

**BOARD OF TRUSTEES
VILLAGE OF WARWICK
NOVEMBER 18, 2024
AGENDA**

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

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

1. Introduction by Mayor Newhard.
2. Acceptance of Minutes: November 4, 2024

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

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

3. Acceptance of Reports – October 2024: Clerk’s Office, Tax Collection, Justice Department, Planning Department, Department of Public Works, Building Department and September 2024 Building Department Reports.

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

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

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

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

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

5. Police Report.

6. **Continuation of the Public Hearing on a proposed Local Law No. 7 of the Year 2024 to amend the Village Code by enacting Chapter 115 entitled "Short-Term Rental Property."**

Announcement

1. Village of Warwick is designated as certified as a Pro-Housing Community.
2. Village of Warwick General Election – Tuesday, March 18, 2025.
3. Village of Warwick receives a NYS Urban Forestry Council Tree City USA Reward Grant in the amount of \$1,000.

Correspondence

1. Letter from Village of Warwick Architectural and Historic District Review Board Chairman Michael Bertolini regarding violation notices.
2. Report from Village Engineer, Keith Woodruff, on the petition for a zone change at 42 Orchard Street, Section 210, Block 11, Lot 5.

Public Comment - Agenda Items Only

GUIDELINES FOR PUBLIC COMMENT

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

Motions

Trustee Foster's Motions

1. **A RESOLUTION DEDICATING THE "OVER 35 FIELD"
IN VETERANS MEMORIAL PARK TO
"THE DANIEL PRIAL FIELD"**

WHEREAS, Chief Warrant Officer 2 Daniel Prial was a dedicated and honorable member of our community, serving with distinction in the United States Army; and

WHEREAS, Daniel Prial’s service and commitment to his country and community and contributions to Warwick Little League, marked by a unique blend of humility, optimism, and love for his family, friends, and country, have left a lasting impact on the Village of Warwick, inspiring residents of all ages; and

WHEREAS, the Village of Warwick and the Warwick Little League wish to honor the memory and legacy of Chief Warrant Officer 2 Daniel Prial by renaming the baseball field currently known as “The Over 35 Field” located in Veterans Memorial Park;

NOW, THEREFORE, BE IT RESOLVED, that the Village Board of the Village of Warwick hereby dedicates and renames the field in Veterans Memorial Park as “**The Daniel Prial Field**” in honor of Chief Warrant Officer 2 Daniel Prial; and

BE IT FURTHER RESOLVED, that the Village of Warwick, in partnership with the Warwick Little League, will hold an official dedication ceremony in the Spring of 2025 to celebrate this renaming and to honor the memory of Chief Warrant Officer 2 Daniel Prial.

_____ presented the foregoing resolution which was
seconded by _____,

The vote on the foregoing resolution was as follows:

Barry Cheney, Trustee, voting _____

Carly Foster, Trustee, voting _____

Thomas McKnight, Trustee, voting _____

Mary Collura, Trustee, voting _____

Michael Newhard, Mayor, voting _____

- MOTION** to grant permission to the Warwick Fire Department to hold a Biennial Firefighters' Parade on Saturday, June 14, 2025. The parade will step-off at approximately 4:00 p.m. with lineup beginning at 3:00 p.m. near Park Avenue Elementary School as per their letter received January 23, 2023. The parade route will be as follows: Burt Street, Park Avenue, Parkway, South Street, Clinton Avenue, Linden Place, Oakland Avenue, Main Street, High Street, Forester Avenue, ending at Veterans Memorial Park. The Town of Warwick Police Department approved the route and will have officers assist with traffic and crowd control. Request has been submitted to use the Park Avenue Elementary School parking lot. Completed park permit and proof of insurance have been received.

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

Trustee Cheney ____ Trustee Foster ____ Trustee Collura ____
Trustee McKnight ____ Mayor Newhard ____

3. **MOTION** to grant permission to the Warwick Fire Department to use Veterans Memorial Park for the Biennial Firefighters' Parade on Saturday, June 14, 2025, from 9:00 a.m. to 10:00 p.m. and for clean up on Sunday, June 15, 2025, from 9 a.m. to 12 p.m. Request includes use of the entire park, including the pavilion, parking lots, McFarland Parking Lot, electricity, Village owned tables and chairs, pavilion lights and use of the Village light tower on June 14, 2025. Applicant requests to serve food and alcohol in the park, to use a PA system for trophies, to set up portable toilets, and to set up a tent on Friday, June 13, 2025, to be removed on Sunday, June 15, 2025, as per the enclosed map. DPW Supervisor, Mike Moser approved the attached parking plan. Completed park permit and proof of insurance have been received. Request is in coordination with Warwick Little League.

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

Trustee Cheney ____ Trustee Foster ____ Trustee Collura ____
Trustee McKnight ____ Mayor Newhard ____

4. **MOTION** to advertise and receive proposals from landscape architects for the Veterans Memorial Park Patriots Path project.

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

Trustee Cheney ____ Trustee Foster ____ Trustee Collura ____
Trustee McKnight ____ Mayor Newhard ____

5. **Resolution Amending the Village Employee Handbook to Include Sections:
5.6 Leave Time for Voting, 5.7 Leave Time for Cancer Screening,
7.10 Disability Benefits Insurance Coverage, &
9.8 Rights of Employees to Express Breast Milk in the Workplace**

WHEREAS, it is appropriate for the Village Board to periodically review and revise the Employee Handbook of the Village of Warwick to update the policies and procedures set forth therein in order to better serve the needs of Village, its employees and the community; and

WHEREAS the Village Board has before it a proposal to make certain revisions to the Employee Handbook; and

WHEREAS, the Village Board has reviewed and considered the said revisions, and finds them to be necessary and proper at this time;

NOW, THEREFORE, BE IT RESOLVED as follows:

1. That Section 5.6 'Leave Time for Voting' be added to the Employee Handbook of the Village of Warwick as follows:

Pursuant to New York State Election Law § 3-110, employees who do not have "sufficient time to vote" are eligible for up to two (2) hours of paid leave from work to vote. An employee is deemed to have "sufficient time to vote" if the employee has four (4) consecutive hours to vote either from the opening of the polls to the beginning of their work shift, or four (4) consecutive hours between the end of a working shift and the closing of the polls. An employee must notify the Village Clerk at least two (2) working days, but not more than ten (10) working days, prior to their intention to take paid leave to vote. This paid leave to vote applies to employees who are New York State voters and applies to all elections where they may cast a ballot for the purpose of electing an individual to any party position or nominating or electing an individual to any federal, state, county, city, town or village office, or deciding any ballot question submitted to all the voters of the state or the voters of any county or city, or deciding any ballot question submitted to the voters of any town or village at the time of a general election. The above paid leave to vote does not apply to early voting periods.

2. That Section 5.7 'Leave Time for Cancer Screening' be added to the Employee Handbook of the Village of Warwick as follows:

Pursuant to New York State Civil Service Law § 159-b, employees are entitled to a leave of absence for cancer screening scheduled during their regular work hours. Cancer screening includes physical exams, blood work or other laboratory tests for the detection of cancer. The paid leave allowance covers the duration of appointments or procedures, plus travel time, up to four (4) hours, one (1) time per "anniversary year" of the employee's hire date. Unused time does not accrue and absence beyond the four (4) hour cap will be charged to paid leave accruals (e.g., sick, personal, vacation). Medical documentation verifying that the employee's absence was for the purpose of cancer screening must be submitted to the Village Clerk.

3. That Section 7.10 'Disability Benefits Insurance Coverage' be added to the Employee Handbook of the Village of Warwick as follows:

The Village, as a public employer, is not required to provide disability benefit insurance coverage to employees for off-the-job injuries or illnesses. However, the Village has voluntarily opted to provide disability benefit insurance coverage to its full-time employees. Eligible employees are required to contribute towards the cost of such coverage at the rate of \$0.35 per week, paid through payroll deduction. For

information on filing a claim for disability benefits, please contact the Village Clerk.

Please note that while the Village provides disability benefit insurance coverage to its full-time employees, it does not provide Paid Family Leave Benefits, which is not required for public employers.

- 4. That Section 9.8 ‘Rights of Employees to Express Breast Milk in the Workplace’ be added to the Employee Handbook of the Village of Warwick as follows:

Pursuant to New York State Labor Law Section 206-c, for up to three (3) years following childbirth, employees are entitled to thirty (30) minutes of paid break time to express breast milk as often as they reasonably need (typically every 3 hours). Employees may use existing paid break or meal time if they need additional time for breast milk expression beyond the paid thirty (30) minutes. If an employee wants to express breast milk at work, they must give the Village reasonable advance notice, including before returning to work if the employee is on leave, to allow the Village time to find an appropriate location and adjust schedules if needed. Employees wishing to request a room or other location to express breast milk at work should do so by submitting a written request to their direct supervisor. Upon request, the Village will provide a private room or alternative location for the purpose of breast milk expression that will: be close to an employee’s work area; provide good natural or artificial light; be private– both shielded from view and free from intrusion; have accessible, clean running water nearby; have an electrical outlet (if the workplace is supplied with electricity); include a chair; and provide a desk, small table, desk, counter or other flat surface. If the worksite has a refrigerator, employees may use it to store breast milk. However, the Village is not responsible for ensuring the safekeeping of expressed milk stored in any Village refrigerator. Employees are required to store all expressed milk in closed containers and bring milk home after the end of their shift.

- 5. That the aforesaid revision to the Employee Handbook shall be effective immediately.

_____ presented the foregoing resolution which was seconded by _____,

The vote on the foregoing resolution was as follows:

Barry Cheney, Trustee, voting _____

Carly Foster, Trustee, voting _____

Thomas McKnight, Trustee, voting _____

Mary Collura, Trustee, voting _____

Michael Newhard, Mayor, voting _____

Trustee Cheney’s Motions

6. RESOLUTION INTRODUCING A PROPOSED LOCAL LAW TO REVISE THE VILLAGE CODE’S PROVISIONS REGARDING A REAL PROPERTY TAX EXEMPTION FOR VOLUNTEER FIRE FIGHTERS AND AMBULANCE WORKERS

WHEREAS, the Village Board of the Village of Warwick has before it a proposed local law entitled: “A local law amending the Village Code of the Village of Warwick by repealing Article IIA entitled ‘Exemption for Volunteer Fire Fighters and Ambulance Workers’ of Chapter 124 entitled ‘Taxation’ and re-enacting the same in compliance with New York State Real Property Tax Law §466-A”; and

WHEREAS, in order to enact the said local law it is necessary to formally introduce it and to hold a public hearing on it,

NOW, THEREFORE, BE IT RESOLVED as follows:

1. That the movant of this resolution does hereby introduce the proposed local law; and

2. That a public hearing on the proposed local law be set for December 2, 2024 at 7:30 o'clock p.m. and that due notice of the same is directed to be given by publication and posting.

_____ presented the foregoing resolution which was seconded by _____,

The vote on the foregoing resolution was as follows:

Barry Cheney, Trustee, voting _____

Carly Foster, Trustee, voting _____

Thomas McKnight, Trustee, voting _____

Mary Collura, Trustee, voting _____

Michael Newhard, Mayor, voting _____

**7. RESOLUTION ENACTING
SHORT TERM RENTAL LOCAL LAW**

WHEREAS, the Village Board has before it a proposed local law entitled: "A local law to amend the Village Code by enacting Chapter 115 entitled 'Short Term Rental Property'"; and

WHEREAS, following due notice the Village Board held a public hearing on the proposed local law and heard all persons interested in the subject matter thereof;

NOW, THEREFORE, BE IT RESOLVED as follows:

1. That the Village Board hereby adopts the above local law; and
2. That the said local law shall be published, posted and filed in the office of

the Secretary of State in Albany as required by applicable law.

_____ presented the foregoing resolution which was seconded by _____,

The vote on the foregoing resolution was as follows:

Barry Cheney, Trustee, voting _____

Carly Foster, Trustee, voting _____

Thomas McKnight, Trustee, voting _____

Mary Collura, Trustee, voting _____

Michael Newhard, Mayor, voting _____

8. **MOTION** to authorize the Mayor to sign the Amendment and Extension of the Municipal Cooperative Agreement Community Development Block Grant – Municipal Agreement for FY-2023 for the South Street ADA Sidewalk Improvement Project

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

Trustee Cheney ___ Trustee Foster ___ Trustee Collura ___

Trustee McKnight ___ Mayor Newhard ___

9. **MOTION** to accept the proposal from Pitingaro & Doetsch Consulting Engineers for Construction Management & Grant Administration for the construction of improvements to bring Well #3 online at a fixed fee of \$113,100 for Construction Management and at a fixed fee of \$37,800 for Grant Administration. Funds are appropriated in Budget Code F1440.4950.

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

Trustee Cheney ___ Trustee Foster ___ Trustee Collura ___

Trustee McKnight ___ Mayor Newhard

10. **MOTION** to hire Timothy Verboys to the position of Village of Warwick Engineer Intern for the period of December 13, 2024 to January 17, 2025. Rate of pay to be in accordance with the FY24-25 budget.

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

Trustee Cheney ___ Trustee Foster ___ Trustee Collura ___

Trustee McKnight ___ Mayor Newhard

11. **MOTION** to grant permission to DPW Supervisor, Michael Moser, to sell as scrap the Village owned 2004 Ford F-350 (vin # 1FDWF37L24ED83521).

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

Trustee Cheney ___ Trustee Foster ___ Trustee Collura ___

Trustee McKnight ___ Mayor Newhard

Trustee Collura's Motions

12. **MOTION** to approve the budget modification request as per the Village Treasurer's memo dated November 13, 2024.

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

Trustee Cheney ___ Trustee Foster ___ Trustee Collura ___

Trustee McKnight ___ Mayor Newhard

13. **MOTION** to acknowledge receipt of the Standardized Notice Form from the New York State Liquor Authority for an on-premises liquor license for 'Eight x Sand' located at 12-14 Railroad Avenue, Warwick, NY 10990 and authorize the Village Clerk to submit a letter notifying the New York State Liquor Authority that there are no objections to this notification and application.

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

Trustee Cheney ___ Trustee Foster ___ Trustee Collura ___

Trustee McKnight ___ Mayor Newhard

Reports

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

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

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

Trustee McKnight's Report: Liaison to Planning & Zoning / AHDRB / OC Planning, Environmental, Albert Wisner Library, Town of Warwick Police Department, Technology Oversight / Cybersecurity, Shade Tree Commission, Safety Committee. Alternate liaison to

Public Works Operations, Code Enforcement / Building Department, Emergency Services,
Government Efficiency / Policy Development.

Mayor Newhard's Report

Public Comment – *Non-Agenda Items*

Final Comments from the Board

Executive Session, if applicable

Adjournment

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

Public Hearing on a proposed Local Law No. 7 of the Year 2024

A **MOTION** was made by Trustee Cheney, seconded by Trustee McKnight to keep the Public Hearing open on a proposed Local Law No. 7 of the Year 2024 to amend the Village Code by enacting Chapter 115 entitled "Short-Term Rental Property" until November 18, 2024.

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

Trustee Cheney Aye Trustee Foster Aye Trustee Collura Aye

Trustee McKnight Aye Mayor Newhard Aye

I, RAINA ABRAMSON, Village Clerk of the Village of Warwick, in the County of Orange, State of New York HEREBY CERTIFY that the above motion was made at the regular meeting of the Village Board of the Village of Warwick duly called and held on Monday, October 21, 2024, and has been compared by me with the original minutes as officially recorded in the Village Clerk's Office in the Minute Book of the Village Board and is a true, complete and correct copy thereof and of the whole of said original minutes so far as the same relate to the subject matter.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the Village of Warwick this 22nd day of October 2024.

SEAL

Raina M. Abramson, Village Clerk

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



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

VILLAGE OF WARWICK

INCORPORATED 1867

LEGAL NOTICE

PLEASE TAKE NOTICE that the Village Board of the Village of Warwick will hold a public hearing on the 21st day of October 2024, at 7:30 p.m., at Village Hall, 77 Main Street, Warwick, New York 10990, on a proposed Local Law No. 7 of the Year 2024 to amend the Village Code by enacting Chapter 115 entitled "Short-Term Rental Property"

The purpose of this Local Law is to promote the public health, safety and welfare by establishing a municipal registration and permit requirement for all short-term rental units within the boundaries of the Village of Warwick and by enacting regulations for the administration of and enforcement of the Village's permitting requirement.

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

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

**BY ORDER OF THE BOARD OF TRUSTEES
VILLAGE OF WARWICK
RAINA ABRAMSON, VILLAGE CLERK**

Dated: September 26, 2024

**VILLAGE OF WARWICK
LOCAL LAW NO. 7 OF THE YEAR 2024**

A local law to amend the Village Code by enacting Chapter 115 entitled "Short-Term Rental Property"

Section 1. Purpose:

The purpose of this Local Law is to promote the public health, safety and welfare by establishing a municipal registration and permit requirement for all short-term rental units within the boundaries of the Village of Warwick and by enacting regulations for the administration of and enforcement of the Village's permitting requirement.

Section 2. Amendment of Code:

The Village Code of the Village of Warwick is hereby amended to enact Chapter 115 entitled "Short-Term Rental Property" which shall read as follows:

"Chapter 115 Short-Term Rental Property

§ 115-1 Purpose.

Short-term rentals of residential property are a potential source of income to property owners and can provide additional housing for visitors to the area, thereby promoting tourism and strengthening the local economy. However, if unregulated, short-term rentals may have detrimental impacts on nearby properties and the neighborhoods in which they are situated as a result of increased traffic, noise, trash, and similar impacts. Moreover, it is in the overall public interest to require that properties offered for public rental are safely maintained and adequately insured. Therefore, the Village Board of the Village of Warwick hereby establishes the registration and licensing requirements and regulations set forth in this Chapter for the purpose of regulating short-term rentals of residential property to ensure safe, responsible and harmonious operation of such uses.

§ 115-2 Definitions.

As used in this Chapter, the following terms shall have the meanings indicated:

Agent

Any person who has written authority from the owner of short-term rental property to enter, care for, and control a building in regard to short-term rentals and act on behalf of the owner in regard to short-term rentals of the building.

Bedroom

A one-person bedroom shall have a minimum of 70 square feet. A two-person bedroom shall have minimum of 100 square feet. A three-person bedroom shall have a minimum of 150 square feet. For bedrooms accommodating more than three-persons, there shall be an additional 50 square feet of space provided for each additional occupant. Bedrooms shall be not less than 7 feet in any plan dimension, and shall have a compliant exterior window as a second means of egress. All bedrooms shall have access to sanitary facilities providing a sink, toilet, potable running water and a shower/tub, and kitchen access. All bedrooms and living space shall adhere to the provisions of the Property Maintenance Code of New York State and the Village Code of the Village of Warwick then in effect.

Building Inspector

The Building Inspector of the Village of Warwick or such person as appointed by the Village Board to enforce Village Code Chapter 53 Unsafe Buildings, and this Chapter.

Daytime

Between the hours of six o'clock a.m. and twelve o'clock a.m. (i.e., "midnight").

Housing or Dwelling Unit

Any single residential living space which is capable of housing one separate household, whether a detached single-family structure or building or part of a multi-household structure or building but not including a hotel, motel or bed and breakfast establishment.

Immediate Family

The immediate family of the owner of a housing unit consists of the owner's spouse, children, parents, grandparents or grandchildren.

Overnight

Between the hours of twelve o'clock a.m. (i.e., "midnight") and six o'clock a.m.

Owner

Any owner of a residence who offers housing in the residence to persons, other than immediate family, in exchange for a fee or compensation, whether monetary or otherwise.

Owner-Occupied

As used in this Chapter the term "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.

Residence

Any single residential living space which is capable of housing one separate household, whether a detached single-family structure or building or part of a multi-household structure or building.

Registered Agent

An agent of the property owner who 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 and is identified as the owner's Registered Agent in the short-term rental permit application.

Short-Term Rental Permit

A permit issued by the Village of Warwick stating that the referenced structure or unit conforms to the standards of chapter 49-11, Fire Safety and Property Maintenance Inspections, and other applicable sections of Village Code and that occupancy of that structure or unit is permitted for residential use. Any special circumstances or conditions under which occupancy is permitted may be specified on the permit.

Short-Term Rental Property

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 VBRO. Month to month tenancies are not considered short-term rental properties.

Substandard

Any deficiency in a residence that does not meet the standards of the New York State Uniform Fire Prevention and Building Code and the State Energy Conservation Construction Code and applicable sections of Village Code. Substandard conditions shall also include failure to maintain a single-station smoke-detecting alarm device and carbon-monoxide-detector device, or devices, in accordance with New York State standards.

§ 115-3 Regulation of Short-Term Rentals

(1.) Only single-family dwellings, duplexes, and mixed-uses with no more than two dwelling units may be used for short-term rentals. Units in a multiple dwelling may not be used for short-term rentals.

(2.) Short-Term Rentals are allowed in all zones in the Village except in Continuing Care Retirement Community (CCRC) and Multiple Residence-Senior Citizen (MR-SC).

(3.) Only owner-occupied properties may be used for short-term rentals. Provided, however, that properties located in the Central Business Zone 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.

(4.) For property used for short-term rentals, off-street parking requirements shall be the same as the requirements for the use in which the short-term rental is offered as provided in the Schedule of Uses and Parking Space Requirements in Village Code §145-70 "Off-Street Parking and Loading Requirements."

(5.) Commencing ninety (90) days after the effective date of this Chapter, any person offering short-term rentals within the Village of Warwick shall be required to first register and obtain a permit for short-term rental of the residence under this Chapter.

(6.) Home Owner Association policies in developments within the Village shall supersede short-term rental provisions herein, provided that the Home Owner Association policies are more restrictive than the terms hereof.

§ 115-4 Registration of Property for Short-Term Rentals.

A short-term rental registration application, as established by the Building Inspector, shall be submitted to the Village Building Department by the owner of proposed short-term rental property stating that the owner is seeking a short-term rental permit and providing, at a minimum, the following information:

- (i) Name, mailing address, telephone number, and e-mail address, of the owner and of the Registered Agent;
- (ii) In the event that the owner is a corporate entity, such as a corporation, an LLC, a partnership or a DBA, provide the names mailing addresses, telephone numbers, and e-mail addresses of all owners, stock holders, members, or partners with an ownership interest in such corporate entity;

- (iii) In the event that the Registered Agent is a corporate entity, such as a corporation, an LLC, a partnership or a DBA, provide the names mailing addresses, telephone numbers, and e-mail addresses of all owners, stock holders, members or partners with an ownership interest in such corporate entity;
- (iv) The street address of the short-term rental property as well as the tax map section, block and lot;
- (v) The number of rental units in each building on the property;
- (vi) The number of conventional bedrooms in each building on the property.
- (vii) The proposed maximum overnight and daytime occupancy limits of each building on the property;
- (viii) The types and placement of any fire-protection systems located each building;
- (ix) The number and location of all exits;
- (x) A floor plan indicating the placement and size of each bedroom, exit and fire-protection system;
- (xi) A statement of the number of off-street parking spaces provided for the property and a parking plan showing the location of the parking spaces;
- (xii) A certificate of liability insurance for the property with policy limits in an amount of no less than \$1,000,000 with rental endorsement on policy;
- (xiii) Copy of a Certificate of Occupancy for each building proposed to be used for short-term rental or a letter stating such dwelling was built prior to 1973;
- (xiv) Acknowledgment of review of and responsibility for compliance with the Code of the Village of Warwick;
- (xv) A statement that the owner will include the municipal permit number assigned by the Village in all listings for short-term rental of the property; and
- (xvi) The completed Rental Registration Application must be notarized.

§ 115-5 Grant of Permits for Short-Term Rental Property.

(1.) Upon submittal of complete application for short-term rentals, the owner or Registered Agent shall contact the Building Inspector to schedule an inspection of the short-term rental property for the purpose of issuance of a short-term rental permit.

(2.) Upon payment of such inspection and permit fees as the Village Board shall prescribe in the Village's schedule of fee, the Building Inspector shall conduct an inspection of the short-term rental property to determine whether it is substandard and to verify that the residence and the maximum overnight and daytime occupancy limits proposed by the owner are acceptable under the New York State Uniform Fire Prevention and Building Code.

(3.) Upon completion of an inspection of the short-term rental property and ascertaining that the residence is not substandard, the Building Inspector shall issue a short-term rental permit.

(4.) Permits shall be on a form approved by the Building Inspector and shall, at a minimum:

- (i) State the address, section, block and lot of the short-term rental property;
- (ii) List the name of the owner and the Registered Agent;
- (iii) State the number of bedrooms and in the residence and identify any other approved sleeping quarters;
- (iv) List the maximum permitted overnight and daytime occupancy limits;
- (v) State the date of issuance and the date of expiration; and
- (vi) Assign a rental registration permit number to the short-term rental property.

§ 115-6 Duration and Terms of Short-Term Rental Permits.

(1.) All short-term rental permits shall expire one year after the date of issuance, unless sooner revoked.

(2.) The following shall be mandatory terms of every short-term rental permit:

- (i) No illegal conduct shall be carried on the short-term rental property by the landlord, Registered Agent, or short-term rental tenants, their guests or invitees;
- (ii) The short-term rental tenants and their guests or invitees shall not block or otherwise impede ingress or egress over the street on which the short-term rental property is located and/or to or from any driveways of other property on the said street;
- (iii) Trash, refuse and recycling, and the bins or containers therefore, shall not be left stored within the public view, except that covered bins or containers may be left curb side for the purpose of scheduled collection in compliance with Village Code §75-1;
- (iv) No exterior lighting of the residence shall be permitted from midnight to six o'clock a.m., except for such lighting of driveways or walkways as may be necessary for safe ingress and egress of persons entering or exiting the short-term rental property;
- (v) The short-term rental tenants and their guests or invitees shall not engage in any conduct which violates the Village's noise ordinance or which would otherwise constitute disorderly conduct or creation of a public nuisance;
- (vi) In the event that short-term rental tenants plan on using the residence as the site of a party or event involving more than ten (10) guests or invitees, the owner shall require that the tenants disclose such intent as a condition of the rental and shall require the tenants to undertake measures and limitations to prevent unreasonable disturbance of neighboring property owners, such as limiting the hours of outdoor music and assuring adequate parking for guests and any catering or delivery vehicles; and
- (vii) The owner shall prominently display at the short-term rental property the contact names and phone numbers for the Registered Agent if there is one, and if there is no Registered Agent then for the owner, along with a list of emergency services, information relating to garbage, recycling, available parking, winter parking, and noise limitations.

(3.) In the event that there is any change in the information provided by the owner or Registered Agent in the registration application, the owner shall advise the Village Building Department in writing of such change no later than five (5) business days after such occurrence. Failure to timely advise the Village Building Department of a change in the information provided by the Owner in the

registration application constitutes a violation of this Chapter and is grounds for suspension or revocation of the short-term rental permit as provided herein.

(4.) A short-term rental permit may not be transferred or assigned to any person or used by any other person other than the owner to whom it was issued.

§ 115-7 Denial of Short-Term Rental Permits.

(1.) In the event that the Building Inspector determines that a residence is substandard, he shall issue a written denial of the short-term rental permit to the owner or Registered Agent listing all of the substandard conditions identified in the inspection.

(2.) If an application for a short-term rental permit is denied, an owner may re-apply for the permit after correcting such substandard conditions as have been found. Upon such re-application, the owner or Registered Agent must arrange for an additional inspection by the Building Inspector. The owner must pay an additional inspection fee, as specified in the Village's Schedule of Fees, for each inspection.

§ 115-8 Renewal of Short-Term Rental Permits.

(1.) Applications to renew existing short-term rental permits shall be submitted on forms approved by the Village Building Department at least ninety (90) days but not more than one-hundred and twenty (120) days prior to the expiration date of the existing license and must be accompanied by the renewal fee set by the Village Board in the Village's Schedule of Fees.

(2.) Upon receipt of an application for renewal and the prescribed fee, the Building Inspector shall schedule and conduct an inspection of the short-term rental property using the same criteria as upon an inspection for grant of a permit. In the alternative, upon submission of an application for renewal an Owner may privately have a certified home inspector, engineer, or architect conduct the inspection and provide a written report on its compliance with the criteria for grant of a permit. Renewal shall be granted if the short-term rental property is not substandard.

(3.) Upon grant of renewal, the Building Inspector shall issue a new short-term rental permit which shall expire one year after the date of issuance unless revoked earlier.

§ 115-9 Suspension or Revocation of Short-Term Rental Permits.

- (1.) If it is determined by the Building Inspector that the owner or Registered Agent has falsified or otherwise failed to provide accurate information on the registration application for short-term rental property, the owner shall be referred to the Village Board for suspension or revocation proceedings under this Section.
- (2.) It is the responsibility of the owner or Registered Agent to comply with all terms and provisions of this Chapter and to ensure that the short-term rental tenants, their guests and invitees to comply with this Chapter and the terms and conditions of the short-term rental permit. Any failure of short-term rental tenants, their guests and invitees to comply with this Chapter and the terms and conditions of a short-term rental permit shall be attributed to the failure of the owner and the owner's Registered Agent to discharge the responsibility to ensure such compliance.
- (3.) Upon receipt of a complaint or upon his or her own initiative, the Building Inspector may investigate any property for failure to comply with the terms of this Chapter.
- (4.) If, upon investigation, the Building Inspector determines that a violation of this Chapter and/or the terms and conditions of the short-term rental permit has occurred on property for which a short-term rental permit has been issued, he shall issue a written notice of the violation to the owner and Registered Agent via certified mail return receipt requested to the mailing address(es) listed on the registration application and shall provide a copy of the same along with a report regarding his or her factual findings on the violation to the Village Board.
- (5.) Upon receipt of such notice and report, the Village Board shall set a date at which the owner shall be heard in regard to the Building Inspector's findings of a violation. Notice of such hearing date shall be mailed to the owner, by certified mail return receipt requested at the address provided in the registration for the short-term rental property no less than ten (10) days prior to the hearing date.
- (6.) At the hearing, the Village Board shall consider the report of the Building Inspector and such further information or proof as the Building Inspector may submit. The property owner shall be heard and given the opportunity to contest the alleged violation of this Chapter. Each day that a violation occurs shall constitute a separate violation.
- (7.) If, after affording such an opportunity to be heard, the Village Board confirms the existence of the violation of this Chapter, the Village Board shall suspend or revoke the short-term rental permit. For one or two violations within a period of six (6) months, the permit may be suspended for a period of up to six (6) months from the date of the suspension. For more than two violations within a one-year period, the short-term rental permit may be suspended or revoked and, if

revoked, no short-term rental permit will be available for the short-term rental property for a period of up to one year from the date of revocation.

§ 115-10 Appeals.

- (1.) If the Building Inspector denies an application for a short-term rental permit or for renewal of a short-term rental permit, it shall be done in writing, reciting the grounds for the denial.
- (2.) An applicant may appeal from such denial by filing a written request for a hearing before the Village Board of Trustees. Such request shall be filed with the Village Clerk within thirty (30) days after issuance of the denial.
- (3.) Upon receipt of such request, the Village Board shall schedule the appeal to be heard at a Village Board meeting to be held within the next thirty (30) days of receipt of the appeal, affording the owner at least ten days' written notice of the place, date and time of the hearing by certified mail return receipt requested at the address provided in the registration application for the short-term rental property.
- (4.) At the hearing, the applicant shall be afforded reasonable opportunity to be heard. The applicant shall bear the burden of proof by preponderance of credible evidence to show that the determination of the Building Inspector was arbitrary or capricious or in excess of his or her authority.
- (5.) Determinations made by the Village Board on an appeal from denial of a short-term rental permit, denial of renewal, or from suspension or revocation of a short-term rental permit, are subject to review in New York State Supreme Court pursuant to CPLR Article 78."

§ 115-11 Fees for permits.

The Village Board shall set such application, review, inspection and renewal fees as it may find appropriate for short-term rental permits by resolution and such fees shall be listed in the Village's Schedule of Fees

§ 115-12 Penalties for offenses.

- (1.) Any person who violates any provision of this Chapter, whether the owner or tenant, shall be guilty of an offense. Each day that the violation continues shall be deemed a separate violation.
- (2.) Conviction of violation of the provisions of this Chapter shall be punished by a fine of \$500 for each violation (i.e., \$500 per day). The Village Board may subsequently change the amount of the fine imposed under this Chapter by resolution.

(3.) The penalties for violation of this Chapter listed in this Section shall be in addition to any suspension or revocation of a short-term rental permit imposed under this Chapter.

(4.) The penalties for violation of this Chapter shall be in addition to any penalties imposed for violation of other provisions of the Village Code and the New York State Uniform Fire Prevention and Building Code, the State Energy Conservation Construction Code.

(5.) The imposition of penalties herein prescribed shall not preclude the Village or any person from instituting appropriate civil action or proceeding to prevent unlawful occupancy of property in violation of this Chapter.

§ 115-13 Civil Remedies for Offenses.

A civil action or proceeding may be instituted by the Village in a court of competent jurisdiction to abate any violation of this Chapter by means of injunctive relief and for collection of civil penalties in the amount of \$500 per day for each violation or such other amount of penalty as the Village Board may subsequently establish by resolution. In the event that the Village successfully commences a civil action for violation of this Chapter, the party found liable for such violation shall also be liable the reasonable attorneys' fees incurred by the Village in prosecuting the action.

Section 3. Severability:

If any part or provision of this local law or the application thereof to any person or circumstance be adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part or provision or application directly involved in the controversy in which such judgment shall have been rendered and shall not affect or impair the validity of the remainder of this local law or the application thereof to other persons or circumstances, and the Village Board of the Village of Warwick hereby declares that it would have passed this local law or the remainder thereof had such invalid application or invalid provision been apparent.

Section 4. Effective Date:

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

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

Part 1 – Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 – Project and Sponsor Information			
Name of Action or Project: A local law amending the Village Code to require registration and permitting for short-term rentals within the Village of Warwick			
Project Location (describe, and attach a location map): Village-wide			
Brief Description of Proposed Action: The Village Board is considering adopting a local law to require registration and permitting of short-term rental of dwelling units within the Village of Warwick and enacting regulations for the administration of and enforcement of the said registration and permitting requirement.			
Name of Applicant or Sponsor: Village Board of the Village of Warwick		Telephone: 845.986.2031 E-Mail: mayor@villageofwarwick.org	
Address: Village Hall, 77 Main Street			
City/PO: PO Box 369, Warwick		State: N.Y.	Zip Code: 10990
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input type="checkbox"/>
			YES <input checked="" type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval:			NO <input type="checkbox"/>
			YES <input type="checkbox"/>
3. a. Total acreage of the site of the proposed action? _____ acres			
b. Total acreage to be physically disturbed? _____ acres			
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres			
4. Check all land uses that occur on, are adjoining or near the proposed action:			
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify):			
<input type="checkbox"/> Parkland			

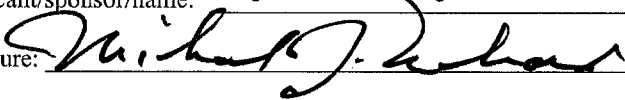
5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation services available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	NO <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places? b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	NO <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____	NO <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/>	

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply:		
<input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO <input type="checkbox"/>	YES <input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO <input type="checkbox"/>	YES <input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes,	NO <input type="checkbox"/>	YES <input type="checkbox"/>
a. Will storm water discharges flow to adjacent properties?	<input type="checkbox"/>	<input type="checkbox"/>
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe:	<input type="checkbox"/>	<input type="checkbox"/>

18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment:	NO <input type="checkbox"/>	YES <input type="checkbox"/>

19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe:	NO <input type="checkbox"/>	YES <input type="checkbox"/>

20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe:	NO <input type="checkbox"/>	YES <input type="checkbox"/>

I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE		
Applicant/sponsor/name: Village Board of the Village of Warwick	Date: September 23, 2024	
Signature: 	Title: Mayor	

Narrative Description Of The Intent Of The Proposed Action

The Village Board of the Village of Warwick is considering adopting a local law enacting a new Chapter to the Village Code to be listed as “Chapter 115 – Short Term Rental Property.” The Code amendment will establish a municipal registration and permitting requirement for all short-term rental dwelling units within the Village of Warwick. The local law will also enact regulations for the administration of and enforcement of the Village's permitting requirement and establish regulations for maintenance of short-term rental properties.

The proposed action may be a Type II Action under SEQRA, as it appears to constitute “inspections and licensing activities relating to the qualifications of individuals or businesses to engage in their business or profession” (6 NYCRR §617.5(24)) and/or “adoption of regulations, policies, procedures and local legislative decisions in connection with any action on this list” (i.e., licensing activities) (6 NYCRR §617.5(27)). However, in an excess of caution and showing deference to SEQRA, the Village is treating the proposed action as an Unlisted Action for purposes of SEQRA review.



Steven M. Neuhaus
County Executive

Orange County Department of Planning

124 Main Street
Goshen, NY 10924-2124
Tel: (845) 615-3840
Fax: (845) 291-2533

Alan J. Sorensen, FAICP
Commissioner

www.orangecountygov.com/planning
planning@orangecountygov.com

County Reply – Mandatory Review of Local Planning Action as per NYS General Municipal Law §239-l, m, &n

Local Referring Board: Warwick Village Board

Referral ID #: WRV05-24M

Applicant: Warwick Village Board

Tax Map #: Village wide

Project Name: Local Law to enact Chapter 115 entitled “Short Term Rental Property”

Proposed Action: Local Law to enact Chapter 115 entitled “Short Term Rental Property”

Reason for County Review: Zoning Code amendment

Date of Full Statement: September 30, 2024

Comments:

The Department has received the above referenced local law to require registration and permitting of short-term rental of dwelling units within the Village of Warwick and enacting regulations for the administration of and enforcement of the said registration and permitting requirement. This office has found no evidence that significant intermunicipal or countywide impacts would result from its approval. We would like to offer the following advisory comment:


- **§ 115-5 Grant of Permits for Short-Term Rental Property:** The Village should clarify the intention of proposed §115-5(4)(iii), as this section states that permits should “state the number of bedrooms *and in* the residence and identify any other approved sleeping quarters.” This indicates that the application should list the number of bedrooms and other approved sleeping quarters. However, it also implies that the application should include other additional information.

County Recommendation:

Local Determination

Date: October 7, 2024

Prepared by: Kate Schmidt
Planner


Alan J. Sorensen, FAICP
Commissioner of Planning

As per NYS General Municipal Law 239-m & n, within 30 days of municipal final action on the above referred project, the referring board must file a report of the final action taken with the County Planning Department. For such filing, please use the final action report form attached to this review or available on-line at www.orangecountygov.com/planning.

OCT 25 2024

VILLAGE OF WARWICK
CLERK'S OFFICE

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



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

VILLAGE OF WARWICK
INCORPORATED 1867

October 11, 2024

Submitted via e-mail

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

Re: Planning Board of the Village of Warwick Comments on Amendment of Village Code to Establish a Local Law regarding "Short-Term Rental Property"

Dear Mayor Newhard and Village Board Trustees,

The Planning Board of the Village of Warwick and consultants reviewed the proposed local law regarding "Short-Term Rental Property" during a regularly scheduled meeting on October 8, 2024. Below are a few points the Village Board may wish to consider:

- 1. Owner-Occupant Presence During Short-Term Rentals (Section 115-3):**
A clarification is needed on whether the owner-occupant must be present during the rental period. It is assumed the intent is that the owner-occupant does not need to be present, as long as they occupy the premises as their primary residence when it is not being used as a short-term rental. It would be helpful to clearly state this in the law to avoid any confusion.
- 2. Distinction for Central Business Zone (Section 115-3(3)):**
The local law creates a distinction for properties located within the Central Business Zone. The purpose for this distinction should be clearly articulated, as it is unclear why this provision is specific to the Central Business Zone and does not apply to other districts. Clarifying the rationale behind this will ensure consistency and transparency.
- 3. Homeowners Association (HOA) Consent (Section 115-3(6)):**
The Village Board may want to consider adding a provision that requires HOA consent and proof of approval before a property within a homeowners association can be registered as a short-term rental. This would help avoid potential conflicts between property owners and their associations.
- 4. Workload and Resources for Implementation:**
The Village Board should evaluate the benefits of this regulatory scheme against the costs of implementing it, specifically the additional workload it would place on the Building Department. Careful attention should be given to balancing the goals of the regulation with the resources available to enforce it. Additionally, the registration Fee Schedule should be regularly reviewed and adjusted as necessary.

RECEIVED

OCT 15 2024

VILLAGE OF WARWICK
CLERK'S OFFICE

5. General Consensus on Regulation of Short-Term Rentals:

The general consensus of the Planning Board is that some regulation of short-term rental properties is necessary to ensure safety and to limit the number of such rentals to preserve the availability of housing for residents.

If you have any questions or need further clarification, please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Jesse N. Gallo". The signature is stylized with overlapping loops and a long horizontal stroke extending to the right.

Jesse N. Gallo
Village of Warwick
Planning Board

Attn Village Board

10/09/2024

Notice of Public Hearing – Proposed Local Law No. 7 of 2024 to amend the Village Code by enacting Chapter 115 entitled “Short-Term Rental Property”

In the interests of open and good government please post this letter on the village website.

I’m writing regarding the upcoming public hearing referenced on the village website.

Since the hearing is not necessarily a question-and-answer session I’m raising very specific questions prior to the hearing to fully understand the intent and direction of the board’s decision making so that I and can comment appropriately at the hearing.

If I offered my apartment to a long-term lessee or renter there would be no local government oversight. I believe members of the village board may have rental property that does not require local government or any government supervision whether they reside on the premises or not.

I understand that other AB&B hosts throughout the village do not live on the premises and do not personally oversee the wellbeing of the guests and neighbors

Those unsupervised AB&B rentals apparently are going to be allowed a designated individual within a designated distance or time frame who would respond to any problems at the unsupervised location where the owner is not present and living on site. This by definition would be after the fact when a violation has occurred.

How you will know the response time or actual location of this person is a mystery to me. It’s unreasonable to think there will be actual accountability beyond the regular liability/responsibility of the actual owner. The agent is not likely the owner or ultimately responsible.

This seems to be an accommodation or carve out for commercial/corporate entities or LLCs that purchase and operate multiple properties as short term rentals which you have chosen to embed in the proposed law.

We fulltime village residents and homeowners operating a single B&B in our own homes are not the villainous irresponsible cause of long-term rental property

shortages or of housing stock shortages. We are not party houses. We are ultimately responsible and behave accordingly.

The failure of local government to address housing shortages do not fall at our doorstep. We share your frustration.

We will not and do not want to be tarred with the same brush as the corporate operators who disturb neighborhoods, soak up residential homes for use as AB&B party houses and sometimes require a police presence.

I reside full time in my home and offer my downstairs apartment on Air B&B.

My home is a legal two family.

I respect my neighbors and community.

The entire home is up to date with inspections and insurance.

If you check the records, you will find there have never been disturbances requiring any intercession by police, no noise violations or parties are allowed.

As you can see from the attached reviews going back 7 years my guests are safe and happy.

I have off-street parking and no more than two guests ever.

I pay my taxes, overhead and insurance with proceeds from my AB&B.

Taxes are also paid to Orange County through AB&B.

Imposing additional onerous taxes, fees and inspections by outside providers on seniors aging in place is misguided at best.

Do you plan to add village employees to handle the proposed inspections?

I'm almost 67 Years old, I've lived in the village 32 years.

My carefully managed income consists of social security and proceeds from AB&B.

SS Cost of living increases will not cover the additional ever escalating expense you would impose on myself and others with this law.

You offer corporate entities operating a B&B with no on-site owner or supervision and entities in the Central Business District the opportunity to appoint an offsite

“agent” in what appears to be a carve out/exception with no clear rational except their location and status as a business or business in the CBD.

You do not regulate or require similar measures for a rental property.

You have the clear ability to make categorical exceptions.

I respectfully request your explanation in clear written detailed as to why you would not provide exemption from the proposed local law to seniors such as myself with one owner occupied, owner supervised in home apartment with off street parking and a sterling history going back 7 years along with others in the same circumstances within the village.

Thank you for your prompt attention to this inquiry.

I look forward to your thoughtful response prior to the public hearing.

Patrick Gallagher

57 West St

Warwick NY 10990

845 258 0749

gallagrr@warwick.net

Reviews

Overall rating

4.98

Total reviews

372

Check-in

4.98

•

☑ Clear instructions

(28)

☑ ☑ Easy to get inside

(27)

☑ ☑ Felt right at home

(24)

- ☑

Easy to find

(23)

Cleanliness

4.97

-

☑ Pristine kitchen

(21)

☑ ☑ Spotless furniture & linens

(19)

☑ ☑ Free of clutter

(19)

- ☑

Squeaky-clean bathroom

(18)

Accuracy

4.99

-

☑ Looked like the photos

(24)

☑ ☑ Matched the description

(24)

- ☑

Had listed amenities & services

(22)

Communication

4.97

-

☑ Always responsive

(22)

☑ ☑ Friendly

(21)

☑ ☑ Helpful instructions

(20)

- ☑

Proactive

(12)

Location

4.97

-

☑ Walkable

(29)

☑ ☑ Peaceful

(24)

👍 👍 Beautiful surroundings

(21)

- 👍

Great restaurants

(20)

Value

4.9

372 reviews



**Homes and
Community Renewal**

Division of Housing
and Community
Renewal

KATHY HOCHUL

Governor

RUTHANNE VISNAUSKAS

Commissioner/CEO

October 18, 2024

Village of Warwick
Attention: Mr. Michael Newhard
77 Main Street
Warwick, New York 10990

Dear Michael Newhard,

Thank you for submitting the Village of Warwick's application to New York's Pro-Housing Communities Program. We are delighted to inform you that we have completed the review of your application and the Village of Warwick has been certified as a Pro-Housing Community.

The housing shortage that faces New Yorkers affects residents of all ages and income levels, and the urgent need to take action to address the issue is only growing. In New York State, rents have risen 40 to 60 percent since 2015 and home prices have risen 50 to 80 percent. More than half of New York renters are rent-burdened, meaning that they pay more than 30 percent of their income on rent – the second-highest rate in the nation. Here at HCR, we understand the nexus between supply and affordability. In order to achieve true equity of opportunity and to erase the gaps in access to health, education, and wealth-building, we must guarantee that people have a choice as to where they live and raise their families. So much of the housing progress we have made and want to make is dependent on the support of municipalities like yours who are on the front lines helping families fight for housing that meets their needs.

As a certified Pro-Housing Community, the Village of Warwick will now be eligible to apply for various discretionary funding programs with up to \$650 million in funding available. Please be on the lookout for additional details about how to maintain your certification for calendar year 2025.

We are excited that the Village of Warwick has chosen to join the Pro-Housing Communities Program and we look forward to continuing to work with the Village of Warwick to ensure that all New Yorkers have access to a safe, affordable, equitable place to live.

Sincerely,

RuthAnne Visnauskas

Commissioner/CEO

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



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

VILLAGE OF WARWICK
INCORPORATED 1867

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

PLEASE TAKE NOTICE in compliance with Section 15-104(3)(a) of the Election Law, that the next General Village Election for the offices to be filled in the Village of Warwick will be held on Tuesday, March 18, 2025.

The following office will be vacant at the end of the current official year and will be filled at the General Village Election to be held on March 18, 2025, for the following term:

VILLAGE JUSTICE FOUR (4) YEAR TERM

VILLAGE OF WARWICK, NEW YORK
RAINA ABRAMSON
VILLAGE CLERK

Dated: October 23, 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

November 8, 2024

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

Dear Mayor Newhard and Village Trustees:

On behalf of the Architectural and Historic Design Review Board (AHDRB), I am writing to express our concerns regarding the delayed response to a recent violation of the Village's signage ordinance. Specifically, it took over one month for a violation notice to be issued to a business owner who had installed signage without the prior approval required by the AHDRB.

This delay has led to several negative impacts. First, it creates a perception that the AHDRB is not proactive in enforcing the guidelines we are entrusted to uphold, which may diminish the authority and credibility of our board within the community. Additionally, a prompt response is crucial to prevent misunderstandings about Village signage guidelines and to address compliance issues before they escalate. Lastly, timely enforcement is essential to prevent ongoing or incremental non-compliance, particularly in cases where business owners might add unapproved elements over time.

We believe that prompt action following any observed ordinance violation is critical to maintaining the character of our Village and fostering cooperative relationships with business owners. We ask that the Building Inspector's office work more closely with our board to ensure that any observed violations of AHDRB guidelines are documented and addressed more swiftly. Doing so will better serve the community and uphold the standards that preserve the unique character of our Village.

Thank you for your attention to this matter. We look forward to your support in improving the efficiency of our enforcement process.

Sincerely,

Michael Bertolini
Chairman
Architectural and Historic Design Review Board Chair



Montgomery Office:

71 Clinton Street
Montgomery, NY 12549

Goshen Office:

262 Greenwich Ave, Ste B
Goshen, NY 10924

(845) 457 - 7727

www.EngineeringPropertiesPC.com

November 6, 2024

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

ATT: MAYOR MICHAEL NEWHARD

Re: 42 Orchard Street Zone Petition
Section 210, Block 11, Lot 5
W.O. #1803.13

RECEIVED

NOV 06 2024

**VILLAGE OF WARWICK
CLERK'S OFFICE**

Dear Mayor Newhard and Trustees:

We have reviewed the petition to amend the zoning for a portion of the property located at 42 Orchard Street as prepared by Robert Krahulik on behalf of Vanessa Mann and M&L Equity Auto LLC on October 2, 2024. We provide the following comments:

1. The location of the subject property is shown on the attached zoning map and aerial photograph. Vanessa Mann seeks to extend the adjacent Light Industrial (LI) zoning district in a westerly direction to include a portion, 0.137± acres, of the total 0.289± acre property (42 Orchard). This 0.137± acre portion of the parent parcel is proposed to be conveyed to the adjoining property (210-11-16.22) which currently resides within the Light Industrial (LI) zone.
2. The proposed zone change, and subsequent lot line change, would permit the property owner/operator of 18 Elm Street (M&L Equity Auto LLC) to continue the current use of this portion of property as a permitted Conditional Use within the Light Industrial (LI) zone.
3. The applicants have proposed the incorporation of adequate screening, by means of vegetation and fencing, to screen the proposed Light Industrial (LI) zoned property from the neighboring Residential (R) zoned tax parcels.
4. The subdivision and site plan, as prepared by Friedler Engineering, PLLC, should be signed and sealed by a New York State Professional Land Surveyor.

42 Orchard St Zone Change Petition

5. The site plan should clearly detail the limit of the current zoning boundary lines, and the proposed amendment to the Light Industrial (LI) and Residential (R) zoning districts.

6. The legal description provided within Exhibit C or the petition should be revised to provide sufficient "meets and bounds" descriptions, utilizing permanent reference points or ties to such.

Sincerely,
Engineering & Surveying Properties, PC, Village Engineers

A handwritten signature in black ink, appearing to read 'K. Woodruff', with a long horizontal stroke extending to the right.

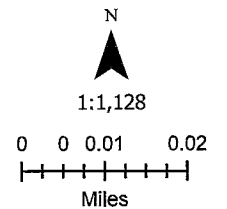
Keith Woodruff, CPESC, CPSWQ
Senior Engineer

42 Orchard St.



November 6, 2024

- Address Points
- Municipal Boundaries
- Parcel Boundaries



CREDITS: Orange County, Sources: Esri, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatastyrelsen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap and the GIS user community, OCGIS, New York State, Maxar, Esri Community Maps Contributors, Orange County, NY, New Jersey Office of GIS, © OpenStreetMap, Microsoft, Esri, TomTom,

DISCLAIMER: This map is a product of Orange County GIS Division. The data depicted here have been developed with extensive cooperation from other County departments, as well as other Federal, State and Local government agencies. Orange County make no representations as to the accuracy of the information in the mapping data, but rather, provide said information as is. Orange County expressly disclaim responsibility for damages or liability that may arise from the use of this map.

42 Orchard St.

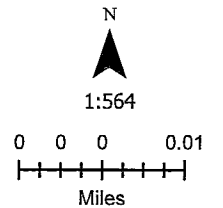


November 6, 2024

Address Points

 Municipal Boundaries

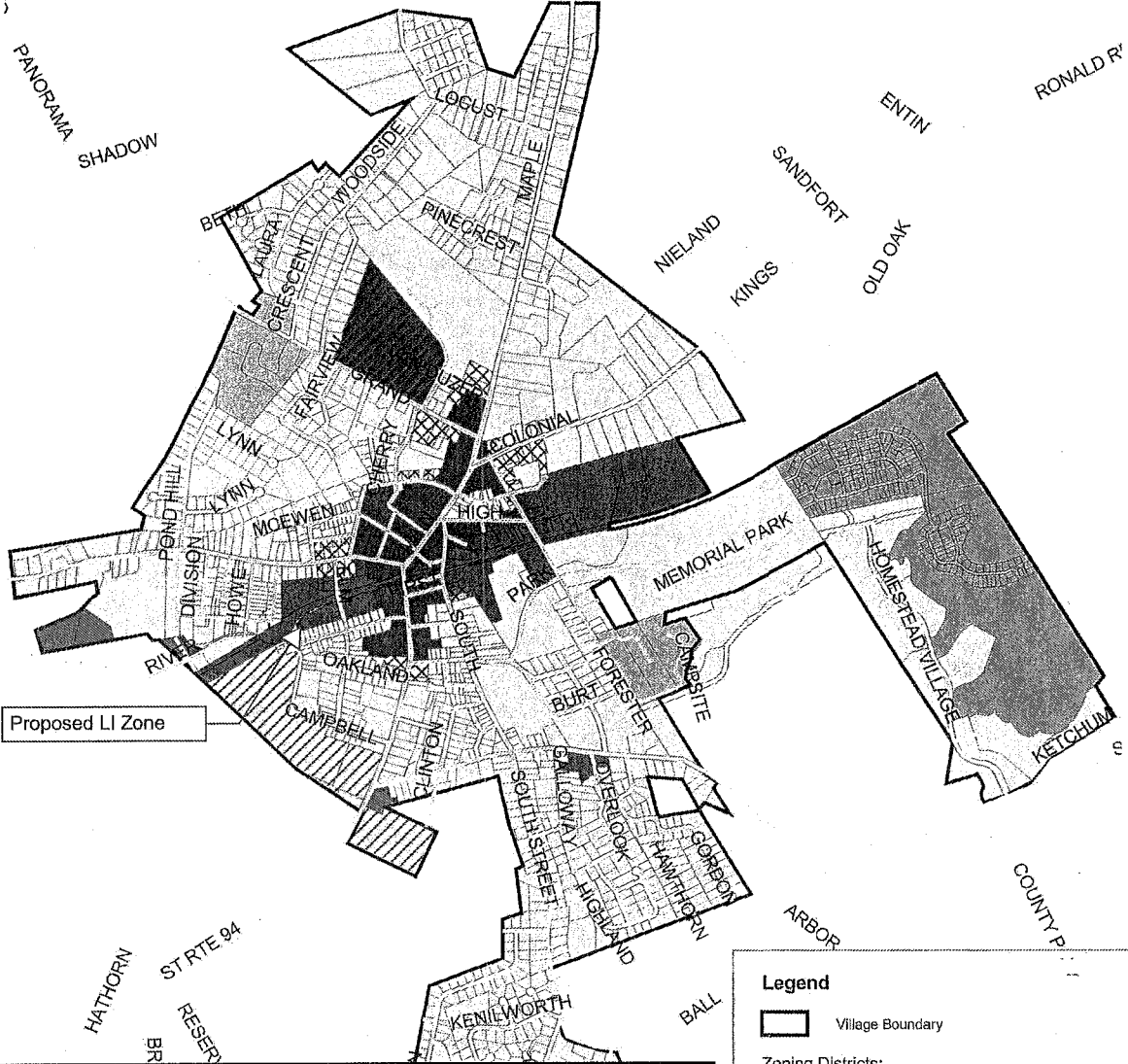
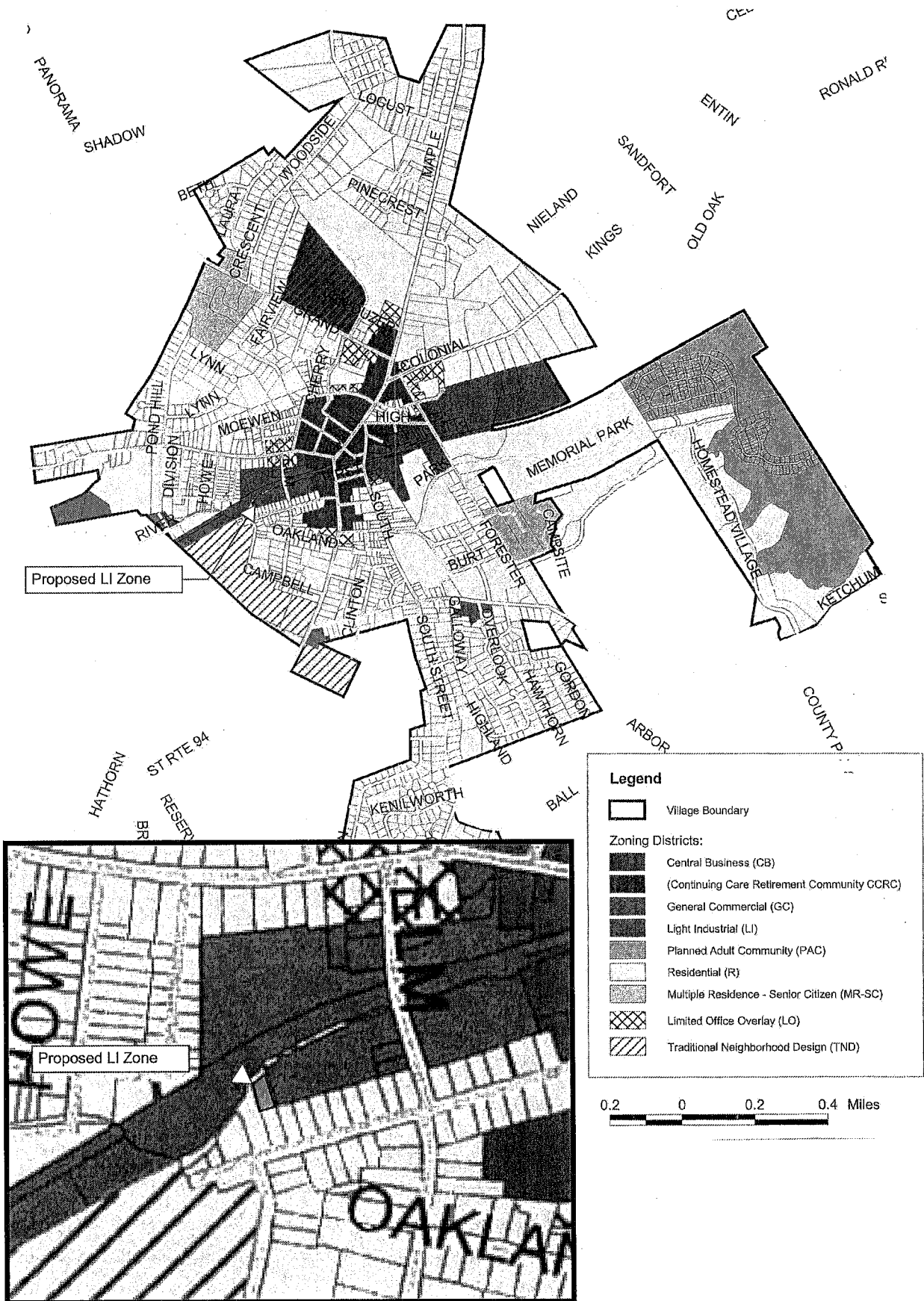
 Parcel Boundaries



CREDITS: Orange County, Sources: Esri, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodastystyrelsen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap and the GIS user community, OCGIS, New York State, Maxar, Microsoft, Esri Community Maps Contributors, Orange County, NY, New Jersey Office of GIS, © OpenStreetMap, Microsoft, Esri,

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Village of Warwick Zoning Map



WARWICK FIRE DEPARTMENT

CHIEF – ANDREW LEMIN
FFLEMIN3106@yahoo.com

1ST ASSIST. CHIEF – KELLY BROCK
kbrock915@gmail.com

2ND ASSIST. CHIEF – KEVIN HUGHES
kfrancishughes@gmail.com

SAFETY OFFICER – CHRIS DIMARCO
safety1@warwickfire.org



PRESIDENT – MELISSA STEVENS
meliss_stevens@yahoo.com

VICE PRESIDENT – CHRIS GARDNER
Cmgardner634@gmail.com

SECRETARY – DEB SCHWEIKART
dlswarwick@gmail.com

TREASURER – BILL LINDBERG
lindberg652@gmail.com

October 22, 2024

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

Reference: 2025 Warwick Fire Department Parade

Dear Board Members

Our Biennial Firemen Parade is scheduled for Saturday June 14th at 4 PM. We are requesting to end the parade in Veterans Memorial Park. So we would need the Park from 5-10pm for the event. But would like to setup the below areas that morning at 9am-2pm and would like to have a cleanup on Sunday June 15th at 9am to 12pm.

*We would like to use the pavilion for food serving.

*The field between the pavilion and last ball field we would like to setup an area to serve beer and to present the trophies to the attending companies.

*The parking lots would be used for Fire Apparatus parking


* The McFarland Parking Lot for handicap parking

* Requesting use of the Village Light Tower on June 14th

* The required insurance certificate is attached.

Please feel free to contact me with any questions.

Thank you.


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

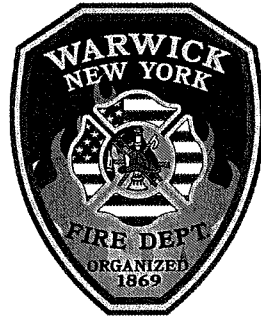
RECEIVED

OCT 23 2024

VILLAGE OF WARWICK
CLERK'S OFFICE

WARWICK FIRE DEPARTMENT

CHIEF – ANDREW LEMIN
FFLEMIN3106@yahoo.com



PRESIDENT – MELISSA STEVENS
meliss_stevens@yahoo.com

VICE PRESIDENT – CHRIS GARDNER
Cmgardner634@gmail.com

SECRETARY – DEB SCHWEIKART
dlswarwick@gmail.com

TREASURER – BILL LINDBERG
lindberg652@gmail.com

kfrancishughes@gmail.com

SAFETY OFFICER – CHRIS DIMARCO
safety1@warwickfire.org

October 30, 2024

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

Reference: 2025 Warwick Fire Department Biennial Parade

Dear Board Members

Our Biennial Firefighters' Parade is scheduled for Saturday June 14th at 4 PM with lineup at 3pm. The parade line up area and route of march is as follows:

Burt Street
Park Ave
Parkway
South Street
Clinton Ave
Linden Place
Oakland Ave
Main Street
High Street
Forester Ave
Memorial Park

An application for the use of the park has been submitted to the Village Clerk's Office with letters along with maps of the parade route and park indicating the areas that will be used. The required insurance certificates have been submitted as well.

Please feel free to contact me with any questions.

Thank you.

Melissa Stevens

Melissa Stevens
WFD President
Ph: 845-742-0886
Email: grover80@warwick.net

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

October 30, 2024

Melissa Stevens, Department President
Warwick Fire Department
PO Box 31
Warwick, NY 10990

Re: 2025 Warwick Fire Department Parade

Dear Melissa,

I have reviewed the Facility Use Request for the June 14th scheduled event and approve the event details and traffic/parking plan as it is presented in the document.

Mike Moser
DPW Supervisor
Village of Warwick
dpwsupervisor@villageofwawick.org

Warwick Fire Department Parade

From John Rader <jrader@townofwarwickpd.org>

Date Fri 11/1/2024 10:40 AM

To Raina Abramson <clerk@villageofwarwick.org>; meliss_stevens@yahoo.com <meliss_stevens@yahoo.com>

Good morning Raina,

The Police Department has reviewed the proposed parade route, and it meets our approval. We will coordinate all detours and road closures for their event.

If you require anything further, please let me know.

Chief John Rader

Town of Warwick Police Department

132 Kings Highway

Warwick, New York 10990

(845) 986-5000- office

(845) 986-5985- fax

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



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

VILLAGE OF WARWICK

INCORPORATED 1867

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

Date Request Submitted: 10/22/2024

Title of Event: Warwick Fire Department Biennial Parade

Purpose of Event: Firemen Parade

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: See Attached map

SECTION 2: DATE AND TIME REQUESTED

Date(s) Requested: June 14, 2025 - Cleanup June 15, 2025 Rain Date(s) Requested: _____

Arrival Time: 9am Departure Time: 10pm Cleanup 6/15/25 9am-12pm

Event Start Time: 3pm Event End Time: 10pm

SECTION 3: APPLICANT INFORMATION

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

**For-profit activities are prohibited.*

Applicant's Name/Responsible Party: Melissa Stevens, President

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

Mailing Address of Responsible Party: 25 Church Street, P.O. Box 31

Residential Address of Responsible Party: 25 Church Street, P.O. Box 31

Email Address: grover80@warwick.net Cell Phone: 845-742-0886

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

Name of Organization (if Applicable): Warwick Fire Department

Organization's Phone: 845-986-3473 Email Address: _____

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

Mailing Address of Organization: 25 Church Street, P.O. Box 31

Physical Address of Organization: 25 Church Street, P.O. Box 31

SECTION 4: EVENT INFORMATION

Maximum Number of People Intended at the Event: 400

of Adults: 300 # of Under 18 Yrs. Old: 100

Expected Number of Vehicles Intended at the Event: 200

Please explain the parking plan for the event: See Attached map

WILL YOUR EVENT INCLUDE:

CHECK YES OR NO

Greater than 200 people at any given time <i>If no, DO NOT complete this form. Please complete form: FACILITY USE PERMIT APPLICATION FOR GATHERINGS OF LESS THAN 200 PEOPLE.</i>	Yes <u>X</u> No _____
Music / Loudspeakers / Sound System <i>If yes, explain: PA System for Trophies</i> <i>Location of Music/Loud Speakers/ Sounds System: Pavilion</i>	Yes <u>X</u> No _____
Parade, walk, road race, etc. <i>Request must include in writing a clear layout of the intended route AND a letter from the Warwick Police Department approving the route and police resources</i>	Yes <u>X</u> No _____
Tent(s) <i>Include a map detailing the placement of the tent(s).</i> <i>Date & time tent will be set up: 6/13/2025</i> <i>Date & time tent will be removed: 6/15/2025</i>	Yes <u>X</u> No _____ Possibly

RVs, Campers, Food Trucks, etc. <i>If yes, explain:</i> _____	Yes _____ No <input checked="" type="checkbox"/>
Admission Fee to Be Charged <i>If yes, please list the admission fee:</i> _____	Yes _____ No <input checked="" type="checkbox"/>
Alcohol <i>Host Liquor Liability Insurance is required.</i>	Yes <input checked="" type="checkbox"/> No _____
Food will be served or sold <i>If yes, explain the method of food distribution and disposal of trash:</i> Serving Hot Dogs to those attending. We will have a dumpster _____ <small>*A permit is required from the Orange County Department of Health when offering or selling any food to the public. It is the applicant's responsibility to contact the Orange County Department of Health to obtain necessary permits. Contact the Orange County Department of Health for further information. *Applicants must provide a drawing to scale showing where the food will be served/sold and where trash will be disposed.</small>	Yes <input checked="" type="checkbox"/> No _____
Rides: Mechanical Carnival Rides, Bounce House, Inflatable Slide, etc. <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 <input checked="" type="checkbox"/> No _____
Other <i>Please explain:</i> _____	Yes _____ No _____

SPECIAL REQUESTS:

CHECK YES OR NO

Road Closure <i>List road(s):</i> See Attached map <i>Closed between the hours of</i> _____ <i>and</i> _____ <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> all _____ <i>No. of Chairs</i> all _____	Yes <input checked="" type="checkbox"/> No _____
Use of Electricity	Yes <input checked="" type="checkbox"/> No _____
Use of Memorial Park Football/Over 35 Field Lights <i>Additional fee required for use of field lights.</i>	Yes _____ No <input checked="" type="checkbox"/>
Use of Memorial Park Pavilion Lights	Yes <input checked="" type="checkbox"/> No _____

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

SECTION 5: FEES/SECURITY DEPOSIT

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

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

TOTAL FEE: \$ _____ (excluding security deposit)

SECTION 6: INDEMNITY & HOLD HARMLESS

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

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

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

Melissa Stevens, President _____  _____ 10/22/2024
 Printed Name of Applicant/Responsible Party Signature of Applicant/Responsible Party Date

Office Use Only:

- Security Deposit Check # NA Certificate of Insurance
- Fees Received NA Park Map(s)
- Facility Use Calendar Parade Calendar _____ Host Liquor Liability
- Police Dept.
- DPW Pre-Approval
- *Certificates of Insurance Reviewed by Village Insurance Carrier

INDEMNITY & HOLD HARMLESS

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

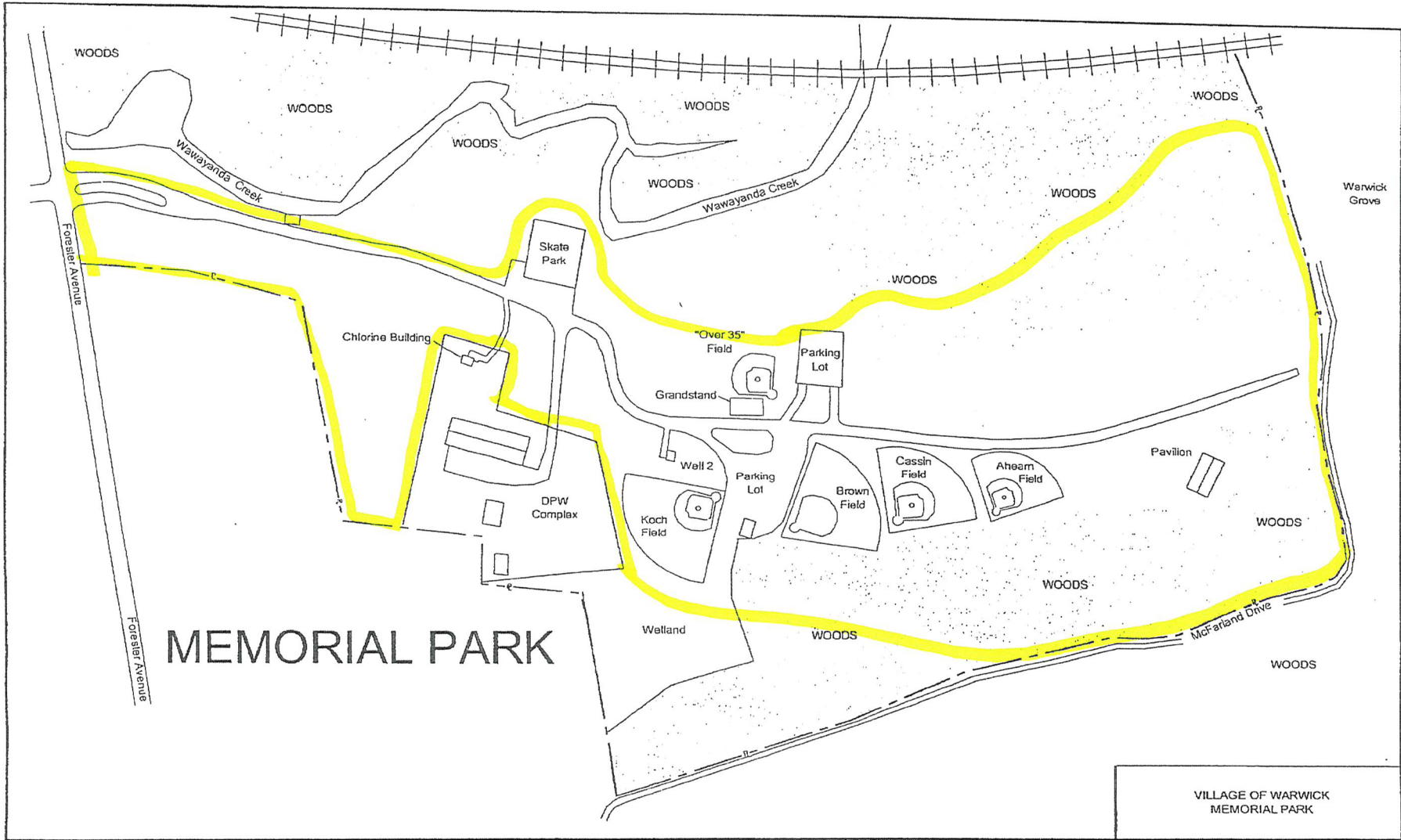
attorneys' fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of the Village of Warwick property, facilities and/or services. I have read and understand the Facilities Use Requirements:

Melissa Stevens, President
Printed Name of Applicant/Responsible Party



Signature of Applicant/Responsible Party

10/22/2024
Date

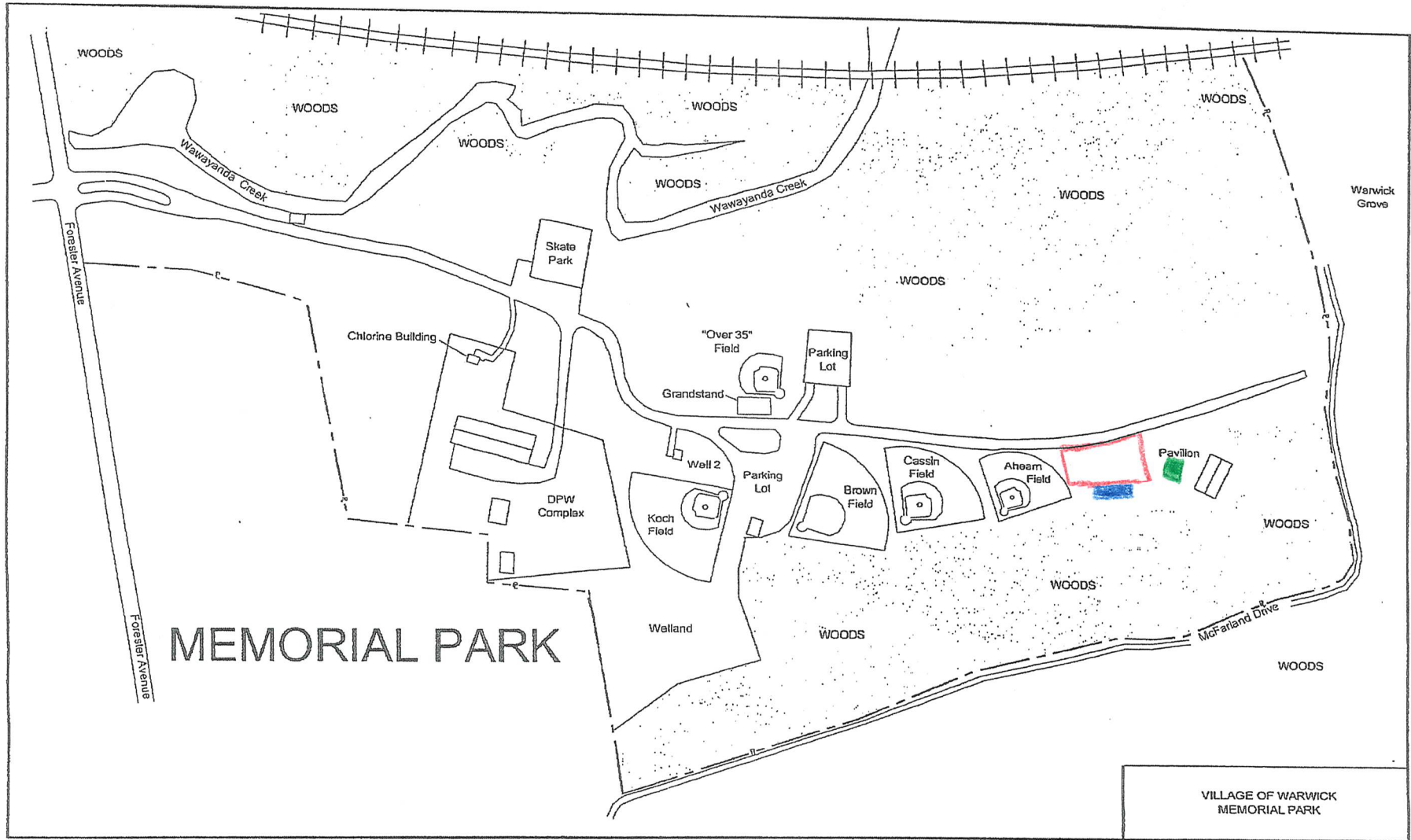


MEMORIAL PARK

VILLAGE OF WARWICK
MEMORIAL PARK

Beer Serving / Trophy Presentation

- Temp Fence/Tent (possibly)
- Beer Truck
- Trophies



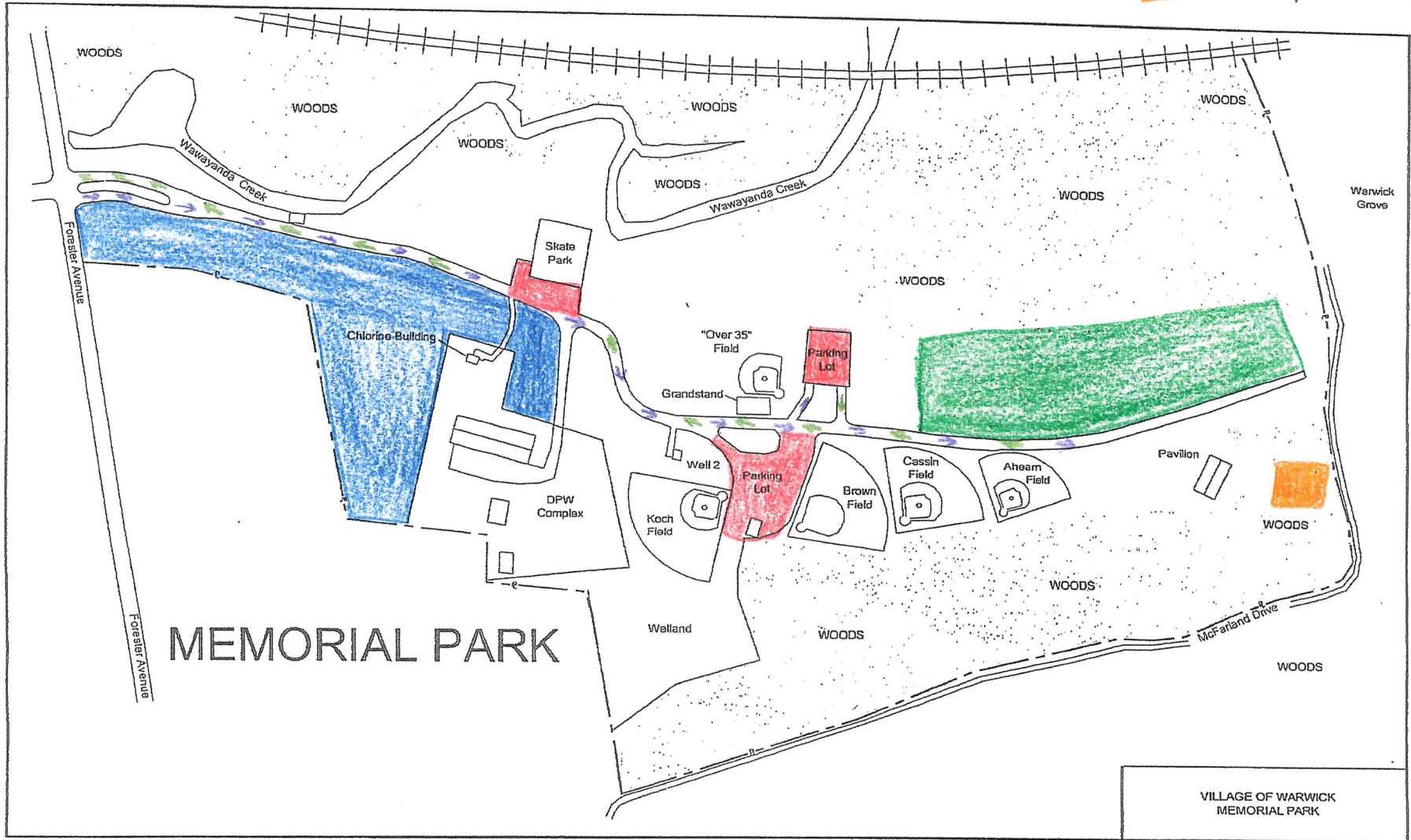
MEMORIAL PARK

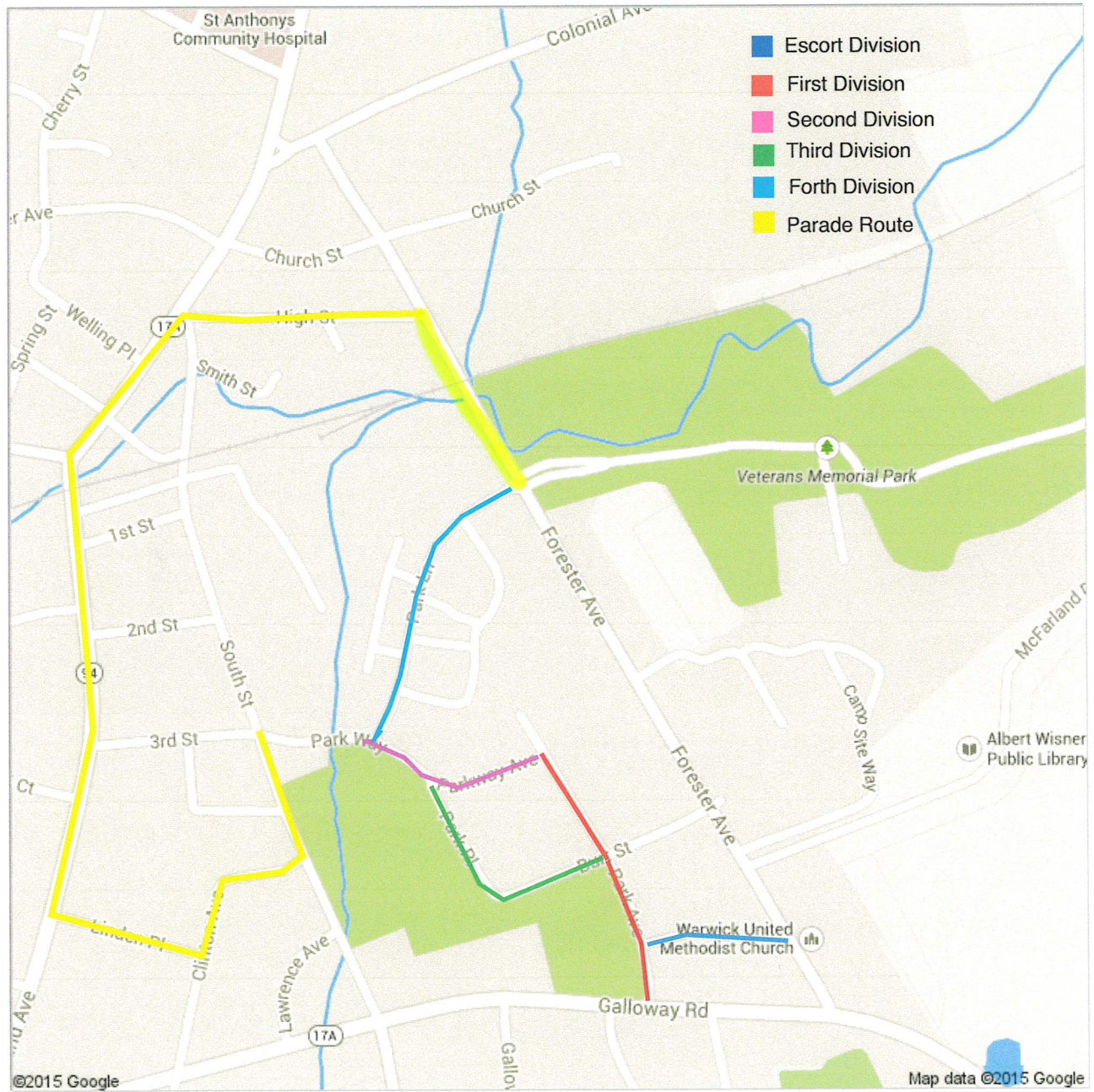
VILLAGE OF WARWICK
MEMORIAL PARK

Parking Map

← Ingress
← Egress

- Firetruck Parking
- Public
- Chief Cars
- Handicap Parking





VILLAGE OF WARWICK
LOCAL LAW NO. __ OF THE YEAR 2024

A local law amending the Village Code of the Village of Warwick by repealing Article IIA entitled "Exemption for Volunteer Fire Fighters and Ambulance Workers" of Chapter 124 entitled "Taxation" and re-enacting the same in compliance with New York State Real Property Tax Law §466-A.

SECTION 1. PURPOSE

The purpose of this Local Law is to promote the public health, safety and welfare by repealing Village Code Article IIA entitled "Exemption for Volunteer Fire Fighters and Ambulance Workers" of Chapter 124 entitled "Taxation" and re-enacting the same in compliance with New York State Real Property Tax Law §466-A.

SECTION 2. MUNICIPAL HOME RULE LAW:

This law is adopted pursuant to the provisions of the Municipal Home Rule Law § 10(1)(ii)(a)(1) which grants local governments the authority to enact local laws regarding the public health, safety and welfare. To the extent the provisions of this Local Law are in conflict with State law, the Village Board hereby asserts its intention to supersede same pursuant to the Municipal Home Rule.

SECTION 3. AMENDMENT OF THE VILLAGE CODE:

Village of Warwick Village Code Article IIA, entitled "Exemption for Volunteer Fire Fighters and Ambulance Workers," of Chapter 124, entitled "Taxation," is hereby repealed and re-enacted to provide as follows:

"Article IIA. Exemption for Volunteer Fire Fighters and Ambulance Workers.

§ 124-7.1 Purpose.

The purpose of this article is to adopt the volunteer firefighters and volunteer ambulance workers real property tax exemption pursuant to §466-A of the Real Property Tax Law of the State of New York.

§ 124-7.2 Statutory authority.

This article is adopted pursuant to §466-A of the Real Property Tax Law of the State of New York to provide enrolled members of an incorporated volunteer fire company, fire department, or incorporated voluntary ambulance service, or such enrolled member and spouse, with a real property tax exemption to the extent of ten percent (10%) of the assessed value of such property for Village purposes, exclusive of special assessments.

§ 124-7.3 Exemption and Eligibility Requirements.

A. Subject to the conditions set forth in this article, a real property tax exemption is hereby granted to enrolled members of an incorporated volunteer fire company, fire department, or incorporated voluntary ambulance service, or such enrolled member and spouse, to the extent of ten percent (10%) of the assessed value of such property for Village purposes, exclusive of special assessments

B. For purposes of this article the term “enrolled member” shall mean an individual who the incorporated volunteer fire company, fire department, or incorporated voluntary ambulance service recognizes as an active participant in its activities, whether by logging a particular number of service hours annually, participating in training annually, or otherwise providing service to it.

C. Such exemption shall not be granted to an enrolled member of an incorporated volunteer fire company, fire department or incorporated voluntary ambulance service residing in the Village unless:

1. The applicant resides in the Village of Warwick;
2. The property is the primary residence of the applicant;
3. The property is used exclusively for residential purposes; provided however, that in the event any portion of such property is not used exclusively for the applicant’s residence but is used for other purposes, such portion shall be subject to taxation and the remaining portion only shall be entitled to the exemption provided by this article; and
4. The applicant has been an enrolled member of such incorporated volunteer fire company, fire department, or voluntary ambulance service, for at least two (2) years prior to submitting an application for tax exemption and has obtained a certificate from such organization certifying to such membership.

§ 124-7.4 Grant of Lifetime Exemption

Any enrolled member of an incorporated volunteer fire company, fire department or incorporated voluntary ambulance service who accrues more than twenty (20) years of active service, shall be granted the ten percent exemption as authorized by §466-A of the New York State Real Property Tax Law for the remainder of his or her life as long as his or her primary residence is located within the Village of Warwick.

§ 124-7.5 Line of Duty Death Exemption

Un-remarried spouses of volunteer firefighters or volunteer ambulance workers killed in the line of duty may continue to receive the exemption, provided that:

1. Such un-remarried spouse is certified as an un-remarried spouse of an enrolled member of such incorporated volunteer fire company, fire department or incorporated voluntary ambulance service who was killed in the line of duty; and
2. Such deceased volunteer had been an enrolled member for at least five (5) years; and
3. Such deceased volunteer had been receiving the exemption prior to his or her death.

§ 124-7.6 Deceased Members Exemption

Un-remarried spouses of deceased volunteer firefighters or volunteer ambulance workers may continue to receive the exemption; provided, that:

1. Such un-remarried spouse is certified as an un-remarried spouse of a deceased enrolled member of such incorporated volunteer fire company, fire department or incorporated voluntary ambulance service; and
2. Such deceased volunteer had been an enrolled member for at least twenty (20) years; and
3. Such deceased volunteer and un-remarried spouse had been receiving the exemption for such property prior to the death of such volunteer.

§ 124-7.7 Application Procedure

A. Certification of enrollment and service with an incorporated volunteer fire company, fire department, or incorporated voluntary ambulance service, shall be provided by an authorized member of such incorporated volunteer fire company, fire department, or incorporated voluntary ambulance service.

B. To obtain the real property tax exemption provided in this article, a volunteer firefighter or volunteer ambulance worker must annually file, on or before the applicable taxable status date, a copy of such certification and an application for the property tax exemption with the assessor responsible for preparing the assessment roll, on a form as prescribed by the New York State Commissioner of Taxation and Finance and acceptable to the Village of Warwick.

§ 124-7.8 No Diminution in Benefits

A volunteer firefighter or volunteer ambulance worker who is receiving any benefit pursuant to Article 4 of the Real Property Tax Law as of the effective date of this article shall not have any of those benefits diminished because of this article.”

SECTION 4. SEVERABILITY

If any clause, sentence, paragraph, word, section or part of this local law shall be judged by any court of competent jurisdiction to be unconstitutional, illegal or invalid, such judgment shall not affect, impair or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, word, section or part thereof directly involved in the controversy in which judgment shall have been rendered.

SECTION 5. EFFECTIVE DATE

This local law will take effect immediately upon filing in the Office of the Secretary of State in Albany.

**AMENDMENT AND EXTENSION OF
MUNICIPAL COOPERATIVE AGREEMENT
COMMUNITY DEVELOPMENT BLOCK GRANT-MUNICIPAL AGREEMENT FOR
FY-2023**

This Amendment Agreement (“Amendment #1”), effective as of November 1, 2024 (“Effective Date”) and set forth herein, modifies that certain Community Development Block Grant Municipal Agreement for FY-2023 effective as of August 25, 2023, for the project known as **South Street Sidewalk ADA Improvements Project** (“Agreement”), by and between the **County of Orange**, a municipal corporation and one of the Counties of the State of New York, with offices at 255-275 Main Street, Goshen, New York 10924 (“County”), and the **Village of Warwick**, a New York municipal corporation with offices at 77 Main Street, Warwick, NY 10990 “Municipality”. County and Municipality may be referred to herein individually as a “Party” or collectively as the “Parties.”

RECITALS

WHEREAS, pursuant to 24 CFR § 570.501(b) and 24 CFR § 570.503, County, through its Office of Community Development (“OCD”) entered into the Agreement with Municipality for Municipality to receive CDBG funds through the County to implement activities authorized under the US Department of Housing and Urban Development Urban County Entitlement Program Community Development Block grant Program, as may be amended, with a term commencing on or about August 25, 2023 and ending on October 31, 2024;

WHEREAS, the aggregate project cost specified in Article III of the Agreement was \$112,000.00;

WHEREAS, the Municipality has requested and the County has agreed, by this Amendment #1, to increase available funding by \$70,000.00 to cover actual costs of construction.

WHEREAS, Municipality has requested, and County has approved, an extension of the Initial Term for an additional period of five (5) months commencing on November 1, 2024 and ending on April 1, 2025 to complete the project;

NOW, THEREFORE, for and in consideration of the covenants and obligations contained herein and for good and other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. The foregoing recitals are true and correct and are hereby incorporated into this Amendment #1 as if set forth at length herein.
2. The aggregate project cost specified in Article III entitled BUDGET of the Agreement is hereby increased by \$70,000.00 from \$112,000.00 to \$182,000.00.
3. The aggregate project cost specified in Exhibit 1 entitled OCD Project Budget of the Agreement is hereby increased from \$112,000.00 to \$182,000.00.

4. The Agreement is hereby extended for a period of five (5) months, commencing on November 1, 2024 and ending on April 1, 2025.
5. Pursuant to Article II entitled TIME OF PERFORMANCE of the Agreement, the term of the Agreement is hereby amended to reflect the end date of Renewal Term #1, which is April 1, 2025
6. 2 CFR Part 200 contract requirements, as applicable to this Agreement, are set forth in the annexed **Schedule A** entitled "2 CFR Part 200 Contract Requirements for HOME and CDBG Contracts" which is incorporated by reference herein and is made part of the Agreement.
7. **Sexual Harassment Certification by Vendor.** Pursuant to the New York State Finance Law §139-1, by execution of this Amendment #1, Municipality and the individual signing this Amendment #1 on behalf of the Municipality certifies, under penalty of perjury, that Municipality has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of Section 201-g of the New York State Labor Law. A model policy and training has been created by the New York State Department of Labor and can be found on its website at:
<https://www.ny.gov/programs/combating-sexual-harassment-workplace>.
 The County's policy against sexual harassment and other unlawful discrimination and harassment in the workplace can be found on the County's website at:
<https://www.orangecountygov.com/1137/Human-Resources>.
8. Except as modified by this Amendment #1, the Agreement remains unchanged and in full force and effect. The terms used in this Amendment #1, unless otherwise defined herein, shall have the meanings as set forth in the Agreement. If there shall be any conflict or inconsistency between the terms and conditions of this Amendment #1 and the Agreement, the terms and conditions of this Amendment #1 shall control.

IN WITNESS WHEREOF, the Parties have caused this Amendment #1 to be executed by their duly authorized officers as of the date last written below, to be effective as of the Effective Date.

County of Orange

Village of Warwick

By: _____
 Name: Stefan ("Steven") M. Neuhaus
 Title: County Executive

By: _____
 Name: Michael J. Newhard
 Title: Mayor

DATE: _____

DATE: _____



**Pitingaro & Doetsch
Consulting Engineers**

20 Industrial Drive | Middletown, NY 10941
info@panddengineers.com
(845) 703-8140

November 7, 2024

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

**Subject: Proposal for Well #3 Construction Management & Grant Administration Services
Village of Warwick, Orange County, NY**

Dear Mayor Newhard:

Pitingaro & Doetsch Consulting Engineers, P.C. (P&D) is pleased to present our proposal to the Village of Warwick for Construction Management & Grant Administration for the construction of improvements to bring Well #3 online. P&D is familiar with both the Village's water treatment system and Well #3, having designed the upgrades. The Description of Services & Fees, Hourly Rates, General Terms & Conditions and Insurance Agreement for the engagement are attached hereto.

Please sign a copy of this cover letter, initial each of the subsequent pages and return to our office. Your signing shall constitute authorization to proceed with the agreed-upon services.

If you have any questions regarding this agreement, please contact me at 845.703.8140 or at pitingaro@panddengineers.com. We appreciate this opportunity and look forward to working with you to complete this project.

Very truly yours,

Jason A. Pitingaro, PE
President

JAP/km
Enc.

Accepted By: Village of Warwick

Authorized Signature

Print Name/Title

Date

DESCRIPTION OF SERVICES & FEES

The Village of Warwick owns and operates a water system that treats raw water from a system of three reservoirs and Well #2 via a microfiltration plant. The Village also owns and operates Well #3, which has been utilized as an emergency backup water source since the microfiltration plant was brought online. Pitingaro & Doetsch Consulting Engineers, P.C. (P&D) was retained by the Village to design treatment upgrades at the Well #3 site that would allow Well #3 to be brought back online.

Proposed Project

Well #3 requires various treatment upgrades to ensure that finished water from the well meets water quality standards prior to distribution. These improvements include demolition of the existing treatment building and well pump, construction of a new treatment building and installation of new well pump with ancillary electrical and controls components, a SCADA system, a new UV treatment system, a new generator and a new chemical injection system and other ancillary improvements. Contracts for both the general and electrical work will be awarded per Wicks Law requirements.

We anticipate the following services to be required to complete this work.

Construction Management

P&D will provide complete Construction Management services for the project now that successful bidders have been identified for the general and electrical contracts. These services will include construction inspection and construction support services, contract management, coordination with the utility service providers, shop drawing and submittal review, payment application review, scheduling and coordination and sign-off. P&D will also coordinate all work with the Village and its water treatment system operators. We will coordinate all pre-construction inspections and construction operations based on current operations. This work will be performed for a fixed fee amount of **\$113,100**, or **7.5%** of the average total bid for construction.

Grant Administration

In order to ensure that all required procedures are followed and proper documentation and submission to EPA is completed, P&D will assist the Village with grant administration for the project in accordance with EPA requirements. We will continue to support the Village in recordkeeping, construction progress documentation and payment reimbursement to ensure federal guidelines are adhered to and that timely reimbursement for the project costs can be requested. All other requirements, such as Davis Bacon provisions, prevailing wage rate schedules, American Iron and Steel (AIS) Certification, and Build America, Buy America (BABA) will also be tracked. This work will be performed for a fixed fee amount of **\$37,800**, or **2.5%** of the average total bid for construction.

Any additional work not expressly indicated in the scope of this proposal will be provided under a separate proposal or billed at our standard hourly rates. Additional work such as environmental reviews, grant applications, etc. are not included in the scope of this proposal.

PROFESSIONAL SERVICES TERMS & CONDITIONS OF AGREEMENT

All services offered through this Agreement (“Agreement”) and/or any subsequent proposals, agreements, or contracts, including the “Description of Services” or “Statement of Work” (referred to herein as “DOS/SOW”) included in the above, and performance of the parties thereunder is governed by and subject to these General Terms and Conditions (“Terms and Conditions”) which by reference are incorporated and made a part of the DOS/SOW. “Client” is identified as “Client” or “You” or “Your” herein, and collectively referred to with Pitingaro & Doetsch Consulting Engineers, P.C. as “Parties” or separately as “Party.”

The Terms and Conditions (i) are subject to change by Pitingaro & Doetsch Consulting Engineers, P.C. from time to time; (ii) in effect as of the Effective Date (“Effective Date”) of the DOS/SOW and shall apply for the performance of that DOS/SOW; (iii) will not apply retroactively to any DOS/SOW; and (iv) are dated and archived when superseded by a newer version. Pitingaro & Doetsch Consulting Engineers, P.C. represents that in the event You have a current signed agreement with Pitingaro & Doetsch Consulting Engineers, P.C. regarding the subject matter herein, then the terms and conditions of that agreement supersede any conflicting terms herein.

1. DOS/SOW TERMS & CONDITIONS

Pitingaro & Doetsch Consulting Engineers, P.C. will provide the services as specified in the DOS/SOW (“Services”) governed by the Terms and Conditions. In the event of a conflict between a term or condition in a DOS/SOW and those set forth here, these Terms and Conditions will govern unless explicitly superseded in the DOS/SOW or as otherwise stated in the preamble herein.

2. TERM AND TERMINATION

The DOS/SOW begins on the date stated therein, or as otherwise mutually agreed between the Parties, and shall remain in effect for the term length stated in the DOS/SOW (“Services Period”). Either Party may notify the other in case of the other’s alleged breach of a material provision of this DOS/SOW. The recipient shall have thirty (30) days from the date of receipt of such notice to effect a cure. If the recipient of the notice fails to effect a cure within such period, then the sender of the notice shall have the option of sending a written notice of termination of the DOS/SOW, which notice shall take effect upon receipt.

3. DESCRIPTION OF SERVICES/STATEMENT OF WORK

Descriptions of the Services or DOS/SOW to be provided by Pitingaro & Doetsch Consulting Engineers, P.C. are set forth in the DOS/SOW. Services not set forth in the DOS/SOW, or specifically itemized as Additional Services, are excluded from the scope of Pitingaro & Doetsch Consulting Engineers, P.C.’s services, and Pitingaro & Doetsch Consulting Engineers, P.C. assumes no responsibility to perform such additional services under the base contract. If additional work becomes necessary during the course of the engagement, Pitingaro & Doetsch Consulting Engineers, P.C. may perform such Additional Services (“Additional Services”) in accordance with a written agreement between the Client and Pitingaro & Doetsch Consulting Engineers, P.C. setting forth the Additional Services and fees.

4. INVOICING

Pitingaro & Doetsch Consulting Engineers, P.C. shall submit invoices monthly, and payment in full is due upon presentation. Invoices not remitted within sixty (60) days shall be considered Past Due (“Past Due”).



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5. REIMBURSABLE EXPENSES

Reimbursable expenses will be added to each monthly invoice. The Client shall pay Pitingaro & Doetsch Consulting Engineers, P.C. for reimbursable expenses, including printing costs, bulk/special mailings, express delivery service, application fees, laboratory charges, and other costs related specifically to the Client's project.

6. FEE DURATION

The proposed fees set forth in this Agreement shall be open for acceptance for sixty (60) days from the date of the proposal after which time the proposed fees may be adjusted independent of services, subject to agreement between the Client and Pitingaro & Doetsch Consulting Engineers, P.C. Adjustments in the hourly rates may be made annually in January to reflect increases in operational costs.

7. SUSPENSION OF SERVICES

Once a payment is Past Due, Client's non-payment shall be deemed to be in breach of this Agreement, or in breach of any other agreement between Client and Pitingaro & Doetsch Consulting Engineers, P.C. Pitingaro & Doetsch Consulting Engineers, P.C. may therefore suspend performance of services at any time. Once suspended, all project records will be archived, and Client shall be subject to a retrieval fee to reinstate any suspended project. Pitingaro & Doetsch Consulting Engineers, P.C. shall have no liability whatsoever to the Client for any costs or damages resulting from such suspension caused by any breach of this Agreement by the Client.

8. COLLECTION COSTS

In the event legal action is necessary to enforce the payment provisions of this Agreement, Pitingaro & Doetsch Consulting Engineers, P.C. shall be entitled to recover from the Client the reasonable attorneys' fees, court costs and expenses incurred by Pitingaro & Doetsch Consulting Engineers, P.C. in connection therewith.

9. INSURANCE

Pitingaro & Doetsch Consulting Engineers, P.C. shall maintain, at its own expense, Workers Compensation Insurance, Comprehensive General Liability Insurance and Professional Liability Insurance at all times and will, upon request, furnish insurance certificates to the Client.

10. OPINIONS OF PROBABLE COST

Any Opinions of Probable Cost ("Opinions of Probable Cost") prepared by Pitingaro & Doetsch Consulting Engineers, P.C. are only an opinion based on Your current knowledge and past experience. Pitingaro & Doetsch Consulting Engineers, P.C. cannot and does not make any attempt to predict future costs with any level of certainty. Opinions of Probable Cost are to be made based on the qualifications and experience of Pitingaro & Doetsch Consulting Engineers, P.C., and Pitingaro & Doetsch Consulting Engineers, P.C. will make every effort to do a reasonable and professional job. The Client understands that Pitingaro & Doetsch Consulting Engineers, P.C. has no control over costs or the price of labor, equipment or materials or the Contractor's method of pricing, and Pitingaro & Doetsch Consulting Engineers, P.C. therefore makes no warranty, expressed or implied, as to the accuracy of such opinions as compared to bid or actual costs.

11. PROJECT CHANGE REQUEST

Either Party may request a modification to any material provision of the DOS/SOW by submitting a Project Change Request ("PCR"). Upon receipt of a PCR, Pitingaro & Doetsch Consulting Engineers, P.C. will estimate the financial and schedule impacts, if any. The Parties will review these estimates to determine whether the PCR would be mutually acceptable. If the Parties agree on the PCR, then Pitingaro & Doetsch Consulting Engineers, P.C. will attach the final PCR to the DOS/SOW. If the Parties are unable to agree within five (5) business days after the PCR is submitted, then the submitting Party may either withdraw the PCR or terminate the DOS/SOW with reasonable notice. If the DOS/SOW is terminated due to an inability to reach agreement on a PCR, the only payments due are for the services performed and expenses incurred by Pitingaro & Doetsch Consulting Engineers, P.C. prior to the effective termination date.

12. STANDARD OF CARE

Pitingaro & Doetsch Consulting Engineers, P.C. shall perform Services in a professional manner in accordance with generally accepted industry standards and with the care and skill ordinarily used by members of the same profession practicing under similar conditions at the same time based on facts and information available at the time Services are provided. Except as expressly stated in this section, and to the maximum extent permitted by applicable law, Pitingaro & Doetsch Consulting Engineers, P.C. (including its suppliers) makes no other express warranties, written or oral, and disclaims all implied warranties.

13. INTELLECTUAL PROPERTY

13.1 Ownership. Other than Pitingaro & Doetsch Consulting Engineers, P.C. Materials, Client shall own all intellectual property rights associated with the deliverables, works of authorship or other products developed or created and delivered by Pitingaro & Doetsch Consulting Engineers, P.C. to Client in the course of performing Services ("Work Product"), as well as Client's derivative works thereof, subject to Client's payment in full under such DOS/SOW and subject to Pitingaro & Doetsch Consulting Engineers, P.C.'s rights in the underlying intellectual property embodied therein or used by Pitingaro & Doetsch Consulting Engineers, P.C. to perform the Services.

13.2 Pitingaro & Doetsch Consulting Engineers, P.C. Materials Exclusion. "Pitingaro & Doetsch Consulting Engineers, P.C. Materials" means any materials developed by Pitingaro & Doetsch Consulting Engineers, P.C.: (i) prior to the Effective Date; (ii) other than in performance of this DOS/SOW; (iii) that are generally applicable to Pitingaro & Doetsch Consulting Engineers, P.C.'s services and are not unique to the business of Client or the DOS/SOW; or (iv) that are improvements to Pitingaro & Doetsch Consulting Engineers, P.C.'s internal processes, provided that such improvements or use thereof do not infringe on Client's proprietary rights. Pitingaro & Doetsch Consulting Engineers, P.C. Materials may be included in or necessary for Client to use the Work Product but are excluded from Client's ownership rights set forth in Section 13.1. Client shall not obliterate or remove but will reproduce Pitingaro & Doetsch Consulting Engineers, P.C.'s intellectual property notices contained in the Pitingaro & Doetsch Consulting Engineers, P.C. Materials.

14. CLIENT MATERIALS DELAY

Client acknowledges that Pitingaro & Doetsch Consulting Engineers, P.C.'s performance of the Services and delivery of the Work Product is contingent on Client's timely delivery of any Client Materials ("Client Materials") provided to Pitingaro & Doetsch Consulting Engineers, P.C. in connection with the Services.



Client agrees that any reasonable scheduling or financial impacts caused by Client's failure to deliver Client Materials within the specified time will be treated as a PCR.

15. RESERVATION OF RIGHTS

Pittingaro & Doetsch Consulting Engineers, P.C. reserves all rights not expressly granted to Client in these Terms and Conditions. Except as expressly stated, nothing herein shall be construed to (i) directly or indirectly grant to a receiving Party any title to or ownership of a providing Party's intellectual property rights in services or materials furnished by such providing Party hereunder; or (ii) preclude such providing Party from developing, marketing, using or otherwise freely utilizing services or materials that are similar to or related to the Services or materials provided hereunder.

16. PERSONNEL

Pittingaro & Doetsch Consulting Engineers, P.C. will determine the personnel assigned to perform the Services. Client may request in writing the replacement of Pittingaro & Doetsch Consulting Engineers, P.C. personnel.

17. BUSINESS HOURS

Services shall be performed by Pittingaro & Doetsch Consulting Engineers, P.C. from 8:00 A.M. until 5:00 P.M. in the local time zone where the Services are being performed by Pittingaro & Doetsch Consulting Engineers, P.C. Monday through Friday excluding local statutory holidays and any additional holidays that Pittingaro & Doetsch Consulting Engineers, P.C. grants to its employees, a list of which can be provided by Pittingaro & Doetsch Consulting Engineers, P.C. to Client prior to the commencement of the services.

18. PROCESS

The foregoing obligations are subject to the following: the indemnitee (i) notifies the indemnitor promptly in writing of such claim; (ii) grants the indemnitor sole control over the defense and settlement thereof; (iii) reasonably cooperates in response to an indemnitor request for assistance; and (iv) is not in material breach of these Terms and Conditions. Should such a claim be made, or in the indemnitor's opinion be likely to be made, the indemnitor may, at its option and expense; (a) procure for the indemnitee the right to make continued use thereof; (b) replace or modify such so that it becomes non-infringing; (c) request return of the subject material; or (d) discontinue the Services and refund the portion of any pre-paid services fee that corresponds to the period of Services discontinuation.

19. CONFIDENTIAL INFORMATION

"Confidential Information" means any information that is marked "confidential" or "proprietary" or any other similar term or in relation to which its confidentiality should by its nature be inferred. Confidential Information does not include information that is (i) rightfully in the receiving Party's possession without prior obligation of confidentiality from the disclosing Party; (ii) a matter of public knowledge (or becomes a matter of public knowledge other than through breach of confidentiality by the other Party); (iii) rightfully furnished to the receiving Party by a third party without confidentiality restriction; or (iv) independently developed by the receiving Party without reference to the disclosing Party's Confidential Information. Each Party shall (a) use Confidential Information of the other Party only for the purposes of exercising rights or performing obligations in connection with this Terms and Conditions or any DOS/SOW or hereunder; and (b) protect from disclosure to any third parties any Confidential Information disclosed by the other Party for a period commencing upon the date of disclosure until three (3) years thereafter, except with respect to Client data,



.....

which shall remain Confidential Information until one of the exceptions stated in the above definition of Confidential Information applies.

20. PUBLICITY

Client agrees that Pitingaro & Doetsch Consulting Engineers, P.C. may include Client's project in advertising and promotional materials.

21. NON-SOLICITATION

Client agrees that it shall not, during the term of any Agreement with Pitingaro & Doetsch Consulting Engineers, P.C. and for a period of **twelve (12) months** thereafter, either directly or indirectly solicit, approach, counsel or induce or attempt to induce any employee of Pitingaro & Doetsch Consulting Engineers, P.C. to terminate his/her/their employment with Pitingaro & Doetsch Consulting Engineers, P.C. for the purposes of entering into an employment relationship with Client. The term "Client" as used herein includes any of Client's affiliated, subsidiary or related business entities.

22. LIMITATIONS OF LIABILITY

Pitingaro & Doetsch Consulting Engineers, P.C.'s total liability and Client's sole and exclusive remedy for any claim of any type whatsoever, arising out of this DOS/SOW or Services provided hereunder, shall be limited to proven direct damages caused by Pitingaro & Doetsch Consulting Engineers, P.C.'s sole negligence in an amount not to exceed the price paid to Pitingaro & Doetsch Consulting Engineers, P.C. for the Services rendered hereunder. Except with respect to claims regarding violation of Pitingaro & Doetsch Consulting Engineers, P.C.'s intellectual property rights, neither Client nor Pitingaro & Doetsch Consulting Engineers, P.C. shall have liability to the other for any special, consequential, exemplary, incidental, or indirect damages (including but not limited to loss of profits, revenues, data and/or use), even if advised of the possibility thereof.

23. CORPORATE PROTECTION

It is intended by the Parties to this Agreement that Pitingaro & Doetsch Consulting Engineers, P.C.'s Services in connection with the project shall not subject Pitingaro & Doetsch Consulting Engineers, P.C.'s individual employees, officers or directors to any personal legal exposure for the risks associated with this project. Therefore, the Client agrees that as the Client's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against Pitingaro & Doetsch Consulting Engineers, P.C., a New York State corporation, and not against any of Pitingaro & Doetsch Consulting Engineers, P.C.'s employees, officers or directors.

24. GENERAL

Where Services are performed in New York State, United States ("US"), the applicable DOS/SOW is governed by the laws of the State of New York, and each Party hereby expressly consents to the personal jurisdiction of either the State of New York courts or the United States District Courts located in the State of New York and agrees that any action relating to or arising out of the Terms and Conditions shall be instituted and prosecuted only in the Superior Court of the State of New York or the United States District Court for the Southern District of New York.



25. SURVIVAL

All express representations, indemnifications or limitations of liability made in or given in this Agreement will survive the completion of all Services of Pitingaro & Doetsch Consulting Engineers, P.C. under this Agreement or the termination of this Agreement for any reason.

26. ENTIRE AGREEMENT

This Agreement and any **Description of Services and Fee General Provisions of Contract** comprises the final and complete agreement between the Client and Pitingaro & Doetsch Consulting Engineers, P.C. It supersedes all prior or contemporaneous communications, representations or agreements, whether oral or written, relating to the subject matter of this Agreement. Execution of this Agreement signifies that each Party has read the document thoroughly, has had the opportunity to have questions explained by independent counsel and is satisfied with the Terms and Conditions contained herein. Amendments to this Agreement shall not be binding unless made in writing and signed by both the Client and Pitingaro & Doetsch Consulting Engineers, P.C. To the extent Client provides its own agreement and that agreement is silent with respect to any Term or Condition expressed herein, these Terms and Conditions shall prevail and shall be binding upon the Parties.



SERVICES
Civil engineering
Municipal planning & review
Water treatment
Water source development
Land development
Land planning
Wastewater treatment
Water resources
Environmental engineering
Regulatory compliance
Building & MEP design
Construction management
Construction inspection
Grant administration

TITLE	RATE
Principal	\$225
Project Manager.....	\$210
Senior Electrical Engineer.....	\$195
Senior Civil Engineer	\$195
Senior Mechanical Engineer.....	\$195
Program Manager	\$165
Environmental Engineer	\$165
Civil Engineer	\$165
Municipal Markets Manager	\$160
Grant Coordinator	\$150
Junior Civil Engineer	\$150
CADD/Drafting Technician	\$120
Water/Wastewater Plant Operator	\$120
Senior Resident Inspector.....	\$150
Resident Inspector.....	\$120
Clerical	\$85

EXPENSES

Photocopies	\$0.40 per copy
Blueprint Reproduction	\$0.80 per square foot
Other Reproduction	Square foot rate subject to type of material used
Special Mailings/Delivery	Rates subject to priority, weight and distance
Transportation Expenses	Prevailing IRS rate
Other Direct Costs	Cost plus 15% to include but not be limited to subcontractors, supplies and other materials

**INSURANCE AGREEMENT – ARCHITECTS & ENGINEERS
BETWEEN THE VILLAGE OF WARWICK
AND
PITINGARO & DOETSCH CONSULTING ENGINEERS**

1. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the consultant hereby agrees to effectuate the naming of the Municipality as an additional insured on the architect or engineer's insurance policies, with the exception of workers' compensation, NY State Disability and professional liability insurance. If the policy is written on a claims-made basis, the retroactive date must precede the date of the contract
2. The policy naming the Municipality as an additional insured shall:
 - a. Purchase an insurance policy from an A.M. Best rated "Secure" New York State licensed insurer. A New York State licensed insurer is preferred. The decision to accept specific insurers lies exclusively with the Municipality.
 - b. State that the organization's coverage shall be primary and non-contributory coverage for the Municipality, its Board, employees and volunteers.
 - c. Additional insured status shall be provided by standard or other endorsements that extend coverage to the Municipality for both on-going and completed operations. The decision to accept an endorsement rests solely with the Municipality. A completed copy of the endorsements must be attached to the certificate of insurance.
3.
 - a. The consultant agrees to indemnify the Municipality for any applicable deductibles and self-insured retentions.
 - b. At the Municipality's request, the consultant shall provide a copy of the declaration page of the liability and umbrella policies with a list of endorsements and forms. If so requested, the consultant will provide a copy of the policy endorsements and forms.
4. Required Insurance:
 - a. **Commercial General Liability Insurance**
\$1,000,000 per occurrence/ \$2,000,000 aggregate.
 - b. **Automobile Liability**
\$1,000,000 combined single limit for owned, hired and borrowed and non-owned motor vehicles.
 - c. **Workers' Compensation and N.Y.S. Disability**
Statutory Workers' Compensation, Employers' Liability and N.Y.S. Disability Benefits Insurance for all employees. Proof of coverage must be on the approved specific form, as required by the New York State Workers' Compensation Board. ACORD certificates are not acceptable.
 - d. **Architects & Engineers' Professional Errors and Omissions Insurance**
\$2,000,000 per occurrence/ \$2,000,000 aggregate for the professional acts of the consultant performed under the contract for the Municipality. If written on a "claims-made" basis, the retroactive date must pre-date the inception of

the contract or agreement. Coverage shall remain in effect for two years following the completion of work. If the architect or engineer is providing or managing environmental services, the errors & omissions policy must be endorsement to include coverage for these services.

e. **Excess Insurance**
\$ XX. ~~K~~ each Occurrence and Aggregate. Excess coverage shall be on a follow-form basis.

5. Consultant acknowledges that failure to obtain such insurance on behalf of the Municipality constitutes a material breach of contract. The consultant is to provide the Municipality with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities. The failure of the Municipality to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any and all rights held by the Municipality.
6. The Municipality is a member/owner of the NY Municipal Insurance Reciprocal (NYMIR). The consultant further acknowledges that the procurement of such insurance as required herein is intended to benefit not only the Municipality but also the NYMIR, as the Municipality's insurer.

Accepted By:

Pitingaro & Dpetsch:

Signature: Jason Pitingaro

Printed Name: Jason Pitingaro

Title: President

Date: Nov. 13, 2024

Village of Warwick:

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Village of Warwick

DPW

Memo

To: Mayor Newhard and Village Board

From: Mike Moser DPW Supervisor

Date: November 12, 2024

RE: Surplus Vehicle

Requesting permission to sell as scrap: 2004 Ford F-350 (old W-1)
Vin#1FDWF37L24ED83521.

Vehicles has multiple issues that make it not worth repairing.

Vehicle received no bids at auction.

Funds received will go into General Budget

Thank You.

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 1887

Budget Modification Request

For Board of Trustees Approval - Meeting on 11/18/24

For approval to transfer available appropriations for the following Fiscal Year 2024-2025 budget account lines:

GENERAL FUND

FROM Account Code	Account Description	Budget Approp. Balance	Transfer Request	Reason	TO Account Code	Account Description	Budget Approp. Balance	Transfer Amount
A5110.1000	Streets - Personal Service	349,254.23	8,090.13	Actual vs. Budget payroll	A1620.1000	Village Hall - Personal Service	(2,688.35)	2,688.35
				Actual vs. Budget payroll	A5010.1200	DPW - WORKERS COMP SALARY	(5,401.78)	5,401.78
A1910.4950	Other	1,474.81	137.50	To cover Karen Arent - Memorial Park Project	A1440.4900	Engineer - Other Professional Services	(137.50)	137.50
A1990.4950	Contingent	33,563.36	1,358.00	To cover the purchase of T2 parking system	A3320.2300	Parking Division - Equipment	(1,358.00)	1,358.00
TOTAL			9,585.63		TOTAL			9,585.63

Respectfully submitted,

Sadie Andryshak
 Sadie Andryshak
 Village Treasurer

Backup Documentation: Negative balance listing report

Report Date: 11/13/24

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

Account No	Description		Expended	Transfers	Reimbursed	Canceled	Balance	%Used
	Budgeted	Encumbered						
A-1440-4900	0.00	0.00	3,382.00	3,244.50	0.00	0.00	137.50-	104.24
A-1620-1000	1,739.00	0.00	10,603.55	6,176.20	0.00	0.00	2,688.35-	133.96
A-3320-2300	5,000.00	0.00	6,358.00	0.00	0.00	0.00	1,358.00-	127.16
A-5010-1200	0.00	0.00	19,271.22	13,869.44	0.00	0.00	5,401.78-	138.95
Fund Total	6,739.00	0.00	39,614.77	23,290.14	0.00	0.00	9,585.63-	131.92
Year Total	6,739.00	0.00	39,614.77	23,290.14	0.00	0.00	9,585.63-	131.92

LAW OFFICES OF
LORENZO L. ANGELINO

Tele. (845) 214-1133
Fax (845) 625-1672

42 CATHARINE STREET
POUGHKEEPSIE, NY 12601

www.AngelinoLaw.com
Lorenzo@AngelinoLaw.com

November 5, 2024

RECEIVED

NOV 13 2024

VILLAGE OF WARWICK
CLERK'S OFFICE

Via Certified Mail / Return Receipt

Village of Warwick
ATTN: Village Clerk
Village Hall
77 Main Street, PO Box 369
Warwick, NY 10990

**Re: 30 Day Notice for On-Premises Beverage License
MJ Restaurant Group Inc.**

Village Clerk,

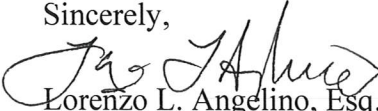
Enclosed please find the standard notice for providing a 30-day notice to a local municipality in connection with an on-premises Alcoholic Beverage License.

Please review same with community board and advise this office if there are any objections or further information required for the board's approval.

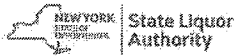
If there is no objection to the proposed premises obtaining a Liquor License, we would appreciate it if you would send a letter of no objection to the New York State Liquor Authority with a copy to our office.

Thank you in advance for your courtesy and cooperation, please do not hesitate to contact me with any questions you may have.

Sincerely,


Lorenzo L. Angelino, Esq.

LLA/caf
Enclosure



OFFICE USE ONLY		
<input type="radio"/> Original	<input type="radio"/> Amended	Date _____

Standardized NOTICE FORM for Providing 30-Day Advance Notice to a Local Municipality or Community Board

1. Date Notice was Sent: 1a. Delivered by:

2. Select the type of Application that will be filed with the Authority for an On-Premises Alcoholic Beverage License:
 New Application
 Renewal
 Alteration
 Corporate Change
 Removal
 Class Change
 Method of Operation Change

For **New** applicants, answer each question below using all information known to date
For **Renewal** applicants, answer all questions
For **Alteration** applicants, attach a complete written description and diagrams depicting the proposed alteration(s)
For **Corporate Change** applicants, attach a list of the current and proposed corporate principals
For **Removal** applicants, attach a statement of your current and proposed addresses with the reason(s) for the relocation
For **Class Change** applicants, attach a statement detailing your current license type and your proposed license type
For **Method of Operation Change** applicants, although not required, if you choose to submit, attach an explanation detailing those changes

This 30-Day Advance Notice is Being Provided to the Clerk of the Following Local Municipality or Community Board:

3. Name of Municipality or Community Board:

Applicant/Licensee Information:

4. Licensee Serial Number (if applicable): Expiration Date (if applicable):

5. Applicant or Licensee Name:

6. Trade Name (if any):

7. Street Address of Establishment:

8. City, Town or Village: , NY Zip Code:

9. Business Telephone Number of Applicant/Licensee:

10. Business E-mail of Applicant/Licensee:

11. Type(s) of alcohol sold or to be sold:
 Beer & Cider
 Wine, Beer & Cider
 Liquor, Wine, Beer & Cider

12. Extent of Food Service:
 Full food menu; full kitchen run by a chef or cook
 Menu meets legal minimum food availability requirements; food prep area at minimum

13. Type of Establishment:

14. Method of Operation: (check all that apply)
 Seasonal Establishment
 Juke Box
 Disc Jockey
 Recorded Music
 Karaoke
 Live Music (give details i.e., rock bands, acoustic, jazz, etc.):
 Patron Dancing
 Employee Dancing
 Exotic Dancing
 Topless Entertainment
 Video/Arcade Games
 Third Party Promoters
 Security Personnel
 Other (specify):

15. Licensed Outdoor Area: (check all that apply)
 None
 Patio or Deck
 Rooftop
 Garden/Grounds
 Freestanding Covered Structure
 Sidewalk Cafe
 Other (specify):

OFFICE USE ONLY		
<input type="radio"/> Original	<input type="radio"/> Amended	Date _____

16. List the floor(s) of the building that the establishment is located on: First Floor

17. List the room number(s) the establishment is located in within the building, if appropriate: Entire First Floor

18. Is the premises located within 500 feet of three or more on-premises liquor establishments? Yes No

19. Will the license holder or a manager be physically present within the establishment during all hours of operation? Yes No

20. If this is a transfer application (an existing licensed business is being purchased) provide the name and serial number of the licensee:

_____	_____
Name	Serial Number

21. Does the applicant or licensee own the building in which the establishment is located? Yes (if YES, SKIP 23-26) No

Owner of the Building in Which the Licensed Establishment is Located

22. Building Owner's Full Name: LDG Real Estate Holdings, LLC

23. Building Owner's Street Address: 82 Ryerson Road

24. City, Town or Village: Warwick State: NY Zip Code: 10990

25. Business Telephone Number of Building Owner: (845) 545-7583

Representative or Attorney Representing the Applicant in Connection with the Application for a License to Traffic in Alcohol at the Establishment Identified in this Notice

26. Representative/Attorney's Full Name: Lorenzo L. Angelino, Esq.

27. Representative/Attorney's Street Address: 42 Catharine Street

28. City, Town or Village: Poughkeepsie State: New York Zip Code: 12601


29. Business Telephone Number of Representative/Attorney: (845) 214-1133

30. Business E-mail Address of Representative/Attorney: LAngelino@angelinolaw.com

I am the applicant or licensee holder or a principal of the legal entity that holds or is applying for the license. Representations in this form are in conformity with representations made in submitted documents relied upon by the Authority when granting the license. I understand that representations made in this form will also be relied upon, and that false representations may result in disapproval of the application or revocation of the license.

By my signature, I affirm - under Penalty of Perjury - that the representations made in this form are true.

31. Printed Principal Name: Michael Pasciuto Title: Owner

Principal Signature: 

**BOARD OF TRUSTEES
VILLAGE OF WARWICK
NOVEMBER 18, 2024
ADDENDUM NO. 1**

14. **MOTION** to create the position of ‘Typist (Spanish/English Speaking)’ and authorize the Mayor to sign form MSD-222 in accordance with Orange County Civil Service requirements.

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

Trustee Cheney ____ Trustee Foster ____ Trustee Collura ____

Trustee McKnight ____ Mayor Newhard ____

15. **RESOLUTION SUPPORTING AND CONCURRING IN THE APPLICATION OF THE VILLAGE OF WARWICK THROUGH THE ORANGE COUNTY OPEN SPACE PROTECTION PROGRAM TO PURCHASE PROPERTY LOCATED IN THE VILLAGE OF WARWICK WATERSHED**

Whereas, in 2024, the Orange County Legislature appropriated \$1 million to the Orange County Open Space Fund to preserve and protect valuable open space and natural resources throughout the County;

Whereas, the Orange County Open Space Fund provides matching grants to villages, towns, cities, qualified not-for-profits, and individual property owners for the purchase of land, development rights, or conservation easements that meet the objectives set forth in the Orange County Open Space Plan;

Whereas, the Village has received a Water Quality Improvement Program Grant for Watershed Acquisition from the New York State Department of Environmental Conservation in the amount of \$288,150 and three property owners have expressed an interest to convey, and the Village of Warwick wishes to purchase or obtain a conservation easement over the property, the land located on Cascade Road in the Town of Warwick and listed on the tax map as SBL 64-1-6, 64-1-7, 64-1-8.

Whereas, the Village of Warwick intends to apply to the Orange County Open Space Fund for matching support in the amount of \$196,050 to purchase or obtain conservation easements over the proposed properties;

NOW THEREFORE, BE IT RESOLVED, that the Village Board of the Village of Warwick, in its capacity as governing body of the Village, does hereby support and concur in the application by the Village of Warwick for funding to purchase or secure a conservation easement from property owners over his or her lands located on Cascade Road in the Town of Warwick and listed on the tax map as SBL 64-1-6, 64-1-7, 64-1-8.

_____ presented the foregoing resolution which was seconded
by _____,

The vote on the foregoing resolution was as follows:

Barry Cheney, Trustee, voting _____

Carly Foster, Trustee, voting _____

Thomas McKnight, Trustee, voting _____

Mary Collura, Trustee, voting _____

Michael Newhard, Mayor, voting _____

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

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

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

1. Department	Bureau, Division, Unit or Section	Location of Position
Village of Warwick, 77 Main Street, Warwick, NY 10990		

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

Percent of Work Time	Job Duties
100%	<p>Class Title: Typist (Spanish/English Speaking) Title #: 1718</p> <p>This work involves responsibility for typing and clerical tasks of routine difficulty. Incumbent must be fluent in both English and conversational Spanish to perform the duties of the position. Specific duties vary with the needs of the department. The work includes responsibility for written translation of letters, etc. from English to Spanish. Work is performed under direct supervision from an administrative employee of higher rank. Does related work as required.</p> <ul style="list-style-type: none"> • Uses word processing software or typewriters to compose correspondence, reports, rosters, envelopes, file cards, lists, payrolls, vouchers, and other materials from rough notes, etc; • Uses computer applications such as spreadsheets, word processing, calendar, e-mail, and database software in performing work assignments; • Sorts, indexes and files correspondence, reports, memoranda and similar material; • Operates standard office equipment such as calculators, fax, photocopiers, metered mailed machines or computer terminals and printers; • Places/answers telephone calls to request and gives routine information in English and/or Spanish; • Maintains and processes simple records; • May open, sort and distribute incoming mail and post outgoing mail; • Check reports and records for clerical accuracy; • Fills requests for applications, forms, cards, etc., and answers routine questions for completing them; • May maintain office supply records and prepare requisitions for same; • May maintain time and attendance records; • May act as a receptionist, directing callers to the proper source of information; • May compose routine correspondence or minutes from meetings from verbal instructions, written notes, dictation, or taped recordings; <p>May assist in various types of clerical work and/or simple calculations relative to the functional activities of the department in accordance with established processes and procedures.</p>

(Attach additional sheets if more space is needed)

3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
Michael J. Newhard	Mayor	General
Raina Abramson	Village Clerk	General

4. Names and Titles of Persons Supervised by Employee in this position

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>

5. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position

<u>Name</u>	<u>Title</u>	<u>Location of Position</u>

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

Education: High School 4 Years
College 0 Years, with specialization in _____
Other 0 Years, with specialization in _____

Experience: (list amount and type)**Essential knowledges, skills and abilities:**

Good knowledge of English and business math; working knowledge of office terminology, procedures and equipment; ability to keyboard at a rate of thirty-five (35) words per minute; ability to demonstrate a working proficiency in Spanish; ability to effectively use computer equipment such as spreadsheets, word processing, e-mail and database software; ability to maintain neat and legible records; ability to follow oral and written instructions; clerical aptitude;

accuracy; dependability; neatness; physical condition commensurate with the demands of the position.

Type of license or certificate required: None

7. The above statements are accurate and complete.

Date:

Title:

Signature:

Certificate of Orange County Department of Human Resources

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

Title: _____

Jurisdictional Classification: _____

Date:

Signature:

Action by Legislative Body or Other Approving Authority

9. Creation of described position

- Approved
- Disapproved

Date:

Signature:

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

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

CLASS TITLE: TYPIST (SPANISH/ENGLISH SPEAKING)

TITLE #: 1718

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for typing and clerical tasks of routine difficulty. Incumbent must be fluent in both English and conversational Spanish to perform the duties of the position. Specific duties vary with the needs of the department. The work includes responsibility for written translation of letters, etc. from English to Spanish. Work is performed under direct supervision from an administrative employee of higher rank. Does related work as required.

TYPICAL WORK ACTIVITIES:

Uses word processing software or typewriters to compose correspondence, reports, rosters, envelopes, file cards, lists, payrolls, vouchers, and other materials from rough notes, etc;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail, and database software in performing work assignments;

Sorts, indexes and files correspondence, reports, memoranda and similar material;

Operates standard office equipment such as calculators, fax, photocopiers, metered mailed machines or computer terminals and printers;

Places/answers telephone calls to request and gives routine information in English and/or Spanish;

Maintains and processes simple records;

May open, sort and distribute incoming mail and post outgoing mail;

Check reports and records for clerical accuracy;

Fills requests for applications, forms, cards, etc., and answers routine questions for completing them;

May maintain office supply records and prepare requisitions for same;

May maintain time and attendance records;

May act as a receptionist, directing callers to the proper source of information;

May compose routine correspondence or minutes from meetings from verbal instructions, written notes, dictation, or taped recordings;

May assist in various types of clerical work and/or simple calculations relative to the functional activities of the department in accordance with established processes and procedures.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of English and business math; working knowledge of office terminology, procedures and equipment; ability to keyboard at a rate of thirty-five (35) words per minute; ability to demonstrate a working proficiency in Spanish; ability to effectively use computer equipment such as spreadsheets, word processing, e-mail and database software; ability to maintain neat and legible records; ability to follow oral and written instructions; clerical aptitude; accuracy; dependability; neatness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None are required.

NOTE: Ability to speak, understand and write conversational Spanish will be evaluated during probationary period.

NOTE: A keyboarding test to show proficiency at 35 words per minute will be required.

JURISDICTIONAL CLASSIFICATION: Competitive

ADOPTED 3/1/21

REVISED: 5.24.2021 AT