incorporated (TD Bank)
231-1-56	WR001	66.91	Water Relevy	BARBERA, CAROL
231-1-56	SR001	59.38	Sewer Relevy	BARBERA, CAROL
227-1-1.-33	WR001	79.75	Water Relevy	MCGRADY, SANDRA
227-1-1.-33	SR001	69.70	Sewer Relevy	MCGRADY, SANDRA
210-11-3	WR001	64.53	Water Relevy	BERMAN, ALLISON
210-11-3	SR001	57.34	Sewer Relevy	BERMAN, ALLISON
206-1-46	WR001	72.68	Water Relevy	LYNCH, KYLE
206-1-46	SR001	63.52	Sewer Relevy	LYNCH, KYLE
228-1-1.-8	WR001	984.49	Water Relevy	SCANNELLO, JOSEPH & SHARON
228-1-1.-8	SR001	713.92	Sewer Relevy	SCANNELLO, JOSEPH & SHARON
218-1-42	WR001	214.81	Water Relevy	SUTERA, GILLIAN
218-1-42	SR001	181.77	Sewer Relevy	SUTERA, GILLIAN
226-1-1.-19	WR001	102.60	Water Relevy	DUCH, BASIL
226-1-1.-19	SR001	88.24	Sewer Relevy	DUCH, BASIL

Errors/Omissions - RPTL 520 Prorated Taxes	837.71
Building Repair Relevy	678.56
Alarm Relevy	260.00
Water Relevy	1,585.77
Sewer Relevy	1,233.87
Total Relevy & RPTL 520:	4,595.91

OT001 - Errors/Omissions
AL001 - Alarm Relevy
WR001 - Water Relevy
SR001 - Sewer Relevy
BR001 - Building Repair
PL001 - Planning and Zoning

RPTL 520 Prorated Taxes for the 2026 Levy
Village of Warwick

203-1-5	Francis	Combat Vet	108.76
204-1-12	Ciuro/Serrano	Combat Vet	45.32
204-1-12	Ciuro/Serrano	Disab Vet	28.15
205-1-10.1	Wilson	War Vet	38.06
217-4-2	Boccia	War Vet	65.25
218-1-8	Ryan	Combat Vet	90.63
223-1-1.-8	Long	War Vet	59.81
223-1-1.-8	Long	Disab Vet	48.13
232-10-1.-4	Cook	Aged	246.12
227-1-1.-61	Baruffaldi	Combat Vet	34.98
227-1-1.-61	Baruffaldi	Disab Vet	72.50

\$837.71

Raina Abramson

From: Building Inspector
Sent: Thursday, April 9, 2026 10:02 AM
To: Raina Abramson
Subject: 17 Cherry St outstanding bill for Violation for not maintaining yard/lawn
Attachments: 17 Cherry St bill for Village DPW cutting lawn after no response to Complaint-NOV done 10-17-2025.pdf

Raina,

Please see attached bill for DPW cutting lawn after time expired for response from violation.

Boris Rudzinski
Village of Warwick Building Inspector/Code Official
77 Main St
Warwick NY 10990
building@villageofwarwick.org
(845)986-2031 x107

Building Inspector

From: Warwick <wo@iworq.net>
Sent: Thursday, October 30, 2025 12:44 PM
To: Building Inspector
Subject: Work Order #



Work Order #: 2473

Work Order Date: 10/17/25

Work Type:

Priority:

Description of Issue: Property Maintenance Violation

Work Description: Overgrown Lawn

Location of Issue: 17 Cherry Street

Additional Notes or Comments: Bldg. Code Violation

Department: Building Dept.

Problem Code:

Requestor/Contact : Boris Code Enforcement

Address:

Phone:

Status: 002: Closed

Date Completed:

Purchase Order:

Employees

Name	Hours	Cost
Timothy Palmer	4.00	\$139.28

Employee Cost: \$139.28

Equipment

Name	Amount	Cost
Riding Mower	4.0	\$200.00

Equipment Cost: \$200.00

Material Cost: \$0.00

Inventory Cost: \$0.00

Purchase Order Cost: \$0.00

Total Cost: \$339.28

Raina Abramson

From: Building Inspector
Sent: Thursday, April 9, 2026 10:16 AM
To: Raina Abramson
Subject: 32 Robert Dr outstanding bill for Violation for not maintaining yard/lawn
Attachments: 32 Robert Dr bill for Village DPW cutting lawn after no response to Complaint-NOV done 10-09-2025.pdf

Raina,

Please see attached bill for DPW cutting lawn after time expired for response from violation.

Boris Rudzinski
Village of Warwick Building Inspector/Code Official
77 Main St
Warwick NY 10990
building@villageofwarwick.org
(845)986-2031 x107

217-10-3

Building Inspector

From: Warwick <wo@iworq.net>
Sent: Thursday, October 30, 2025 12:45 PM
To: Building Inspector
Subject: Work Order #



Work Order #: 2472

Work Order Date: 10/09/25

Work Type:

Priority:

Description of Issue: Property Maintenance Request t

Work Description: Overgrown Lawn/Garbage Removal

Location of Issue: 32 Robert Drive

Additional Notes or Comments: Bldg. Code Violation Property mowed/garbage cleaned up

Department: Building Dept.

Problem Code: Property Maintenance

Requestor/Contact : Boris Bldg. Inspector

Address:

Phone:

Status: 002: Closed

Date Completed: 10/15/2025

Purchase Order:

Employees

Name

Hours

Cost

Timothy Palmer

4.00

\$139.28

Employee Cost: \$139.28

Equipment

Name

Amount

Cost

Riding Mower

4.0

\$200.00

Equipment Cost: \$200.00

Material Cost: \$0.00

Inventory Cost: \$0.00

Purchase Order Cost: \$0.00

Total Cost: \$339.28

Relevys for 2026 Tax Roll

11/30/2024	Perry (& Kuveke)Residence	WP-020744-24	24 Division Street	\$25.00
12/18/2024	Perry (& Kuveke)Residence	WP-021715-24	24 Division Street	\$50.00
12/21/2024	Perry (& Kuveke)Residence	WP-021833-24	24 Division Street	\$100.00

Total \$175.00 **209-2-13**

6/29/2025	TD Bank	WT 25007654	51 Main Street	\$10.00
9/17/2025	TD Bank	WT 25011327	51 Main Street	\$25.00
12/29/2025	TD Bank	WT 25017625	51 Main Street	\$50.00

Total \$85.00 **207-5-22**

Water/Sewer Relevy for FY26-27 Taxes - Accounts with 2 or More Unpaid Periods in 2025 w. Balances Greater Than \$99.99 as of 4.20.26

Utm Id	Owner Name	Service Location	Map/Block/Lot	Water (Prin + Penalty) Balance	Sewer (Prin + Penalty) Balance	Total Balance	Notes	FY25-26 Relevy Yes/No
203-0	BARBERA, CAROL	7 COE CIRCLE	231-1-56	\$66.91	\$59.38	\$126.29	Unpaid Period 3 & 4 of 2025	Yes
139100-2	MCGRADY, SANDRA	22 OLDE WAGON RD	227-1-1.-33	\$79.75	\$69.70	\$149.45	Unpaid Period 3 & 4 of 2025	Yes
215500-1	BERMAN, ALLISON	48 ORCHARD ST	210-11-3	\$64.53	\$57.34	\$121.87	Unpaid Period 3 & 4 of 2025	Yes
503800-1	LYNCH, KYLE	50 WHEELER AVE	206-1-46	\$72.68	\$63.52	\$136.20	Unpaid Period 3 & 4 of 2025	Yes
532500-0	SCANNELLO, JOSEPH & SHARON	15 VILLAGE COVE	228-1-1.-8	\$984.49	\$713.92	\$1,698.41	Unpaid Period 1 - 4 of 2025	Yes
802700-0	SUTERA, GILLIAN	56 LAUDATEN WAY	218-1-42	\$214.81	\$181.77	\$396.58	Unpaid Period 2 - 4 of 2025	Yes
810500-0	DUCH, BASIL	47 MAGNOLIA LANE	226-1-1.-19	\$102.60	\$88.24	\$190.84	Unpaid Period 3 & 4 of 2025	Yes

TOTALS: \$1,585.77 \$1,233.87 \$2,819.64

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

RECEIVED
APR 08 2026
VILLAGE OF WARWICK
CLERK'S OFFICE

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: 4/7/26

Title of Event: Travel Softball

Purpose of Event: use of fields (Brown or Prial) for Softball

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: 4/9²¹/26 - 7/31/26 Rain Date Requested: _____

Arrival Time: 3pm Departure Time: 5pm

Event Start Time: _____ Event End Time: _____

SECTION 3: APPLICANT INFORMATION

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

**For-profit activities are prohibited.*

Applicant's Name/Responsible Party: Harold Knebel Coaches: Shana O'Gara
Deni Knebel

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

Mailing Address of Responsible Party: [REDACTED]

Email Address: [REDACTED] Cell Phone: 845-258-0590

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

Name of Organization (if Applicable): KC Elite Softball

Name of Organization's Director(s)/Officer(s): Shana O'gara

Organization's Phone: [REDACTED] Email Address: [REDACTED]

Mailing Address of Organization: [REDACTED]

Physical Address of Organization: [REDACTED]

SECTION 4: EVENT INFORMATION

Maximum Number of People Intended at the Event: 40-50

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

of Adults: 15-20 # of People Under 18: 25

Expected Number of Vehicles Intended at the Event: 15

Please explain the parking plan for the event: parking in memorial 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> <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 _____ and _____</i> <i>Number of 'No Parking' meter bags requested, if applicable:</i> _____	Yes _____ No <input checked="" type="checkbox"/>
Use of Village-owned tables and chairs <i>Veterans Memorial Park Pavilion Only. No. of Tables _____ No. of Chairs _____</i>	Yes _____ No <input checked="" type="checkbox"/>
Use of Electricity	Yes <input checked="" type="checkbox"/> No _____
Use of Memorial Park Football/Over 35 Field Lights <i>Additional fee required for use of field lights.</i>	Yes <input checked="" type="checkbox"/> No _____

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 <input checked="" type="checkbox"/>

SECTION 5: FEES/SECURITY DEPOSIT

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

\$200 Security Deposit - *(Must be a Separate Payment)*

Memorial Park Football/Over 35 Field Lights (circle one) - \$10 per day or \$300 per season

TOTAL FEES: \$ 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 KC Elite (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 KC Elite (Name Organization).

Shana O'Gara Harold Knebel
 Printed Name of Applicant/Responsible Party
[Signature] [Signature]
 Signature of Applicant/Responsible Party
4/7/20 4/7/20
 Date

Office Use Only:

Security Deposit Check # 1856 Fees Received ___ Certificate of Insurance ___ Park Map(s) ___
 Facility Use Calendar ___ Parade Calendar na NYS DOT Permitrack Special Use Permit na
 DPW Pre-Approval na Host Liquor Liability na Police Dept. Approval 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:

Shana O'Gara
Printed Name of Applicant/Responsible Party


Signature of Applicant/Responsible Party

Date 4/7/26

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: 4/13/26

Title of Event: Park Avenue Kindergarten Picnic

Purpose of Event: Picnic Day

SECTION 1: REQUESTED VILLAGE-OWNED PROPERTY

Railroad Green Stanley-Deming Park Lewis Woodlands

Veterans Memorial Park Veterans Memorial Park Pavilion

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

Village of Warwick Parking Lots - check all that apply:

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

Village of Warwick Streets: _____

SECTION 2: DATE AND TIME REQUESTED

Date(s) Requested: 6/9/26 Rain Date Requested: 6/15/26

Arrival Time: 10:00 AM Departure Time: 2:00 PM

Event Start Time: 10:00 AM Event End Time: 2:00 PM

SECTION 3: APPLICANT INFORMATION

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

Applicant's Name/Responsible Party: Warwick Valley CSD

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

Mailing Address of Responsible Party: _____

Email Address: _____ Cell Phone: _____

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): V. Biniaris

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: 199

** 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: N/A

Please explain the parking plan for the event: Cars will park at the school and students and teachers will walk down to the park.

WILL YOUR EVENT INCLUDE:	CHECK YES OR NO
Greater than 200 people at any given time <i>If yes, DO NOT complete this form. Please complete form: FACILITY USE PERMIT APPLICATION FOR GATHERINGS GREATER THAN 200 PEOPLE</i>	Yes _____ No <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. <i>If yes, explain:</i> _____	Yes _____ No <input checked="" type="checkbox"/>
Admission Fee to Be Charged <i>If yes, please list the admission fee:</i> _____	Yes _____ No <input checked="" type="checkbox"/>
Alcohol <i>Host Liquor Liability Insurance is required.</i>	Yes _____ No <input checked="" type="checkbox"/>
Food will be served or sold <i>If yes, explain the method of food distribution and disposal of trash:</i> _____ _____ <i>*A permit is required from the Orange County Department of Health when offering or selling any food to the public. It is the applicant's responsibility to contact the Orange County Department of Health to obtain necessary permits. Contact the Orange County Department of Health for further information. *Applicants must provide a drawing to scale showing where the food will be served/sold and where trash will be disposed.</i>	Yes _____ No <input checked="" type="checkbox"/>
Rides: Mechanical Carnival Rides, Bounce House, Inflatable Slide, etc. <i>If yes, explain:</i> _____ <i>Additional contract(s) and/or insurance is required.</i>	Yes _____ No <input checked="" type="checkbox"/>
Portable Toilets <i>Placement of portable toilets must be detailed on the map that is required with the application.</i>	Yes _____ No <input checked="" type="checkbox"/>
Other <i>Please explain:</i> _____	Yes _____ No <input checked="" type="checkbox"/>

SPECIAL REQUESTS:

CHECK YES OR NO

Road Closure <i>List road(s):</i> _____ <i>Closed between the hours of</i> _____ <i>and</i> _____ <i>Number of 'No Parking' meter bags requested, if applicable:</i> _____	Yes _____ No <input checked="" type="checkbox"/>
Use of Village-owned tables and chairs <i>Veterans Memorial Park Pavilion Only. No. of Tables</i> _____ <i>No. of Chairs</i> _____	Yes _____ No <input checked="" type="checkbox"/>
Use of Electricity	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 <i>Memorial Park and Stanley Deming Park only.</i>	Yes <u> X </u> No <u> </u>
Other <i>Please explain:</i> _____	Yes <u> </u> 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 Park Ave Elementary (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 Park Avenue Elementary (Name Organization).

Sarah Cordisco

 Printed Name of Applicant/Responsible Party

Sarah Cordisco

 Signature of Applicant/Responsible Party

 4/13/26

Date

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

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

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

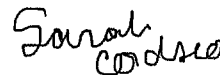
INDEMNITY & HOLD HARMLESS

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

I have read and understand the Facilities Use Requirements:

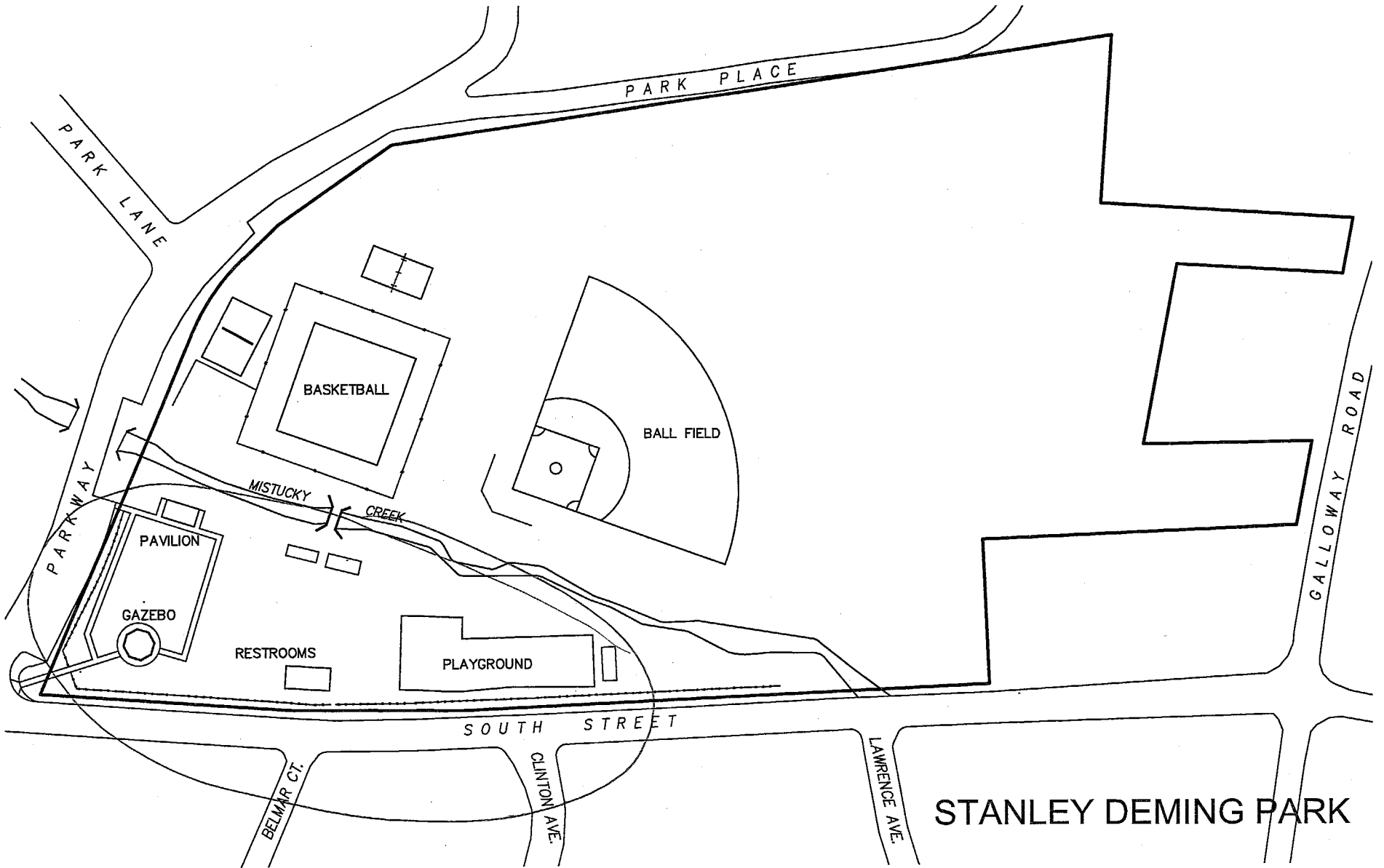
Sarah Cordisco

Printed Name of Applicant/Responsible Party

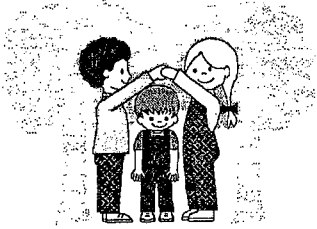


Signature of Applicant/Responsible Party

Date 4/13/26



STANLEY DEMING PARK



WOODLAND HOLLOW LEARNING CENTER
20 Iron Mountain Road, Warwick, NY 10990 (845) 986-9959

April 14, 2026

To whom it may concern,

Woodland Hollow Learning Center would like to hold the Family Picnic on Wednesday, June 3, 2026. The picnic will be held from 4:00-6:00 PM.

I have enclosed the application and a copy of Liability Insurance.

Thank you,


Susan Reilly

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: 4/14/26

Title of Event: Preschool End of the year Picnic / Woodland Hollow

Purpose of Event: End of the year picnic Learning Center

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: 6/3/26 Rain Date Requested: X

Arrival Time: 4:00 pm Departure Time: 6:00 pm

Event Start Time: 4:00 pm Event End Time: 6:00 pm

SECTION 3: APPLICANT INFORMATION

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

**For-profit activities are prohibited.*

Applicant's Name/Responsible Party: Susan Reilly

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

Mailing Address of Responsible Party: _____

Email Address: _____ Cell Phone: _____

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

Name of Organization (if Applicable): Woodland Hollow Learning Center

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: 85

** 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: 40

Please explain the parking plan for the event: Parking in large lot by Little League and small lot off of McFarlane

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> <u>Road from parking lot to Pavilion.</u> <i>Closed between the hours of</i> <u>4:00</u> <i>and</i> <u>6:00 pm</u> <i>Number of 'No Parking' meter bags requested, if applicable:</i> _____	Yes <input checked="" type="checkbox"/> No _____
Use of Village-owned tables and chairs <i>Veterans Memorial Park Pavilion Only. No. of Tables</i> <u>60</u> <i>No. of Chairs</i> _____	Yes <input checked="" type="checkbox"/> No _____
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 <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: \$ 200.00 (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 Woodland Hollow L.C. (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 Woodland Hollow L.C. (Name Organization).

Susan Reilly
Printed Name of Applicant/Responsible Party

[Signature]
Signature of Applicant/Responsible Party

4/16/26
Date

Office Use Only:

Security Deposit Check # 2495 Fees Received na Certificate of Insurance _____ Park Map(s)
 Facility Use Calendar Parade Calendar na NYS DOT Permitrack Special Use Permit na
 DPW Pre-Approval na Host Liquor Liability na Police Dept. Approval 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.

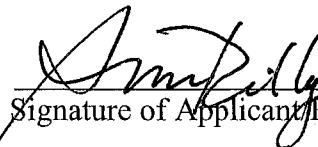
INDEMNITY & HOLD HARMLESS

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:

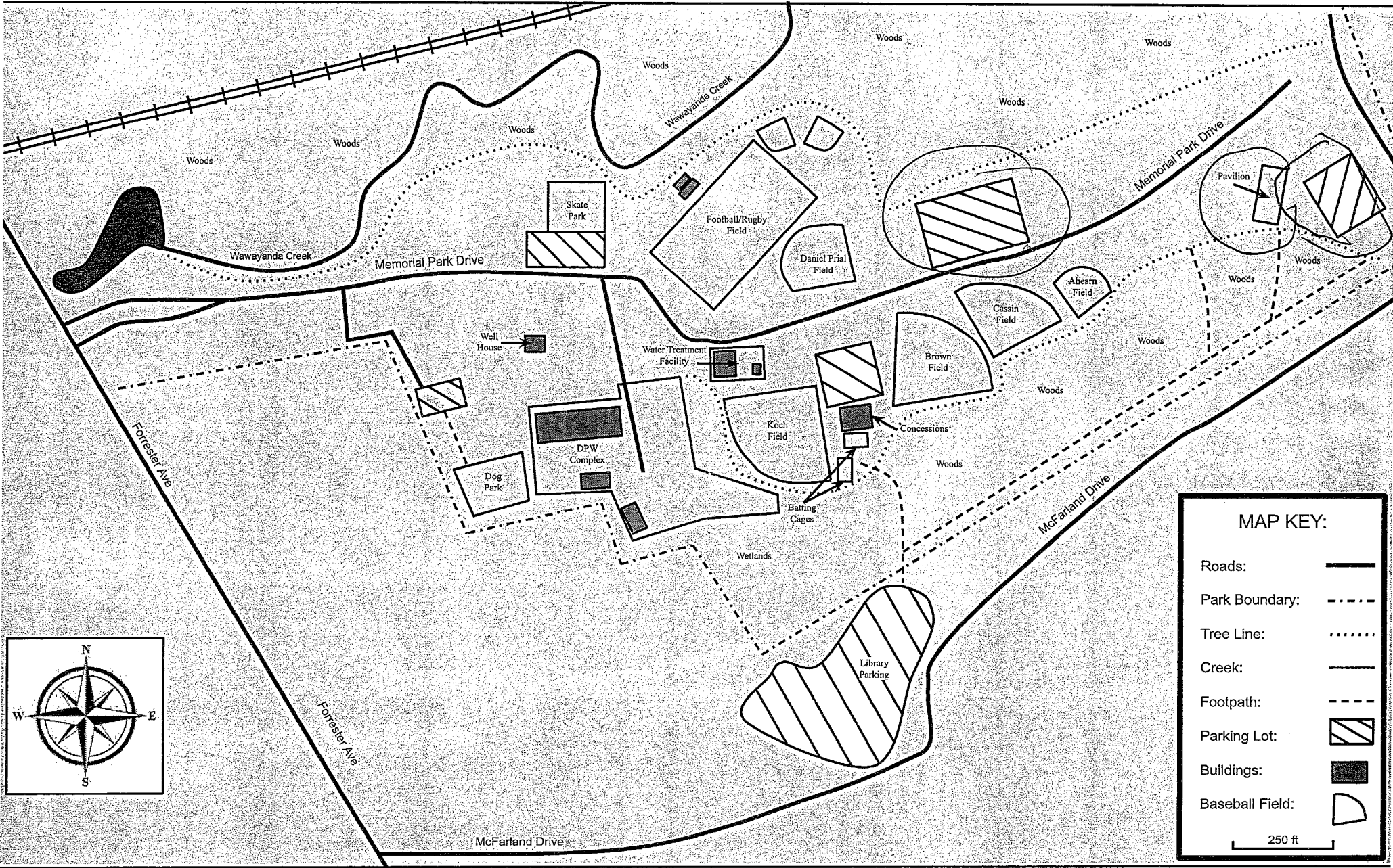
Susan Reilly

Printed Name of Applicant/Responsible Party



Signature of Applicant/Responsible Party

Date 4/16/26



VETERANS MEMORIAL 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

Building and Planning Department

Escrow Release Request for Balance of Funds

April 8, 2026

Requested Payee- Emily Enders and Matthew Morales
23 Wheeler Ave
Warwick, NY 10990

Re: Return of Escrow, Zoning Board Variance

Total Balance: **\$741.66**

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
Zoning Board

Village Treasurer Approval: _____

**AGREEMENT FOR REPAYMENT OF WATER AND SEWER CHARGES
BETWEEN THE VILLAGE OF WARWICK AND THE
TENANT AT 16 POPLAR STREET, WARWICK, NY**

Account #502200-1
BILLING CYCLE 1

This Agreement made the ___ day of April 2026 by and between the Village of Warwick, with an address at 77 Main Street, Warwick, New York (the "Village") and _____, with an address at 16 Poplar Street, Warwick, New York (the "Tenant").

WHEREAS the Tenant of real property located at 16 Poplar Street, Warwick New York 10990, being also designated as Section 207, Block 6, Lot 13 on the tax map of the Village of Warwick, County of Orange, State of New York (hereinafter the "Property") which receives municipal central water and sewer service from the Village of Warwick; and

WHEREAS, as of the date hereof, the Tenant owes \$2,013.78 in municipal central water and sewer service charges; and

WHEREAS, the Tenant has claimed a related hardship in regard to the said charges and wishes to enter into an agreement for repayment of water and sewer charges.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. The Tenant acknowledges that the entire amount of \$2,013.78 is currently due and payable; and
2. The Tenant agrees to pay the said in **eight quarterly installments of \$251.72** and the Village agrees to accept such payments in full satisfaction of the outstanding bill. The Tenant acknowledges that the agreement for installment payments is a grace period only for outstanding payments, and that the Tenant must keep current on all future water and sewer bills while making installment payments.
3. It is agreed between the Village and the Tenant that the Tenant may pay the entire amount due hereunder at any time, and thereby discharge its liability for such payments. Provided, however, that no partial payments shall be accepted by the Village; and payments must be made by the Tenant either in the quarterly payments prescribed hereunder or in tender of the entire amount due hereunder.
4. In order to accept the said repayment installments, the Village shall establish an installment plan on the existing account with a quarterly sewer installment of \$93.66 and water installment of \$158.06 for the payment of the \$2,013.78 bill. Ongoing water and sewer charges will continue to be billed from the Tenant's existing account as well.
5. The Tenant shall pay the sum of **\$251.72** (constituting the sewer installment of \$93.66 and the water installment of \$158.06) to the Village each quarter in addition to such bill

for current water and sewer usage as may be due. **The first payment shall be deemed due on June 1, 2026 with the Period 2 of 2026 quarterly bill mailed out on May 1, 2026**, and must be submitted by the Tenant upon the execution of this Agreement. Subsequent payments shall be billed on the 1st day of the month in the months of May, August, and November. Bills will be due by the 1st day of the month in the months of March, June, September, December.

6. The repayment installments shall be subject to all fees and procedures as all water accounts in the Village of Warwick except that any fees or penalties shall only be assessed based on failure to timely make the individual quarterly payment then due or outstanding, not based on the entire balance of the repayment. The fees and procedures shall include, but not be limited to, the following:

- a. A 5% late fee shall be assessed against all payments thirty (30) days past due.
- b. An additional 3% late fee shall be assessed against all payments sixty (60) days past due.
- c. 15 days after the 60-day late fee notice, a shut off notice will be placed on the door of **16 Poplar Street**.
- d. In the event water service is shut off, a \$100.00 shut off/reconnect fee will be assessed against the account.
- e. 10 days after the shut off notice is sent; water service will be shut off until the balance is paid by cash or bank check including all late fees and other charges associated with the late payment.
- f. The remaining balance will be relieved onto the yearly Village Taxes if not paid.

7. In the event that the Property is sold or title is otherwise transferred or conveyed, the outstanding balance on the account including repayment installments must be paid in full at the time of closing or such transfer or conveyance.

8. **VILLAGE POLICY IF THIS AGREEMENT IS NOT SIGNED AND RETURNED WITHIN THIRTY (30) DAYS.** In the event that the Tenant fails to return a properly executed copy of this Agreement to the Village Clerk within thirty (30) days after such Agreement was mailed or otherwise provided to the Tenant, the Tenant shall be deemed to have irrevocably rejected the Agreement.

THE VILLAGE OF WARWICK

TENANT

By: Michael Newhard, Mayor

MUST BE SIGNED & NOTARIZED BY THE PROPERTY OWNER -

I, _____, am the owner for the real property which is the subject of this Repayment Agreement. I hereby accept and consent to be bound by the terms recited herein in return for good and valuable consideration receipt of which is hereby conclusively acknowledged.

Property Owner – Print Name

Property Owner – Sign Name

STATE OF NEW YORK)
) S.S.:
COUNTY OF ORANGE)

On the ____ day of _____, in the year 20__ before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in her capacity, and that by his signature on the instrument the individual, or the person upon behalf of which the individual acted, executed the instrument.

Notary Public