

AGENDA - TOWN BOARD MEETING

March 12, 2020

7:30pm

PRESENTATION: NYS CENSUS / RYAN DENISCO (ORANGE COUNTY PLANNING)

REGULAR MEETING:

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

ACCEPTANCE OF MINUTES

- 1. Public Hearing, To Consider Projects for HUD, February 27, 2020**
- 2. Regular Meeting, February 27, 2020**

CORRESPONDENCE:

NORA GURVICH – Executive Director, The Historical Society of the Town of Warwick. Letter to the Town Board requesting that a link for the Warwick Historical Society be added to the Town of Warwick Website.

JENNIFER MISTRANGELO - Resident, Town of Warwick. Request to serve Alcohol at Wickham Woodland Manor House on April 4, 2020 for a family party.

NYS DPT OF ENVIRONMENTAL CONSERVATION – Email dated march 2, 2020 to the Town Clerk regarding Free Advanced Floodplain Management Training for County or Municipal officials responsible for administering their local floodplain management programs.

VINCE COPELLO – Chairman, Friendly Visitor Program, Town of Warwick. Email received March 2, 2020 requesting that the Friendly Visitor Coordinator Jean Ciappa attend the Hudson Reginal Dementia Conference in Tarrytown, New York on May 14, 2020.

ANA KANZ – Comptroller, Town of Warwick. Email dated March 2, 2020 to Town Board regarding the 2020 NY GFOA Conference.

MICHAEL M. GRANT – Manager-Regional & Community Affairs, Orange & Rockland Utilities, Inc. Email dated March 2, 2020 regarding Municipal Notification-Town of Warwick- Transmission System Vegetation Management Lines 98 & 99.

MARIE PENNINGS – Resident, Town of Warwick. Letter to the Town Board dated March 1, 2020 requesting to meet with the board to discuss possibly accessing water and sewer at the Town of Warwick Sewage Treatment Plant at the Price Chopper Mall.

MICHAEL M. GRANT – Manager-Regional & Community Affairs, Orange & Rockland Utilities, Inc. email dated March 4, 2020 regarding Warwick – Orange & Rockland Utilities Smart Meter Deployment Notification for April 2020.

CARRIE MACKEY – Program Aide, Division of Environmental Permits, NYS DPT. of Environmental Conservation. Email dated February 27, 2020 to the Town Clerk regarding Orange County Pedestrian Safety Improvements.

ERMIN SILJKOVIC – Recycling Coordinator, Orange County DPW. Email dated March 5, 2020 to the Town Clerk regarding the first Conditionally Exempt Small Quantity Generators (CESQG) Event of 2020 at the Thomas Bull Memorial Park on April 18, 2020. All participants *MUST* pre-register NO LATER THAN C.O.B. FRIDAY, MARCH 27.

ELIZABETH KNIGHT – Repair Café, Town of Warwick. Email dated March 6, 2020 to the Town Supervisor regarding the Warwick Repair Café Insurance.

CARRIE SCALI- Planning Assistant, Orange County Planning Department. Email dated March 10, 2020 to the Clerk regarding Orange County Municipal Planning Federation Spring Course Series.

JASON KLIPA – Public Affairs & Government Relations, Walmart, New York. Email dated March 10, 2020 to the Clerk regarding Walmart Prescription Drug Take Back Kiosk New York.

CHRISTOPHER R. BLACKWELL- Sergeant, Town of Warwick Police Department. Letter received March 10, 2020 informing Chief McGovern of his intention to retire.

LEONARD DEBUCK - Special Event permit for Scenic Farms Golf Course, LLC for rental use of their adjacent sod fields for youth soccer.

PENNY STEYER – Member, Architectural Review Board. Email dated March 10, 2020 to the Supervisor regarding the Town of Warwick Architectural Review Board.

DREW MANZI – Resident, Town of Warwick. Email dated March 10, 2020 to the Supervisor requesting the Town of Warwick Board of Assessment Review.

STEPHEN LILLY- Resident, Town of Warwick. Request to serve Alcohol at Wickham Woodland Manor House on March 21, 2020 for a family birthday party.

DAVID GREEN/LOUISE B. VANDEMARK – Election Commissioners, Orange County Board of Elections. Letter dated March 9, 2020 informing the Clerk that the Warwick Senior Center will not be a Polling Site in the 2020 election year.

CARRIE SCALI – Planning Assistant, Orange County Municipal Planning Federation. Email dated March 11, 2020 to the Clerk regarding the 2020 OCMPF Internship

BOARD'S DISCUSSION ON CORRESPONDENCE

VISITING ELECTED OFFICIALS

REPORTS OF BOARDS AND COMMISSIONS

COMMITTEE REPORTS

DEPARTMENT OF PUBLIC WORKS REPORT

Drainage	Cedar Lane	Clear ditches	Town
	Ackerman Rd.	Clear ditches	Town
Ditch Work	Little York Rd.	Clean ditches	Town
Tree Work	Ackerman Rd.	Clear road sides	Town
	East Ridge Rd.	Take down dead trees	Town
Pot Holes	Town Wide	Fill with Cold Patch	Town
	Village Wide	Fill with Cold Patch	Village of GWL
Vehicle Maint.	As needed		Town
	As Needed		Village of GWL
Emerg. Repairs	As Needed		Town
	As needed		Village of GWL
Road Signs	Replace as needed		Town
	Replace as needed		Village of GWL
Water Dept.	Jersey Ave.	Repair Water leak	Village of GWL

PARKS DEPARTMENT

All Town Parks Open	Bathrooms Closed	Town
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ENVIRONMENTAL CONSULTANTS REPORT

COUNCILMAN DE ANGELO REPORT

COUNCILMAN KOWAL REPORT

COUNCILMAN GERSTNER REPORT

COUNCILMAN SHUBACK REPORT

ATTORNEY'S REPORT

TOWN CLERK'S REPORT

1. FEES COLLECTED – FEBRUARY 2020

Interest in Town Clerk's Checking Account	\$0.64
Wickham Woodland Manor Fee	\$1,200.00
Marriage Certified	\$50.00
Photocopies	\$96.50
Postage	\$7.00
Use of Room – Senior Center Kitchen	\$50.00
Dog Impoundments	\$230.00
Marriage License Fee	\$52.50
Bingo	\$7.50
Conservation	\$9.10
Dog Licenses	\$1,250.00
Use of Senior Room	\$290.00
Special Event Beach Fee	\$650.00
Registrar Town of Warwick	\$260.00
Wickham Woodland Manor Deposit	\$1,800.00
Total Local Shares Remitted	\$5,953.24

2. FEES PAID – FEBRUARY 2020

NYS Dept. of Health	\$67.50
NYS Ag & Markets for Spay/neuter program	\$156.00
NYS Environmental Conservation	\$155.90
Village of Florida Registrar Fees	\$60.00
Village of Greenwood Lake for Registrar Fees	\$60.00
Village of Warwick for Registrar	\$1,260.00
Total Non-Local Revenues	\$1,770.65

3. *Bid Proposal for Maintenance and Snow Contract – Kings Estates:

- | | |
|-----------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| 1. Robert Howell Landscaping
P.O. Box 673
Florida, New York 10990
845-651-0555
<u>Bid Proposal: \$21,000.00</u> | 2. Elegant Landscaping & Lawn Care
105 Glenmere Avenue
Florida, New York
845-656-2933
<u>Bid Proposal: \$20,250.00</u> |
|-----------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|

4. *Bid Proposals for 2020 Emergency Plumbing and Electrical Repair for Town Hall:

As of today's, date, there have been no Bids submitted to the Clerk's office in regards to the Emergency Plumbing and Electrical Repairs for Town Hall.

5. ***Bid Proposal to extend Natural Gas Line for the Hot Water Pressure Washer for the DPW Garage:**

1. **Nebrasky Service Corp.
1019 Route 17M, Suite 3
Monroe, NY 10950
845-783-6661
Bid Proposal: \$4,690.00**

2. **Pennings Plumbing & Heating
56 Warwick Tpke
Warwick, NY 10990
845-986-3910
Bid Proposal: \$2,475.00**

3. **Central Water Systems
Installations, Inc.
P.O. Box 306
Warwick, NY 10990
Bid Proposal: \$4,376.00**

SUPERVISORS REPORT

1. **CPF for February 2020**
2. **KUTZ camp update**
3. **Coronavirus**
4. **Journal entries**
5. **Supervisors Corner – Published each week in the Warwick Dispatch, with excerpts printed in the Warwick Advertiser.**

PRIVILEGE OF THE FLOOR (AGENDA ITEMS)

NEW BUSINESS:

1. **APPROVAL TO ATTEND THE HUDSON VALLEY REGIONAL DEMENTIA CONFERENCE**
2. **REQUEST TO SERVE ALCOHOLIC BEVERAGES WICKHAM WOODLAND MANOR – JENNIFER MISTRANGELO**
3. **AUTHORIZATION FOR TOWN COMPTROLLER TO ATTEND NEW YORK STATE GOVERNMENT FINANCE OFFICERS ASSOCIATION (NYS GFOA) CONFERENCE**
4. **ACCEPT RESIGNATION – SERGEANT CHRISTOPHER R. BLACKWEL**
5. **2021 HUD PROJECT- GOVERNING BODY AUTHORIZING RESOLUTION**
6. **2021 HUD PROJECT - GOVERNING BODY FAIR HOUSING**
7. **PROCLAMATION - PREVENTION OF ANIMAL CRUELTY MONTH**
8. **ACCEPT BID PROPOSAL – KINGS ESTATES MAINTENANCE & SNOW CONTRACT**
9. **SUPPORT ORANGE COUNTY LEGISLATURES HUDSON VALLEY COMMUNITY PRESERVATION**
10. **SPECIAL EVENT PERMIT – SCENIC FARMS GOLF COURSE, LLC.**

11. **ACCEPT RESIGNATION – PENNY STEYER**
12. **REQUEST TO SERVE ALCOHOLIC BEVERAGES WICKHAM
WOODLAND MANOR –STEPHEN LILLY**
13. **APPOINTMENT OF ASSESSMENT BOARD OF REVIEW MEMBER –
DREW MANZI**
14. **ACCEPT BID PROPOSAL TO EXTEND NATURAL GAS LINE FOR HOT
WATER PRESSURE WASHER – DPW GARAGE**

BILLS:

PRIVILEGE OF THE FLOOR (GENERAL)

RECONVENE:

ADJOURN:

X

Warwick Town Clerk

From: Scali, Carrie <CScali@orangecountygov.com>
Sent: Wednesday, March 11, 2020 10:14 AM
To: Scali, Carrie
Subject: 2020 OCMPF Internship
Attachments: 2020 OCMPF Internship.pdf

RECEIVED
MAR 11 2020
Town of Warwick
Town Clerk

Good morning:

The Orange County Municipal Planning Federation offers an annual internship each year. The application and further details are attached.

Please do not hesitate to contact me with any questions or concerns.

Thank you for your time,

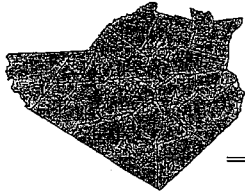
Carrie

Carrie Scali
Planning Assistant
Orange County Planning Department
124 Main Street
Goshen, NY 10924
Phone: (845) 615-3866
Fax: (845) 291-2533



The U.S. Constitution requires that everyone living in the United States is counted every 10 years - *we all count.*
<https://2020census.gov/en/who-to-count.html>

This communication may contain confidential information and is intended only for the individual or entity to whom it is addressed. Any review, dissemination, or copying of this communication by anyone other than the intended recipient is strictly prohibited. If you are not the intended recipient, please contact the sender, and destroy all copies of the original message. No responsibility is accepted by Orange County Government for any loss or damage arising in any way from receiving this communication.



**ORANGE COUNTY MUNICIPAL PLANNING FEDERATION
C/O ORANGE COUNTY DEPARTMENT OF PLANNING
124 MAIN ST • GOSHEN, NY 10924**

PHONE: 845.615.3840 • FAX: 845.291.2533 • www.orangecountygov.com/ocmpf

FOR IMMEDIATE RELEASE: March 2020

INTERNSHIP OPPORTUNITY

Created in 1974, The Orange County Municipal Planning Federation (OCMPF) is a county-wide organization that provides educational programs and information on the purposes and techniques of planning, including zoning, land use, subdivision, State Environmental Quality Review Act (SEQRA), and other related subjects. Each year the OCMPF sponsors a *single* paid summer internship position, to work in conjunction with the staff support provided by the Orange County Department of Planning. Generally, the intern will work on a selected project or study chosen by the OCMPF, under supervision from staff at the Department of Planning; the internship concludes with a presentation of findings at an OCMPF Meeting. The Intern is also strongly encouraged to attend their local municipal land use board meetings throughout the internship. Generally, the OCMPF internship is configured as a full-time position (35 hours per week) lasting approximately six weeks, although this duration may vary given the type and nature of the work and the availability of the candidate.

Candidates Must:

- Be a resident of Orange County, New York
- Be enrolled in or pursuing a full-time Degree in one of the following subjects / disciplines:
Geography; Urban, Regional, or Community Planning; Urban Design and/or Landscape Architecture; Architecture; Cartography / Geographic Information Systems (GIS); Civil Engineering and/or Surveying; Environmental Studies/Sciences; Public Administration; or a related field.

Resumes are accepted by mail or **email (preferred)** until April 30th 2020

Email: cscali@orangecountygov.com

Mail address: Carrie Scali
Orange County Department of Planning
124 Main Street, Goshen NY 10924

LAND-USE PLANNING INTERNSHIP: OC Municipal Planning Federation seeks Intern for paid summer position. Candidate **MUST** be a resident of Orange County, NY & pursuing a full-time Degree in Planning-related discipline. Please Visit: www.orangecountygov.com/ocmpf for more information.



Orange County Board of Elections

75 Webster Ave, PO Box 30, Goshen, NY 10924
Phone (845) 360-6500
Fax (845) 291-2437
elections@orangecountygov.com
www.orangecountygov.com/elections

David C. Green, Commissioner

Louise B. Vandemark, Commissioner

Eileen Astorino, Town Clerk
Town of Warwick
132 Kings Highway
Warwick, NY 10990

March 9, 2020

RECEIVED
MAR 11 2020
Town of Warwick
Town Clerk

Dear Eileen,

This letter is to inform you that the Orange County Board of Elections will not be using the Warwick Senior Center as a polling site in the 2020 election year.

The Board appreciates the support you have provided to your community by opening your building for voting over the years.

Sincerely,

David C. Green
Election Commissioner

Louise B. Vandemark
Election Commissioner

X

Warwick Town Clerk

From: Michael Sweeton
Sent: Tuesday, March 10, 2020 3:33 PM
To: Warwick Town Clerk
Subject: FW: Town of Warwick Board of Assessment Review

RECEIVED
MAR 10 2020
Town of Warwick
Town Clerk

Add to agenda

From: Manzi, Drew @ Saddle Brook <Drew.Manzi@cbre.com>
Sent: Monday, March 2, 2020 9:16 AM
To: Michael Sweeton <msweeton@townofwarwick.org>
Subject: RE: Town of Warwick Board of Assessment Review

Much appreciated. Thanks so much.

Drew Manzi | Vice President
CBRE | Valuation & Advisory Services
Park 80 West, Plaza Two | 250 Pehle Avenue | Suite 600
Saddle Brook, NJ 07663
T +1 201 712 5875 | F +1 201 712 5650
drew.manzi@cbre.com | www.cbre.com

From: Michael Sweeton <msweeton@townofwarwick.org>
Sent: Monday, March 2, 2020 9:13 AM
To: Manzi, Drew @ Saddle Brook <Drew.Manzi@cbre.com>
Subject: Re: Town of Warwick Board of Assessment Review

External

Thank you for your interest and willingness to serve. Deborah speaks highly of you so I will take your letter to the board.
Mike

Sent from my iPhone

On Mar 2, 2020, at 8:32 AM, Manzi, Drew @ Saddle Brook <Drew.Manzi@cbre.com> wrote:

Michael,

Good morning. My name is Drew Manzi. I am a Certified General Appraiser in the State of New York and New Jersey, as well as a Warwick resident for 13 years. I would like to be considered for appointment to the Town of Warwick Board of Assessment Review. I have over 15 years of experience and feel that I would be a good asset to the board. If you would like to speak with me further, I can be reached at the number below, or by cell phone at 201-394-8431.

I look forward to hearing from you.

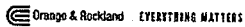
Thank you,

Drew Manzi | Vice President
CBRE | Valuation & Advisory Services
Park 80 West, Plaza Two | 250 Pehle Avenue | Suite 600
Saddle Brook, NJ 07663
T +1 201 712 5875 | F +1 201 712 5650
drew.manzi@cbre.com | www.cbre.com

X

Warwick Town Clerk

From: Grant, Michael M. (O & R) <grantmi@oru.com>
Sent: Wednesday, March 04, 2020 2:13 PM
To: Michael Sweeton
Cc: Warwick Town Clerk; McGovern, Thomas (Town of Warwick)
Subject: Warwick - Orange & Rockland Utilities Smart Meter Deployment Notification for April 2020
Attachments: AMI Installations - Town of Warwick Municipal Notification for April 2020.docx; SmartMeter 90 Day Postcard-OR-English.pdf; 04-OR SM FAQ Sheet.pdf; OR Smart Meter Contractor Information.docx



Smart Meters Are Coming!

Re: Orange & Rockland Utilities - Smart Meter Deployment Notification April 2020

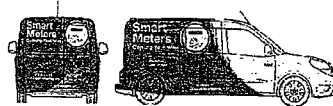
Supervisor Sweeton,

This email is to inform you that customers in or near the Town of Warwick and residing on the streets listed below, will have their new Smart Meters installed during the months of April 2020. This notification is part of the NYSPSC approved customer outreach and education plan for Orange & Rockland.

Customers receive several notifications prior to installation including: a postcard 90 days prior; a detailed letter 45 days prior; and a reminder telephone call 10 days prior to installation. For your convenience, I have attached the following documents should you receive any inquiries.

- O&R Smart Meter Contractor Identification Information
- Smart Meter FAQ Sheet
- Post Card sent to each customer.

O&R has engaged Aclara to perform the Smart Meter installations. All contractor employees carry a contractor badge and wear a bright yellow vest and helmet that reads Aclara. Additionally, the contractor's vehicles are wrapped in orange with O&R's logo, Aclara's logo and the slogan "*Smart Meters Coming Your Way*".



As the Smart Meter deployment progresses, additional notifications for other routes in your community will be provided on a monthly basis.

Smart Meter Installation Routes for: April 2020

AVONDALE RD
 BIRCH DR
 BRIER HL
 BURR AVE
 CALVIN DR
 CANE RD
 CEDAR RD
 CHESTNUT ST
 CHURCH ST
 CLIFF RD

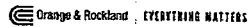
COLONY CT
CONOVER CT
CORBETT WAY
COURT ST
CRYSTAL CT
DIVISION ST
DOLANIS DR
DUBLIN DR
EAST-SHORE RD
EDGEMERE AVE
ELM ST
FERNWOOD DR
FIFTH RD
FILLMORE
FIRST RD
FOREST DR
FOREST KNLS
FOREST-GLEN DR
FOURTH RD
FREDERIC CT
FREDERICKS RD
GAIL-MARTIN DR
GLENDALE RD
GOLDEN AVE
GROVE AVE
HEATHER LN
HILLCREST DR
HUMPHREY RD
JERSEY AVE
LAKE DR
LAKELANDS AVE
LAKELANDS-AVE EXT
LAKEWOOD RD
LAUREL AVE
LAWRENCE RD
LINDEN AVE
LOCUST DR
MAIN DR
MAPLE ST
MARY RD
MCKINLEY RD
MEADOW AVE
MEAGANS WAY
MOUNTAIN-LAKES LN
MOUNTAINVIEW RD
MURRAY RD
MYRTLE AVE
NELSON RD
NOB-HILL RD
NORTHSIDE LN
OAK ST
OAKWOOD AVE
OLD-TUXEDO RD
OLGA WAY
ORCHARD ST
ORION AVE
PARKER AVE
PINE HILL DR

POLK AVE
POPLAR ST
RANDOM RD
ROUTE-17A
ROUTE-210
RUMSEY RD
SECOND TRL
SEVENTH RD
SHORE DR
SHORE RD
SIXTH RD
STARLIGHT LN
STELLAR DR
STERLING AVE
SULLIVAN DR
TEN-EYCK AVE
TIMBER-HILL RD
TROUT RD
URSA AVE
VAN-ORDEN LN
VILLAGE DR
VINE DR
VOGEL WAY
WAH-TA-WAH PARK
WALNUT ST
WARWICK RD
WATERSTONE RD
WILDWOOD DR
WILLOW LN
WINDERMERE AVE
WOODBINE AVE

If you if any questions or would like to learn more about the meter deployment process, please contact me at (845) 783-5480 or by e-mail grantmi@oru.com.

Thank you,

Michael



Smart Meters Are Coming!

Re: Orange & Rockland Utilities - Smart Meter Deployment Notification April 2020

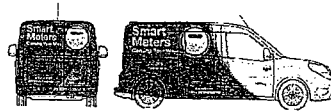
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CRYSTAL CT
DIVISION ST
DOLANIS DR
DUBLIN DR
EAST-SHORE RD

EDGEMERE AVE
ELM ST
FERNWOOD DR
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FOREST KNLS
FOREST-GLEN DR
FOURTH RD
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FREDERICKS RD
GAIL-MARTIN DR
GLENDALE RD
GOLDEN AVE
GROVE AVE
HEATHER LN
HILLCREST DR
HUMPHREY RD
JERSEY AVE
LAKE DR
LAKELANDS AVE
LAKELANDS-AVE EXT
LAKEWOOD RD
LAUREL AVE
LAWRENCE RD
LINDEN AVE
LOCUST DR
MAIN DR
MAPLE ST
MARY RD
MCKINLEY RD
MEADOW AVE
MEAGANS WAY
MOUNTAIN-LAKES LN
MOUNTAINVIEW RD
MURRAY RD
MYRTLE AVE
NELSON RD
NOB-HILL RD
NORTHSIDE LN
OAK ST
OAKWOOD AVE
OLD-TUXEDO RD
OLGA WAY
ORCHARD ST
ORION AVE
PARKER AVE
PINE HILL DR
POLK AVE
POPLAR ST
RANDOM RD
ROUTE-17A
ROUTE-210
RUMSEY RD
SECOND TRL
SEVENTH RD
SHORE DR

SHORE RD
SIXTH RD
STARLIGHT LN
STELLAR DR
STERLING AVE
SULLIVAN DR
TEN-EYCK AVE
TIMBER-HILL RD
TROUT RD
URSA AVE
VAN-ORDEN LN
VILLAGE DR
VINE DR
VOGEL WAY
WAH-TA-WAH PARK
WALNUT ST
WARWICK RD
WATERSTONE RD
WILDWOOD DR
WILLOW LN
WINDERMERE AVE
WOODBINE AVE

If you have any questions or would like to learn more about the meter deployment process, please contact me at (845) 783-5480 or by e-mail grantmi@oru.com.

Thank you,

Michael

Michael M. Grant

Manager - Regional & Community Affairs

Orange & Rockland Utilities, Inc.
500 Route 208
Monroe, NY 10950

Phone: 845-783-5480
Fax: 718-923-7170
E-mail: grantmi@oru.com

Smart Meters Are Coming!

Re: Orange & Rockland Utilities - Smart Meter Deployment Notification April 2020

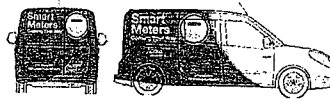
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DUBLIN DR
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EDGEMERE AVE
ELM ST

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FIFTH RD
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FOREST KNLS
FOREST-GLEN DR
FOURTH RD
FREDERIC CT
FREDERICKS RD
GAIL-MARTIN DR
GLENDALE RD
GOLDEN AVE
GROVE AVE
HEATHER LN
HILLCREST DR
HUMPHREY RD
JERSEY AVE
LAKE DR
LAKELANDS AVE
LAKELANDS-AVE EXT

LAKEWOOD RD
LAUREL AVE
LAWRENCE RD
LINDEN AVE
LOCUST DR
MAIN DR
MAPLE ST
MARY RD
MCKINLEY RD
MEADOW AVE
MEAGANS WAY
MOUNTAIN-LAKES LN
MOUNTAINVIEW RD
MURRAY RD
MYRTLE AVE
NELSON RD
NOB-HILL RD
NORTHSIDE LN
OAK ST
OAKWOOD AVE
OLD-TUXEDO RD

OLGA WAY
ORCHARD ST
ORION AVE
PARKER AVE
PINE HILL DR
POLK AVE
POPLAR ST
RANDOM RD
ROUTE-17A
ROUTE-210
RUMSEY RD
SECOND TRL
SEVENTH RD

SHORE DR
SHORE RD
SIXTH RD
STARLIGHT LN
STELLAR DR
STERLING AVE
SULLIVAN DR
TEN-EYCK AVE
TIMBER-HILL RD
TROUT RD
URSA AVE
VAN-ORDEN LN
VILLAGE DR


VINE DR
VOGEL WAY
WAH-TA-WAH PARK
WALNUT ST
WARWICK RD
WATERSTONE RD
WILDWOOD DR
WILLOW LN
WINDERMERE AVE
WOODBINE AVE

If you if any questions or would like to learn more about the meter deployment process, please contact me at (845) 783-5480 or by e-mail grantmi@oru.com.

Thank you,

Michael



 Orange & Rockland | EVERYTHING MATTERS

Smart Meters Are Coming.

Your neighborhood will get new,
state-of-the-art meters in a few months.

Smart Meters Are Coming!

Here's what you should know.

What's a smart meter?

It's a digital meter that communicates between your residence or business and Orange & Rockland through a secure wireless communication network.

What's the difference between my current meter and a smart meter?

They both do the same job: They collect information about how much energy you use. While we can only collect your usage information from your current meter once a month, a smart meter sends readings every day, using the same type of extremely low-frequency radio signals that allow you to use your smartphone, listen to the radio, or watch TV. Smart meters will also let us know right away when problems arise, so we can get to work on restoring power even faster.

How will a smart meter help me?

Your smart meter will let you keep track of how you are using energy and help you manage your bill.

Once your smart meter is installed, you'll have online access to detailed information about your daily energy use. You can use that information to make choices that can help you save energy and money.

- See your energy usage in 15-minute increments.
- Get high-bill alerts (and tips on how to avoid them).
- Get information about energy-saving products and services.

Smart meters will allow us to read your meter remotely. That means no more waiting for a meter reader, and no more estimated bills. We will also be able to activate service remotely.

If you use solar energy, a smart meter will help us integrate these renewable resources more efficiently.

When will I get my new meter?

Installation will begin in Rockland County during the summer of 2017. O&R plans to install smart meters throughout its entire service territory by 2020. O&R will notify you with a postcard and a letter before installation starts in your area. If you need to be home for us to access your meter, we'll let you know how to set up an appointment. Installation takes only about 15 minutes.

Will my power be interrupted while you install my new meter?

Yes, there will be a brief pause in your electric service (a couple of minutes at most). For many commercial customers, we may be able to avoid a service interruption. We will leave you a reminder to reset your clocks and other appliances, and we apologize for this inconvenience.

Will I need to do anything to start my meter?

Nope, we'll handle everything for you. But we'll be providing you with instructions on how to access and make the best use of information from your smart meter.

How are you protecting my privacy?

We take cyber security seriously, so all information is transmitted through an encrypted network. No personal information is captured or transmitted by the smart meter, and all your energy usage information is kept confidential by O&R and our vendors.

Do I still need to call O&R to report an outage?

Yes. Smart meters will alert us about most outages in your neighborhood. But we suggest you continue to tell us about any problems you are having so that we can address them as quickly as possible.

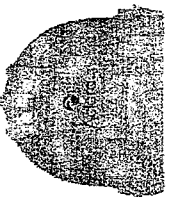
What if I don't want a smart meter?

For information about how to opt out, please call us at 1-877-434-4100.

How can I get more information?

Visit oru.com/smartmeters or call us at 1-877-434-4100.

Front

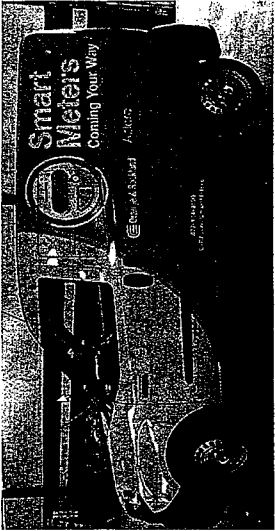


 **Orange & Rockland**
CONTRACTOR

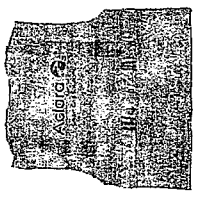
Front



Back



Back



RECEIVED

MAR 04 2020

Town of Warwick
Town Clerk

16250, Rt. 94 X
Warwick, Rly
10990
March 1 2020

Warwick Town Board
% Mr. Michael Sweton
Kings Highway
Warwick N.Y.
Gentlemen,

I am requesting a meeting
at the Town Board in order to
start permission to get access to
remaining water and sewer at the
Town of Warwick sewage treatment
plant at Price Chopped Mall.

Please let me know of any
application or maps I may
need

Thanking you in advance,

Sincerely
Marie Penning

P.S. Please cc. Eileen Astorino, Town
Clerk
tel # 845-354-8970

X

Warwick Town Clerk

From: Grant, Michael M. (O & R) <grantmi@oru.com>
Sent: Monday, March 02, 2020 4:23 PM
To: Michael Sweeton
Cc: Warwick Town Clerk; Feagles, Jeffrey J. (Town of Warwick)
Subject: Municipal Notification - Town of Warwick - Transmission System Vegetation Management Line 98 & 99
Attachments: Transmission Right of Way FAQ.DOCX; Tree Trimming Door Hanger Rev 7.pdf; Municipal Notification - Town of Warwick - Transmission System Vegetation Management Line 98 & 99 Mar 2 2020.doc; L98 & 99 - Warwick.jpg

Re: Transmission System Vegetation Management Lines 98 & 99

Supervisor Sweeton,

Soon, Orange & Rockland Utilities will be conducting vegetation management work in your community and I want to keep you informed of our planned activities. Attached is a letter detailing the transmission system vegetation management to be conducted in the **Town of Warwick**.

Prior to commencing work, O&R welcomes the opportunity to meet with you to discuss the scope of the work, our customer notification process and any other related concerns you might have. If you would like to schedule a meeting, please don't hesitate to contact me at (845) 783-5480 with a date and time convenient for you to meet with me and our Vegetation Management staff.

Thank you.

Michael

Michael M. Grant
Manager - Regional & Community Affairs

Orange & Rockland Utilities, Inc.
500 Route 208
Monroe, NY 10950

Phone: 845-783-5480
Fax: 718-923-7170
E-mail: grantmi@oru.com

RECEIVED
MAR 03 2020
Town of Warwick
Town Clerk



Orange and Rockland Utilities, Inc.
One Blue Hill Plaza
Pearl River NY 10965
www.oru.com

March 2, 2020

Hon. Michael Sweeton, Supervisor
Town of Warwick
132 Kings Highway
Warwick, NY 10990

Dear Supervisor Sweeton:

At Orange and Rockland Utilities, Inc. (O&R) we are working hard to maintain our electric transmission lines.

Soon, we will be conducting vegetation management work in the **Town of Warwick** and I want to keep you informed of our planned activities.

During this maintenance cycle, ORU will be adhering to the ORU Transmission Vegetation Management Plan and the New York Public Service Commission Order 04-E-0155 maintenance requirements. O&R developed and implemented its vegetation management program to comply with the NYSPSC order that requires electric utilities to remove any incompatible species from within their transmission rights-of-way. Incompatible is defined as any trees or vegetation located within the rights-of-way that could grow up into the transmission lines or any trees on the rights-of-way that have the potential to fall and contact the transmission lines. Any trees located off of the rights-of-way whose branches are growing into the rights-of-way must be trimmed back to the edge of the rights-of-way. Please find attached the PDF files of our Vegetation Management door hanger and Frequently Asked Questions brochure that are provided to our customers. Residents directly affected by this work will be contacted to be apprised of the maintenance program.

In certain locations along our rights-of-way, this work may be more thorough than our past practices. To facilitate communication between O&R and our customers, O&R's contractor personnel will be meeting with residents along the rights-of-way to explain the full scope of the project prior to commencing work.

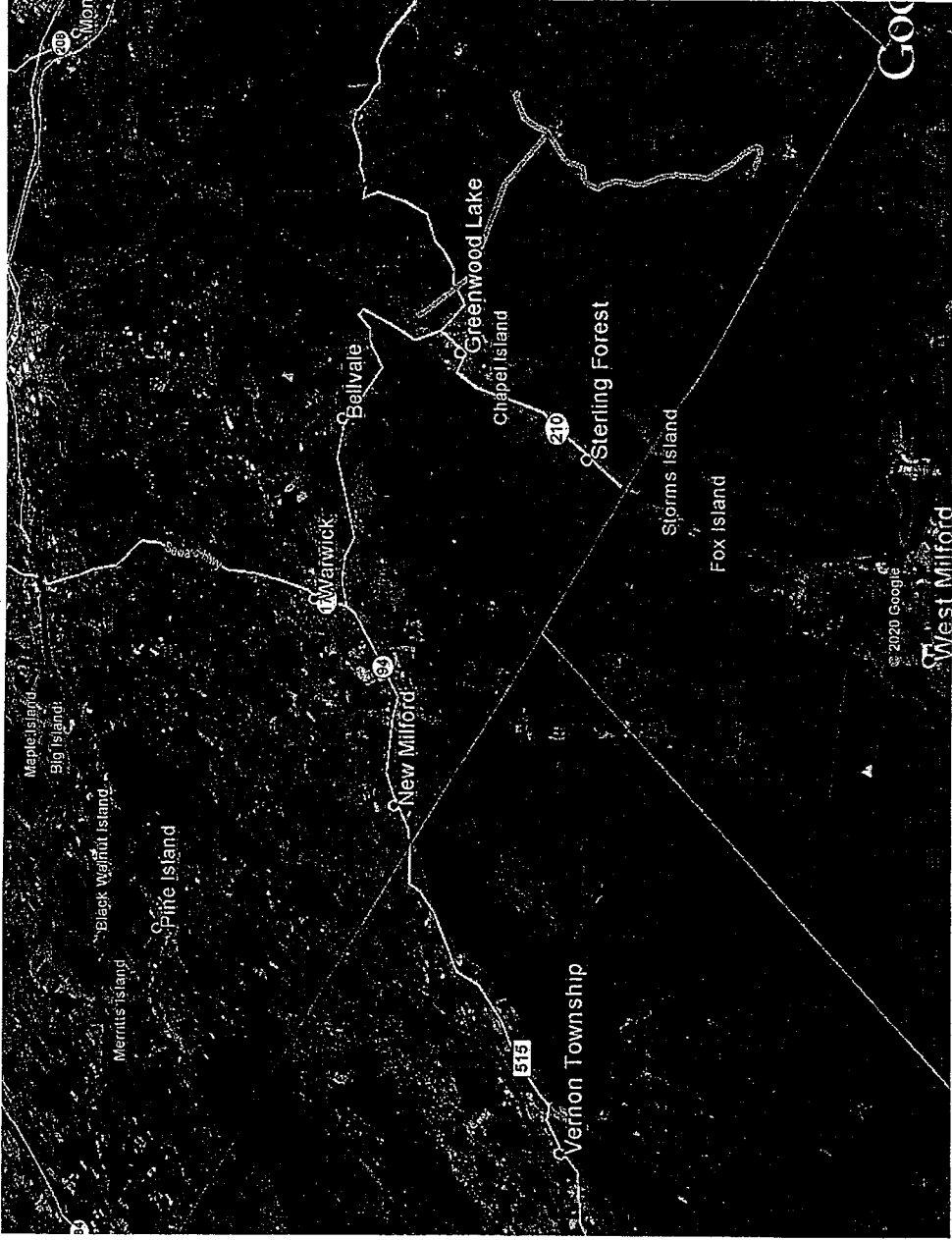
We want you to know our current schedule for transmission line tree maintenance. Beginning on or about **April 1, 2020**, and continuing for approximately four (4) weeks, JAFLO< Inc., under O&R's supervision, will perform tree trimming and removal work along the following streets – **Greenwood Avenue, Mountain Avenue, Old Tuxedo Road, Route 17A, West Sterling Lake Road, and Long Meadow Road.**

We will, of course, notify you immediately if this schedule changes or if further distribution line clearance work is necessary. If you have any questions, or if I can be of assistance, please call me at 845-344-8882.

Sincerely,

Michael M. Grant
Manager – Regional and Community Affairs

cc: Eileen Astorino, Town Clerk
Ben Astorino, Commissioner of Public Works



Transmission Right-of-Way Management

Frequently Asked Questions – Municipal Officials

Why are you cutting down trees and removing vegetation in the Right-of-Way (ROW)?

Tree contact with power lines is the single leading cause of power outages on our system. Tree contact with a transmission line may impact literally thousands of electric customers. That's why we do everything we can to strike a healthy balance between our appreciation for trees and our obligation to provide safe, reliable electric service.

How often does O&R conduct its vegetation management work?

One complete ROW maintenance cycle takes about four years to complete. Therefore, roughly every four years, you'll see our contractor trimming and removing trees along the rights of way.

Has the program changed from past practices?

Since the blackout of 2003, which was caused by several trees that had grown close enough to a transmission line to cause a flashover and the initial line outage, state and federal regulatory agencies have developed stricter requirements for the management of vegetation on right-of-way land below and alongside high voltage transmission lines.

To comply with new regulations, O&R has developed a comprehensive vegetation management program that meets those requirements, and, at the same time, strikes a "neighbor-friendly" balance between aesthetics and service reliability.

O&R does not "clear cut" the ROW and in fact encourages compatible species to thrive there.

Do any regulatory agencies monitor O&R's vegetation management program?

Yes. As outlined in PSC Case 04-E-0822, issued in June 2005, O&R was required to submit a transmission ROW vegetation management plan to the New York State Public Service Commission. This plan was approved in 2007 and has been successfully implemented over the past three years. The Federal Energy Regulatory Commission (FERC) also oversees that utilities throughout the country maintain reliability through effective vegetation management practices. FERC has designated the North American Electric Reliability Corporation (NERC) as the Electric Reliability Organization responsible for enforcing the Transmission Vegetation Management Program Standard, FAC-003-1. Serious violations of this standard can result in sanctions up to \$1,000,000 per day for each requirement violated. Instances where utilities have been sanctioned for various violations of this standard can be found on the NERC website (www.nerc.com).

What are the regulatory requirements for ROW vegetation management?

O&R files a Transmission Vegetation Management Plan (TVMP) with each of its regulatory agencies in accordance with their specific requirements.

New York Regulatory Requirements

New York State Public Service Commission Order 04-E-0822 directs all New York transmission operators to remove all undesirable (non-compatible) vegetation species rooted within the transmission rights-of-way (ROW) to ground-level, including non-compatible vegetation buffers. Undesirable species are those species whose mature heights will encroach into the wire security zone.

New Jersey Regulatory Requirements

New Jersey Board of Public Utilities N.J.A.C. 14:5-9 - Vegetation management standard directs New Jersey utilities under 14:5-9.6 that a public utility shall not allow any vegetation that grows taller than 15 feet at maturity to grow anywhere within a transmission line right-of-way, and that the electric public utility shall not allow woody plants that naturally mature above three feet tall to grow in the wire zone (the area of the ROW floor directly under the transmission conductors).

Private property owners and municipal agencies should be aware of these requirements when planning any plantings near transmission ROWs.

Does O&R notify residents before starting vegetation management work?

Yes. O&R contractors hand out notification materials to residents living adjacent to or near transmission right-of-way up to two weeks before work begins. In 2010, revised notification cards are being designed to include a more specific work scope and additional background information. Depending upon where you live, O&R will also notify the applicable contacts in your municipality (e.g., Supervisor, Mayor, Administrator, Department of Public Works, Highway Department, etc.). An O&R contact phone number and company website information are included on each notification card

What is a right-of-way (ROW)?

A right-of-way is defined as a legal right of passage over another person's ground or the land used or owned by a public utility. The ROW agreements are attached to and recorded with the deed. The ROW spells out O&R's rights and in most instances permits the removal of any and all trees, shrubs, bushes or other impediments.

If requested, O&R will provide property owners with a copy of the legally valid right of way agreement.

Does O&R survey the property to determine the limits of the ROW/Easement before trimming or removing trees?

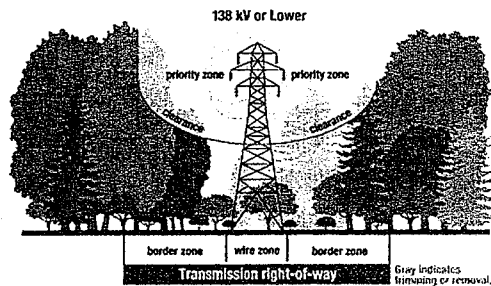
No. However, O&R or its contractor will delineate the border of the ROW by placing ribbons along the edge by measuring the distance from the structures in conformance to the ROW document.

How much of the ROW easement will be cleared under the O&R Transmission Vegetation Management Plan (TVMP)?

While rights of way may vary in width and topography, O&R's TVMP seeks to remove undesirable species from the entire length and width of the ROW.

What flexibility, if any, does O&R have? What is the O&R modified plan?

For transmission rights-of-way that traverse residential areas, O&R's plan provides the flexibility to permit trees to remain in the rights-of-way as long as they do not interfere, or have the growth potential to interfere, with the safe operation of the electric transmission system in the future; as shown below.



O&R will remove only those tall-growing species that are directly underneath the transmission lines (rooted in the wire zone) or have grown within close proximity to the wires (encroach into the priority zone).

All other healthy tall-growing species in the border zones of the right-of-way will be removed only if property owners have agreed to have them removed. Otherwise, the vegetation will be left alone or trimmed back to a specified clearance to eliminate the possibility of contact with the transmission lines.

Why does O&R remove small trees that may never grow tall enough to make contact with or fall in close proximity to transmission lines?

O&R removes undesirable vegetation from the ROW regardless of height. Undesirable vegetation is defined as woody plants with one or more trunks which can grow or fall within an unsafe distance of a transmission line. Certain tree species on our ROWs can grow up to ten feet per year and have the potential to negatively impact the transmission lines in a very short time. Trees do not have to make physical contact with a transmission line to cause a spark-over, so any tree that could grow to reach an unsafe distance from the lines is removed. The goal is not to remove every tree on the ROW regardless of species. In many areas of Westchester County, however, only undesirable vegetation may exist on the ROW and, when it is all removed, the result is an area barren of the large hardwood trees that were once there. There are specific areas of the overhead transmission system where compatible trees do exist and O&R's goal of achieving a meadow-like landscape consisting of low growing trees, shrubs and grasses is achieved. Trees may appear to be very far from the lines from one perspective, but in actuality, may not be as far away from the lines as you think. Tree clearances must be viewed from at least two or three different positions on the ROW before confirming that no hazard exists for the transmission line. O&R transmission line maintenance staff also measures tree clearance and fall-over risks with sophisticated laser surveying devices.

Does O&R apply herbicides to the ROW?

Yes. O&R applies a low volume foliar herbicide on select vegetation on the ROW and also applies a small herbicide treatment to tree stumps soon after cutting. Only chemicals approved by the United States Environmental Protection Agency (USEPA) and New York State Department of Environmental Conservation (NYSDEC) are used and applied by properly certified pesticide applicators. Herbicide application is an effective means for controlling undesirable vegetation and is recognized as a critical component of O&R's Integrated Vegetation Management strategy. This strategy is used by many utilities throughout the United States.

Now that the trees have been cut down, will there be soil erosion and flooding non adjacent properties?

Removing trees from the ROW alone does not cause flooding or soil erosion. Water flow, or run-off, is based largely on existing site topography and soil permeability. O&R's ROW vegetation management practices do not alter either of these conditions. O&R does recognize that root systems absorb water trapped within the soil to allow photosynthesis to occur. However, tree roots mainly absorb water trapped within the soil, not on the surface, and do not absorb greater quantities of water during rain events. Excess water received during rain events will continue to be trapped in the soil and filtered to groundwater at the soil rate. Once the soil is saturated, runoff will be determined by site topography.

Regarding soil erosion, any soil exposed during tree clearing activities is managed in accordance with the NY State Standards and Specifications for Erosion and Sediment Control. Common erosion control techniques include proper installation of various sediment barriers and re-seeding. All sediment controls are installed prior to land disturbance, routinely inspected throughout the duration of the clearing activities, and left in place until permanent vegetation has re-established on-site. In order to facilitate the re-establishment of vegetation all bare soil areas are re-seed utilizing a native seed mix and covered with mulch.

Will O&R be planting new trees in their ROW to replace the ones that were removed?

O&R has been working with individual homeowners on a case-by-case basis to replant compatible vegetation on their private property in exchange for permission to remove private trees that have the potential to threaten the transmission lines. O&R does not replant trees on the ROW since native shrubs and woody plants typically grow very aggressively during the summer months and would consume the new vegetation. Constant maintenance would be required for these new plantings as they adjust to the new soil conditions and, since O&R maintains over 600 miles of ROW, this would not be practical. O&R will spread native seed mixes, where needed, to promote stable, low-growing, transmission line compatible plant communities that are beneficial to wildlife and ecology.

Why do you use a tree contractor to trim the trees in your service territory?

We hire tree contractors because they have superior knowledge and experience in directional pruning methods. Our contractors use the latest technology and have the know-how when it comes to implementing the healthiest way to achieve line clearance.

Who's responsible for removal of tree debris during ROW maintenance?

Our contractor will remove only the debris that results from their tree trimming. They also chip the debris and, on occasion, may cut larger limbs and trunks into manageable sizes and leave them behind as firewood if the property owner wishes. However, they will not remove tree stumps.

Who's responsible for damage resulting from the ROW management practices?

We are obligated to repair damage to the ROW and inadvertent damage outside the ROW. O&R or its contractor will implement complete the repairs within xxx business days, weather permitting, or by agreement with the property owner.

Lewis Tree Service contact information:

O&R contact information:

Comments:

Important Notification

Tree Removal Along Transmission Rights-of-Way

Date:

Dear Customer:

The largest blackout in North American history occurred in August 2003. It affected nearly 50 million people in eight states in the eastern United States and Canada. Outage-related financial losses were estimated at \$6 billion. The cause was a tree limb that came in contact with a transmission line.

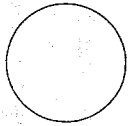
Since then, state and federal regulatory agencies have developed stricter requirements for the management of vegetation on right-of-way land below and alongside high voltage transmission lines. The illustrations inside compare typical vegetation management practices before the Blackout of 2003 and the more comprehensive current ones along transmission rights-of-way.

Because the mandated guidelines are more comprehensive and extensive than what O&R had previously employed, we are notifying you of tree work or vegetation removal that must be done on your property. Additionally, because we want you to fully understand the scope of work that's required, our arborist will be available to meet with you at your request to discuss this matter in greater detail.

We would appreciate your completing the back of this form as acknowledgment that you're aware of the new tree maintenance guidelines. Please sign and hang this portion on your doorknob within 24 hours of this notice.

 Orange & Rockland
www.oru.com

 Orange & Rockland
www.oru.com



Address where right-of-way maintenance is required:

Right-of-way maintenance requirements:

- Removal of non-compatible vegetation in the right-of-way border zone.
- Removal of non-compatible vegetation in the right-of-way wire zone.
- Trimming of trees along the edge of the right-of-way.

Please check one and sign:

- I have reviewed this information:

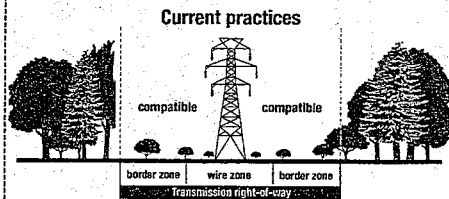
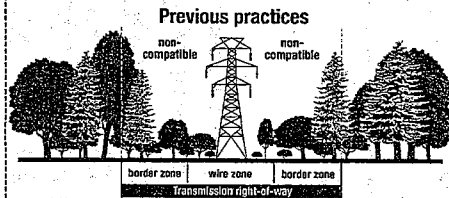
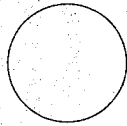
Name: _____
 Signature: _____
 Date: _____

- I have reviewed this information and would like to be contacted before any tree work is started:

Name: _____
 Signature: _____
 Date: _____
 Daytime Phone: _____
 Evening Phone: _____
 Cell Phone: _____
 Comments: _____

- I do not own the property. The owner is:

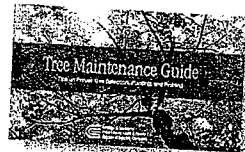
Name: _____
 Address: _____
 Phone: _____



Why have O&R's tree trimming practices changed?

O&R developed and implemented its vegetation management program to comply with state regulations which require that electric utilities remove any incompatible species within transmission rights-of-way. Incompatible is defined as any trees or vegetation located within the rights-of-way that could grow into the transmission lines or any trees on the rights-of-way that have the potential to fall and contact the transmission lines. In many cases, trees located off the right-of-way but whose branches are growing into the right-of-way will be trimmed back to the edge of the right-of-way.

For more information on compatible and incompatible tree species and tips on proper tree selection, planting and pruning, please refer to O&R's Tree Maintenance Guide which can also be accessed online at www.oru.com/treeguide.



Please detach this side of the form and retain for future reference.

Important:

Please complete the form above and sign.
 Detach and hang this portion on your doorknob
 within 24 hours of this notice.

X

Warwick Town Clerk

From: Warwick Town Comptroller
Sent: Monday, March 02, 2020 4:31 PM
To: Michael Sweeton
Cc: Warwick Town Clerk
Subject: NYGFOA Conference- 4/1/2020-4/3/2020

Mike and Town Board Members,
Please accept this email as a request for approval for my attendance to the 41st New York Government Finance Officers' Association Conference in Albany, NY from April 1st, 2020- April 3rd, 2020. This is always a very educational conference to go to where I've learned of updates and new regulations to topics applicable to my day to day occupation.

Thanks,
Ana Kanz
Comptroller
Town of Warwick
(845) 986-1120 x3



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MAR 03 2020

Town of Warwick
Town Clerk

I am at a conference in NYC so it will have to wait until Wednesday. Sorry

MAR 02 2020
Town of Warwick
Town Clerk

Ok,let me know on wed.

Friday 3:38 PM

Mike, Jean wants to go to Hudson Valley Regional Dementia Conference I Tarrytown,N.Y. ..Cost ~\$75.00 She feels that this conference will help her with intake evaluation, my opinion..Date May14th.

Friday 4:04 PM

Ok

Thanks

X

Warwick Town Clerk

From: dec.sm.Floodplain <Floodplain@dec.ny.gov>
Sent: Monday, March 02, 2020 10:09 AM
To: dec.sm.Floodplain
Subject: Free Advanced Floodplain Management Training
Attachments: L0282CourseAnnouncement.pdf

MAR 02 2020

Town of Warwick
Town Clerk

NYSDEC and FEMA are partnering to sponsor a free training opportunity for county or municipal officials responsible for administering their local floodplain management programs. Advanced Floodplain Management Concepts II will be offered at the State Preparedness Training Center (5900 Airport Road, Oriskany, NY) March 30th – April 2nd, 2020. Each day will be a full day of instruction from 8 a.m. to 5 p.m., with a break for lunch. Lunch will be provided to all attendees, and lodging will be provided to any attendees travelling more than 50 miles.

Course Description: Advanced Floodplain Management Concepts II

This advanced floodplain management course is a dynamic and interactive instruction that covers the following four topics in detail:

- Placement of Manufactured Homes and Recreational Vehicles in the Floodplain (1 day).
- National Flood Insurance Program Flood Insurance Principles for the Floodplain Manager (1 day).
- Higher Standards in Floodplain Management (1 day).
- Hydrology and Hydraulics for the Floodplain Manager (1 day).

Each topic is designed to be discussed and reviewed in greater detail than the basic course. Developed and real-life scenarios will be examined and activities will be conducted in each section to make sure participants not only understand the rules and regulations but also why they are in place and how to apply them in the particular topic areas. This course is activity-rich and participants can expect to be engaged throughout the course.

Credits:

- CEUs: 2.4
- CECs: 12
- Codes Credits Pending

Prerequisites:

- Required: [IS-1101.B: Basic Agent Tutorial](#)
- Recommended: [IS1102 Theory of Elevation Rating](#)
- Must be a Certified Floodplain Manager or be a floodplain administrator with at least 2 years in floodplain management experience.

Registration is limited. To register, visit http://www.dhSES.ny.gov/training/snap/sptc_registration-2020.htm. On the first page, click the dropdown box and scroll to the bottom to select "COURSE NOT LISTED – For additional courses go to Next Page" and click Next. On the second page select "Advanced Floodplain Management Topics II" and proceed with the rest of the registration.

Completing registration does not ensure enrollment – due to limited class size and required experience, all applications will be reviewed, and enrollees will be notified when their application is approved or denied.

If you have any questions, please email floodplain@dec.ny.gov.

Thanks,

Floodplain Management

Bureau of Flood Protection and Dam Safety
Division of Water

New York State Department of Environmental Conservation
625 Broadway, Albany, NY 12233-3504
P: 518-402-8185 | F: 518-402-9029 | floodplain@dec.ny.gov
www.dec.ny.gov |  |  | 





ADVANCED FLOODPLAIN MANAGEMENT CONCEPTS II MARCH 30 – APRIL 2, 2020

NYS Preparedness Center, Oriskany, NY

This free advanced floodplain management training is being offered in partnership with NYS Department of Environmental Conservation, NYS Division of Homeland Security & Emergency Services, and the Federal Emergency Management Agency. This course, designed for experienced floodplain management professionals, will cover the following topics:

- National Flood Insurance Principals
- Hydrology and Hydraulics for the Floodplain Manager
- Manufactured Homes and RVs in the Floodplain
- Higher Standards in Floodplain Management

Prerequisites: Must be a Certified Floodplain Manager or be a floodplain administrator with at least 2 years of full-time floodplain management experience.

To register: visit http://www.dhSES.ny.gov/training/snap/sptc_registration-2020.htm

**FREE TRAINING FOR
FLOODPLAIN
ADMINISTRATORS**

**RESTRICTED
ENROLLMENT**

ONLINE REGISTRATION

**LUNCH WILL BE
PROVIDED & LODGING
WILL BE PROVIDED TO
ATTENDEES TRAVELLING
MORE THAN 50 MILES**

**CONTINUING EDUCATION
CREDITS WILL BE
AVAILABLE FOR CFMS,
CODE CREDITS PENDING**

NYS PREPAREDNESS CENTER

5900 Airport Road,
Oriskany, NY 13424

**Questions or For More
Information:**

floodplain@dec.ny.gov

Warwick Historical Society

INVITES YOU TO

Save the Date

COMMUNITY-WIDE VOW RENEWAL CEREMONY

Some Things are Worth Saying Twice

SATURDAY, MAY 16, 2020

OLD SCHOOL BAPTIST MEETING HOUSE

2PM CEREMONY
RECEPTION TO FOLLOW

\$30 PER PERSON

\$60 PER COUPLE

Reservations & More Information

845.986.3236 | www.WHSNY.ORG

X

RECEIVED

FEB 27 2020

Town of Warwick
Town Clerk

to sign and execute the
to sending us contract

@orangecountygov.com>
om>

townofnewburgh.org>
s.net>

Agreement. Once

n and disability are
a certificate holder and an
ed authorizing the



RECEIVED

MAR 02 2020

Town of Warwick
Warwick

March 2, 2020

Town of Warwick
132 Kings Highway
Warwick, NY 10990

RE: The Historical Society of the Town of Warwick

I am writing to request that a link to the Warwick Historical Society be added to the Town of Warwick website.

The Warwick Historical Society is a 501C3 non-profit, in existence since 1906 with a mission, to preserve and celebrate the history of the Town of Warwick and its people and to educate the public regarding things of historical relevance. We are proud to be a resource of information and living history education for the entire Town, residents and visitors alike.

I would be happy to provide any material or information you might want about the Historical Society as necessary. Please feel free to contact me at 845-986-3236 ext. 106.

Thank you for linking the Historical Society to the Town of Warwick's website, www.WHSNY.org; we look forward to sharing our important information and shared history with all.

Sincerely,

Nora Gurvich
Executive Director



CC: TBD ✓
Clerk ✓
X

FEB 11 2020
Town of Warwick
Town Clerk

RECEIVED

FEB 11 2020
Town of Warwick
Town Clerk

February 11, 2020

Warwick Town Board
132 Kings Highway
Warwick, NY 10990

Dear Members of the Warwick Town Board,

CLC Foundation Inc. dba Winslow Therapeutic Riding Center is requesting your support for the FY-2021 CDBG application of \$25,000.

The grant would allow for the continuation of the Therapeutic Riding Program for adults with severe disabilities. The adult day program promotes development of employable skills. We offer participants training and support that they require to succeed. The program has provided a much needed benefit to the community.

Thank you very much for your consideration.

Sincerely,

Susan Ferro
Executive Director
Winslow Therapeutic Riding Center




X

Warwick Town Clerk

From: Mackey, Carrie (DEC) <Carrie.Mackey@dec.ny.gov>
Sent: Thursday, February 27, 2020 10:38 AM
To: DKARKOTSKY@CMELLP.COM
Cc: dec.sm.DEP.R3; Pacella, Christina (DEC); Fraatz, Michael R (DEC); Masi, Lisa M (DEC); Maraglio, Matthew (DOS); lzappala@thetownofchester.org; townclerk@cornwallny.gov; vogclerk@frontiernet.net; townclerk@townofwalkill.com; Warwick Town Clerk; villofwoodbury@gmail.com
Subject: CH# 8671 PJ - ORANGE COUNTY PEDESTRIAN SAFETY IMPROVEMENTS - MULTIPLE TOWNS - ORANGE COUNTY
Attachments: CH# 8671 PJ - ORANGE COUNTY PEDESTRIAN SAFETY IMPROVEMENTS - MULTIPLE TOWNS - ORANGE COUNTY.pdf

CH# 8671 PJ - ORANGE COUNTY PEDESTRIAN SAFETY IMPROVEMENTS - MULTIPLE TOWNS - ORANGE COUNTY

Carrie Mackey
Program Aide, Division of Environmental Permits

New York State Department of Environmental Conservation
21 South Pult Corners Road, New Paltz, NY 12561
P: (845) 256-3040 | F: (845) 256-4659 | carrie.mackey@dec.ny.gov
www.dec.ny.gov |  |  | 

RECEIVED
FEB 27 2020
Town of Warwick
Town Clerk



NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION

Division of Environmental Permits, Region 3
21 South Platt Corners Road, New Paltz, NY 12561-1620
P: (845) 256-3054 | F: (845) 255-4659
www.dec.ny.gov



Department of
Environmental
Conservation

February 26, 2020

Dan Karkotsky, P.E.
Creighton Manning Engineering, LLP
2 Winners Circle
Albany, NY 12205

RECEIVED

FEB 27 2020

Town of Warwick
Town Clerk

RE: Orange County Pedestrian Safety Improvements
Multiple Municipalities, Orange County
CH# 8671
Permit Jurisdiction Screening

Dear Mr. Karkotsky:

The New York State Department of Environmental Conservation (DEC or Department) has reviewed your inquiry received by this office on February 18, 2020. The project involves the reconstruction of existing curb ramps, striping modifications, and pedestrian signal installations at ten crossings within signalized locations. The project is comprised of six locations, identified as the following:

- Loc-01, at the intersection of West Street and County Road 1, Town of Warwick;
- Loc-02, located at two crosswalks along Kings Highway, Town of Chester;
- Loc-03, located along Dunderberg Road, Village of Woodbury;
- Loc-04, located along Scotchtown Road, Village of Goshen;
- Loc-05, at the following Main Street intersections in the Town of Cornwall:
 - Hudson Street;
 - Tamara Lane;
 - Willow Avenue; and
 - Bridge Street.
- Loc-06, at the following East Main Street intersections in the Town of Walkkill:
 - Carpenter Avenue; and
 - Schutt Road.

Based upon our review of your inquiry and submitted materials, the Department offers the following comments:



PROTECTION OF WATERS

The following stream is located within or near the site identified as Loc-5

<u>Name</u>	<u>Class</u>	<u>DEC Water Index Number</u>	<u>Status</u>
Tributary of Hudson River	C(TS)	H-88	Protected

A Protection of Waters permit is required to physically disturb the bed or banks (up to 50 feet from stream) of any streams identified above as "protected." A time restriction may be required for protection of cold-water trout fisheries (waters classified under Article 15 of the Environmental Conservation Law (ECL) with a "T" or "TS" designation), beginning October 1 and ending April 30.

If a permit is not required, please note, however, you are still responsible for ensuring that work shall not pollute any stream or waterbody. Care shall be taken to stabilize any disturbed areas promptly after construction, and all necessary precautions shall be taken to prevent contamination of the stream or waterbody by silt, sediment, fuels, solvents, lubricants, or any other pollutant associated with the project.

FRESHWATER WETLANDS

The project areas are not within New York State protected Freshwater Wetlands.

WATER QUALITY CERTIFICATION

The project areas do not appear to contain federally regulated wetland areas. If the United States Army Corps of Engineers (ACOE) requires a permit for work completed in or impacting a federal wetland or waters of the U.S., you will need a Section 401 Water Quality Certification from the Department. Please contact the ACOE at (917) 790-8411 for a determination.

STATE-LISTED SPECIES

The DEC has reviewed the State's Natural Heritage records. We have determined that the following project areas are located within or near records of state-listed species:

Loc-01, Loc-04:

<u>Name</u>	<u>Status</u>
Indiana bat (<i>Myotis sodalis</i>)	Endangered

To avoid adverse impacts to Indiana bats and the need for an Incidental Take permit pursuant to 6 NYCRR Part 182, all tree removal must take place from October 1 through March 31st at these project locations.

Loc-02:

<u>Name</u>	<u>Status</u>
Bog turtle (<i>Glyptemys muhlenbergii</i>)	Endangered

This project location is within the screening distance of a known bog turtle record. Impacts to the species and potential suitable habitat should be assessed following the attached Bog Turtle Conservation Zones guidance document. Additional information may be needed to determine if suitable habitat for this species will be

February 26, 2020

impacted by the proposed project. If project related impacts cannot be fully avoided or minimized, an Incidental Taking permit pursuant to Article 11, Title 5, Endangered and Threatened Species may be required.

Loc-03, Loc-05:

<u>Name</u>	<u>Status</u>
Northern long-eared bat (<i>Myotis septentrionalis</i>)	Threatened

To avoid adverse impacts to northern long-eared bats and the need for an Incidental Take permit pursuant to 6 NYCRR Part 182, all tree removal must take place from November 1 through March 31st at these project locations.

Please note that a project sponsor may not commence site preparation, including tree clearing, until the provisions of the State Environmental Quality Review Act (SEQR) are complied with and all necessary permits are issued for the proposed project. If the project sponsor cannot complete tree clearing within the aforementioned time of year restrictions, then the Department will require further review on the impacts to these species. Additional project modifications may be needed to avoid or adequately mitigate any potential impacts identified.

For technical questions regarding these species and their associated avoidance and mitigation measures, please contact the NYSDEC Bureau of Wildlife at (845) 256-3098.

The absence of data does not necessarily mean that other rare or state-listed species, natural communities, or other significant habitats do not exist on or adjacent to the proposed site. Rather, our files currently do not contain information which indicates their presence. For most sites, comprehensive field surveys have not been conducted. We cannot provide a definitive statement on the presence or absence of all rare or state-listed species or significant natural communities. Depending on the nature of the project and the conditions at the project site, further information from on-site surveys or other sources may be required to fully assess impacts on biological resources.

STATE POLLUTION DISCHARGE ELIMINATION SYSTEM (SPDES)

If the overall project will disturb one or more acres of land, the project sponsor must obtain coverage under the current SPDES General Permit for Stormwater Discharge from Construction Activity (GP-0-20-001) and develop a Stormwater Pollution Prevention Plan (SWPPP) that conforms to requirements of the General Permit.

As the project areas are within Municipal Separate Storm Sewer Systems (MS4) communities, the municipalities are responsible for review and acceptance of the SWPPP, and the MS-4 Acceptance Form must be submitted to the Department. For information on stormwater and the general permits, see the DEC website at <http://www.dec.ny.gov/chemical/8468.html>.

February 26, 2020

CULTURAL RESOURCES

We have reviewed the statewide inventory of archaeological resources maintained by the New York State Museum and the New York State Office of Parks, Recreation, and Historic Preservation. These records indicate that the following project sites are located within areas considered to be sensitive with regard to archaeological resources:

- Loc-01;
- Loc-02;
- Loc-03; and
- Loc-06.

In addition, Loc-05 is located within close proximity to the Sands-Ring House and the A.J. Clark Store, both listed in the National Register of Historic Places.

The project sponsor should submit project materials to the New York State Historic Preservation Office's online Cultural Resource Information System (CRIS) to initiate the review process. Information on submitting to the system and access to it are available at <http://www.nysparks.com/shpo/>.

COASTAL MANAGEMENT ZONE

The project area identified as Loc-05 is located within the Coastal Management Zone. If the Department has individual permit approvals for this project, the Department would review it in accordance with Coastal Management Program requirements. For additional information about the Coastal Management Zone, please contact the NYS Department of State (DOS), (518) 474-6000.

OTHER

Other permits from this Department or other agencies may be required for projects conducted on this property now or in the future. Also, regulations applicable to the location subject to this determination occasionally are revised and the project sponsor should, therefore, verify the need for permits if your project is delayed or postponed. This determination regarding the need for permits will remain effective for a maximum of one year. More information about DEC permits may be found on our website, www.dec.ny.gov, under "Regulatory" then "Permits and Licenses." Application forms may be downloaded at <http://www.dec.ny.gov/permits/6081.html>.

Please contact this office if you have questions regarding the above information. Thank you.

Sincerely,


Christina Pacella
Division of Environmental Permits
Region 3, Telephone No. (845) 256-2250

Enc: Bog Turtle Conservation Zones
Guidelines for Bog Turtle Surveys
Indiana Bat Project Review Fact Sheet
Protection of Northern Long-eared Bats

RE: Orange County Pedestrian Safety Improvements
Multiple Municipalities, Orange County
CH# 8671
Permit Jurisdiction Screening

February 26, 2020

cc: Michael Fraatz, NYSDEC Bureau of Ecosystem Health
Lisa Masi, NYSDEC Bureau of Wildlife
NYSDOS Office of Planning & Development
Town of Chester Town Clerk
Town of Cornwall Town Clerk
Village of Goshen Village Clerk
Town of Walkill Town Clerk
Town of Warwick Town Clerk
Village of Woodbury Village Clerk

BOG TURTLE CONSERVATION ZONES¹

(revised April 18, 2001)

Projects in and adjacent to bog turtle habitat can cause habitat destruction, degradation and fragmentation. Of critical importance is evaluating the potential direct and indirect effects of activities that occur in or are proposed for upland areas adjacent to bog turtle habitat. Even if the wetland impacts from an activity are avoided (i.e., the activity does not result in encroachment into the wetland), activities in adjacent upland areas can seriously compromise wetland habitat quality, fragment travel corridors, and alter wetland hydrology, thereby adversely affecting bog turtles.

The following bog turtle conservation zones have been designated with the intent of protecting and recovering known bog turtle populations within the northern range of this species. The conservation suggestions for each zone are meant to guide the evaluation of activities that may affect high-potential bog turtle habitat, potential travel corridors, and adjacent upland habitat that may serve to buffer bog turtles from indirect effects. *Nevertheless, it is important to recognize that consultations and project reviews will continue to be conducted on a case-by-case basis, taking into account site- and project-specific characteristics.*

Zone 1

This zone includes the wetland and visible spring seeps occupied by bog turtles. Bog turtles rely upon different portions of the wetland at different times of year to fulfill various needs; therefore, this zone includes the entire wetland (the delineation of which will be scientifically based), not just those portions that have been identified as, or appear to be, optimal for nesting, basking or hibernating. In this zone, bog turtles and their habitat are most vulnerable to disturbance, therefore, the greatest degree of protection is necessary.

Within this zone, the following activities are likely to result in habitat destruction or degradation and should be avoided. These activities (not in priority order) include:

- development (e.g., roads, sewer lines, utility lines, storm water or sedimentation basins, residences, driveways, parking lots, and other structures)
- wetland draining, ditching, tiling, filling, excavation, stream diversion and construction of impoundments
- heavy grazing
- herbicide, pesticide or fertilizer application²
- mowing or cutting of vegetation²
- mining
- delineation of lot lines (e.g., for development, even if the proposed building or structure will not be in the wetland)

Some activities within this zone may be compatible with bog turtle conservation but warrant careful evaluation on a case-by-case basis:

- light to moderate grazing
- non-motorized recreational use (e.g., hiking, hunting, fishing)

Zone 2

The boundary of this zone extends at least 300 feet from the edge of Zone 1 and includes upland areas adjacent to Zone 1. Activities in this zone could indirectly destroy or degrade wetland habitat over the short or long-term, thereby adversely affecting bog turtles. In addition, activities in this zone have the potential to cut off travel corridors between wetlands occupied or likely to be occupied by bog turtles, thereby isolating or dividing populations and increasing the risk of turtles being killed while attempting to disperse. Some of the indirect effects to wetlands resulting from activities in the adjacent uplands include: changes in hydrology (e.g., from roads, detention basins, irrigation, increases in impervious surfaces, sand and gravel mining); degradation of water quality (e.g., due to herbicides, pesticides, oil and salt from various sources including roads, agricultural fields, parking lots and residential developments); acceleration of succession (e.g., from fertilizer runoff); and introduction of exotic plants (e.g., due to soil disturbance and roads). This zone acts as a filter and buffer, preventing or minimizing the effects of land-use activities on bog turtles and their habitat. This zone is also likely to include at least a portion of the groundwater recharge/supply area for the wetland.

Activities that should be avoided in this zone due to their potential for adverse effects to bog turtles and their habitat include:

- development (e.g., roads, sewer lines, utility lines, storm water or sedimentation basins, residences, driveways, parking lots, and other structures)
- mining
- herbicide application²
- pesticide or fertilizer application
- farming (with the exception of light to moderate grazing - see below)
- certain types of stream-bank stabilization techniques (e.g., rip-rapping)
- delineation of lot lines (e.g., for development, even if the proposed building or structure will not be in the wetland)

Careful evaluation of proposed activities on a case-by-case basis will reveal the manner in which, and degree to which activities in this zone would affect bog turtles and their habitat. Assuming impacts within Zone 1 have been avoided, evaluation of proposed activities within Zone 2 will often require an assessment of anticipated impacts on wetland hydrology, water quality, and habitat continuity.

Activities that are likely to be compatible with bog turtle conservation, but that should be evaluated on a case-by-case basis within this zone include:

- light to moderate grazing
- non-motorized recreational use (e.g., hiking, hunting, fishing)
- mowing or cutting of vegetation

Zone 3

This zone includes upland, wetland, and riparian areas extending either to the geomorphic edge of the drainage basin or at least one-half mile beyond the boundary of Zone 2. Despite the distance from Zone 1, activities in these areas have the potential to adversely affect bog turtles and their habitat. This particularly applies to activities affecting wetlands or streams connected to or contiguous with Zone 1,

because these areas may support undocumented occurrences of bog turtles and/or provide travel corridors. In addition, some activities (e.g., roads, groundwater withdrawal, water/stream diversions, mining, impoundments, dams, "pump-and-treat" activities) far beyond Zone 1 have the potential to alter the hydrology of bog turtle habitat, therefore, another purpose of Zone 3 is to protect the ground and surface water recharge zones for bog turtle wetlands. Where the integrity of Zone 2 has been compromised (e.g., through increases in impervious surfaces, heavy grazing, channelization of stormwater runoff), there is also a higher risk of activities in Zone 3 altering the water chemistry of bog turtle wetlands (e.g., via nutrient loading, sedimentation, and contaminants).

Activities occurring in this zone should be carefully assessed in consultation with the Fish and Wildlife Service and/or appropriate State wildlife agency to determine their potential for adverse effects to bog turtles and their habitat. Prior to conducting activities that may directly or indirectly affect wetlands, bog turtles and/or bog turtle habitat surveys should be conducted in accordance with accepted survey guidelines.

¹ These guidelines are taken directly from the final "Bog Turtle (*Clemmys muhlenbergii*), Northern Population, Recovery Plan" (dated May 15, 2001).

² Except when conducted as part of a bog turtle habitat management plan approved by the Fish and Wildlife Service or State wildlife agency

GUIDELINES FOR BOG TURTLE SURVEYS¹
For the Northern Population Range
Phase 1 and 2 Surveys
(Revised October 26, 2018)

RATIONALE

A bog turtle survey (when conducted according to these guidelines) is an attempt to determine presence or probable absence of the species; it does *not* provide sufficient data to determine population size or structure. Following these guidelines will standardize survey procedures. It will help maximize the potential for detection of bog turtles at previously undocumented sites at a minimum acceptable level of effort. Although the detection of bog turtles confirms their presence, failure to detect them does not absolutely confirm their absence (likewise, bog turtles do not occur in all appropriate habitats and many seemingly suitable sites are devoid of the species). Surveys as extensive as outlined below are usually sufficient to detect bog turtles; however, there may be instances in which additional effort is necessary to detect bog turtles, especially when habitat is less than optimum, survey conditions are less than ideal, or turtle densities are low.

PRIOR TO CONDUCTING ANY SURVEYS

Please contact your local U.S. Fish and Wildlife Service (FWS) and/or state wildlife agency (see Attachment 1) for assistance to determine if the proposed project occurs in an area² of potential or known bog turtle occurrence as determined by these agencies, and to help assess the need for surveys.

- If a wetland in or near the project area is *known* to support bog turtles, measures must be taken to avoid impacts to the species. The FWS and state wildlife agency will work with federal, state, and local regulatory agencies, permit applicants, and project proponents to ensure that adverse effects to bog turtles are avoided or minimized.

¹ These guidelines are a modification of those found in the final "Bog Turtle (*Clemmys muhlenbergii*), Northern Population, Recovery Plan" (dated May 15, 2001). Several minor revisions were made initially in 2006, and again in 2017, to facilitate survey efforts, increase searching effectiveness, and to better define terminology. As additional information becomes available regarding survey techniques and effectiveness, these survey guidelines may be updated and revised. Contact the FWS or one of the state agencies listed in Attachment 1 for the most recent version of these guidelines.

² An "area" of known bog turtle occurrence can first be identified by using these different methods: 1) a county list for your state (see Attachment 2), 2) the FWS's Information for Planning and Conservation (IPaC) Program found at <https://ecos.fws.gov/ipac/>, 3) subwatershed boundaries identified by your state, and/or 4) models used for identifying areas with potentially suitable habitat. This may not be an exhaustive list of how to obtain potential or known occurrence information. Not every state may have information posted on IPaC, have subwatersheds publicly available, or have models to help predict potential areas for bog turtles. Contact your local FWS Field Office and/or state wildlife agency (Attachment 1) for more information.

- If wetlands in or adjacent to the project area are *not* known bog turtle habitat, conduct a bog turtle habitat survey (Phase 1 survey) provided that direct and indirect³ adverse effects to the wetland(s) cannot be avoided.

See *Bog Turtle Conservation Zones*⁴ for guidance regarding activities that may affect bog turtles and their habitat. In addition, *consult with your local FWS and/or state wildlife agency* to definitively determine whether or not a Phase 1 survey will be necessary.

PHASE 1 HABITAT SURVEY

The purpose of this survey is to determine whether or not the wetland(s) is *potential* bog turtle habitat. It is recommended that these surveys be performed by a recognized, qualified Phase 2 bog turtle surveyor⁵. Contact your local FWS and/or state wildlife agency to receive a list of recognized, qualified Phase 2 bog turtle surveyors. The following conditions apply to conducting habitat surveys:

Considerations

- It is recommended that *Phase 1 Habitat Survey Data Forms*⁶ (October 23, 2018) be completed for *each* wetland identified within a proposed project area.
- Surveys can be performed any month of the year (except when snow, ice cover, or drought and/or flooding conditions are present).
- Current drought or flooding conditions can be obtained by using U.S. Drought Monitor and Palmer Drought Index maps found at this website: <https://www.drought.gov/drought/data-maps-tools/current-conditions>. These maps can be consulted to determine long- and short-term drought and flood patterns that may indicate when surveys should not take place. For example, a drought intensity index of D1 (as shown in legend of U.S. Drought Monitor map) can indicate "moderate drought" conditions where areas generally saturated within a wetland may be drying up due to lack of precipitation. A D0 intensity index is not considered a drought, but abnormally dry conditions. If your area is within a D1 intensity index or higher (e.g., D2, D3, D4), it may be more difficult to effectively evaluate the habitat. The drought index should be considered and included in your report. The effects of flooding should be easier to determine, but even "moderately moist" conditions (light green shading on Palmer Drought Index map) can obscure potential habitat present. If unsure whether to

³ Indirect effects are those that are caused by the proposed action and occur later in time.

⁴ See Appendix A of the "Bog Turtle (*Clemmys muhlenbergii*), Northern Population, Recovery Plan" (dated May 15, 2001).

⁵ To date, Delaware is the only state in the northern population range that requires a Phase 1 survey be conducted by a recognized, qualified Phase 2 bog turtle surveyor.

⁶ Phase 1 Habitat Survey Data Forms can be found at: <https://www.fws.gov/northeast/nvfo/es/bogturtle.htm>

conduct a survey based on these patterns, contact your local FWS and/or state wildlife agency for assistance.

- A walk through of the wetland is necessary to look for the three criteria listed below. Roadside or desktop surveys are not sufficient to determine if the wetland includes potential bog turtle habitat.
- Potential bog turtle habitat is recognized by three criteria (*which may be interspersed in the wetland*):
 1. **Suitable hydrology.** Bog turtle wetlands are groundwater/spring-fed with shallow surface water or saturated soils present year-round, although in summer the wet area(s) may be restricted to near spring head(s). Typically these wetlands are interspersed with dry and wet pockets, and there is often subsurface flow⁷, overland flow⁸, or surface runoff⁹ present at varying times of the year. In addition, small, shallow streams or rivulets (less than 4 inches deep) and/or flooded animal trails may be present that bog turtles will use to maneuver through a wetland. Bog turtles have also been observed inhabiting drainage ditches; therefore, ditches should not be overlooked during surveys.
 2. **Suitable soils.** Usually a bottom substrate of permanently saturated organic¹⁰ or mineral soils¹¹. These are often soft, mucky-like soils (this does not refer to a technical soil type as defined by Corps [1987]); you will usually sink to your ankles (3-5 inches) or deeper in muck. Although, in degraded wetlands or summers of dry years this may be limited to areas near spring heads or drainage ditches. In some portions of the species' range, the soft substrate consists of scattered pockets of peat instead of muck. For surveys in the Prairie Peninsula/Lake Plain Recovery Unit, Rosenbaum and Nelson (2010) describe soils as ranging from peat to muck, and note technical soil types that can aid in identifying potentially suitable bog turtle wetlands.¹²

⁷ Subsurface flow is described as precipitated water that flows through the soil just below the ground surface (Mays 2010).

⁸ Overland flow is described as precipitated water that flows over the ground surface (Mays 2010).

⁹ Surface runoff is described as precipitated water that becomes subsurface flow and then discharges aboveground or flows on the ground surface (Mays 2010).

¹⁰ Organic soils are defined as "(1) saturated for prolonged periods (unless artificially drained) and has more than 30 percent organic matter if the mineral fraction is more than 50 percent clay, or more than 20 percent organic matter if the mineral fraction has no clay; or (2) never saturated with water for more than a few days and having more than 34 percent organic matter" (Corps, 1987).

¹¹ Mineral soils are defined as "consisting predominantly of, and having its properties determined predominantly by, mineral matter usually containing less than 20 percent organic matter" (Corps, 1987).

¹² Soils in the Prairie Peninsula/Lake Plain Recovery unit are characterized by "an accumulation of saturated organic soils ranging from only slightly decomposed fibric (peat) through partially decomposed hemic (mucky peat) to more highly decomposed sapric (muck) soils varying in depth and underlying materials. Technical soil types mapped for these sites include Adrian muck, Carlisle muck, Chippeny muck, Edwards muck, Palms muck, Rifle muck, Muck-deep, and Humaquepts and Fibrists." Core samples revealed organic sediments to a depth of over 8 m and 13 m at two sites in this recovery unit (Rosenbaum and Nelson, 2010).

Other technical soil types to consider: southeastern New York - Wayland silt loam, Sun silt loam, Palms muck, Catden (Carlisle) muck, Canandaigua silt loam, and Alden silt loam (MacDougall 2016). Massachusetts - Saco silt loam, Limerick silt loam, and Fredon fine sandy loam (Morgan 2008). Connecticut - Saco silt loam, Birdsall silt loam, Lyons silt loam, Peat and Muck, and Adrian muck (Warner 1988). Maryland - Hatboro silt loam, Baile silt loam, Codorus silt loam, and Glenville silt loam (Lee and Norden 1998; Chase *et al.* 1989). A site may not be excluded due to soil mapping as the species may occur in mapping units not listed above.

3. **Suitable vegetation.** The vegetation of bog turtle habitat varies considerably throughout the northern range and is strongly governed by geography, hydrology, soil chemistry, geology, land use, and ecological factors such as succession, beaver flooding, and grazing by domestic and wild herbivores. Wetland communities including fens, wet meadows, marshes, drainage swales, and shrub swamps can all contain suitable bog turtle habitat; and, in many instances, swamps or forested wetlands (*i.e.*, >50% canopy) are utilized by bog turtles if underlying hydrology and soil criteria are present.

Native vascular flora **commonly** found in suitable bog turtle habitat includes sedges (*Carex*, *Scirpus*, *Eleocharis*), rushes (*Juncus*), grasses (*Leersia*, *Panicum*, *Poa*), cattails (*Typha*), ferns (sensitive fern [*Onoclea sensibilis*], cinnamon fern [*Osmundastrum cinnamomeum*]), and a plethora of forbs including tearthumbs (*Polygonum*), jewelweed (*Impatiens capensis*), arrowhead (*Sagittaria angustifolia*), skunk cabbage (*Symplocarpus foetidus*), white turtlehead (*Chelone glabra*), boneset (*Eupatorium perfoliatum*), and rough-leaved goldenrod (*Solidago patula*). Non-vascular plants, including peat moss (*Sphagnum*), can be abundant.

Wetlands with a history of disturbance (usually agricultural) often contain a dominance of tall, aggressively competitive species, many of which are nonnative. Reed canary grass (*Phalaris arundinacea*), purple loosestrife (*Lythrum salicaria*), common reed (*Phragmites australis*), cattail (*Typha*), and to a lesser extent, sweetflag (*Acorus calamus*), are common invaders of northeastern wetlands and have been attributed to local declines and extirpation of bog turtles from many sites. Nevertheless, as a long-lived species, adult bog turtles can persist for many years in thickly overgrown, compromised wetlands that retain suitable hydrology.

In glaciated limestone regions of Connecticut, Massachusetts, New Jersey, New York, and Pennsylvania, calciphilic 'fen-indicator' flora are often dominant and may include shrubby cinquefoil (*Dasiphora fruticosa*), yellow sedge (*Carex flava*), woolly-fruited sedge (*Carex lasiocarpa*), porcupine sedge (*Carex hystericina*), smooth sawgrass (*Cladium mariscoides*), grass-of-Parnassus (*Parnassia palustris*), alder-leaved buckthorn (*Rhamnus alnifolia*), and eastern red cedar (*Juniperus virginiana*).

Woody species commonly encountered in bog turtle habitat include alder spp. (*Alnus*), red maple (*Acer rubrum*), American elm (*Ulmus americana*), swamp rose (*Rosa palustris*), shrub willows (*Salix*), Viburnum spp., and in calcareous regions, eastern tamarack (*Larix laricina*). Nonnative, invasive shrubs, including multiflora rose (*Rosa multiflora*) and buckthorns (*Rhamnus*, *Frangula*), can often also be dominant.

Note: Suitable hydrology and soils are the critical criteria (*i.e.*, the primary determinants of potentially suitable habitat).

Additional Considerations

- Suitable hydrology, soils, and vegetation are necessary to provide the critical wintering sites (*e.g.*, soft muck, peat, burrows, root systems of woody vegetation) and nesting habitats (*e.g.*, open areas with tussocky or hummocky vegetation) for this species. It is very important to note, however, that one or more of these criteria may be absent from portions of a wetland or wetland complex supporting bog turtles. ***Absence of one or more criteria does not preclude bog turtle use of these areas to meet important life functions, including foraging, shelter, and dispersal.***
- If all three of these criteria (suitable soils, vegetation, and hydrology) are present in the wetland, then the ***entire wetland*** is considered to be potential bog turtle habitat, regardless of whether or not that portion of the wetland occurring within the project boundaries contains all three criteria. If the wetland is determined to be potential habitat and the project will directly or indirectly impact ***any portion of the entire wetland*** (see ***Bog Turtle Conservation Zones***¹³), then either:
 - Completely avoid all direct and indirect effects to the wetland, in consultation with your local FWS Field Office and state wildlife agency, **OR**
 - Submit a Phase 1 report¹³ to coordinate next steps for surveys with your local FWS Field Office and state wildlife agency, **OR** conduct a Phase 2 survey to determine the presence of bog turtles. Prior coordination with the agencies is preferred to help determine whether the necessity of a Phase 2 survey is warranted or not.

Information to Send to Agencies

Your local FWS Field Office and state wildlife agency (Attachment 1) should be sent a copy of the Phase 1 survey results for review and comment within 30 days of survey completion. See Attachment 3 for checklist.

¹³ A Phase 1 report template and field data forms are available by contacting your local FWS Field Office and/or state wildlife agency (Attachment 1).

PHASE 2 PRESENCE/PROBABLE ABSENCE SURVEY

If the wetland(s) are identified as potential bog turtle habitat (see Phase 1 survey), and direct and indirect adverse effects cannot be avoided, conduct a bog turtle survey in accordance with the specifications below. *It is recommended that you contact your local FWS Field Office and/or state wildlife agency first to determine whether Phase 2 surveys are warranted for the project.*

Note that a Phase 2 survey alone is not sufficient to estimate population size or structure; a more robust, long-term mark-recapture study would likely be required.

Considerations

Prior to conducting the survey, contact your local state wildlife agency (Attachment 1) to determine whether or not a scientific collector's permit and/or endangered species permit valid for the location and period of the survey will be required.

The Phase 2 survey will focus on areas of the wetland that meet the hydrology, soils, and vegetation criteria, as defined under the Phase 1 survey guidelines. The areas that meet the criteria are referred to as "*designated survey areas*" for Phase 2 and Phase 3 (trapping) survey purposes.

1. Surveys should only be performed during the period from *April 15-June 15*, for all recovery units except the *Prairie Peninsula/Lake Plain*. For the *Prairie Peninsula/Lake Plain Recovery Unit* (see Recovery Plan), surveys should only be performed during the period from *May 1 to June 30*. This coincides with the period of greatest annual turtle activity (spring emergence and breeding) and before vegetation gets too dense to accurately survey. While turtles may be found outside of these dates, a result of no turtles would be considered inconclusive. Surveys beyond June 15 also have a higher likelihood of disruption or destruction of nests or potentially newly hatched young.
2. Ambient air temperature at the surface in the shade should be $\geq 55^{\circ} F$.
3. Surveys should be done *during the day*, at least 1 hour after sunrise and no later than 1 hour before sunset.
4. Surveys may be done when it is sunny or cloudy. In addition, surveys may be conducted during and after light to moderate rain, provided air temperature is $\geq 65^{\circ} F$.
5. *At least one surveyor must be a recognized, qualified bog turtle surveyor*¹⁴, and be permitted by the state they are surveying in to handle bog turtles. The other surveyors

¹⁴ Searching for bog turtles and recognizing their habitat is a skill that can take many months or years of field work to develop. This level of expertise is necessary when conducting searches in order to ensure that surveys are effective and turtles are not harmed during the survey (e.g., by stepping on nests). Many individuals that have been recognized as qualified to conduct bog turtle surveys obtained their experience through graduate degree

should have some previous experience successfully conducting bog turtle surveys or herpetological surveys in wetlands. To maintain survey effort consistency and increase the probability of encountering turtles, the same surveyors should be used for each wetland.

6. **A minimum of four (4) surveys per wetland site** are needed to adequately assess the site for presence of bog turtles.

- **At least two of these surveys must be performed in May.**
- From **April 15 to April 30**, surveys should be separated by six or more days.
- From **May 1 to June 15**, surveys should be separated by three or more days. Surveys during this time period are optimum as wetland vegetation growth is not too thick.

Note that bog turtles are more likely to be encountered by spreading the surveys out over a longer period. For example, erroneous survey results could be obtained if surveys were conducted on four successive days in late April due to possible late spring emergence, or during periods of extreme weather because turtles may be buried in mud and difficult to find.

Because this is solely a presence/absence survey, **survey efforts at a particular wetland may cease once a bog turtle has been found.**

7. **Survey time should be at least four (4) to six (6) person-hours per acre of designated survey area (include forested areas, if appropriate) per visit; however, a minimum of 1 person-hour per visit should be spent regardless of wetland size.** Additional survey time may be warranted in wetlands that are difficult to survey or that have high quality potential habitat. The designated survey area includes all areas of the wetland (emergent, scrub-shrub, and forested areas) where soft, muck-like soils are present.

Note that if the cover is too dense and/or the site is too large to effectively survey using Phase 2 survey techniques alone (e.g., dominated by multiflora rose, reed canary grass, Phragmites), contact your local FWS Field Office and/or state wildlife agency so they can determine whether a Phase 3 survey (trapping) is warranted to supplement or replace the Phase 2 effort. In addition, Phase 3 surveys may also be warranted if the site is in the **Prairie Peninsula/Lake Plain Recovery Unit**. Check with your local FWS Field Office and/or state wildlife agency so they can determine the necessity for trapping.

8. **Walk quietly through the wetland.** Bog turtles will bask on herbaceous vegetation and bare ground, or be partially submerged in shallow water or rivulets. Walking noisily

research or employment by a state wildlife agency. Others have spent many years actively surveying for bog turtles as amateur herpetologists or consultants. Contact your local FWS Field Office and/or state wildlife agency for a current list of recognized, qualified surveyors for your state.

through the wetland will often cause the turtles to submerge before they can be observed. Be sure to search areas where turtles may not be visible, including under mats of dead vegetation, shallow pools, underground springs, open mud areas, void runways, and under tussocks. Do not step on the tops of tussocks or hummocks because turtle nests, eggs, and nesting microhabitat may be destroyed. Both random, opportunistic searching and transect surveys should be used at each wetland.

The following survey sequence is recommended to optimize detection of bog turtles:

- Conduct a semi-rapid walk-through of the designated survey area using visual encounter techniques. Make note of the highest quality habitat patches to return to if initial walk-through does not locate turtles. There is no minimum time for how long a semi-rapid walk-through should take as it will be dependent on size and habitat complexity of the designated survey area.
- If no bog turtles are found during initial walk-through, begin looking under live and dead vegetation using muddling¹⁵, and probing¹⁶ techniques within the areas designated as the highest quality habitat patches.
- If still no bog turtles are found, the rest of the designated survey area should be surveyed using visual encounter surveys, muddling, and probing techniques.
- *Time spent conducting a semi-rapid walk-through should be calculated separately from muddling and probing techniques.*
- If a bog turtle is captured by a surveyor not permitted to handle bog turtles, then the *recognized, qualified bog turtle surveyor must process the turtle.*

9. **Photo-documentation of each bog turtle located is required;** a macro lens is highly recommended. The photos should be in color and of sufficient detail and clarity to identify the bog turtle to species and individual. Therefore, photographs of the carapace, plastron, and face/neck markings should be taken of each individual turtle. Do not harass the turtle in an attempt to get photos of the face/neck markings; if gently placed on the ground, most turtles will slowly extend their necks if not harassed. If shell notching is conducted, perform the photo-documentation after the notching is done.

10. The following information, at a minimum, should be *collected for each bog turtle*:

¹⁵ Muddling is a tactile survey technique where surveyors insert their hands and arms into mud, subsurface tunnels, and under roots of vegetation to search for bog turtles.

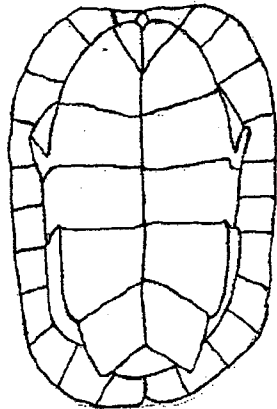
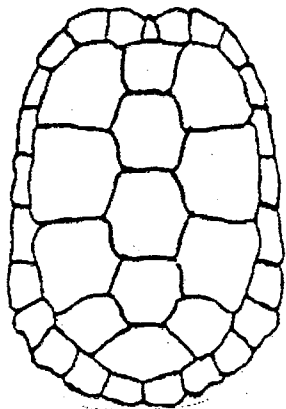
¹⁶ Probing is a method used to find bog turtles buried in mucky areas. An approximately 1-inch diameter, blunt-end stick or pole (e.g., PVC pipe or similar) is typically used. Sticks or poles made of wood (e.g., broom handles) are discouraged due to the difficulty in disinfecting them after use in a wetland. Wood is a porous material where disease pathogens and invasive plants and their seeds can adhere to easily leading to an increase in their spread between wetlands.

- **Sex** – Ernst and Lovich (2009) describe the morphological differences in identifying males from females. Males have “long, thick tails, with the vent posterior [below] to the rim of the carapace, concave plastrons and thick foreclaws.” Females have “high, wide carapaces, flat plastrons, and short tails, with the vent beneath the posterior marginal [or above the rim of the carapace].” If sex cannot be determined, please note sex as unknown;
- **Age** – the age of a bog turtle can be approximated by counting growth annuli on carapace scutes, where a year is represented by one growth annuli (Ernst 1977). Over time, scutes can be worn down by burrowing, eventually becoming smooth. It is assumed that animals exhibiting smooth carapaces are of older age, possibly 20+ years old.

When trying to distinguish juveniles from adults, generally, secondary sex characteristics (*e.g.*, vent positioning, shell concavity) are visible when turtles reach a straight line plastron length of 70 mm (Ernst 1977). Due to environmental differences in the *Prairie Peninsula/Lake Plains Recovery Unit*, observable differences between juveniles and adults may be seen at ≤ 70 mm.

- **Standard measurements** must be taken:
 - Straight line carapace length (mm)
 - Straight line plastron length (mm)
 - Maximum carapace width (mm)
 - Maximum plastron width (mm)
 - Weight (g)
- **Details about condition of individuals** – please provide details about any scars, injuries, skin lesions, lethargy, etc. A sketch of notches and unique markings similar to the diagram on page 10 will be helpful for agencies to better understand the health of an individual. For individuals in need of veterinary attention or are found dead, please **follow the Bog Turtle Health Bulletin¹⁷ dated October 26, 2018, and contact your local FWS Field Office and state wildlife agency** to coordinate an appropriate response regarding the disposition of the bog turtle.

¹⁷ The Bog Turtle Health Bulletin, dated October 26, 2018, can be found at: <https://www.fws.gov/northeast/nyfo/es/bogturtle.htm>



11. **Each bog turtle should be marked** (e.g., notched, PIT tagged) in a manner consistent with the permit requirements of your local FWS Field Office and/or state wildlife agency. The agencies should also be contacted prior to conducting the survey to determine what type of marking system, if any, should be used. Marking techniques should not impact the survival of individuals, including hatchlings.

12. **All bog turtles must be returned to the point of capture as soon as possible on the same day of capture.**¹⁸ They should only be held long enough to identify, measure, weigh, and photograph them, during which time exposure to high temperatures must be avoided. Please separate individuals into their own bag (non-plastic)/container to reduce potential pathogen/disease transmission, and **disinfect**¹⁹ **any equipment and containers that came into contact with the turtles.** No bog turtles may be removed from the wetland without permission from your local FWS Field Office and state wildlife agency.

Information to Send to Agencies

Your local FWS Field Office and state wildlife agency (Attachment 1) should be sent a copy of the Phase 1 survey results for review and comment within 30 days of survey completion. See Attachment 4 for checklist.

¹⁸ Exceptions may include prior-approved research for telemetry, collecting feces (i.e., diet analysis, parasites), sick/injured turtle needing veterinary care, or as noted in your state permits/license.

¹⁹ FWS Field Offices and state wildlife agencies working with bog turtles use the disinfection protocol developed by the Northeast Partners for Amphibian and Reptile Conservation Disease Working Group. The protocol can be found at this link: <http://northeastparc.org/disinfection-protocol/>.

ADDITIONAL SURVEYS/STUDIES

Proper implementation of the Phase 2 survey protocol is usually adequate to determine species presence or probable absence, especially in small wetlands lacking invasive plant species. However, additional surveys or studies may be necessary to determine whether or not bog turtles are using a particular wetland, especially if the Phase 2 survey results are negative but the quality and quantity of habitat are suitable. In this case, additional surveys (Phase 2 and/or Phase 3 surveys), possibly extending into the following field season may be needed.

Please contact your local FWS Field Office and/or state wildlife agency so they can determine whether Phase 3 survey techniques are warranted to complement or supplement the Phase 2 effort.

If bog turtles are documented to occur at a site, additional surveys/studies may be necessary to characterize the population (e.g., number, density, population structure, recruitment), identify nesting and hibernating areas, and/or identify and assess adverse impacts to the species and its habitat, particularly if project activities are proposed to occur in, or within 300 feet of, wetlands occupied by the species.

CONFIDENTIALITY STATEMENT

Federal and state wildlife agencies expect that bog turtle surveyors implement survey protocols in a professional, responsible, and ethical manner. To ensure the continued protection of this species, in the event a bog turtle(s) is found during a survey event, we entrust that surveyors will not publically disclose the location of the site except for purposes of notifying Natural Heritage Programs, and state/federal agencies for their records and for submitting survey information as part of a project submittal for environmental review. In addition, we entrust that surveyors will not return to a known location to look for bog turtles on their own or with others without permission from their local federal and state wildlife agency, or post pictures in various media forms (e.g., online, publically available reports) of locations that contain site-identifying features. We also discourage the use and dissemination of photos with Global Positioning System (GPS) identification as file metadata can provide the capture location.

Please contact your local FWS Field Office and/or state wildlife agency if you have any questions pertaining to site confidentiality.

DISINFECTION PROTOCOL

Over the past few years, the FWS has received multiple reports of dead and apparently diseased bog turtles from Delaware, Maryland, Massachusetts, New Jersey, New York, and Pennsylvania. At this time, no causative agent(s) of many observed symptoms or mortalities has been identified. The vast majority of test results are inconclusive due to predation or decay, but some results have shown a variety of potential causative factors including injury, infection, pneumonia, and carcinoma. However, considering the risk of infectious agents and positive detections of pathogens such as *Herpesviruses*, *Mycoplasma*, and *Ranavirus* as potential threats to bog turtles, the FWS takes this matter seriously and seeks the voluntary cooperation of bog turtle surveyors in implementing the *Northeast Partners for Amphibian and Reptile Conservation Disinfection of Field Equipment to Minimize Risk of Spread of Chytridiomycosis and Ranavirus* (February 2014) (<http://northeastparc.org/disinfection-protocol/>) to reduce the spread of these potential pathogens. In addition, implementing this protocol is likely to help reduce the spread of other currently unknown pathogens, as well as invasive plant species.

AGENCY CONTACTS BY STATE

STATE	U.S. FISH AND WILDLIFE SERVICE	STATE WILDLIFE AGENCY
Connecticut	U.S. Fish and Wildlife Service Chesapeake Bay Field Office 177 Admiral Cochrane Dr. Annapolis, MD 21401 410-573-4595	Department of Environmental Protection Fish & Geographical Information Center 10110 State Road Annapolis, MD 21410 (If you are the presence of birds in a near-protected area, please contact the following person for more information: Wildlife Division Staff 2000 State Road Annapolis, MD 21401 (If you are a scientific collector, please determine what type of marking system you use) Fish and Wildlife Service Permit Office 10110 State Road Annapolis, MD 21410 (If you are a scientific collector, please determine what type of marking system you use)
Delaware	U.S. Fish and Wildlife Service Chesapeake Bay Field Office 177 Admiral Cochrane Dr. Annapolis, MD 21401 410-573-4595	Delaware Division of Fish and Wildlife Species Conservation and Research Program 6180 Hay Point Landing Rd. Smyrna, DE 19977 Information about Environmental Review requests can be found at this link: http://www.dnrec.delaware.gov/tw/NHESP/services/Pages/EnvReviewRequests.aspx
Delaware	U.S. Fish and Wildlife Service Chesapeake Bay Field Office 177 Admiral Cochrane Dr. Annapolis, MD 21401 410-573-4595	Delaware Department of Wildlife & Heritage 10110 State Road Annapolis, MD 21410 Information about Scientific Collection Permits/Tags can be found at: http://www.wdhr.state.md.us/wildlife/00comemo/permits.shtml

Massachusetts	<p>U.S. Fish and Wildlife Service New England Field Office 70 Commercial St., Suite 300 Concord, NH 03301 603-223-2541</p>	<p>Division of Fisheries and Wildlife Dept. Fisheries, Wildlife and Env. Law Enforcement Rt. 135 Westboro, MA 01581</p> <p>Species information requests can be found at this link: http://www.mass.gov/eea/agencies/dfw/natural-heritage/species-information-and-conservation/request-species-information/</p> <p>Application for Scientific Collection Permit can be found at this link: http://www.mass.gov/eea/docs/dfw/nhosp/regulatory-review/research-education-collection.pdf</p>
		<p>New Hampshire Division of Fisheries and Wildlife 100 North Main Street Concord, NH 03301 603-223-2541</p> <p>Application for Scientific Collection Permit can be found at this link: http://www.mass.gov/eea/docs/dfw/nhosp/regulatory-review/research-education-collection.pdf</p>
New York	<p>U.S. Fish and Wildlife Service New York Field Office 3817 Luker Rd., Cortland, NY 13045 607-753-9334</p>	<p>New York Natural Heritage Program 625 Broadway, 5th Floor Albany, NY 12233-4757 Phone: (518) 402-8935 <i>(info about presence of bog turtles in or near a project area)</i> http://www.dec.ny.gov/animals/31181.html</p> <p>NYS Department of Environmental Conservation Division of Fish, Wildlife, and Marine Resources Special Licenses Unit 625 Broadway, 5th Floor Albany, NY 12233-4752 <i>(for endangered species licenses applications)</i> http://www.dec.ny.gov/permits/25017.html</p> <p>For review of surveys related to development projects, contact the appropriate Regional Permit Office: http://www.dec.ny.gov/about/39381.html</p>
Pennsylvania	<p>U.S. Fish and Wildlife Service Pennsylvania Field Office 470 Radnor Road, Suite 100 State College, PA 16801 814-737-2900</p>	<p>Pennsylvania Fish and Boat Commission Natural Resources Section 950 North Third Street Harrisburg, PA 17103</p> <p>Scientific collection permit program information can be found at this link: https://www.pfbc.pa.gov/accord/accord.aspx?EVID=1157033&EVID=1157033</p>

Attachment 2

BOG TURTLE COUNTIES OF OCCURRENCE OR LIKELY OCCURRENCE²⁰

STATE	COUNTY
Connecticut	Fairfield Hartford Middletown New Britain New Haven Stamford Tolland Windham
Delaware	New Castle
Maryland	Baltimore Carroll Cecil Harford
Massachusetts	Berkshire
New Jersey	Atlantic County Bergen Burlington Camden Cape May Gloucester Hunterdon Mercer Middlesex Monmouth Morris Ocean Passaic Salem Somerset Sussex Union Warren
New York	Albany* Columbia Dutchess Genesee Orange Oswego Putnam Seneca Sullivan Ulster Wayne* Westchester
Pennsylvania	Adams Berks Bucks Carbon Chester Cumberland Delaware Franklin Lancaster Lebanon Lehigh Monroe Montgomery Northampton Schuylkill York

*Indicates county has historic records of bog turtles dating 30 or more years ago; although their presence has not been recently confirmed, they may still be present.

²⁰ This list is valid for 1 year from the date indicated. It may, however, be revised more frequently if new counties of occurrence are documented. Changes will be reflected using multiple methods, including 1) a county list for your state (Attachment 2), 2) the FWS's Information for Planning and Conservation (IPaC) Program found at <https://ecos.fws.gov/ipac/>, 3) subwatershed boundaries identified by your state, and/or 4) models used for identifying areas with potentially suitable habitat. This may not be an exhaustive list of how to obtain potential or known occurrence information. Not every state may have information posted on IPaC, have subwatersheds publicly available, or have models to help predict potential areas for bog turtles. Contact your local FWS Field Office and/or state wildlife agency (Attachment 1) for more information.

CHECKLIST for Project Review Submittals

**PHASE 1 BOG TURTLE HABITAT SURVEYS
For the Northern Population Range**

RATIONALE: This document is intended to help project sponsors/applicants/agencies ensure all information is included with submittals regarding *Phase 1 bog turtle habitat surveys* to your local U.S. Fish and Wildlife Field Office and state wildlife agency for environmental review.

Project Name: _____

___ **Overview map** (show location within county/state)

___ **Site map** (e.g., topographic or aerial map of project location/outline of action area, showing limits of disturbance)

___ **Draft project plan designs** (include location of wetlands and stream and delineation of wetland types (PEM, PSS, PFO, POW)²¹ and "designated survey areas"²²). Identify all wetlands with a simple reference code (using letters, numbers, other) to link maps/design plans/photos to written text for ease of review.

___ **Color photographs of the proposed project site** (include photos that are historic and/or depict current conditions onsite, representative photos of vegetation onsite and potential suitable habitat for bog turtles, map of where photos were taken, etc.)

___ **Lead surveyor's name, affiliation, and credentials** (the person leading the survey should be knowledgeable about bog turtle biology and habitat requirements)

___ **Date(s) of visit** (see the Phase 1 Bog Turtle Habitat Survey protocol for appropriate times of the year to assess habitat)

___ **Description of hydrology, soils, and vegetation** (see page 3 of the Phase 1 bog turtle habitat survey protocol for additional information on these three criteria)

___ **Details regarding weather conditions** (include information on drought or flood conditions, including drought index)

²¹ See <https://www.fws.gov/wetlands/Documents/Classification-of-Wetlands-and-Deepwater-Habitats-of-the-United-States.pdf> for details on wetland classification.

²² "Designated survey areas" are those areas of the wetland that meet the hydrology, soils, and vegetation criteria for potential bog turtle habitat. These areas may occur within the emergent, scrub-shrub, or forested parts of the wetland.

___ **Data forms** (include opinion on potential/not potential for the presence of suitable habitat)

___ **Determination** if Phase 2 Presence/Probable Absence Survey is needed (include rationale)

___ **Other pertinent information**

CHECKLIST for Project Review Submittals

**PHASE 2 BOG TURTLE PRESENCE/PROBABLE ABSENCE SURVEY PROTOCOL
For the Northern Population Range**

RATIONALE: This document is intended to help project sponsors/applicants/agencies ensure all information is included with submittals regarding *Phase 2 bog turtle presence/probable absence surveys* to your local U.S. Fish and Wildlife Field Office and state wildlife agency for environmental review.

Project Name: _____

____ Date(s) of site visit (provide exact dates of when surveys were conducted)

____ Time spent per designated survey area per wetland per visit (include start and ending times). Make sure that time spent conducting a semi-rapid walk through and muddling/probing is calculated separately.

____ Names of all surveyors (the person leading the survey should be permitted to handle bog turtles and be a recognized qualified bog turtle surveyor)

____ Site map (e.g., topographic or aerial map of project location/outline of action area)

____ Draft project plan designs (include location of wetlands and stream and delineation of wetland types (PEM, PSS, PFO, PDW) and "designated survey areas", a table indicating the size of each wetland and the survey effort per visit)

____ Description of hydrology, soils, and vegetation (see page 3 of the Phase 1 bog turtle habitat survey protocol for additional information on these three criteria)

____ Description of the wetlands within the project area (e.g., can include areas of non-suitable bog turtle habitat, acreage, vegetation, soils, hydrology)

____ Explanation of which wetlands or portions of wetlands were or were not surveyed (include rationale)

____ Details regarding survey methodology (describe how survey was conducted as this ensures the Phase 1 bog turtle habitat survey protocol was followed appropriately; do not simply state protocols were followed)

____ Details about weather conditions per visit at beginning and end of survey (include air temperature, wind, and precipitation, drought or flood conditions, drought index)

___ Details regarding the presence or absence of bog turtles (including number of turtles found and date, and information and measurements specified in item 10 on page 8 of the Phase 1 bog turtle habitat survey protocol)

___ Details regarding other amphibian and reptile species observations (include date, location, and photos)

___ Determination if Phase 3 Trapping Survey is needed (include rationale)

___ Other pertinent information

The example tables below can accompany any written text as a way to consolidate some of the information listed in this checklist for ease of review.

Date and Time	Wetland Surveyed	Air Temp Start/End (°F)	Weather Conditions	# of Surveyors	Qualified Surveyors (Q) & Assistants (A)
April 25, 2017 10:00-15:30	DES 1	64/70	Mostly sunny, no wind	X#	H. Sapiens (Q), C. Muhlenbergii (Q), ...
May 1, 2017 9:32-13:58	DES 2	66/74	Partly to mostly cloudy, light wind 3-5 mph	X#	C. Muhlenbergii (Q), C. Guttata (A), ...

A complete Phase 2 survey table should include 4 survey dates.
DES is "designated survey area."

Wetland Surveyed	Wetland Type (Acres)	Minimum Effort per Acre (person-hours)	Total Person-hours per Survey
DES 1	PEM - X PFO - X	PEM - X PFO - X	X
DES 2	PEM - X PFO - X	PEM - X PFO - X	X
Total =			X

REFERENCES

- Chase, J.D., Dixon, K.R., Gates, J.E., Jacobs, D., and Taylor, G.J. 1989. Habitat characteristics, population size, and home range of the bog turtle, *Clemmys muhlenbergii*, in Maryland. *Journal of Herpetology*. 23(4): 356-362.
- Ernst, C.H. 1977. Biological notes on the bog turtle, *Clemmys muhlenbergii*. *Herpetologica*. 33(2): 241-246.
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- Feaga, J.B., Burger, J.A., and Haas, C.A. 2013. Bog turtle (*Glyptemys muhlenbergii*) wetland habitat: an emphasis on soil properties. *Natural Areas Journal*. 33: 404-412.
- Lee, D.S. and Norden, A.W. 1998. The distribution, ecology, and conservation needs of bog turtles (*Clemmys muhlenbergii*), with special emphasis on Maryland. *The Maryland Naturalists*. 40(1-4): 7-46.
- MacDougall, D.W. 2016. Habitat suitability for Muhlenberg's (Bog) Turtle (*Glyptemys muhlenbergii*): Vegetation and soils in the Hudson Housatonic Recovery Unit of New York, Connecticut, & Massachusetts, USA. M.S. Thesis. Green Mountain College, Poultney, Vermont, U.S.A.
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- Morgan, J.M. 2008. A comparison of environmental substrate gradients and calcium selectivity in plant species of calcareous fens in Massachusetts, USA. M.S. Thesis. University of Massachusetts, Amherst, Massachusetts, U.S.A.
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- [Corps] U.S. Army Corps of Engineers. 1987. *Corps of Engineers Wetland Delineation Manual*. Environmental Laboratory, Vicksburg, MS. 143 pp.
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Indiana Bat Project Review Fact Sheet
New York Field Office

The following fact sheet is intended to provide information to assist project sponsors, as well as any involved Federal and State agencies, with the review of activities that occur within the likely range of the Indiana bat (*Myotis sodalis*) within the State of New York. This fact sheet can be used to assist with compliance with the Endangered Species Act (ESA) (87 Stat. 884, as amended; 16 U.S.C. 1531 *et seq.*). **PLEASE NOTE - this fact sheet does not apply to wind development projects as they involve many unique considerations.** Contact the U.S. Fish and Wildlife Service (Service) directly for technical assistance for wind projects. In addition, information on evaluating impacts from wind projects on Indiana bats can be found at <http://www.fws.gov/midwest/endangered/mammals/inba/WindEnergyGuidance.html>.

Background

The Indiana bat is federally- and New York State-listed as an endangered species with a range that extends from the Midwest to northeastern and southeastern parts of the United States. Additional information on Indiana bat occurrences can be found at <http://ecos.fws.gov> and <https://www.fws.gov/northeast/nyfo/es/NYSpecies.htm>.

The Indiana bat typically hibernates in caves/mines in the winter and roosts under bark or in tree crevices in the spring, summer, and fall. Suitable potential summer roosting habitat is characterized by trees (dead, dying, or alive) or snags with exfoliating bark, or containing cracks or crevices that could potentially be used by Indiana bats as a roost. The minimum size roost tree observed to date is 2.5 inches diameter breast height (d.b.h.) for males and 4.3 inches d.b.h. for females. However, maternity colonies generally use trees greater than or equal to 9 inches d.b.h. Overall, roost tree structure appears to be more important to Indiana bats than a particular tree species or habitat type. Females appear to be more habitat specific than males presumably because of the warmer temperature requirements associated with gestation and rearing of young. As a result, they are generally found at lower elevations than males may be found. Roosts are warmed by direct exposure to solar radiation, thus trees exposed to extended periods of direct sunlight are preferred over those in shaded areas. However, shaded roosts may be preferred in very hot conditions. As larger trees afford a greater thermal mass for heat retention, they appear to be preferred over smaller trees. Additional information on potentially suitable summer habitat can be found in the Draft Indiana Bat Recovery Plan (Service 2007) at <http://www.fws.gov/northeast/nyfo/es/IndianaBatapr07.pdf> and at <http://www.fws.gov/midwest/endangered/mammals/inba/inbasummersurveyguidance.html>

Streams associated with floodplain forests, and impounded water bodies (ponds, wetlands, reservoirs, etc.) where abundant supplies of flying insects are likely found, provide preferred foraging habitat for Indiana bats, some of which may fly up to 2-5 miles from upland roosts on a regular basis. Indiana bats also forage within the canopy of upland forests, over clearings with early successional vegetation (*e.g.*, old fields), along the borders of croplands, along wooded fencerows, and over farm ponds in pastures (Service 2007). While Indiana bats appear to forage in a wide variety of habitats, they seem to tend to stay fairly close to tree cover.

Threats include disease (white-nose syndrome), habitat loss or degradation, human disturbance, contaminants, and collision with wind turbines.

Indiana Bat Project Review Fact Sheet
New York Field Office

Evaluation of Presence or Probable Absence

To determine whether the proposed project site may be occupied by the Indiana bat, the Service recommends the following analytical approach¹:

Step 1. Is the proposed project within an area² identified by the Service as known or likely to contain Indiana bats?

- No: No further coordination regarding the Indiana bat is necessary at this time.
- Yes: Proceed to Step 2.

Step 2. Is there existing information regarding probable presence/absence of Indiana bats (e.g., proximity to hibernacula, prior summer netting/acoustics)³?

- No: Proceed to Step 3.
- Yes: Document existing information and coordinate with the Service.

Step 3. Is there any suitable Indiana bat habitat⁴ present within the proposed action project area?

- No: No further coordination regarding the Indiana bat is necessary at this time.
- Yes: Determine whether the proposed project involves any effects to Indiana bats.

Determination of Effects

Determine for each project whether effects to Indiana bats or their habitat are expected. If there are impacts to habitat while bats are not present, assess the scale and scope of those impacts to determine whether bats returning in the spring may be affected.

For example, consider whether a project may result in temporary or permanent increases in noise, vibration, dust, chemical use, lighting, vehicle use, and general levels of human activity. Also, consider whether a project may result in temporary or permanent loss, degradation, and/or fragmentation of roosting, foraging, swarming, commuting, or wintering habitat.

Certain transportation projects have already been evaluated and processes developed in accordance with a Rangewide Consultation and Conservation Strategy:

<https://www.fws.gov/Midwest/endangered/section7/fhwa/>

Surveys for Indiana Bats

Should suitable Indiana bat habitat be present and should the proposed project have the potential for impacting Indiana bats, coordinate with the Service to determine whether 1) assuming presence or 2) conducting surveys⁵ is the best approach. Due to the limited time frame when bat surveys can be completed and in order to avoid project delays, it is strongly recommended that the project sponsor (or involved Federal agency) contact the Service as early as possible during

¹ This reflects our current understanding but future studies may require a revision to this guidance.

² <https://ecos.fws.gov/ipac/>

³ <http://www.fws.gov/northeast/nyfo/es/NYSpecies.htm> and <http://www.dec.ny.gov/animals/38801.html>

⁴ <http://www.fws.gov/midwest/endangered/mammals/inba/inbasummersurveyguidance.html>

⁵ <http://www.fws.gov/midwest/endangered/mammals/inba/inbasummersurveyguidance.html>

Indiana Bat Project Review Fact Sheet
New York Field Office

project planning to determine if surveys or additional avoidance and/or minimization measures are appropriate. Should Indiana bat presence be detected, the Service should be contacted immediately for further assistance in determining whether your action may impact Indiana bats. If no bats are detected after protocol surveys, submit the results as soon as possible for our review in accordance with the timeframes agreed upon during the review of the survey scope of work.

Conservation Measures

Conservation measures are designed to minimize the likelihood of adverse impacts or result in beneficial effects to Indiana bats from projects. The following guidance represents general recommendations that may be incorporated into the proposed project design as appropriate.

Project Siting

- Avoid removing or damaging documented roosts or trees surrounding roosts.
- Avoid impacts to forest patches with documented roosts/foraging use (e.g., forest within 0.25 mile of known roosts).
- Minimize impacts to all forest patches.
- Maintain forest patches and forested connections (e.g., hedgerows, riparian corridors) between patches.
- Maintain natural vegetation between forest patches/connections and developed areas.
- Maintain at least 35%⁶ of forest habitat within maternity colony home range⁷.
- Restore and/or protect on- and off-site habitat.
- Avoid impacting potential roost trees to the greatest extent practicable
 - Retain standing live trees that have exfoliating (separated from cambium) bark.
 - Retain black locust, shellbark, shagbark, and bitternut hickories as possible, regardless of size or condition (live, dead, or dying).
 - Retain standing snags as much as possible regardless of species.

Project Construction

- When >10 miles from a P3 or P4 hibernaculum or >20 miles from a P1 or P2 hibernaculum⁸, but within the summer range of the Indiana bat, the clearing of potential roost trees, generally ≥4 inches should occur from October 1 through March 31⁹.
- When <10 miles from a P3 or P4 hibernaculum or <20 miles from a P1 or P2 hibernaculum, clearing should be conducted from October 31 to March 31.
- Use bright flagging/fencing to demarcate trees to be cleared.

⁶ Minimum % forest cover within Indiana bat maternity colony home range (NYSDEC unpublished data)

⁷ For explanation of how to delineate Indiana bat maternity colony home range, please see the Indiana Bat Section 7 and Section 10 Guidance for Wind Energy Projects document located at <http://www.fws.gov/midwest/Endangered/mammals/inba/index.html>

⁸ See Service 2007 for definitions of Priority 1-4 hibernacula. Contact the NYFO for information regarding the closest hibernaculum to your project

⁹ Site specific information may allow for deviations from the listed dates. Also, there may be cases (e.g., very small number of trees) when we believe the likelihood of impacts is low regardless of when tree removal occurs.

Indiana Bat Project Review Fact Sheet
New York Field Office

Project Operations/Maintenance

- Minimize lighting impacts (*e.g.*, limit number of lights, direct lights downward, fully shield lights, use motion sensors or timers).
- Conduct activities in a manner that will minimize impacts to potential drinking water sources for bats.

As we better understand a given proposed project, including any proposed conservation measures for Indiana bats, we may have additional recommendations. Project sponsors should seek assistance from the Service to develop these measures.

Information to Provide to the Service

The project's environmental documents should identify project activities that might result in impacts to the Indiana bat or their habitat. Information on any potential impacts and the results of any recommended habitat analyses or surveys for the Indiana bat should be provided to the New York Field Office and will be used to evaluate potential impacts to the Indiana bat and/or their habitat, and to determine the need for further coordination or consultation pursuant to the ESA. We encourage the project sponsor to submit these materials as early in the planning process as possible to all appropriate parties (*e.g.*, involved Federal/State agencies, the New York State Department of Environmental Conservation, Service).

Specifically, the following information should be provided:

- whether a Federal agency is involved or not;
- a detailed project description;
- a map of the proposed project area with coarse vegetation cover types (*e.g.*, emergent wetland, open field) in acres;
- a summary table of current vs. proposed future acreage of each cover type;
- provide number or acreage of trees proposed for removal and timing of removal;
- an overlay of the project on the vegetation map;
- a description of the forested area onsite, including the type of forest (*e.g.*, oak-hickory), approximate stand age, and presence of dead or live trees with split branches or trunks or exfoliating bark;
- photographs representative of all cover types on the site and encompassing views of the entire site;
- a topographic map with the project area identified; and
- a summary of proposed conservation measures.

References:

U.S. Fish and Wildlife Service. 2007. Indiana Bat (*Myotis sodalis*) Draft Recovery Plan: First Revision. U.S. Fish and Wildlife Service, Fort Snelling, MN. 258 pp.



Department of
Environmental
Conservation

Protection of Northern Long-eared Bats

Protective Measures Required for Northern Long-eared Bats When Projects Occur within Occupied Habitat

Background

The USFWS has the authority to write special rules and exemptions for threatened species under section 4(d) of the federal Endangered Species Act. These rules are referred to as "4(d) rules." On January 14, 2016, USFWS issued a Final 4(d) Rule for the Northern long-eared bat (NLEB), imposing a number of specific conservation measures. Purposefully harming NLEB remains prohibited except in defense of human health and safety.

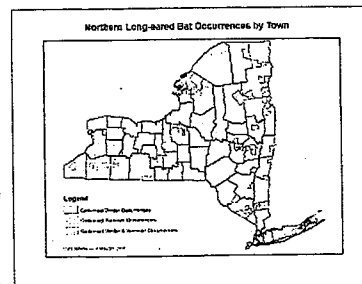
In contrast, most incidental take (defined as impacts to the species from otherwise legal activities) is allowed without the need for a federal permit with the following specific exceptions:

- All incidental take within known hibernacula is prohibited;
- Incidental take resulting from tree removal within a 0.25 mile buffer around known occupied northern long-eared bat hibernacula or within a 150-foot buffer around known occupied maternity roost trees during the pup season (June 1 through July 31).

On April 27, 2016, USFWS announced its determination that it would not designate critical habitat for the NLEB because "Northern long-eared bat summer habitat is not limited or in short supply and summer habitat loss is not a range-wide threat to the species."

Guidance from DEC

The Department concurs with the conclusion of the USFWS that the NLEB population decline is not the result of habitat loss. However, because the State endangered species law and its implementing regulations require consideration of impacts to occupied habitat of listed species, the Department is requiring additional conditions on tree cutting in order to protect any bats that may be roosting in the trees in the vicinity of the hibernacula and documented summer occurrences. Therefore, *in addition to the requirements of USFWS Final 4(d) Rule for the NLEB*, all forest management activities must comply with the following conditions in areas of known occupied habitat. Forest management activities that incorporate the following requirements do not need a permit from the Department under 6 NYCRR Part 182 because cutting of live trees under the prescribed conditions is unlikely to result in an incidental take of NLEB.



[Click to view a larger map and a list of NLEB Occurrences by Town \(PDF, 493 KB\).](#)

How to Proceed with Projects

Requirements for projects within NLEB occupied habitat (e.g. located within 5 miles of a known hibernation

site or 1.5 miles of a documented summer occurrence see map of known locations) vary depending on the type of project proposed. Projects can be split into two major types:

- Projects that result in a change in land use - Is any portion of forest habitat or a hibernation site being converted to another form of land use (e.g. development)? If yes, see Requirements for projects that result in a change of land use within NLEB Occupied Habitat.
- Projects that maintain existing land uses - Is forest habitat or a hibernation site being managed to perpetuate their existing use (e.g. sustainable forestry, forest maintenance, cave or hibernacula maintenance)? If yes, see Requirements for projects that do not result in a change of land use within NLEB occupied habitat.

Requirements for Projects that Result in a Change of Land Use within NLEB Occupied Habitat

Projects that are intended to convert forested habitat to other uses have a greater impact on NLEB than projects that allow for the regeneration and retention of forest habitat on the landscape. This is because even though trees are not currently a limiting resource for NLEB, the species also uses forest habitat of all types for feeding. NLEB will use regenerating forest for foraging habitat within the same year that cuts are implemented. However, when forest habitat is lost from the landscape because the land is converted to another use, these areas no longer provide any benefit to NLEB.

For projects requiring tree removal to convert forest habitat to another land use between April 1 and October 31 that are within 5 miles of an occupied hibernaculum or 1.5 miles of a documented summer occurrence, the following recommendations must be followed unless a permit is obtained from the Department.

November 1 to March 31

During this period of time, the NLEB are inactive and are within the hibernation sites.

- No cutting of any trees may occur within the ¼ mile buffer around a hibernation site.
- No activities that may result in disturbance to a hibernation site including, but not limited to, actions that would alter the hydrology, increase noise or introduce fill may occur.
 - Please note that if you plan any development or tree clearing activities within ¼ mile of a hibernation area for NLEB, you may be required to obtain a permit from the US Fish and Wildlife Service and the DEC.
- For cutting of trees outside of the ¼ mile buffer around hibernacula:
 - No restrictions, with the following **voluntary** measures recommended:
 - Leave uncut all known and documented roost trees, and any trees within a 150 foot radius of a documented summer occurrence.
 - Leave uncut **all** snag and cavity trees unless their removal is necessary for protection of human life and property. For the purposes of this guidance, protection of human life and property includes removal of trees that, if not removed, could result in the loss of electric service. Snag and cavity trees are defined under DEC Program Policy ONR-DLF-2 Retention on State Forests.

April 1 to October 31

During this period of time, NLEB are active and are within the forested landscape. The following restrictions are **required** unless a permit is obtained from the DEC:

- No cutting of any trees may occur within the ¼ mile buffer around a hibernaculum.
 - Please note that if you plan any tree clearing activities within ¼ mile of a hibernation area for NLEB, you may be required to obtain a permit from the US Fish and Wildlife Service and DEC.

- For cutting of trees in occupied NLEB habitat outside of the ¼ mile buffer around hibernacula or within 1.5 miles of a summer occurrence:
 - The following are restrictions that must be followed for forest management activities at this time of year:
 - Leave uncut *all* snag and cavity trees unless their removal is necessary for protection of human life and property. For the purposes of this guidance, protection of human life and property includes removal of trees that, if not removed, could result in the loss of electric service. Snag and cavity trees are defined under DEC Program Policy ONR-DLF-2 Retention on State Forests.
 - Leave uncut all known and documented roost trees, and any trees within a 150 foot radius of a documented summer occurrence.
 - Please note that if you plan any tree clearing activities within 150 ft of a summer occurrence for NLEB during June or July, you may be required to obtain a permit from the US Fish and Wildlife Service and DEC.
 - If any bats are observed flying from a tree, or on a tree that has been cut, forestry activities in the area should be suspended and DEC Wildlife staff notified as soon as possible.

if a project cannot follow the restrictions above, a permit from DEC under Part 182 would be required. Applications for incidental take permits are handled by regional Division of Environmental Permits offices. To be eligible for a permit, the project proponent must be able to demonstrate a net conservation benefit to NLEB as a result of their action. For information on how to apply, contact your regional DEC permit administrator.

This guidance is only intended to address NLEB protective measures. Additional regulations may apply to the land, including wetland and stream protection regulations and protective measures for other federal or state endangered species that may be present. Regional DEC staff in Division of Environmental Permits can help determine if any of these restrictions apply to the property and project in question.

Requirements for Projects That Do Not Result in a Change of Land Use within NLEB Occupied Habitat

November 1 to March 31

During this period of time, the NLEB are inactive and are within the hibernacula.

- No cutting of any trees may occur inside of the ¼ mile buffer around a hibernaculum.
 - Please note that if any tree clearing activities are required within ¼ mile of a hibernation area for NLEB, you may be required to obtain a permit from the US Fish and Wildlife Service.

April 1 to October 31

During this period of time, the NLEB are active and will be found outside the hibernacula.

- Within 5 miles of known hibernacula or within 150' of documented summer occurrence the following cutting restrictions apply:
 - Leave uncut *all* snag and cavity trees unless their removal is necessary for protection of human life and property. For the purposes of this guidance, protection of human life and property includes removal of trees that, if not removed, could result in the loss of electric service. Snag and cavity trees are defined under DEC Program Policy ONR-DLF-2 Retention on State Forests.
 - Leave uncut all known and documented roost trees, and any trees within a 150 foot radius of a documented summer occurrence.
 - Please note that if you plan any tree clearing activities within 150 ft of a summer occurrence for NLEB during June or July, you may be required to obtain a permit from the US Fish and Wildlife Service.

- If any bats are observed flying from a tree, or on a tree that has been cut, forestry activities in the area should be suspended and DEC Wildlife staff notified as soon as possible.
- Within a ¼ mile of a hibernaculum, leave all trees uncut unless their removal is necessary for protection of human life and property.
 - Please note that if any tree clearing activities are required within ¼ mile of a hibernation area for NLEB, you may be required to obtain a permit from the US Fish and Wildlife Service.

If a project cannot follow by the restrictions above, a permit from DEC under Part 182 would be required. Applications for incidental take permits are handled by regional Division of Environmental Permits offices. To be eligible for a permit, the project proponent must be able to demonstrate a net conservation benefit to NLEB as a result of their action. For information on how to apply, contact your regional DEC permit administrator.

This guidance is only intended to address NLEB protective measures. Additional regulations may apply to the land, including wetland and stream protection regulations and protective measures for other federal or state endangered species that may be present. Regional DEC staff in Division of Environmental Permits can help determine if any of these restrictions apply to the property and project in question.

Northern Long-eared Bat Occurrences by Town

Data accurate as of May 5th, 2016

Northern Long-eared Bat Occurrences by Town

County	Town	Winter	Summer
Albany	Guilderland	Yes	
	Knox	Yes	
	New Scotland	Yes	
Allegany	Belfast		Yes
	Caneadea		Yes
	New Hudson		Yes
Cattaraugus	Franklinville		Yes
	Little Valley		Yes
	Lyndon		Yes
	Mansfield		Yes
	New Albion		Yes
Cayuga	Ledyard		Yes
Chautauqua	Chautauqua		Yes
	Ellington		Yes
Clinton	Ausable	Yes	
	Black Brook	Yes	
Columbia	Anoram	Yes	
	Canaan	Yes	
Erie	Collins		Yes
	Newstead	Yes	
Essex	Crown Point	Yes	

Sullivan	Manmakating	Yes	
Ulster	Kingston	Yes	
	Rosendale	Yes	
Warren	Hague	Yes	
Washington	Dresden	Yes	
	Fort Ann	Yes	

RECEIVED

MAR 05 2020

X

Warwick Town Clerk

From: Siljkovic,Ermin <ESiljkovic@orangecountygov.com>
Sent: Thursday, March 05, 2020 2:06 PM
Subject: First CESQG Event of 2020 at Thomas Bull Memorial Park on April 10 (plus flyer for event for residents on April 11)
Attachments: 2020.4.11 - Flyer - HHWevent.pdf; W9 Forms - Care Environmental.pdf; 2020 TB Park Registration Form.pdf

To Whom It May Concern;

We are pleased to announce the first of four hazardous material collection events for Conditionally Exempt Small Quantity Generators (CESQGs) where you as businesses, municipalities, school districts, and farms would qualify. This event will take place at **Thomas Bull Memorial Park Picnic Area** parking lot located on 90 Grove Street in the Town of Hamptonburgh on **Friday, April 10th**.

All participants ***MUST*** pre-register by **NO LATER THAN C.O.B: FRIDAY, MARCH 27**. If you have acceptable materials (see attached form), please complete the attached form, articulating the **QUANTITY** of each material you plan on bringing- specifically the number & volume of each container - on the first page, as well as the **AGGREGATE WEIGHT** of said materials on the second page. **NOTE:** Unsigned registrations and registrations containing over 220 lbs. of materials will be rejected.

Your registrations will be sent to our vendor, Care Environmental, who will then provide a quote based on your submission by the week before the event, providing you time to process purchase orders or checks. Your adherence to registration procedures keep your costs down and help make this event possible. We are looking forward to working with you to help keep these potentially toxic materials out of the environment.

Also, attached are the flyer for the Saturday event for residents (same location). If you can help get the word out that would be much appreciated. The vendor's W9 form is also attached for those of you who may need to update your system.

Regards,

Ermin Siljkovic
Recycling Coordinator
Orange County DPW
Division of Environmental
Facilities & Services (EF&S).
2455-2459 Route 17M, P.O. Box 637
Goshen, NY 10924
(845) 291-3246 (Office)
(845) 637-9041 (Cell)
(845) 291-4570 (Fax)
esiljkovic@orangecountygov.com

This communication may contain confidential information and is intended only for the individual or entity to whom it is addressed. Any review, dissemination, or copying of this communication by anyone other than the intended recipient is strictly prohibited. If you are not the intended recipient, please contact the sender, and destroy all copies of the original

message. No responsibility is accepted by Orange County Government for any loss or damage arising in any way from receiving this communication.



Orange County Household Hazardous Waste & Operation Safe Scripts Pharmaceutical Collection Event

Sponsored by Orange County DPW Division of Environmental Facilities and Services, County Executive Steven M. Neuhaus, Co-Sponsored by New York State Department of Environmental Conservation. Operation Safe Scripts sponsored by Orange County Sheriff's Office.

Saturday April 11, 2020 - 9:00am-3:00pm
Thomas Bull Memorial Park
90 Grove Street, Campbell Hall, NY 12549
Free for Orange County Residents with
Proof of Residency (no registration required)

The line moves quickly, please **DO NOT** come before 9:00 am and block traffic flow

The Orange County Sheriff's Office will be collecting prescription and over the counter medications for disposal.

*****No medical sharps will be accepted*****

Acceptable Items: Adhesives, Aerosol Cans, Automotive Products, Fire Extinguishers, Flammable Liquids (oil, gas, kerosene and/or mixtures), Corrosives/Cleaners, Creosote, Driveway Sealer, Pool Chemicals, Fluorescent Light Bulbs, Inks, Mercury, **Oil Based Paints Only**, Pesticides/Herbicides, Propane Cylinders (camp size), Roofing Tar, Rubber Cement, Solvents/Thinners, Varnishes/Shellac/Stains, Wood Preservatives, Car Batteries.

NOT Accepted: Refrigerators, Tires, Air Conditioners, Electronics, BBQ size Propane Tanks, Appliances, **Latex (water based) Paint** (see how to dispose of Latex Paint below), Single-Use Batteries (can be thrown in the household trash), Haz. Waste from Businesses not accepted.

How to Dispose of Latex Paint: Remove the lid, put the paint can in a safe place away from children and animals and let the paint dry out. If there is a large quantity of paint in the can, line a cardboard box with a black garbage bag, pour the paint in the garbage bag and add cheap, clay kitty litter until the paint is solid. Once dried, throw the solid paint in your household trash.

For Information Call (845)291-3246 or visit: www.orangecountygov.com/efs and click on the Household Hazardous Waste tab on the left

Orange County Household Hazardous Waste Collection - Farms, Schools, Government Agencies, Small Businesses, Conditionally Exempt Small Quantity Generator Registration

Complete entire form (both pages) and return to: OC DPW, Div. of EF&S, P.O. Box 637 Goshen NY 10924 or fax to 291-4570

For further information: CALL 845- 291-3246 or go to: www.orangecountygov.com/efs

FRIDAY, April 10, 2020:
THOMAS BULL MEMORIAL PARK
90 GROVE STREET, CAMPBELL HALL, NY 12549
No Registrations taken after: Friday, March 27, 2019
 Cost is according to fee schedule established by vendor – drop off time scheduled

Sponsored by Orange County DPW Division of Environmental Facilities and Services, County Executive, Steven M. Neuhaus
 Co-Sponsored by New York State Department of Environmental Conservation

SIGNATURE (required): _____

Name: _____ email: _____

Company _____

Address: _____ Phone: _____

Are you a (check one): Farmer School Governmental Agency Small Business

**CONDITIONALLY EXEMPT SMALL QUANTITY GENERATORS MAY TRANSPORT A
 MAXIMUM OF 220 lbs. OF HAZARDOUS WASTE TO THIS EVENT BASED ON NYS DEC REGULATIONS**

<u>Quantity (volume/ # of containers)</u>	<u>Quantity (volume/ # of containers)</u>	<u>Quantity (volume/ # of containers)</u>
Pesticides/Herbicides Dry: _____ Liquid: _____	Automotive Products/Gas/Oil Dry: _____ Liquid: _____	Varnishes/Shellacs/Stains: _____ Solvents/Thinners: _____
Aerosol Cans: _____	Joint Compound: _____	Aerosol Cans: _____
Corrosives/Cleaners Dry: _____ Liquid: _____	Rubber Cement: _____	Photographic Chemicals: Dry: _____
Aerosol Cans: _____	Roofing Tar: _____	Liquid: _____
Pool Chemicals Dry: _____ Liquid: _____	Driveway Sealer: _____	Dry Wall Compound: _____
Paint: Oil Based ONLY Liquid: _____	Creosote: _____	Mercury: _____
Aerosol Cans: _____ Dry: _____	Inks: _____	Dental Amalgam: _____
	Adhesives: _____	Fluor. bulbs (type/amt/ft.): _____
	Other: _____	

CONDITIONALLY EXEMPT SMALL QUANTITY GENERATOR CERTIFICATION

I hereby certify that I am a generator of hazardous waste within the State of New York and that because of the small volume of hazardous waste generated and/or stored, I qualify for conditionally exempt small quantity generator status.

I understand that in order for conditionally exempt small quantity generator status, I must meet all three of the following conditions:

1. Generate less than 1 kg/month (2.2 pounds) of acute hazardous waste (as defined by 6 NYCRR Part 371), and never store more than this amount on site at any time; and
2. Generate less than 100 kg/month (220 pounds) of all other hazardous waste (as defined by 6 NYCRR Part 371), and never store more than 1000 kg/month on site at any time.
3. Transport a maximum of 220 lbs of hazardous waste at one time.

Only if I am a farmer, I realize that I may store up to 1000 kg. (2200 pounds) of non-acute hazardous waste pesticides on my farm without losing my conditionally exempt status, provided that these wastes are brought to a household hazardous waste collection program.

I further understand that if, in the future, I exceed the quantity limitations described above, I will become subject to additional regulation as a hazardous waste generator and will no longer be eligible to participate in this type of collection program.

I certify that I have the authority to make these statements on behalf of my farm or business. Also, I, the undersigned, do hereby certify that the items brought for collection came from my farm or business located in Orange County.

Signed: _____ Title: _____

Name (print): _____

Company Name: _____

Address: _____

Email: _____

Organization Type: _____

WASTE (S) BROUGHT TO THIS PROGRAM:

Type of waste: _____ Quantity in lbs.: _____

Type of waste: _____ Quantity in lbs.: _____

Type of waste: _____ Quantity in lbs.: _____

ADDITIONAL WASTE (S) STORED ON SITE:

Type of waste: _____ Quantity in lbs.: _____

Type of waste: _____ Quantity in lbs.: _____

Type of waste: _____ Quantity in lbs.: _____

Warwick Town Clerk

From: eknightmoss@gmail.com
Sent: Friday, March 06, 2020 4:49 PM
To: 'Michael Sweeton'; Town Supervisors Confidential Secretary; Warwick Town Clerk
Cc: 'Ippi3635'
Subject: Warwick Repair Cafe

RECEIVED

MAR 09 2020

Town of Warwick
Warwick, RI

Dear Mr. Sweeton,

As you might have heard from Eileen Astorino and Rosemarie, Joan Maxwell, Warwick Repair Café co-organizer and I, need help to secure insurance in order to hold the Warwick Repair Cafés scheduled at the Senior Center. The insurance policy on record expired after the Jan. Repair Café. Eileen has confirmed that we may not hold any event at the Senior Center without a certificate of insurance on file with her office. Warwick's next Repair Café is scheduled for Saturday, March 21. If we can't get insurance this week, I'll have to contact local newspapers, radio and other media to cancel it.

I spoke with Mayor Newhard today about Too Good To Toss; he suggested that I contact you to see if the Town might be willing to become a Warwick Repair Café co-sponsor and help us secure insurance in order to continue to hold our events in the Town's Senior Center. Many Repair Cafes across the US and in NY state are sponsored or co-sponsored by their towns.

Tusten, NY -sponsored by the Tusten Town Board, the Tusten Energy Commission, and the Chamber of Commerce

Clifton Park, NY – sponsored by the Town of Clifton Park Green Committee

LaGrange, NY -sponsored by the LaGrange Town Hall, the LaGrange Conservation Advisory Council and the Dutchess County Soil and Water Conservation

Pound Ridge, NY – sponsored by the Town Conservation Board, local preserves and land trust Conacht

Other Repair Cafes are sponsored by their local Department of Recycling or Bureau of Planning and Sustainability

Warwick hosted the very first Repair Café in Orange County and inspired others in Middletown, Montgomery, Pine Bush and Newburgh. None of them meet as often as ours nor do they attract as many people seeking repairs. Two years ago, on behalf of the residents of the Town of Warwick, you presented a certificate of appreciation to the Warwick Repair Café Volunteers- "...Your time and individual talents helped make the Repair Café a successful program in the Town of Warwick." Today, we need your help to secure insurance so that we can continue to serve the residents of our Town. Can you help us secure insurance for 6 pop-up Repair Events to be held for 4 hours – 30 hours a year- at the Senior Center?

Regards,
Elizabeth Knight

- WHO SHOULD ATTEND**
- Members of Planning and Zoning Boards
 - Municipal & County Officials
 - Building & Zoning Officials
 - Members of Environmental/Architectural/ Design Review Boards
 - Interested Citizens

HOW TO REGISTER

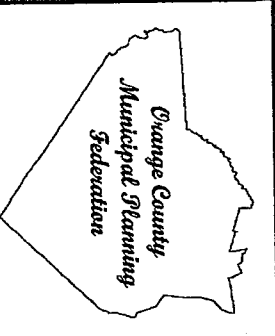
SEE REGISTRATION FORM ON REVERSE SIDE

For more information, contact the
Orange County Planning Department
Phone: 845-615-3840; Fax: 845-291-2533
Email: scsca1@orangecounty.gov

- OCMPF BOARD MEMBERS**
- Bob Scott, OCMPF President
 - Ben Astorino, OCMPF Vice President
 - David Niemotko, OCMPF Treasurer
 - Faith Moore, OCMPF Secretary
 - Ed Gailling, Town of Goshen
 - John Strobl, Village of Goshen
 - John Tracy, Village of Greenwood Lake
 - Jean Schultz, Town of Walkkill

PRESORTED
FIRST CLASS MAIL
U.S. POSTAGE PAID
NEWBURGH, NY 12550
PERMIT NO. 8604

Orange County Municipal Planning Federation
124 Main Street
Goshen, NY 10924



**2020 Spring
PLANNING & LAND
USE COURSES**

One Full Day Session
Friday, April 17th
8:30AM--3:30PM
\$60 member/ \$70 non-member
(Breakfast & Lunch included)

AND/OR

Two-Hour Sessions
June 2nd and June 11th
7:00PM-9:00PM
\$15 member*/ \$20 non-member

*Pay the member price if your municipality is a member of the OC Municipal Planning Federation.

Each two-hour evening session is eligible for two hours of required NYS continuing education credits. The full day session is a five-credit course.

Planning Education is one of the primary initiatives of the Orange County Municipal Planning Federation and is supported by the County of Orange and the Orange County Citizens Foundation.

Warwick Town Clerk

From: Scall, Carrie <CScall@orangecountygov.com>
Sent: Tuesday, March 10, 2020 9:53 AM
To: Scall, Carrie
Subject: OCMPF Spring Course Series
Attachments: OCMPF 2020 Spring Brochure.pdf

Hello everyone,

The Orange County Municipal Planning Federation (OCMPF) has announced their Spring 2020 Course Series. The first course takes place on Friday, April 17th.

Many municipalities in New York State have required their land use board members to acquire continuing education credits every year. To keep up with this requirement, the Planning Federation offers at least two series of classes each year for municipal board members, elected officials, and the public.

The attached brochure outlines their 2020 Spring Course Topics, and registration form. Please contact me with any questions and all registration requests. We hope to see everyone there.

Carrie

Carrie Scall

Planning Assistant


Orange County Planning Department

124 Main Street

Goshen, NY 10924

Phone: (845) 615-3866

Fax: (845) 291-2533

 The U.S. Constitution requires that everyone living in the United States is counted every 10 years - *we all count.* <https://2020census.gov/en/who-to-count.html>

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X

Warwick Town Clerk

From: Jason Klipa <Jason.Klipa@walmart.corum.us>
Sent: Tuesday, March 10, 2020 12:05 PM
To: Warwick Town Clerk
Subject: Walmart Prescription Drug Take Back Kiosk New York

RECEIVED

MAR 10 2020

Town of Warwick
Town Clerk

Dear Board Member Astorino,

I am reaching out to share information with you about a new effort we will be rolling out in 2020 aimed at preventing prescription drug misuse and abuse. This year we will be installing prescription drug disposal kiosks in 1,000 Walmart and Sam's Club pharmacies across the country, including in 25 stores and clubs in New York in June including in Monticello, Napanoch, Greece, Rochester, Webster, Auburn, Vestal, Watertown, Niagara Falls, Middletown, Utica, Newburgh, Queensbury, Albany, Rome, Schenectady, Troy, Hamburg, Halfmoon, Gates, Glenville, Riverhead, Queensbury, North Tonawanda, Ithaca, Cicero and Big Flats.

We recognize the potential danger prescription medications pose when they fall into the wrong hands. According to the 2018 National Survey on Drug Use and Health, 9.9 million Americans misused controlled prescription drugs. The study found that a majority of abused prescription drugs were obtained from family and friends, often from a home medicine cabinet. By adding in-store disposal kiosks, we hope to help our customers prevent prescription drug misuse and abuse in their own homes and communities.

This is just one step in our ongoing effort to give customers access to a range of safe disposal options. We will continue to collaborate with the DEA and local law enforcement partners on the twice-annual Take Back Day medication collection events. Additionally, we will continue the practice we started in early 2018 when we became the first pharmacy chain to offer customers a free at-home safe disposal solution. For those who fill prescriptions for opioid medications, we offer an at-home opioid disposal product, DisposeRx, at no cost. Patients filling any new opioid prescription receive a free DisposeRx packet, and patients with chronic prescriptions are offered a free packet every six months. Existing Walmart pharmacy patients can also receive a free DisposeRx packet at any time upon request.

We share your commitment to the health and safety of our communities. If you have any questions about our new in-store safe disposal kiosk program, or would like to participate in some way in the public announcement in your community, please let us know.

Sincerely,

Jason Klipa
Public Affairs & Government Relations
Walmart New York

Protect yourself from COVID-19 and stop the spread of germs.

Simple steps help stop the spread of COVID-19 and other viruses:



Wash your hands often with soap and water for at least 20 seconds, especially before eating.



Avoid close contact with people who are sick.



Avoid touching your eyes, nose, and mouth.



Stay home when you are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Clean and disinfect frequently touched objects and surfaces.

Stay up to date by visiting www.ny.gov/coronavirus

Coronavirus Prevention Methods

- If you're sick please stay home!
 - Feverish
 - Cough
 - Difficulty Breathing
- When coughing or sneezing please do so appropriately
 - Cover your mouth
 - Use a tissue if available
 - Cough into the inside of your elbow
- Don't shake hands with people
- Wash your hands frequently (before eating, touching face – Mouth, eyes, nose)
 - Soap and Water (20 Seconds)
 - Dry hands after washing
 - If soap/water are not available use hand sanitizer, until you are able to wash your hands
- Clean your work area regularly (Wear Gloves when doing so)
 - Utilize disinfectant wipes to wipe down work station/desk/vehicle/door knobs or any other possible contaminated surface
 - Use PPE -- Gloves when changing garbage bags
- If you feel clothes are exposed/infected
 - Remove clothing and do not shake the clothes out, so you don't make virus airborne
 - Wash clothing with warmest setting possible and dry
 - Disinfect or dispose any items used to contain contaminated clothes
- Stay at least 6 feet away from other people at social settings
- Know proper PPE to wear when cleaning possibly exposed surfaces
 - Gloves
 - Protective gown or suit
 - Face mask (N95 or Splash Shield)
 - Immediate removal after cleaning is complete
 - Wash hands after removing PPE
 - Report any breaches of PPE
- If you believe to you have been exposed to someone sick with the Covid-19 Coronavirus
 - Seek medical attention immediately
 - Notify your department head
 - Follow directive of medial professional who is caring for you
- Take preventative measures to limit exposure when not at work
 - Wash Hands
 - Try to keep a distance of six feet from other people when out



What law enforcement personnel need to know about coronavirus disease 2019 (COVID-19)

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. The outbreak first started in China, but cases have been identified in a growing number of other areas, including the United States.

Patients with COVID-19 have had mild to severe respiratory illness.

- Data suggests that symptoms may appear in as few as 2 days or as long as 14 days after exposure to the virus that causes COVID-19.
- Symptoms can include fever, cough, difficulty breathing, and shortness of breath.
- The virus causing COVID-19 is called SARS-CoV-2. It is thought to spread mainly from person-to-person via respiratory droplets among close contacts. Respiratory droplets are produced when an infected person coughs or sneezes and can land in the mouths or noses, or possibly be inhaled into the lungs, of people who are nearby.
- Close contact increases your risk for COVID-19, including:
 - » Being within approximately 6 feet of an individual with COVID-19 for a prolonged period of time.
 - » Having direct contact with body fluids (such as blood, phlegm, and respiratory droplets) from an individual with COVID-19.

To protect yourself from exposure

- **If possible, maintain a distance of at least 6 feet.**
- **Practice proper hand hygiene.** Wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available and illicit drugs are NOT suspected to be present, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Do not touch your face with unwashed hands.
- Have a trained Emergency Medical Service/Emergency Medical Technician (EMS/EMT) assess and transport anyone you think might have COVID-19 to a healthcare facility.
- Ensure only trained personnel wearing appropriate personal protective equipment (PPE) have contact with individuals who have or may have COVID-19.
- Learn your employer's plan for exposure control and participate in all hands training on the use of PPE for respiratory protection, if available.

Recommended Personal Protective Equipment (PPE)

Law enforcement who must make contact with individuals confirmed or suspected to have COVID-19 should follow CDC's Interim Guidance for EMS. <https://www.cdc.gov/coronavirus/2019-ncov/law-enforcement-guidance-for-ems.html>

Different styles of PPE may be necessary to perform operational duties. These alternative styles (i.e., coveralls) must provide protection that is at least as great as that provided by the minimum amount of PPE recommended.

The minimum PPE recommended is:

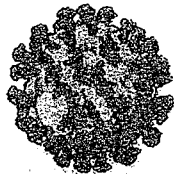
- A single pair of disposable examination gloves,
- Disposable isolation gown or single-use/disposable coveralls*,
- Any NIOSH-approved particulate respirator (i.e., N-95 or higher-level respirator), and
- Eye protection (i.e., goggles or disposable face shield that fully covers the front and sides of the face).

*If unable to wear a disposable gown or coveralls because it limits access to duty belt and gear, ensure duty belt and gear are disinfected after contact with individual.

If close contact occurred during apprehension

- Clean and disinfect duty belt and gear prior to reuse using a household cleaning spray or wipe, according to the product label.
- Follow standard operating procedures for the containment and disposal of used PPE.
- Follow standard operating procedures for containing and laundering clothes. Avoid shaking the clothes.

For law enforcement personnel performing daily routine activities, the immediate health risk is considered low. Law enforcement leadership and personnel should follow CDC's Interim General Business Guidance. Search "Interim Guidance for Businesses" on www.cdc.gov.



For more information: www.cdc.gov/COVID19



Share Facts About COVID-19

Know the facts about coronavirus disease 2019 (COVID-19) and help stop the spread of rumors.

FACT

1

Diseases can make anyone sick regardless of their race or ethnicity.

People of Asian descent, including Chinese Americans, are not more likely to get COVID-19 than any other American. Help stop fear by letting people know that being of Asian descent does not increase the chance of getting or spreading COVID-19.

FACT

2

The risk of getting COVID-19 in the U.S. is currently low.

Some people who live in or have recently traveled to places where many people have gotten sick with COVID-19 may be monitored by health officials to protect their health and the health of other people in the community.

FACT

3

Someone who has completed quarantine or has been released from isolation does not pose a risk of infection to other people.

For up-to-date information, visit CDC's coronavirus disease 2019 web page.



FACT

4

You can help stop COVID-19 by knowing the signs and symptoms:

- Fever
- Cough
- Shortness of breath

Seek medical advice if you:

- Develop symptoms

AND

- Have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19.

FACT

5

There are simple things you can do to help keep yourself and others healthy.

- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

For more information: www.cdc.gov/COVID19

Environmental Cleaning and Disinfection Recommendations

Interim Recommendations for US Community Facilities with Suspected/Confirmed
Coronavirus Disease 2019

Background

There is much to learn about the novel coronavirus that causes [coronavirus disease 2019 \(COVID-19\)](#). Based on what is currently known about the virus, spread from person-to-person happens most frequently among close contacts (within about 6 feet). This type of transmission occurs via respiratory droplets. Transmission of novel coronavirus to persons from surfaces contaminated with the virus has not been documented. Transmission of coronavirus in general occurs much more commonly through respiratory droplets than through fomites. Current evidence suggests that novel coronavirus may remain viable for hours to days on surfaces made from a variety of materials. Cleaning of visibly dirty surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in community settings.

Purpose

This guidance provides recommendations on the cleaning and disinfection of rooms or areas of those with suspected or with confirmed COVID-19 have visited. It is aimed at limiting the survival of novel coronavirus in key environments. These recommendations will be updated if additional information becomes available.

These guidelines are focused on community, non-healthcare facilities (e.g., schools, institutions of higher education, offices, daycare centers, businesses, community centers) that do and do not house persons overnight. These guidelines are not meant for [cleaning staff in healthcare facilities](#) or repatriation sites, [households](#), or for others for whom specific guidance already exists.

Definitions

- *Community facilities* (e.g., schools, daycares centers, businesses) comprise most non-healthcare settings that are visited by the general public outside of a household.
- *Cleaning* refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore any risk of spreading infection.
- *Disinfecting* works by using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface

- For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.
 - Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.
- Prepare a bleach solution by mixing:
 - 5 tablespoons (1/3rd cup) bleach per gallon of water or
 - 4 teaspoons bleach per quart of water
 - Products with EPA-approved emerging viral pathogens claims are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
 - For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
 - If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
 - Otherwise, use products with the EPA-approved emerging viral pathogens claims (examples at [this link](#)) that are suitable for porous surfaces

Linens, Clothing, and Other Items That Go in the Laundry

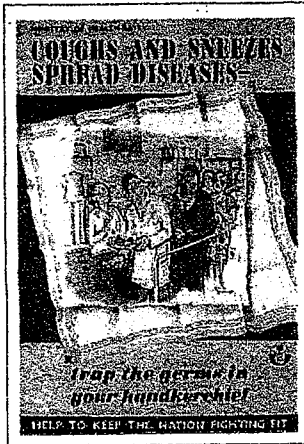
- Do not shake dirty laundry; this minimize the possibility of dispersing virus through the air.
- Wash items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people's items.
- Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

Personal Protective Equipment (PPE) and Hand Hygiene:

- **Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.**
 - Gloves and gowns should be compatible with the disinfectant products being used.
 - Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.

- Employers must comply with OSHA's standards on Bloodborne Pathogens (29 CFR 1910.1030), including proper disposal of regulated waste, and PPE (29 CFR 1910.132).

Coughing & Sneezing



This vintage British poster from World War II shows that coughing and sneezing has long been a public health concern. Today, we know that handkerchiefs aren't always the best way to handle coughing and sneezing! For modern methods, read the text at left.

Hygiene etiquette involves practices that prevent the spread of illness and disease. A critical time to practice good hygiene etiquette is when you are sick, especially when coughing or sneezing. Serious respiratory illnesses like influenza, respiratory syncytial virus (RSV), whooping cough, and severe acute respiratory syndrome (SARS) are spread by:

- Coughing or sneezing
- Unclean hands
 - Touching your face after touching contaminated objects
 - Touching objects after contaminating your hands

To help stop the spread of germs:

- Cover your mouth and nose with a tissue when you cough or sneeze.
- Put your used tissue in a waste basket.
- If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.

Remember to wash your hands after coughing or sneezing:

How COVID-19 Spreads

COVID-19 is a new disease and we are still learning how it spreads, the severity of illness it causes, and to what extent it may spread in the United States.

How COVID-19 Spreads

Person-to-person spread

The virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes.

These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

Can someone spread the virus without being sick?

- People are thought to be most contagious when they are most symptomatic (the sickest).
- Some spread might be possible before people show symptoms; there have been reports of this occurring with this new coronavirus, but this is not thought to be the main way the virus spreads.

Spread from contact with contaminated surfaces or objects

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.

How easily the virus spreads

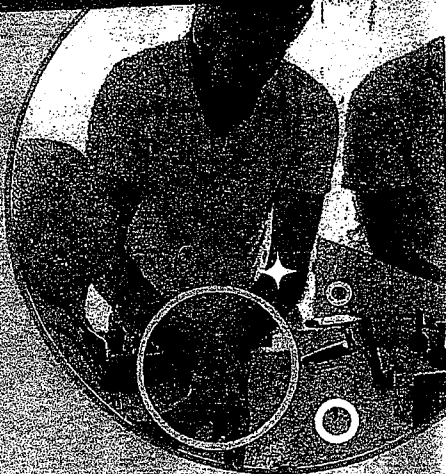
How easily a virus spreads from person-to-person can vary. Some viruses are highly contagious (spread easily), like measles, while other viruses do not spread as easily. Another factor is whether the spread is sustained, spreading continually without stopping.

The virus that causes COVID-19 seems to be spreading easily and sustainably in the community ("community spread") in some affected geographic areas.

Stop Germs! Wash Your Hands.

When?

- After using the bathroom
- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage



How?



Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.



Lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.



Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.



Rinse hands well under clean, running water.



Dry hands using a clean towel or air dry them.

Keeping hands clean is one of the most important things we can do to stop the spread of germs and stay healthy.

LIFE IS BETTER WITH

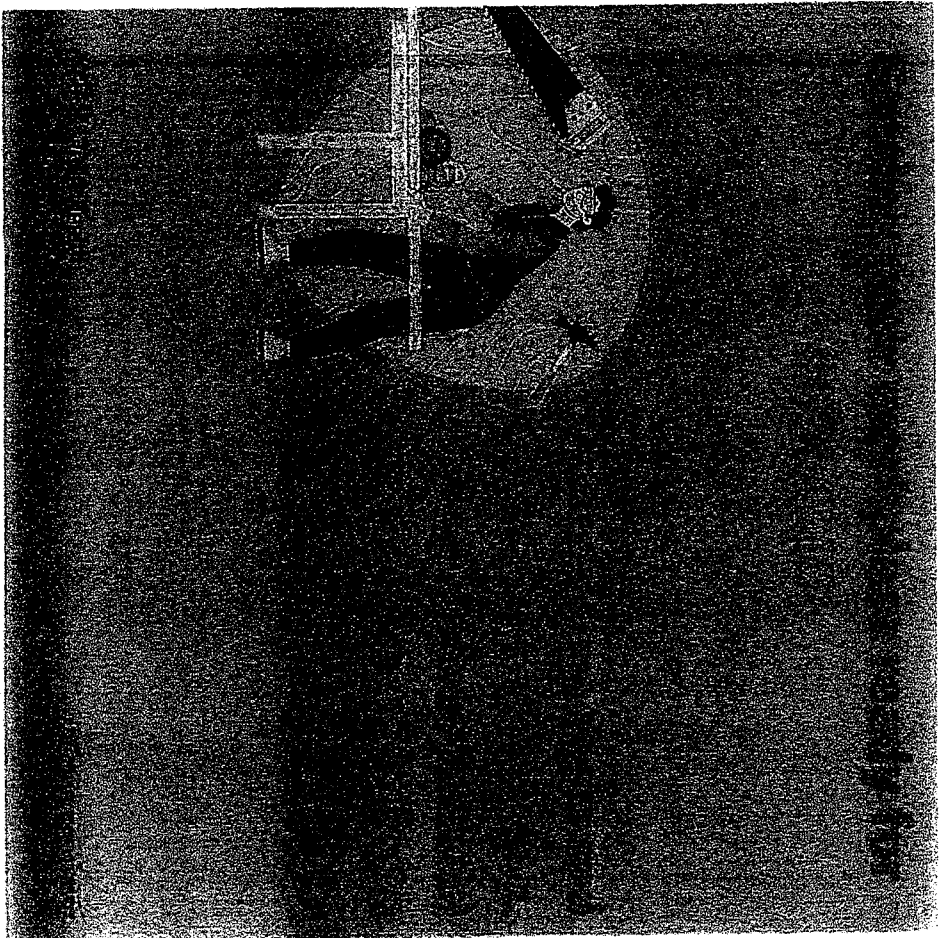
CLEAN HANDS

www.cdc.gov/handwashing



This material was developed by CDC. The Life is Better with Clean Hands Campaign is made possible by a partnership between the CDC Foundation, GOUQ, and Staples. HHS/CDC does not endorse commercial products, services, or companies.

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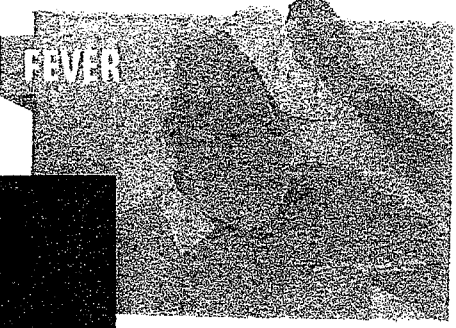




SYMPTOMS OF CORONAVIRUS DISEASE 2019

Patients with COVID-19 have experienced mild to severe respiratory illness.

Symptoms* can include

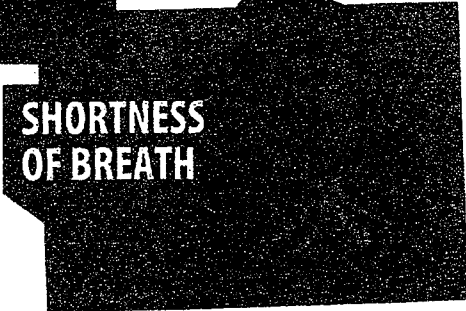


FEVER



COUGH

***Symptoms may appear 2-14 days after exposure.**



SHORTNESS OF BREATH

Seek medical advice if you develop symptoms, and have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19.



For more information: www.cdc.gov/COVID19-symptoms



DON'T SPREAD GERMS AT WORK

If you're sick, stay home, rest, and remember to:



Cover your coughs
and sneezes with a
tissue or your sleeve.



Wash your hands
often with soap
and water.



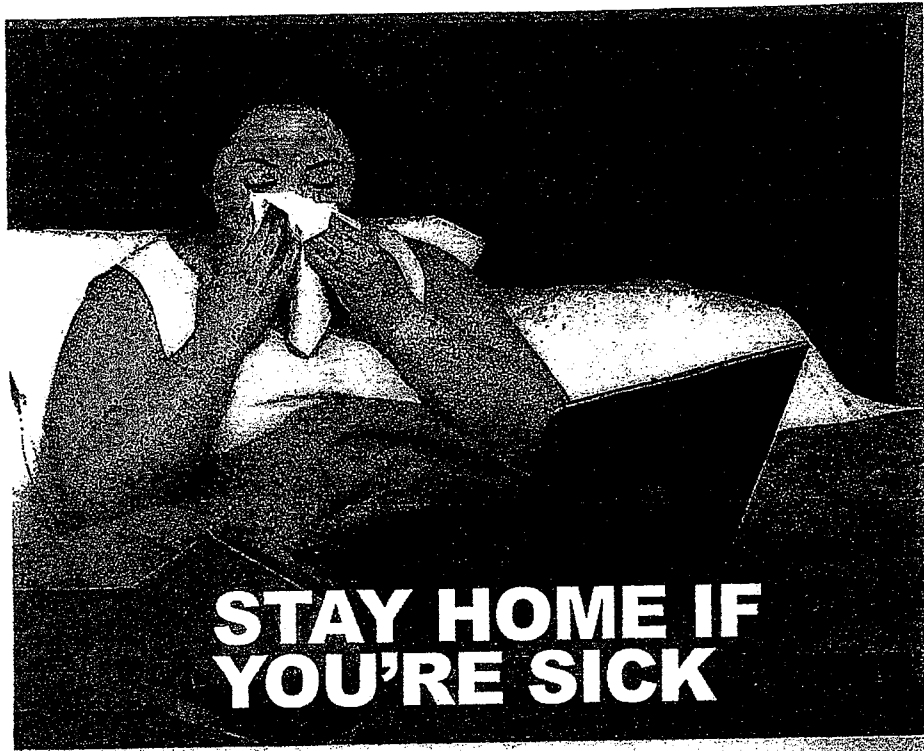
Talk to your
supervisor about
working from home.



U.S. Department of
Health and Human Services
Centers for Disease
Control and Prevention

*Employers: Consider offering flexible leave and telework policies.
Make it easier for your staff to stay home when they're sick
or caring for a sick family member.*

For more information: www.cdc.gov/npi | 1-800-CDC-INFO (232-4636) | www.cdc.gov/info



STAY HOME IF YOU'RE SICK

If you're sick, stay home, rest, and remember to:



Cover your coughs and sneezes with a tissue or your sleeve.



Wash your hands often with soap and water.



Clean frequently touched surfaces and objects (for example, TV remotes and computers).



U.S. Department of Health and Human Services
Centers for Disease Control and Prevention

Employers: Consider offering flexible leave and telework policies.
Make it easier for your staff to stay home when they're sick or caring for a sick family member.

For more information: www.cdc.gov/hpi | 1-800-CDC-INFO (232-4636) | www.cdc.gov/info

cc: Eileen X

Retirement Letter of Resignation

Christopher R. Blackwell
105 Sandburg Place
Pine Bush, NY, 12566

ORIGINAL

Town of Warwick Police Department
132 Kings Highway
Warwick, NY, 12566

RECEIVED
MAR 10 2020
Town of Warwick
Town Clerk


Dear Chief McGovern,

I am writing to inform you that I will be formally retiring effective April 3rd 2020. I have given considerable thought to this significant decision over the past year, but I feel this is the right time to retire. I am proud to have achieved so much with such fine and respectful peers these last 14 years.

I sincerely appreciate the Town of Warwick Police Department's support during my long tenure. Because of our shared accomplishments, I will always consider myself as part of the department. I wish all of my colleagues the best, and am certain the department will continue to grow and be successful.

Please let me know if you would like to meet to further discuss my resignation. I'd be happy to provide any additional assistance to enable a smooth transition.

Sincerely,


Christopher R. Blackwell