

**AGENDA - TOWN BOARD MEETING**

**December 16, 2021**

**7:30 pm**

**REGULAR MEETING:**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**ACCEPTANCE OF MINUTES**

- 1. Regular Meeting- November 18, 2021**
- 2. Special Meeting- December 8, 2021**

**CORRESPONDENCE:**

**WARWICK VALLEY VFW POST 4662 GRAND OPENING – Friday December 17<sup>th</sup>, 2021**  
the Warwick Valley VFW Post is Very please to announce the Grand Opening of their new  
**Veteran & First Responder Center** in Warwick located at 154 Route  
94 South (The center is attached to the Bowling Alley entrance) from 10am – 5pm. For more  
info contact: Jose Morales Jr., Commander (P) 845-499-3759 or email Jose3917@gmail.com.

**JAMES MEHLING – Resident, Town of Warwick. Letter dated November 5, 2021**  
requesting to be appointed to the Town of Warwick Zoning Board.

**ROGER MOSS – Member, Sustainable Warwick. Email dated November 15, 2021 to the**  
Supervisor regarding a “Fact Sheet” for Climate Smart Communities (CSC).

**JENNIFER L. CROVER – Supervisor of Transportation, Town of Warwick. Email dated**  
November 19, 2021 to the Supervisor regarding 2022 Walkill Administration Contract  
Draft.

**SUZYN BARRON – President, Town of Warwick Humane Society. Email dated November**  
23, 2021 to the Supervisor regarding an appointment of an Animal Control Officer.

**JENNIFER L. CROVER – Supervisor of Transportation, Town of Warwick. Email dated**  
November 24, 2021 to the Supervisor regarding updates to the Warwick Dial- A- Bus System  
Safety Plan due to COVID pandemic procedures.

**MICHAEL VILLORASO - Principal Engineer, Orange County Department of Public**  
**Works. Email dated November 22, 2021 to the clerk regarding a letter received from the**  
**NYSDOT regarding the Town’s correspondence pertaining to requested speed reductions**  
**the correspondence has been given a tracking number T21-283.**

**MARK MALOCSAY – Zoning Board of Appeals member, Town of Warwick. Letter to the Town Board dated November 9, 2021 requesting to be re-appointed to the Zoning Board of Appeals.**

**DANIEL GIBSON – Building Inspector, Town of Warwick. Letter dated November 16, 2021 regarding a letter of request to refund a payment back to an applicant for a detached garage permit.**

**ROBERT SCOTT – Co-Chairman, Town of Warwick Community Preservation Advisory Board. Letter dated November 17, 2021 to the Supervisor regarding a list of properties that have applied for consideration by the Community Preservation program.**

**BONNIE KANE – Comptroller, Town of Warwick. Email dated November 17, 2021 to the Clerk requesting a resolution for budget modification due to the American Rescue Plan Act of 2021.**

**ELIZABETH KNIGHT-MOSS- Too Good to Toss. Email dated November 16, 2021 to the Supervisor requesting the Town split the cost of tents, tables and a few chair rentals for the Too Good to Toss event to be held in 2022.**

**ELIZABETH KNIGHT-MOSS- Too Good to Toss. Email dated December 6, 2021 to the Supervisor regarding a recap of the November 20<sup>th</sup> Warwick Repair café and Florida Library Sharpening Workshop.**

**CEDRIC GLASPER – Resident, Greenwood Lake New York. Letter dated December 6, 2021 to the Town Clerk expressing an interest in acquiring the town parcel (SBL# 74-3-9) located on Blueberry Hill.**

**DUBCO REAL ESTATE & MANAGEMENT – Agricultural Protection Overlay District Application submitted to the Town Clerk’s office on December 8, 2021 in regards to SBL23-1-54.4 (65 Four Corners Road).**

**DEIDRE ELLIS – Clerk’s office West Milford, New Jersey. Email dated December 9, 2021 to the clerk regarding the adoption of 2021-038 Amendment and supplement to certain portions of Chapter 420 “Land Procedures” and 500 “Zoning” regulating shipping containers.**

**KAMII NICALECK – Resident, Greenwood Lake, New York. Letter dated November 26, 2021 to the Town Board expressing an interest in acquiring the town parcel located on Blueberry Hill (SBL# 74-3-9).**

**CONNIE SARDO – Planning Board Secretary, Town of Warwick. Letter dated December 3, 2021 to the Town Board regarding a Pre- Application Escrow Refund for SBL # 7-2-75.2.**

**DEBORAH A. YOUNG – President, Friends of Cascade Lake, Inc. (“FOCL”) a group recognized by the Internal Revenue Service as a 501 (c)(3) public charity. Letter dated**

November 30, 2021 to the Town Board introducing themselves as a group of volunteers maintaining Cascade Lake Park and looking to work with the Town to restore the damage caused by vandals and unlawful users, revitalize the trails and waterways and improve the overall natural state of the park.

PETER J. GUASTAMACCHIA – Police Officer, Town of Warwick. Letter dated November 18, 2021 to the Police Chief regarding his intention to resign as a part-time police officer.

KATHY LUPINSKI – Friendly Visitor Program. Email dated December 13, 2021 to the Town Clerk regarding January Friendly Visitor training dates for volunteers. Dates for training will be held by Zoom Monday January 10<sup>th</sup> at 5:30pm and Tuesday January 20<sup>th</sup> at 10:00am. Please contact the Friendly Visitor Program at 845-341-1173 ext. 305 or [volunteer@jfsorange.org](mailto:volunteer@jfsorange.org).

ERMIN SILJKOVIC- Recycling Coordinator, Orange County. Email dated December 14, 2021 regarding the launch of a new web and mobile app dedicated to answering resident questions about recycling with the What Goes Where Tool as well a Calendar and an Event feature providing notifications direct to residents on updates to recycling programs and events. To access these additional features, email [esiljkovic@orangecountygov.com](mailto:esiljkovic@orangecountygov.com). Should you choose not to include this app on your website you may still be able to access it right now at the OC DPW DEFS webpage at <http://www.orangecountygov.com/efs> and on Google Play for Android and the App Store for Apple mobile devices.

## 2022 GREENWOOD LAKE COMMISSION MONTHLY MEETING DATES

January	26	2022	NJ
February	23	2022	NY
March	23	2022	NJ
April	27	2022	NY
May	25	2022	NJ
June	22	2022	NY
July	27	2022	NJ
August	24	2022	NY
September	28	2022	NJ
October	26	2022	NY
November	16	2022	NJ
December	14	2022	NY

**BOARD'S DISCUSSION ON CORRESPONDENCE**

**VISITING ELECTED OFFICIALS**

**REPORTS OF BOARDS AND COMMISSIONS**

**COMMITTEE REPORTS**

**DEPARTMENT OF PUBLIC WORKS REPORT**

<b>Catch Basins</b>	<b>Cornfield Lane</b>	<b>Repair basin</b>
<b>Drainage</b>	<b>Iron Mountain Rd.</b>	<b>Vac leaves out of ditches</b>
	<b>Wawayanda Rd.</b>	<b>Vac leaves out of ditches</b>
	<b>Sleepy Valley Rd.</b>	<b>Vac leaves out of ditches</b>
	<b>Dekay Rd.</b>	<b>Vac leaves out of ditches</b>
<b>Ditch Work</b>		
<b>Tree Work</b>		
<b>Pot Holes</b>	<b>Town Wide</b>	<b>Fill with cold mix</b>
<b>Vehicle Maint.</b>	<b>As needed</b>	
<b>Emerg. Repairs</b>	<b>As needed</b>	
<b>Water Dept.</b>	<b>High Hill Ave.</b>	<b>Replace curb boxes</b>
	<b>Shepard Rd.</b>	<b>Replace curb boxes</b>
<b>Town Park</b>	<b>Wickham Woodlands</b>	<b>Install 1200' electric line</b>

**PARKS DEPARTMENT**

<b>Union Corners Park</b>	<b>Open</b>
<b>Kutz Camp Park (Residents Only)</b>	<b>POOL CLOSED / Fishing Pond Open Only</b>
<b>Town of Warwick Dog Park</b>	<b>Open</b>
<b>Airport Road Park</b>	<b>Open</b>
<b>Wickham Woodland Park</b>	<b>Open</b>
<b>Pine Island Park</b>	<b>Open</b>
<b>Thomas P. Morahan Waterfront Park</b>	<b>NO SWIMMING (No Lifeguards on duty)</b>
<b>Ben Winstanley Park</b>	<b>Open</b>
<b>Village of GWL Dog Park</b>	<b>Open</b>

**ENVIRONMENTAL CONSULTANTS REPORT OCTOBER 2021**

**Wickham Water District**

Wells #11	1,733,000 gal
Average daily use	55,900 gal
Sodium Hypochlorite used	100 qt
Orthophosphate used	36 qt

Caustic Soda 50 gal

**Bellvale Park Water District**

Total monthly production Meter out for repair  
Average daily use 0 gal  
Sodium Hypochlorite used 14 qt

**Eurich Heights Water District**

Total monthly production 203,000 gal  
Average daily use 6,600 gal  
Sodium Hypochlorite used 8 qt  
Orthophosphate used 12 qt

**Pine Island Water District**

Total monthly production 331,300 gal  
Average daily use 10,700 gal  
Sodium Hypochlorite used 30 qt

**Westside #1 Water District**

Total monthly production 2,958,600 gal  
Average daily use 95,400 gal  
Sodium Hypochlorite used 180 qt  
Orthophosphate used 60 qt  
Caustic Soda 60 gal

**The Fairgrounds**

Total monthly production 113,900 gal  
Average daily use 3,700 gal  
Sodium Hypochlorite used 22 qt

**The Warwick Tech Park**

Total monthly production 530,500 gal  
Average daily use 4,500 gal

Sodium Hypochlorite used 62 qt

**Sewer District #1 Wastewater Treatment Facility**

Warwick Tech Park	164,400 gal	4%
Wickham Village District	2,549,030 gal	55%
Kings Estates District	1,747,450 gal	41%
<b><u>Total District Flow</u></b>	<b>4,460,880 gal</b>	<b>100%</b>
<b><u>Average Daily Flow</u></b>	<b>143,899 gal</b>	

All facility maintenance has been done for the month. (Oil grease, filters)

The belt press ran for 30 hrs. and 2 gal of polymer was used.

**Sewer District #2 Wastewater Treatment Facility – The Fairgrounds**

<b><u>Total District Flow</u></b>	94,296 gal
<b><u>Average Daily Flow</u></b>	3,041 gal

**COUNCILMAN DE ANGELO REPORT**

**COUNCILMAN KOWAL REPORT**

**COUNCILMAN GERSTNER REPORT**

**COUNCILMAN SHUBACK REPORT**

**ATTORNEY'S REPORT**

**TOWN CLERK'S REPORT**

**2. FEES COLLECTED – NOVEMBER 2021**

<b>Interest in Town Clerk's Checking Account</b>	<b>\$0.14</b>
<b>Wickham Woodland Manor Fee</b>	<b>\$300.00</b>
<b>Marriage Certified</b>	<b>\$160.00</b>
<b>Code Book Updates</b>	<b>\$35.00</b>
<b>Carters Permit</b>	<b>\$200.00</b>
<b>Photocopies</b>	<b>\$28.00</b>
<b>Postage</b>	<b>\$2.86</b>
<b>Dog Impoundments</b>	<b>\$275.00</b>
<b>Town Park Pavilion</b>	<b>\$50.00</b>
<b>Marriage License Fee</b>	<b>\$105.00</b>
<b>Bell Jar Permits</b>	<b>\$10.00</b>
<b>Bingo License</b>	<b>\$7.50</b>
<b>Conservation</b>	<b>\$264.76</b>

<b>Dog Licenses</b>	<b>\$1,283.00</b>
<b>Registrar Town of Warwick</b>	<b>\$220.00</b>
<b>Town Park Deposits</b>	<b>\$100.00</b>
<b>Wickham Woodland Manor Deposit</b>	<b>\$600.00</b>
<b>Total Local Shares Remitted</b>	<b>\$3,666.26</b>

**3. FEES PAID – OCTOBER 2021**

<b>NYS Dept. of Health</b>	<b>\$135.00</b>
<b>NYS Ag &amp; Markets for Spay/neuter program</b>	<b>\$157.00</b>
<b>NYS Environmental Conservation</b>	<b>\$4,541.24</b>
<b>State Comptroller for Bell Jar Permits</b>	<b>\$15.00</b>
<b>State Comptroller for Bingo Licenses</b>	<b>\$11.25</b>
<b>Village of Florida Registrar</b>	<b>\$50.00</b>
<b>Village of Greenwood Lake Registrar</b>	<b>\$70.00</b>
<b>Village of Warwick for Registrar Fees</b>	<b>\$1,430.00</b>
<b>Total Non-Local Revenues</b>	<b>\$6,409.49</b>

**4. \* Bid Proposal for Back-up Generators for each of the four (4) of its water districts.**

**1. Skyward Electric**  
**61 Big Island Rd.**  
**Warwick, NY 10990**  
**845-986-0334**

**Bid Proposal: \$ No Submittal**

**2. Leshinski Electrical**  
**P.O. Box 815**  
**Warwick, NY 10990**  
**845- 986-3864**

**Bid Proposal: \$No Submittal**

**3. J.M. Electric**  
**870 Pulaski Highway**  
**Goshen, NY 10924**  
**845-986-0334**

**Bid Proposal: \$127,370.25**

**4. Peak Power Systems, Inc**  
**99 Sprague Ave**  
**Middletown, NY 10940**  
**845-344-1975**

**Bid Proposal: \$No Submittal**

**4. Gentech Ltd.**  
**3017 US Route 9W**  
**New Windsor, NY 12553**  
**845-568-0500**

**Bid Proposal: \$112,360.00**

<b>Location</b>	<b>Generac</b>		<b>J.M. Electric</b>	
	<b>Bid Price</b>	<b>Size- KW</b>	<b>Bid Price</b>	<b>Size</b>
Pine Island	\$30,990.00	50	\$37,366.70	38
Eurich Pump House	\$30,290.00	50	\$30,333.41	38

Westside Water	\$26,790.00	50	\$32,448.98	48
Eurich Well site	\$24,290.00	30	\$27,221.16	32
Total Cost	\$112,360.00		\$127,370.25	

## **SUPERVISORS REPORT**

- 1. Reorganization meeting- January 1<sup>st</sup>**
- 2. OC Covid information - update**
- 3. Merry Christmas and Happy Holidays**
- 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. DESIGNATION OF DELEGATE & ALTERNATE DELEGATE – ASSOCIATION OF TOWNS CONFERENCE**
- 2. SCHEDULE PUBLIC HEARING 2022 RE-ORGANIZATION MEETING**
- 3. AUTHORIZATION FOR SUPERVISOR TO SIGN AGREEMENT TO PROVIDE CONSULTING AND ADMINISTRATIVE SERVICES FOR DIAL-A-BUS OF WALKILL**
- 4. AUTHORIZATION FOR SUPERVISOR TO SIGN AGREEMENT FOR DISPATCHING SERVICES FOR DIAL-A-BUS OF WALLKILL**
- 5. APPOINT ANIMAL CONTROL OFFICER – JUAQUIME WRIGHT**
- 6. RE-APPOINT ZONING BOARD OF REVIEW MEMBER- MARK MAOCSAY**
- 7. REFUND BUILDING PERMIT – WILLIAM WITT**
- 8. APPOINT ANIMAL CONTROL OFFICER – JENNIFER BASILE**
- 9. ADOPT UPDATED WARWICK DIAL-A-BUS SYSTEM SAFETY PROGRAM PLAN**
- 10. SPLIT RENTAL COST WITH VILLAGE OF WARWICK- TOO GOOD TO TOSS**
- 11. PRE-APPLICATION ESCROW REFUND SBL# 7-2-75.2-PAUL RYAN**
- 12. RELEASE STREET OPENING PERMIT – BEN OSTRER (3 HILLSIDE AVE.)**
- 13. SPECIAL EVENT – WARWICK’S FIRST SOLSTICE LUMINATA**
- 14. ACCEPT RESIGNATION PART-TIME POLICE OFFICER- PETER J. GUASTAMACCHIA**
- 15. AUTHORIZE SUPERVISOR TO SIGN AGREEMENT- EBIZDOCS**
- 16. AUTHORIZE SUPERVISOR TO SIGN AGREEMENT – TOWN OF TUXEDO**
- 17. AUTHORIZE SUPERVISOR TO SIGN 3<sup>rd</sup> AMENDMENT AGREEMENT TO EXTEND RENT COMMENCEMENT DATE BETWEEN THE TOWN OF WARWICK AND HOMELAND TOWERS LLC.**



**BILLS:**

**PRIVILEGE OF THE FLOOR (GENERAL)**

**RECONVENE:**

**ADJOURN:**

RECONVENE

**AGREEMENT FOR CONTROL OF SNOW AND ICE ON CERTAIN  
COUNTY ROADS PURSUANT TO ARTICLE 5-G  
OF THE GENERAL MUNICIPAL LAW**

**THIS AGREEMENT**, made this 26<sup>th</sup> day of October, 2021,  
between **The TOWN OF WARWICK**, a Municipal Corporation of the State of New  
York, and the **TOWN OF TUXEDO**, Orange County, New York (hereinafter referred to  
as "TOWN").

**WITNESSETH**

**WHEREAS**, the TOWN has the necessary machinery and equipment to exercise  
snow control upon certain **TOWN OF WARWICK** Roads in said TOWN, and it will  
be beneficial to the **TOWN OF WARWICK** for said work to be performed by the  
TOWN; and

**WHEREAS**, the TOWN is willing to exercise the aforesaid control on the terms  
and conditions hereinafter set forth;

**NOW, THEREFORE**, pursuant to General Municipal Law, Article 5-G and in  
consideration of the mutual covenants herein contained, it is agreed between the parties  
hereto as follows:

(1) The TOWN will, during the period of one year from the date hereof, perform  
all necessary work for the removal of snow and ice from the following **TOWN OF  
WARWICK** Roads or appendix described, located in said TOWN, and for sanding and  
otherwise treating them for the purposes of removing the danger of snow and ice.

(2) The TOWN will furnish all personnel, necessary highway tools and  
equipment and cause the said work to be performed.

(3) For the above described snow control work, the **TOWN OF WARWICK**  
will pay to the TOWN on or before the 15<sup>th</sup> day of April, 2022, the sum of \$6,000.00 for  
the following road: Old Forge Road.

(4) The TOWN shall forthwith, through its TOWN Superintendent, notify the  
**TOWN OF WARWICK** of any action, proceeding, claim, or demand against the  
TOWN arising from or out of the manner of performance of the functions under this  
Agreement.

(5) The TOWN shall maintain the following insurance covering the TOWN and  
the **TOWN OF WARWICK** but only as it applies to the liability under this contract.

- a. General Liability Insurance with a combined single limit of \$1,000,000.
- b. Auto Liability Insurance with a combined single limit of \$1,000,000.
- c. Workers' Compensation coverage as provided for under the Workers'  
Compensation Law.

The municipality shall furnish the **TOWN OF WARWICK** with a Certificate of Insurance. The Certificate of Insurance will name the **TOWN OF WARWICK** as an additional insured as respects this contract.

(6) The **TOWN OF WARWICK** will provide insurance with limits of \$2,000,000 in excess of "A" and "B" of Paragraph "5" that will cover the Town's liability as it applies under this contract.

(7) Subject to provision and limits of Paragraph "5" of this Agreement, the **TOWN** agrees to defend, indemnify and hold harmless the **TOWN OF WARWICK**, its officers, employees, agents and/or servants against any claim arising from or occasioned by the manner of performance or non-performance of the functions under this Agreement.

**IT WITNESS WHEREOF, THE SAID TOWN OF WARWICK** has caused this Agreement to be signed by its Town Supervisor, pursuant to Resolution of its Town Board duly adopted and the **TOWN** has caused the same to be executed by its **TOWN** Supervisor, pursuant to Resolution of its **TOWN** Board, adopted \_\_\_\_\_, and a copy of which is annexed hereto as Exhibit "A".

**TOWN OF TUXEDO**

BY:

Kenneth English  
Ken English  
Supervisor

**TOWN OF WARWICK**

BY:

\_\_\_\_\_  
Michael P. Sweeton  
Supervisor

DATE:

10/26/2021

DATE:

\_\_\_\_\_

OUR DOORS ARE OPEN TO THE ENTIRE COMMUNITY

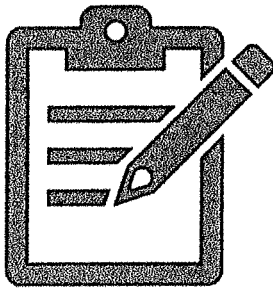


# Volunteer

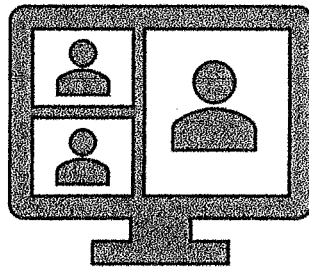
## with the Warwick Friendly Visitor Program



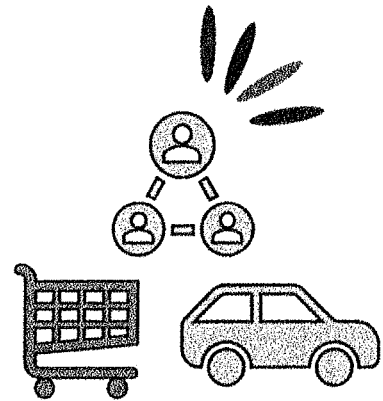
It's this easy...



1. Complete the application and background check



2. Participate in a 90-minute virtual training



3. Start helping a neighbor in your town

**Register today!**

**Training Dates:**



**Monday January 10th at 5:30 pm**  
**Thursday January 20th at 10:00 am**

90 minute training. Other training dates available.

Volunteers of all ages are welcome!

**Call or email to Reserve Your Spot!**

**[volunteer@jfsorange.org](mailto:volunteer@jfsorange.org)** or call 845-341-1173 ext. 305

*Please include your name, address, and phone number*

This program is made possible by a grant from



The Jewish Federation  
OF GREATER ORANGE COUNTY



A program of Jewish Family Service of Orange County, in partnership with  
the Orange County Office for the Aging and the Town Warwick.



Office for the Aging

## Warwick Town Clerk

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**From:** Kathy Lupinski <kathylupinski@optonline.net>  
**Sent:** Monday, December 13, 2021 7:51 AM  
**To:** Warwick Town Clerk  
**Subject:** January Friendly Visitor flyer and training dates  
**Attachments:** 1.2022 Warwick Volunteer Training Flyer.jpg; 1.2022 Warwick Volunteer Training Flyer.pdf

Hi Eileen,

Please let me know when this is posted. I don't see December dates on the facebook page and when I google to find generic Friendly Visitor I just see November dates on the town website--? Not sure what is happening, but I will be happy to follow up when posted so I can see from the "outside" of the town website that the new flyer & dates are visible. Thanks as always & Merry Christmas to you and everyone in your office.

Blurb:

### ***Warm a Heart Give a neighbor a ride this Winter in the Town of Warwick!*** **Volunteer with the Friendly Visitor Program**

Attend a Volunteer Zoom Training and complete an application! It is that easy.

**90-minute Training sessions:**

**Monday January 10th at 5:30 pm**

**Tuesday January 20th at 10:00 am**

*Other training dates available.*

Contact The Friendly Visitor Program at 845-341-1173 ext. 305 or [volunteer@jfsorange.org](mailto:volunteer@jfsorange.org) to register for the training or for more information.

Volunteer with the Friendly Visitor program in The Town of Warwick. This 90-minute Zoom training will prepare you to provide support to older adults in your own community. Volunteering is rewarding and flexible. Our volunteers provide local transportation to essential appointments, grocery shopping and phone check in calls/friendly visits-Covid 19 social distancing observed. Reservations are required. Background checks and Insurance while volunteering is provided. The Town of Warwick Friendly Visitor program partners with JFS of Orange County and the Office for the Aging to support neighbors in Warwick.

#### **Kathy Lupinski**

13 Black Rock Road

Warwick, NY 10990

845-986-0562 – h

845-325-3852 – c

[kathylupinski@optonline.net](mailto:kathylupinski@optonline.net)

RECEIVED

NOV 30 2021

November 30, 2021

TOWN OF WARWICK  
132 Kings Hwy.  
Warwick, NY 10990

Town of Warwick  
Town Clerk

To Our Honorable Town Supervisor and the Esteemed Members of our Town Board:

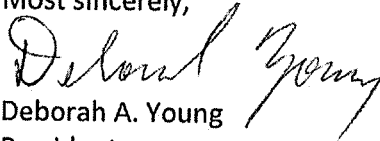
For some time now, the Town of Warwick has owned and struggled to maintain its largest park, Cascade Lake Park. We write to inform you that a group of volunteers who regularly use the park recently formed, Friends of Cascade Lake, Inc. ("FOCL"), a New York Not for Profit Corporation with the goal of working to preserve this beautiful, 500 + acre park.

In late July 2021, FOCL was recognized by the Internal Revenue Service as a 501 (c)(3) public charity. Our charitable purpose is to support and promote the preservation, improvement and, maintenance of Cascade Lake Park, a Town of Warwick Natural Resource Area that is open to the public. Upon receipt of this recognized status, FOCL promptly began soliciting donations, exploring grants and other financial resources. We also commenced networking with other groups who can provide non-financial support in the form of trail construction and maintenance.

During Thanksgiving week, FOCL put together a crew of volunteers and, with the support of DPW, logged over 25 volunteer hours of trail maintenance filling large puddles and ruts making the main trail around the lake safer and more user-friendly for the many families that hike there. Of course, much more work remains to be done. FOCL would like to especially thank Commissioner Astorino and all of DPW for helping make our trail work possible.

This letter is simply our way of introducing FOCL to the Town Board as we look for ways to work together with the Town, to restore the damage caused by vandals and unlawful users, revitalize the trails and waterways and, improve the overall, natural state of the park. It is our hope that by working together Warwick families, hikers, and other lawful users can safely enjoy all the beauty this park has to offer, for generations to come.

Most sincerely,



Deborah A. Young  
President

focalparkwarwick@gmail.com

x

**Warwick Town Clerk**

**From:** Deidre Ellis (ClerksOffice2@WestMilford.org) <ClerksOffice2@westmilford.org>  
**Sent:** Thursday, December 09, 2021 10:08 AM  
**To:** bsmith@bloomingdalenj.net; clerk@butlerborough.com; jbakalarczyk@hardyston.com; clerk@villageofgreenwoodlake.org; mreilly@jeffersontownship.net; kiuele@kinnelonboro.org; cclipperton@rockawaytownship.org; clerk@ringwoodnj.net; townclerk@vernontwp.com; Warwick Town Clerk; mlyscatos@passaiccountynj.org; dimhof@passaiccountynj.org; pcpb@passaiccountynj.org; jasonmi@passaiccountynj.org; Tonya Cubby (PlanningBoard@WestMilford.org)  
**Cc:** Diane Curcio (ClerksOffice@WestMilford.org)  
**Subject:** Ordinance 2021-038  
**Attachments:** 2021-038-AmendSuppChaps 420+500-ShippingContrainers.pdf

December 9, 2021

RECEIVED

DEC 09 2021

Town of Warwick  
Town Clerk

TO: Borough of Bloomingdale  
 Borough of Butler  
 Borough of Kinnelon  
 Borough of Ringwood  
 Passaic County Clerk  
 Passaic County Planning Board  
 Township of Hardyston  
 Township of Jefferson  
 Township of Rockaway  
 Township of Vernon  
 Town of Warwick  
 Township of West Milford Planning Board  
 Village of Greenwood Lake

**Re: Ordinance 2021-038;**

**2021-038 ORDINANCE OF THE TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC, STATE OF NEW JERSEY TO AMEND AND SUPPLEMENT CERTAIN PORTIONS OF CHAPTERS 420 "LAND USE PROCEDURES" AND 500 "ZONING" REGULATING SHIPPING CONTAINERS**

Dear Sir/Madam:

Please take notice that the above Ordinance 2021-038 was adopted at a Workshop & Regular Meeting of the Mayor and Governing Body of the Township of West Milford held on December 8, 2021.

Enclosed herewith is a copy of Ordinance 2021-038 as referenced above.

*Deidre Ellis*

Deidre Ellis  
 Clerk's Office  
 973-728-2714

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DEC 09 2021

Town of Warwick  
Town Clerk

## Township of West Milford

Passaic County, New Jersey

### ~ Ordinance 2021 – 038 ~

#### ORDINANCE OF THE TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC, STATE OF NEW JERSEY TO AMEND AND SUPPLEMENT CERTAIN PORTIONS OF CHAPTERS 420 "LAND USE PROCEDURES" AND 500 "ZONING" REGULATING SHIPPING CONTAINERS

**WHEREAS**, upon discussion the Township Council of the Township of West Milford finds it desirable and necessary to provide certain clarifications to the standards regulating shipping containers to ensure proper and efficient implementation of same.

**NOW, BE IT ORDAINED** by the Township Council of the Township of West Milford, County of Passaic, State of New Jersey, that the Land Development Ordinance shall be amended and supplemented as provided herein.

#### Section 1. Chapter §420 Land Use Procedures §420-6 Definitions

##### **ACCESSORY BUILDING, STRUCTURE, OR USE**

##### **HAZARDOUS MATERIALS**

Any material, solid, liquid or gas, listed as a hazardous substance or material, including but not necessarily limited to the NFPA Guide of Hazardous Materials, the Department of Transportation Guide Book, the list of hazardous substances and toxic pollutants designated by the Federal Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection pursuant to Section 311 of the Federal Water Pollution Control Act, Amendment of 1972, as amended by the Clean Water Act of 1977 (33 U.S.C. § 1251 et seq.) and the list of toxic pollutants designated by Congress or the EPA pursuant to Section 307 of the Federal Water Pollution Control Act, and hospital or medical waste, including but not limited to syringes, bandages and discarded pharmaceutical products and any material warranting removal or cleanup in the opinion of the West Milford Township Office of the Fire Official.

##### **SHIPPING CONTAINER, ISO CONTAINER, ISO SHIPPING CONTAINER, SEA CONTAINER**

Any standardized shipping container constructed in accordance with the standard sizes promulgated by the International Standards Organization (ISO) for use in international intermodal transportation of goods by ship, rail, or truck, which shall include but shall not be limited to containers that are 20 feet in length and 8 feet in width, 40 feet in length and 8 feet in width, and 53 feet in length and 8 feet in width. Shipping containers that have been modified into a permanent structure and no longer appears to be a shipping container, shall follow accessory building or principal building standards depending on the proposed use.

#### Section 2. §500 Zoning §500-XX Shipping containers.

- A. Shipping containers placed on any site shall comply with the provisions of this section, except that portable moving containers/moving pods placed on private property for no more than 30 days in any twelve-month period shall not be regulated by this section.
- B. Nonconforming structures. Structures rendered non-conforming by this ordinance may obtain a certification pursuant to N.J.S.A. 40:55D-68 that a use or structure existed prior to the adoption of the ordinance which rendered the use or structure nonconforming by applying for a zoning permit, subject to the following conditions:
  - a. The applicant shall have the burden of proof that the structure existed prior to the adoption of this ordinance.
  - b. The structural integrity of the existing container must receive approval from the Construction Official or the Construction Official's Designee.

- c. The replacement of any existing shipping container must comply with the Zoning Ordinance, including the limit of one (1) shipping container per every four (4) acres in residential districts.
- C. Temporary shipping containers. Shipping containers under 200 square feet that meet accessory structure setback requirements of the underlying zone may be placed on any property for up to 180 days in one calendar year beginning on the date of zoning permit approval.
- D. Permit required. Placement of shipping containers in any zone district are required to submit a zoning permit application. Placement of a shipping container over 200 square feet will also require a building permit application. Shipping containers in commercial or industrial districts, or on farm-assessed properties, shall adhere to additional requirements set forth in § 500-XX.E.
- E. Residential districts. Permanent shipping containers over 200 square feet are prohibited in residential districts. Upon submission and approval of a zoning permit application, a shipping container under 200 square feet may be used as permanent storage but must adhere to the following standards:
  - a. Shipping containers shall meet accessory building area and bulk requirements of the underlying zone district. If the shipping container is in any yard that is adjacent to another residential property, or visible from any street, the container must either be screened or improved with cladding or siding.
  - b. No more than one shipping container per every four (4) acres shall be placed on a residential property.
- F. Commercial districts and industrial districts.
  - a. Shipping containers must adhere to the accessory building area and bulk requirements of the underlying zone district.
  - b. Shipping containers shall not be used for storage of hazardous material (as defined in § 420-6) and may not be used as dwelling units, commercial sales or service, or other use types.
  - c. Shipping containers may not be stacked.
  - d. Screening or buffering must be implemented if a shipping container is within 50 feet of any residential use or district or visible from any public street.

**SECTION 3.** All ordinances of the Township of West Milford, which are inconsistent with the provisions of this Ordinance, are hereby repealed to the extent of such inconsistency.

**SECTION 4.** If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, preempted by Federal or State law, or otherwise invalid by any court of competent jurisdiction, such decision shall not affect the remaining portions of this Ordinance.

**SECTION 5.** No provision of this Ordinance shall be construed to impair any common law or statutory cause of action, or legal remedy there from, of any person for injury or damage arising from any violation of this Ordinance or from other law.

**SECTION 6.** This Ordinance shall take effect immediately upon final passage, approval, and publication as required by law.

**SECTION 7.** This Ordinance may be renumbered for codification purposes.

Introduced: November 3, 2021  
Adopted: December 8, 2021  
Effective Date: December 28, 2021

ATTEST

TOWNSHIP OF WEST MILFORD  
COUNTY OF PASSAIC  
STATE OF NEW JERSEY

\_\_\_\_\_  
William Senande, Township Clerk

By: \_\_\_\_\_  
Michele Dale, Mayor

X

**Warwick Town Clerk**

---

**From:** Warwick Dial A Bus <dialabus@warwick.net>  
**Sent:** Wednesday, November 24, 2021 11:21 AM  
**To:** Warwick Town Clerk  
**Cc:** Michael Sweeton  
**Subject:** RE: Updated Safety Program Plan  
**Attachments:** Warwick System Safety Plan -updated 12-16-2021.pdf

Eileen  
Yes thank you for catching that. Here is corrected one

Thank you!

RECEIVED  
NOV 24 2021  
Town of Warwick  
Town Clerk

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**From:** Warwick Town Clerk <clerk@townofwarwick.org>  
**Sent:** Wednesday, November 24, 2021 9:43 AM  
**To:** Warwick Dial A Bus <dialabus@warwick.net>  
**Subject:** RE: Updated Safety Program Plan

Hi Jen,  
I noticed on the last page that the date says the plan was updated November 2019. Is this correct? Does this need to be November 2021?

*Eileen M Astorino*  
Town Clerk/Registrar  
132 Kings Highway  
Warwick, NY 10990  
845-986-1124 ext. 246  
Town of Warwick



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**From:** Warwick Dial A Bus <dialabus@warwick.net>  
**Sent:** Wednesday, November 24, 2021 8:34 AM  
**To:** Michael Sweeton <msweeton@townofwarwick.org>  
**Cc:** Warwick Town Clerk <clerk@townofwarwick.org>  
**Subject:** Updated Safety Program Plan

Mike,

Attached is our updated System Safety Program Plan. It has been reviewed by DOT and the required updates are done. Updates were due to COVID pandemic procedures. We need a resolution authorizing you to sign our biennial updated plan.

Thank you

*Jen*

Jennifer L. Crover  
Supervisor of Transportation  
Town of Warwick Dial-A-Bus  
Cell- 845-774-6313  
Office 845-986-4174  
[dialabus@warwick.net](mailto:dialabus@warwick.net)

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# TOWN OF WARWICK

## DIAL-A-BUS

RECEIVED  
NOV 24 2021  
Town of Warwick  
Town Clerk

### **SYSTEM SAFETY PROGRAM PLAN**

For Small- Medium Systems



*Prepared by the Town Board and Supervisor of Warwick Dial-A-Bus*

*Adopted By Resolution December 16<sup>th</sup>, 2021*

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## SECTION 1

### EXECUTIVE STATEMENT

#### Policy Statement

The management of the Town of Warwick Dial-A-Bus has established and enforces a System Safety Program Plan and Policy to ensure the safety of the public, the employees and the citizens of the State who use public transportation, as well as others on the roadway. We are committed to providing safe, reliable and affordable transportation to the general public. We maintain our equipment and facilities to provide the safest environment to our employees and the public.

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Signed TOWN SUPERVISOR- Michael Sweeton

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Signed Supervisor of Transportation- Jennifer Crover

#### Authority

The authority for implementing the System Safety Program Plan (SSPP) resides with the Town of Warwick Dial-A-Bus Supervisor of Transportation, its employees and the Town Board of Warwick. The Supervisor of Transportation oversees the administration of the Dial-A-Bus program for the Town of Warwick. The Supervisor of Transportation and Head Bus Driver oversee the daily operations of the Dial-A-Bus program.

This SSPP has been developed in cooperation with the Federal Transit Administration (FTA) and New York State Department of Transportation (NYSDOT). This Program supports our efforts to improve public transportation safety by reducing bus accidents and to improve the overall safety of the roadways.

- 1.1 Our safety policy is signed by the Town Supervisor and the Supervisor of Transportation
- 1.2 Our philosophy for the Town of Warwick is to use all available resources in the implementation of all operations for our transit system. We work diligently with FTA, DOT, ADA, and the County of Orange Department of Planning to acquire resources, keep informed and to provide the most up-to-date information so we can promote and maintain a reliable transit system.
- 1.3 The Town Supervisor along with the Town Board oversees the Program and designates the Supervisor of Transportation of the Town of Warwick to carry out all responsibilities and procedures of the System Safety Program. The Supervisor of Transportation also designates the office manager/ Head Bus Driver to carry out day-to-day responsibilities of the operation.

- 1.4 The Head Bus Driver has the responsibility of day to day operations and monitors all bus and driver performances. Each driver is given a Driver Vehicle Inspection Report (DVIR) checklist to inspect their vehicle before leaving the office. These checklists are given to the Supervisor or designee, and if any defects are found, they are scheduled for repair. If the defect is a safety violation, the vehicle is removed from service. The Supervisor of Transportation and Head Bus Driver monitor bus maintenance. Our drivers are safe and regularly trained in safe driving practices. They have clean driving records and have medical examinations (DOT physicals) to ensure they are healthy enough to drive passengers. Drivers attend an annual safety training seminar to be informed on safety practices and dealing with passengers. We transport the general public including senior citizens and disabled passengers. Drivers are trained to deal with these passengers as well as securement of mobility devices and defensive driving principles. Our drivers are expected to treat passengers with understanding, kindness and courtesy. Drivers are trained on measures to take if involved in an accident. Someone is always available during hours of operations for the purpose of emergency help. This is done by two-way radio or cell phone. Emergency numbers and procedures are written and secured on every vehicle in our fleet. All drivers are expected to be cooperative towards the Supervisor of Transportation, Office Management/ Head Bus Driver, mechanics and other employees so that a good working relationship is developed.

## **SECTION 2**

### **GOALS AND PRACTICES**

- 2.1 The system's policy is to use all available resources to implement the most recent technical and managerial techniques available to reduce hazards. The goal of this plan is a "zero accident rate".
- 2.2 Responsibility for management of the Town of Warwick Dial-A-Bus rests with the Supervisor of Transportation. On a day to day basis this responsibility is delegated to the Office Manager/ Head Bus Driver
- 2.3 The systems goals for training, operations, and maintenance are to familiarize and instruct drivers, mechanics, and other employees on the responsibilities outlined in section 1.4.
- 2.4 The plan effectively defines and conveys the intent of the systems goals and policies.
- 2.5 Safety goals and practices are reviewed regularly and updated annually.



## **SECTION 3**

### **HISTORY AND BACKGROUND**

When the need for local, inexpensive public transportation was noticed, the Town of Warwick, working with the Orange County Department of Planning, started a local Dial-A-Bus service. In 1986, the Dial-A-Bus started with one bus. We currently have 8 buses in our fleet.

The Town Supervisor at the time executed a New York Statewide Mass Transportation Operating Assistance Program contract between the Town of Warwick and the County of Orange. A third party lease agreement was executed for Capital Equipment to acquire the buses needed to start the program.

The need for this local transportation has increased over the years to a busy, 8 bus operation. The Warwick Dial-A-Bus receives funding through the NY Statewide Mass Transportation Operating Assistance Program (STOA) and Federal section 5307 and 5311. Funding is secured and collected by the Orange County Department of Planning Commissioner of Finance and distributed either quarterly or annually, accordingly.

In 2015, the Town of Warwick, in order to work towards consolidating services, contracted with the Town of Wallkill for administrative duties for their Dial-A-Program. The Supervisor of Transportation for the Town of Warwick performs essential administrative functions of the program for the Town of Wallkill Dial-A-Bus. This agreement opens a way to improve overall transit around Orange County. Since this began, we have started sharing drivers, utilizing services, and provide consulting to the Town of Wallkill for their Transit system.

## **SECTION 4**

### **SCOPE OF OPERATION**

4.1 The Town of Warwick Dial-A-Bus provides demand responsive service through-out the Town of Warwick, in Orange County, NY. We also provide transportation for our residents to out-of-Town locations such as Wallkill, Monroe and Goshen, NY. The system operates by reservations, which clients call in according to their needs and wants. We require a minimum of 24 hours' notice for reservations and a maximum of one week's notice. Calling hours for reservations are Monday- Friday 8:30am - 2:00pm. The calling hours are informed to clients with the greeting on the phone and also in our materials we distribute.

Our hours of us operation are Monday and Friday 8am- 4pm, Tuesday- Thursday 8am- 5pm, Saturday 8:30am- 3:30pm and Sunday Village Run 8:30am- 3pm. Our maximum bus fleet during the week is 6 buses, Saturday's 2 buses and Sunday's 1 bus. We are closed major holidays.

The fares required for each trip are \$2.00. We offer decreased half-fare of \$1.00 each trip for senior citizens ages 60 and over and also for disabled riders. A fare is required each time a person boards the bus. Riders 4 and under are not required to pay a fare and a rider must be at least 13 years of age to ride alone. Verification for half fare is required.

The Town of Warwick fleet consists of (3) 14 Passenger and (3) 12 Passenger Ford Phoenix buses and (2) 18 Passenger Ford Phoenix bus. All buses are wheelchair accessible. In 2018 the buses travelled 110175 revenue miles a transported 26,695 revenue riders. Our current fleet is outlined under fleet inventory in appendices 1.1.

4.2 Operating and maintenance rules and procedures include employee training, maintenance training, preventative maintenance schedule, maintenance plans and emergency procedures.

4.3 Training requirements for vehicle operators and mechanics are:

4.3.1 Vehicle operator training, testing and regular observations

4.3.2 Annual training seminars and refresher courses

4.3.3 New employee training/ orientation

Detailed safety training explained in Section 15

## **SECTION 5**

### **ORGANIZATION**

The organizational chart for Warwick Dial-A-Bus is as follows:

1. Town Supervisor/ Town Board- responsible for the oversight of the department, final decision making of hiring, firing, financial approvals, acquiring vehicles. Etc.
2. Supervisor of Transportation- Performs administrative tasks, supervises personnel, performs reporting to County and State, ensures safety and security of employees, responds to accidents, and performs safety training to employees. The Supervisor of Transportation oversees all aspects of the transportation department, supervises mechanics, ensures maintenance is performed according to manufacturer regulations, inventory of parts, all roadway safety issues, etc. The Supervisor of Transportation has training and qualifications for Drug and Alcohol Program Management, BAITFISH, Reasonable Suspicion Training, and NYS Article 19A Certified Examiner.
3. Head Bus Driver- office manager, schedules clients rides into a schedule that drivers can complete, gathers daily driving records of passengers and fares. Reviews driver's pre/ post trip inspections, schedules bus maintenance and keeps record. Performs day-to-day responsibilities of the department including but not limited to payroll, billing, dispatching, safety, and driver reporting. The Head Bus Driver has training and qualifications for Dispatching, Drug and Alcohol Program Management, Reasonable Suspicion Training and NYS Article 19A Examiner.
4. Drivers- responsible for ensuring safety of vehicle, passengers, assisting in mobility devices that passengers may have, maintaining schedule, reporting

incidents, complete Driver Vehicle Inspection Report and to ensure communications between themselves, passengers and the Head Bus Driver/dispatch.

5. Mechanic- ensures that the vehicles are in safe driving condition. If a safety defect is given to the mechanic, the defect is corrected. All maintenance is documented, logged, and a report is given to the Supervisor. Mechanics are responsible for knowing the manufacturers regulations, having manuals for all parts and systems on vehicles, performing service according to a preventative maintenance plan and letting the Supervisor know when service is due.

## **SECTION 6**

### **EQUIPMENT AND FACILITIES**

- 5.1 Since we are a demand response system, we do not have bus stops, shelters, etc.
- 5.2 In August 2017, we moved into our new Bus Storage Facility named Warwick Transit Center. This office is located at 63 Public Works Dr. in the Town of Warwick. Here we provide space for drivers to report, dispatching, breakroom, restrooms, and inside parking for buses and system vehicles.
- 5.3 Our maintenance is done by our Department of Public Works which has a garage at the Highway Department. The maintenance facilities are equipped with lifts, bumper jacks and necessary equipment to perform maintenance on our buses. Hazardous materials are labeled appropriately and there is a "Right to Know" section set up for employees. Emergency procedures are written and detailed on the wall for employees to refer to.
- 5.4 Our buses are equipped with safety equipment such as two- way radios, camera systems, safety restraints, emergency equipment, first aid kits
  - 6.4.1 All buses are purchased by the Orange County Department of Planning off New York State Bid. All vehicles comply with State and Federal requirements.
  - 6.4.2 All buses meet crash worthiness, flammability standards and conform to industry standards.
  - 6.4.3 All buses have fire extinguishers, communication systems, emergency doors, windows, and exits.
  - 6.4.4 All buses have safety features on the lifts to prevent mobility devices from moving while on the lift.

## **SECTION 7**

### **SYSTEM MODIFICATION**

7.1 Any changes and/ or modifications to the transportation system shall be approved by the Town Board of Warwick and the Orange County Department of Planning. This would include changes to bus fleet, facilities, and equipment.

7.2 Procedures to evaluate the effects of modifications shall be according to the procedures set forth by the Orange County Department of Planning. This would include fare changes, changes in hours of services and demand of service.

## **SECTION 8**

### **SYSTEM SAFETY ORGANIZATION**

8.1 Responsibility of the system safety is a joint effort with the Town Board of Warwick and the Supervisor of Transportation. In the absence of the Supervisor of Transportation the responsibility lies with the Head Bus Driver. Responsibility for vehicle safety lies with all employees, the Supervisor of Transportation, the Head Bus Driver and the mechanics. The safety of passengers and driving safety is with the drivers.

8.2 The Supervisor of Transportation is responsible for the overall safety plan revisions and recommendations. Additionally, acting as a liaison between the employees, mechanics and the Town Board, the Supervisor of Transportation is responsible for:

1. Ensuring a positive line of communication between drivers, mechanics and all staff responsible for ensuring safety of vehicles.
2. Handling issues with passengers to ensure their safety
3. Ensuring all vehicles are in safe operating condition and holding mechanics responsible for proper maintenance of all vehicles.
4. Ensuring all employees are trained in accident prevention and safe driving practices. Drivers are trained as to what to do if an accident occurs.
5. Ensuring safety and security of the work environment including the offices and breakroom.
6. Ensuring that someone is always available during all hours of operation for the drivers to contact in an emergency.
7. Ensuring that someone is qualified and responsible for responding to accidents, handling complaints and the safety and security of all aspects of the operation.

8.3 The Commissioner of Public Works is responsible for ensuring that mechanics hold the proper qualifications to maintain vehicles in safe driving condition.

8.4 The mechanics are responsible for performing maintenance on vehicles according to our maintenance plan, manufacturer standards and for handling maintenance issues that the drivers bring to their attention.

8.5 The drivers are responsible for ensuring passenger safety, assisting with wheelchair securements and mobility devices, and relaying pertinent information to the Head Bus Driver or Supervisor. The drivers are safety conscious people who are in good health, have clean driving records, and are relied upon to always consider what is best for the passengers and the general public. They are responsible for the safe operation of their vehicle, documenting mechanical issues and for relaying that information via DVIR Report to the mechanics or office clerk.

## **SECTION 9**

### **PARTICIPATION ON SAFETY COMMITTEES**

9.1 The Safety Committee for the Warwick Dial-A-Bus consists of:

1. The Supervisor of Transportation
2. The Office Manager/ Head Bus Driver
3. Town Supervisor/ Town Board members

The safety committee meets regularly to ensure safety and security of facilities.

9.2 The Accident/ Investigation team for Warwick Dial-A-Bus consists of:

1. The Supervisor of Transportation
2. Head Bus Driver
3. Head mechanic or Commissioner of Public Works, if circumstance

requires

The Accident Investigation Team meets after all accidents or incidents to review critical information associated with the accident and to give evaluations and recommendations. The Supervisor of Transportation is qualified in BAITFISH- bus accident investigation training.

## **SECTION 10**

### **MAINTAIN SYSTEM SAFETY PROGRAM PLAN**

10.1 The System Safety Plan is reviewed biennially by the Supervisor of Transportation and Town Supervisor. If any revisions are necessary, the revisions are then sent to PTSB. Biennial updates, which are required, are sent to PTSB and these include any plan revisions, an updated executive policy statement, employee manifest, fleet inventory, accident registry, and certification statement.

10.2 Any changes to the SSPP are approved by the Supervisor of Transportation and the Town Supervisor. The Supervisor of Transportation is responsible for ensuring information on changes and revisions are given out appropriately.

10.3 It shall be the responsibility of the Supervisor of Transportation and Office manager/ Head Bus Driver to review and enforce all revisions with drivers and mechanics.

10.4 Maintenance personnel participate in related review and revisions of SSPP.

## **SECTION 11**

### **SAFETY RESPONSIBILITIES**

11.1 Safety qualifications are incorporated into the job requirements and applicant's safety history is reviewed prior to hiring.

11.2 Minimum qualifications for bus driver and Head Bus Driver positions are defined by the Department of Civil Service and Under Article 19A. Additional requirements for bus drivers:

1. Required knowledge, skills and abilities:
  - a. Good knowledge of the operation of commercial buses, safety practices and vehicle traffic laws and regulations
  - b. Must be 21 years of age or older
  - c. Must be able to understand and follow simple oral and/ or written directions
2. All candidates must possess a New York State Commercial Driver's License (CDL), minimum class C with Passenger endorsement for size vehicle operating
3. All operators are required to pass a Federal DOT Physical/ Medical Exam

4. All candidates for a civil service position must complete an employment application and all information is verified by our personnel department.

5. All candidates must submit a copy of their driver's license, from NY and any other state which a driver's license was held, and an abstract is obtained from each state.

6. All bus drivers are tested in accordance with Article 19A of the Vehicle and Traffic law, by a 19A Certified Examiner.

11.3 All drivers and new hires receive safety training and safety policy descriptions during the hiring process.

11.4 Employees receive an annual performance review and records of preventable accidents, incidents and safety violations are reviewed to see if re-training needs to be initiated.

11.5 Bus drivers are required to have a current driver's license on them and show it upon request as well as their DOT physical medical examiners card.

11.6 The Town of Warwick Dial-A-Bus conforms to all applicable Federal and State laws and regulations in accordance to the Safety Act of 1986 and Article 19A of the Vehicle and Traffic Law.

11.7 The Warwick Dial-A-Bus has a current, adopted Drug and Alcohol Testing Policy and the Supervisor of Transportation ensures that the policy is adhered to by all safety-sensitive employees. We are committed to safety and ensure a drug and alcohol free workplace.

11.8 All bus drivers receive training on ADA Requirements and refresher training is given annually.

11.9 In response to the 2020 COVID-19 Pandemic, the Town of Warwick Dial A Bus made temporary changes to some safety procedures. These changes can be found in Appendices 1.4

## **SECTION 12**

### **HAZARD IDENTIFICATION, ANALYSIS, AND RESOLUTION**

The Town of Warwick has a Safety Committee that meets regularly. The purpose of this committee is to review Town facilities and vulnerabilities to prevent incidents and to provide safety and security for our employees, our facilities and for the public.

The Town of Warwick has an adopted and fully in effect Natural Hazard Mitigation Plan. This plan was adopted in March of 2014 and is part of the Town of Warwick's emergency management plan and is available to be viewed by contacting the Town Clerk of Warwick or the Commissioner of Public Works. This plan is approved and updated by FEMA and the Town Board.

Hazard Assessment Policy- Hazard analysis is an analysis performed to identify hazardous conditions for the purpose of their elimination or control. This is a systematic approach to identify hazards that start with basic parts and subsystems and interprets the possible hazards or failures which would occur. Once hazards are identified, they should be assessed to determine their impact on the total system. This is whether to accept the hazard or to determine the extent of corrective measures to eliminate the hazards or reduce its severity. The Hazard Assessment shall be used in conjunction with the following:

A. Categorize level of severity:

1. Catastrophic- may cause death
2. Critical- may cause severe illness, severe injury or major system damage
3. Marginal- may cause minor injury, illness or loss
4. Negligible- will not result in injury, illness or system damage

B. Categorize the likelihood of occurrences:

1. Highly likely- frequent occurrence
2. Likely- expected occurrence
3. Unlikely- not expected to occur

- 12.1 The Supervisor of Transportation, Commissioner of Public Works, Head Bus Driver, and the drivers continuously monitor and report all safety problems. It shall be the responsibility of the Commissioner of Public Works and/ or the Supervisor of Transportation, or designee, to review the report, safety problem hazard and categorize the level of severity and likelihood of occurrence.
- 12.2 Equipment inspected/ analyzed for potential safety problems while conducting pre/ post trip vehicle inspections of the bus they will be using in service. This is documented on a Driver Vehicle Inspection Report (DVIR) form each day/ time a driver has to use a bus in service. (see attached form in appendices)
- 12.3 Town Highway mechanics/ maintenance personnel shall be responsible for inspecting/ analyzing the vehicle during routine maintenance procedures and maintenance related reports.



12.3.1 Roadway hazards are reported to the Commissioner of Public Works who then categorizes the issue and responds appropriately.

12.4 The Town Supervisor and Commissioner of Public Works are responsible for reviewing and completing all hazard assessment forms.

12.5 The Town of Warwick Department of Public Works has an Energy Control Plan. This plan outlines the procedures for securing equipment, training operators on equipment, lock out procedures and periodic inspections.

It shall be the responsibility of the Safety Committee to review all hazard assessments on a regular basis and recommend to the Town Supervisor a resolution or alternative to minimize the hazard. The Safety Committee shall also follow-up on implemented resolutions to ensure work is completed and the hazard has been minimized.

## **SECTION 13**

### **SECURITY AND EMERGENCY PREPAREDNESS**

13.1 The Supervisor of Transportation performs assessments of the security for the transit system, along with the Commissioner of Public Works, office staff and the Town Board.

13.2 Our agency considers our front-line employees and passengers the "eyes and ears" of the transit system. They are in the best position to notice things that may be abnormal, including activities, people, vehicles, or items that raise suspicion. All drivers will receive training on the detection and deterrence of security and safety issues. Drivers are instructed "If you see something, say something". The police department is programmed on all 2-way radios, so drivers can contact them directly or call dispatch.

13.3 Accident/ Incident Investigation reports, Accident registers, Federal Drug and Alcohol Results, Personnel Records and reports, and other safety-sensitive documents that are part of the Warwick Safety Plan, are kept locked in files at the Supervisors office.

The Town of Warwick Dial-A-Bus buses and facility will be used for emergency evacuation. Town Hall or Department of Public Works are central locations and would have a command center.

The Town of Warwick Police Department is on the same road as the Warwick Dial-A-Bus and we have a direct line to the dispatch. We have the police department involved in discussions pertaining to security and emergencies.

Money that is received is secured in a safe until deposited in the bank. Buses

have security cameras to assist in the deterrence or detection of security or safety issues that could arise on the bus.

- 13.4 The Supervisor of Transportation receives security alerts from FTA as well as DOT and local agencies. This information is then passed on appropriately.
- 13.5 The Town Board, Safety Committee and the Commissioner of Public Works are involved with all local agencies preparedness plans and emergency plans and meets with transit personnel with information pertaining to all emergency plans.

## **SECTION 14**

### **ACCIDENT/INVESTIGATION**

- 14.1 Town of Warwick has a certified BAITFISH person to investigate all accidents. That person is the Supervisor of Transportation and the Head Bus Driver

#### 14.1.1 Accident reporting procedure:

In the event of an accident, the driver is instructed to stop immediately to check for injuries to the passengers and to assist all passengers off the bus. The next step is to enlist whatever aid there is available to assist other injured parties and to place warning devices.

- 14.2 Accident notification procedure for drivers and supervisors:

The police are to be contacted by cell phone and respond. The main office is given a full report of the incident, including the identification of all passengers, identification of the adverse operator and the names of the police officers at the scene. Once the driver returns to the garage or main office, he/she is required to fill out a motor vehicle accident report.

- 14.3 Accident Notification to Safety Board:

The following accidents shall be reported immediately to the PTSB: all fatal accidents; any accident which results in five or more injuries to persons involved in the accident; and all accidents caused by mechanical failure, including but not limited to all fires that occur in revenue service that require passenger evacuation and response by a fire department regardless of whether or not injuries were incurred.

- 14.4 Notification of Emergency Response Personnel:

The driver/dispatcher notifies the police by cell phone, who in turn notifies the

appropriate emergency response agencies. Then the Supervisor of Transportation is notified. A town service is then called to take the bus to either the Transit Center or an independent garage, depending on the seriousness of the damage.

Drivers have been instructed to always protect the scene of the accident until the arrival of the police if they are needed.

14.5 Supervisory accident investigation:

If it's a serious accident, the staff person in the main office will immediately notify the Supervisor of Transportation who will decide whether to investigate in person or whether other investigating methods are warranted.

14.6 Driver's role in data collection and recording of accident events and related pertinent information:

It is the driver's responsibility to get as much information as possible in regard to the information needed to complete the accident report. He/she is responsible for including the names, addresses and telephone numbers of the passengers aboard the bus at the time of the accident.

14.7 Accident review process by safety or appropriate personnel:

Each accident report is submitted to our insurance carrier for their review and recommendations. The Supervisor of Transportation also decides what safety measures need to be taken towards the driver or other staff that may have responsibility.

14.8 Recommendations:

Since the Town of Warwick Dial-A-Bus is a small transit operation, most safety recommendations are discussed verbally with all drivers. When safety recommendations are received from the State or from other sources, they are discussed thoroughly and notice is distributed.

14.9 Disciplinary Program:

If a driver has a preventable accident, he is interviewed to show how the accident could have been prevented. There are re-training procedures that the driver goes through, and defensive driving performance test is performed according to Article 19A of the Vehicle and Traffic Law. According to DMV regulations, if a driver has 3 preventable accidents with- in 18 months, as described in Article 19A of the Vehicle and Traffic Law, the driver is suspended from driving and must be given re-training according to regulations.

14.10 Retraining Program:

The Town of Warwick Dial-A-Bus has a 19A Examiner who administers re-

training to any employee who has had preventable accidents, has failed an examination under Article 19A, has had confirmed complaints about unsafe driving practices, or has received convictions for driving refractions. The re-training is classroom training of the Commercial Drivers Manual, review of Article 19A regulations, review of incidents that happened, and actual driving training on the road. This is done by a qualified, Article 19A Examiner.

14.11 Accident Repeater Program:

See Section 14.10

14.12 Emergency Response Procedure:

In the event of an accident, the drivers are instructed to stop immediately to check for injuries to the passengers and to assist all passengers off the bus. The next step is to enlist whatever aid there is available to assist other injured parties and to place warning devices. The police are to then be contacted by radio and asked to report to the scene. In Warwick, we have the Supervisor of Transportation respond, or send the Head Bus Driver. The dispatcher is given a full report of the incident, including the identification of all passengers, identification of the adverse operator(s) and the names of the police officers at the scene. Once the driver returns to the garage or main office, he is required to fill out a motor vehicle accident report.

## SECTION 15

### SAFETY TRAINING

15.1 Description of the training program and review process: The safety program is summarized in Section 15.2

15.2 Integration of safety into overall training program: Safety is indeed part of overall training as described below.

Orientation: New hires are thoroughly familiarized with the operation

Performance: This is conducted by the Supervisor of Transportation who orientates new drivers to requirements.

Route Training: The Town of Warwick has no established route, but the locations of customers with hard-to-find addresses are pointed out during orientation.

Safe Equipment Operation Training: Training is done on site with drivers, mechanic, and highway superintendent. Use of webinar information will be used in training programs.

Passenger Safety Training: New drivers are taken on a bus and taught to safely load, unload, and prepare a bus for the road.

Accident Repeater Training on Defensive Training: If a driver has a preventable accident, he/she is interviewed to discuss how the accident could have been

prevented.

If there are too many preventable accidents, the driver would be put on probationary status, and if the bad accident record continues, he/she would be dismissed.

Evacuation Training: The drivers are taught the various escape routes.

Rules and Regulations Pertaining to use of Drugs and Alcohol by Drivers: The rules and regulations on drug and alcohol use are those found in Article 19A of the Department of Motor Vehicles-Vehicle and Traffic Law. The Town of Warwick enforces an adopted Drug and Alcohol Testing Policy and all employees have received mandatory training on this policy as well as the effects of drugs and alcohol in the workplace.

15.2.1 Experienced drivers provide the route and job training for the new hires.

15.3 Safety training is a vital part of our transit system. The Town of Warwick Dial-A-Bus employees have an annual training session which includes the following:

1. Review driving incidents and accidents
2. Review procedures for accidents and hazard assessment
3. Safety procedures for passengers
4. Wheelchair and Mobility Device securement
5. Defensive Driving Procedures and Principles
6. Review hazardous roadways and give information to the Commissioner of Public Works
7. Drug/ Alcohol Policy updates
8. Pre/ Post Trip inspections of vehicles

15.3.1 During Safety Training, employees are provided with all materials discussed and are given the opportunity to discuss anything they learned. Updated rules and regulations are distributed and any new DOT updates or Drug/ Alcohol Policy updates are distributed and signed for.

15.3.2 Students must demonstrate familiarity with all safety rules discussed, NYS Department of Motor Vehicles Article 19A, and understand the procedures.

15.3.3 Students must demonstrate familiarity with the procedures to identify, assess, and report hazards.

15.4 The training process for drivers includes:

1. A general orientation of the area we service.
2. Defining the scope of the program, including what is covered in the classroom and the road.
3. An explanation of management policies, including management's attitude towards safety.
4. State and any specific local safety rules and regulations, also Federal if

they apply.

5. Familiarization with property's facilities and the local zone.
6. Thorough coverage of the role of safety in the overall organization in the operations.
7. Route training, map reading and the location of local medical, police and fire facilities.
8. Instruction on the operation of safety equipment, including doors, door locks, wheelchair lifts and locking device, brakes, mirrors, wipers, and 2-way radio.
9. Training on passenger safety, including on-board causes of accidents and injuries, safe acceleration and deceleration rates, and physical limitations of elderly and disabled persons.

15.4.1 Operators receive training in the emergency/standard operating procedures to include, but not limited to the following:

1. Traffic accidents.
2. Collision with a fixed object.
3. On-board fire or smoke.
4. Passenger injury or illness.
5. On-board theft, fight or improper conduct
6. Flooding route, snow and other types of severe weather.
7. Odor of raw fuel fumes.

15.4.2 Operator training includes formal defensive driving techniques.

15.4.3 Frequent safety discussions held with operators and safety bulletins are posted.

15.4.4 New hires/new assigned bus operators receive safety training prior to performing the job.

15.4.5 Retraining procedures are in place for operators.

15.5 All maintenance on the bus is done in-house by our Highway Dept. mechanics or at an outside vendor for major issues.

15.6 Bus maintenance training program covers the forms and procedures used by the maintenance department, their purpose and how to complete them.

15.7 Training manuals provided for each type of bus and system equipment maintained on the property.

15.7.1 Maintenance documentation provided in training is complete and current.

15.7.2 Manufacturers participate in maintenance training for new equipment. We receive training for maintenance by the manufacturer and keep materials and manuals.

## **SECTION 16**

### **OPERATOR SAFETY RELATED ACTIVITIES**

16.1 The SSPP provides policy guidance to all employees and management of the system.

16.2 Emergency response procedures:

16.2.1 For fire and smoke, procedures are the same as for accident. We have established communication with our local police and fire department for training procedures for emergencies.

16.2.2 In case of inclement weather, the bus operation is closed for the day by the Supervisor of Transportation. This is relayed to residents by greeting on our phone line and advertised on local radio stations.

16.2.3 For Construction areas, the Commissioner of Public Works notifies the Supervisor of Transportation of any areas that will be under construction or have detours. Detour signs are followed. If a passenger lives in an area where access is closed, the driver will call dispatch via 2- way radio and passenger will be notified

## **SECTION 17**

### **MAINTENANCE SAFETY RELATED ACTIVITIES**

The Town of Warwick Dial-A-Bus ensures the safety of passengers and the public by performing inspections on equipment on a regular basis. Buses are inspected before they leave for service, mid- way during the trip, and at the end of the run. The drivers use a Driver Vehicle Inspection Report form (DVIR) to document any safety issues and immediately bring any safety issues to the mechanic. Drivers are trained to perform pre/ post trip inspections of their bus according to the Commercial Drivers manual and DOT Regulations. They are random reveiws to ensure they are thoroughly inspecting their vehicle.

Operations and maintenance affect safety in that well-maintained equipment and facilities will result in a reduction of potential hazards. Poor maintenance and poor routine safety checks lead to the increased chance of more accidents or unsafe equipment.

17.1 Maintenance employee orientation: The Commissioner of Public Works tells newly employed mechanics what procedures are for bus maintenance and our preventative maintenance plan, and where the policy books and vehicle manual is located. The buses are serviced every 5,000 miles according to a preventative maintenance schedule. Repairs contracted to outside firms are handled on an individual basis. Town of Warwick Dial-A-Bus vehicles are purchased new by Orange County Dept. of Planning, with the bus being leased to the Town of Warwick.

17.2 The Town of Warwick follows a documented maintenance program plan. This plan is provided to all mechanics. This plan discusses a preventative maintenance schedule and procedures. Preventive maintenance procedure covers the following:

- Engine oil, belts, hoses, fluids, gauges
- Brakes- service and emergency
- Door System
- Exterior/interior body, lights and reflectors
- Tires and lug nuts
- Steering assembly and suspension system
- Windshield wipers, mirrors, horn, and seat belts
- Bus exterior/interior and steps
- On board fire extinguisher, first aid kit, and triangle reflectors
- Wheelchair lift and securement system
- On board communication system
- Emergency windows, hatch
- All mirrors, heaters, defrosters and air conditioning

17.3 Corrective maintenance procedures: The Supervisor of Transportation monitors all corrective maintenance work.

17.3.1 Defect reports from driver are used to plan work that was found during pre- trip inspections.

17.4 The mechanic makes a physical inspection of the bus after an accident.

17.5 Maintenance of wheelchair lifts, securements, hand- rails and other items are performed and training is received by mechanics and drivers to conform to the Americans with Disabilities Act (ADA) regulations.



## **SECTION 18**

### **INTERNAL REVIEW**

The Town of Warwick does its own internal audits to help ensure that all elements within the property are in compliance with the SSPP.

- 18.1 The Supervisor of Transportation shall review that the operators are following procedures on an annual basis.
- 18.2 Article 19A of the Vehicle and traffic law reviews are in place regarding training procedures.
- 18.3 The results of the written reviews and recommendations are distributed, with action assigned.
- 18.4 The Town Comptroller audits expenses
- 18.5 Safety Committee reviews all documentation regarding SSPP.

## **SECTION 19**

### **EXTERNAL REVIEW**

- 19.1 External review is conducted by the following:
  - New York State Public Transportation Safety Board (PTSB)
  - NYS DOT
  - National Transportation Board (NTSB)
  - Department of Motor Vehicles (19A files, license abstracts)
  - Orange County Dept. of Planning
- 19.2 The Supervisor of Transportation shall review and implement, as applicable, any recommendations made by the external auditing agency.
- 19.3 Comments/recommendations are filed with a rationale for action.

**SECTION 23**

**CERTIFICATION**

**System Safety Program Plan- updated December 2021  
Certification Statement**

I, \_\_\_\_\_, certify that the System Safety Program Plan  
*(Name, title)*

For the Town of Warwick Dial-A-Bus has been properly distributed, is currently in effect, and functioning as stated, and will be fully enforced by company management.

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature- Michael Sweeton- Town Supervisor*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature- Jennifer L. Crover- Supervisor of Transportation*

x

**Warwick Town Clerk**

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**From:** Roger Moss <moss\_roger@hotmail.com>  
**Sent:** Monday, November 15, 2021 9:37 AM  
**To:** Warwick Town Clerk  
**Cc:** Michael Sweeton; howards@warwick.net; William Greene  
**Subject:** Letter to Town Board  
**Attachments:** Letter to Town Board.pdf; CSCFactSheetModelRes2020\_v2.pdf

To the Clerk

Please submit this letter and the "Fact Sheet" to the Board for its November meeting.

Thank you,  
Roger Moss  
(845) 645-6749

**RECEIVED**  
**NOV 15 2021**  
Town of Warwick  
Town Clerk

November Meeting, 2021

To the members of the Warwick Town Board:

The Climate Smart Communities (CSC) program began in 2009 as an interagency initiative of New York State. The program is jointly sponsored by the following New York State agencies: Department of Environmental Conservation (DEC); Energy Research and Development Authority (NYSERDA); Department of Public Service; Department of State; Department of Transportation; Department of Health and the Power Authority (NYPA). DEC acts as the main administrator of the program.

**Climate Smart Communities**

About | Actions & Certification | Support

### State Support for Local Climate Action

Climate Smart Communities (CSC) is a New York State program that helps local governments take action to reduce greenhouse gas emissions and adapt to a changing climate. The program offers free technical assistance, grants, and rebates for climate-related projects.

Registered communities have made a commitment to act by passing the CSC Ordinance. Certified communities are the forefront in action in the state. More information is provided by CSC, including a comprehensive and downloadable checklist to ensure that you are ready to take the next steps in climate change and the environment.

[LEARN MORE](#)

#### Participating Climate Smart Communities:

Agency	Count	Agency	Count
NEW YORK STATE	347	NEW YORK STATE	72
FEDERAL GOVERNMENT	9,428,292	NEW YORK STATE	8

### Participating Communities

243 TOTAL REGISTERED | 28 CURRENTLY CERTIFIED | 2168 ACTIONS COMPLETED

Filter This Map

By Status

- Registered
- Certified
- Not Certified
- Not Registered
- All

By Certified Action

- 1,666 Air Quality
- 1,666 Energy
- 1,666 Green Buildings
- 1,666 Land Use
- 1,666 Transportation
- 1,666 Water

Click on a community on the map to view more information.

The Village of Warwick has signed the pledge to become a Climate Smart Community however the Town has not yet done so. Even without signing the pledge, The Town of Warwick has achieved many of the benchmarks designated by the Climate Smart Communities program, including Energy Audits, Interior Lighting upgrades, HVAC upgrades, LED streetlights, energy code enforcement training, and more. All of these actions, when registered and acknowledged by CSC, win points which improve Warwick's chance for grants from NY State through the Block Grant program.

Sustainable Warwick has held informational sessions on solar power generation, solar powered vehicles, geothermal energy systems. It can be a valuable partner with the Town in achieving even more points.

We ask you to consider the benefits of passing a resolution like the one provided by the Supervisor so that the Town can fully enter the CSC process, get recognition for steps already achieved, and identify new initiatives that help mitigate the effects of Climate Change.

Geoff Howard

Bill Greene

Roger Moss



## STATE SUPPORT FOR LOCAL CLIMATE ACTION

**Climate Smart Communities (CSC)** is a New York State program that supports local governments in leading their communities to reduce greenhouse gas emissions, adapt to the effects of climate change, and thrive in a green economy. The benefits of participating include leadership recognition, free technical assistance, and access to grants. Local governments participate by signing a voluntary pledge and using the CSC framework to guide progress toward creating attractive, healthy, and equitable places to live, work, and play.

### Climate Smart Community (CSC) Program Goals

- Reduce greenhouse gas emissions.
- Build resiliency to the impacts of climate change.
- Save taxpayer dollars.
- Increase energy security and reliability.
- Improve community public health and safety.
- Support a green innovation economy.
- Demonstrate leadership.

### How do communities benefit from the CSC program?

- Receive funding for climate change mitigation and adaption projects via the DEC CSC Grant program.
- Reduce the cost of clean vehicles and associated charging/fueling stations via the DEC Municipal Zero-emission Vehicle Rebate program.
- Receive free technical assistance for clean energy and climate change initiatives from regional coordinators.



- Discover online guidance and decision-support tools via webpages.
- Learn about best practices through CSC webinars.
- Network with like-minded community leaders at CSC events and workshops.

### Where does the support come from?

The Climate Smart Communities program is jointly sponsored by seven New York State agencies:

- Department of Environmental Conservation
- Department of Health
- Department of Public Service
- Department of State
- Department of Transportation
- Energy Research and Development Authority
- New York Power Authority

## How do communities participate in the CSC program?

- Adopt the Climate Smart Communities (CSC) Pledge. See below for the model resolution.
- Visit <https://climatesmart.ny.gov/actions-certification/getting-started/> to review next steps and be designated a registered CSC. Once your local government has registered, you'll see your community on displayed on the map.
- Select actions and learn about what it takes to become a certified CSC at <https://climatesmart.ny.gov/actions-certification/actions/>.
- Sign up for the CSC email list to be notified of upcoming opportunities at <http://www.dec.ny.gov/energy/76483.html>.
- Visit the CSC funding programs webpage at <http://www.dec.ny.gov/energy/109181.html>.

## Model Resolution for Municipal Adoption of the CSC Pledge

Local governments may amend the preamble to the resolution below, but all 10 points of the pledge must be adopted *verbatim* in their entirety.

*WHEREAS, the Town/Village/City/County of \_\_\_\_\_ believes that climate change poses a real and increasing threat to our local and global environments and is primarily due to the burning of fossil fuels; and*

*WHEREAS, the effects of climate change will endanger our infrastructure, economy and livelihoods; harm our farms, orchards, and ecological communities, including native fish and wildlife populations; spread invasive species and exotic diseases; reduce drinking water supplies and recreational opportunities; and pose health threats to our citizens; and*

*WHEREAS, we believe that our response to climate change provides us with an unprecedented opportunity to save money, and to build livable, energy-independent and secure communities, vibrant innovation economies, healthy and safe schools, and resilient infrastructures; and*

*WHEREAS, we believe the scale of greenhouse gas emissions reductions required for climate stabilization will require sustained and substantial efforts; and*

*WHEREAS, we believe that even if emissions were dramatically reduced today, communities would still be required to adapt to the effects of climate change for decades to come,*

*IT IS HEREBY RESOLVED that Town/Village/City/County of \_\_\_\_\_, in order to reduce greenhouse gas emissions and adapt to a changing climate, adopts the New York State Climate Smart Communities Pledge, which comprises the following 10 elements:*

- 1) **Build a climate-smart community.**
- 2) **Inventory emissions, set goals, and plan for climate action.**
- 3) **Decrease energy use.**
- 4) **Shift to clean, renewable energy.**
- 5) **Use climate-smart materials management.**
- 6) **Implement climate-smart land use.**
- 7) **Enhance community resilience to climate change.**
- 8) **Support a green innovation economy.**
- 9) **Inform and inspire the public.**
- 10) **Engage in an evolving process of climate action.**

## CONTACT INFORMATION

### Office of Climate Change

New York State Department of Environmental Conservation  
625 Broadway, Albany, NY 12233-1030  
P: (518) 402-8448 | F: (518) 402-9021 | [climatesmart@dec.ny.gov](mailto:climatesmart@dec.ny.gov)  
[www.dec.ny.gov](http://www.dec.ny.gov)



**Warwick Town Clerk**

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**From:** Michael Sweeton  
**Sent:** Tuesday, November 23, 2021 1:15 PM  
**To:** Warwick Town Clerk  
**Subject:** FW: ACO appointment

RECEIVED  
NOV 23 2021  
Town of Warwick  
Town Clerk

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**From:** Suzyn Barron, Pres. <warwickhumane@yahoo.com>  
**Sent:** Tuesday, November 23, 2021 12:44 PM  
**To:** Michael Sweeton <msweeton@townofwarwick.org>  
**Cc:** Councilman DeAngelo <fdeange1@optonline.net>  
**Subject:** ACO appointment

Hi Michael,

Mr. Juaquime Wright of Johnson, New York has been in our employ for a month as an Animal Care Attendant. Mr. Wright was honorably discharged from the Army after four years of service. I have personally known him for nearly 8 years. Currently, he is only available to work two days a week, however, having him as Animal Control will help especially during construction since the dogs will be in Monroe and we anticipate being back and forth between our two temporary locations.

Please let me know if you have any questions and I request that he be appointed at the next meeting of the Warwick Town Board.

Thank you! Happy Thanksgiving!!

Suzyn



**Warwick Town Clerk**

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**From:** Michael Sweeton  
**Sent:** Friday, November 19, 2021 8:40 AM  
**To:** Warwick Town Clerk  
**Subject:** FW: 2022 Dial A Bus Contracts  
**Attachments:** 2022 Wallkill Admin Contract draft.doc; DRAFT 2022 Wallkill Contract-Dispatching Services .doc

For approval at dec 16<sup>th</sup> meeting

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**From:** Warwick Dial A Bus <dialabus@warwick.net>  
**Sent:** Friday, November 12, 2021 2:11 PM  
**To:** Frank Dendantto <fdendantto@townofwallkill.com>; Michael Sweeton <msweeton@townofwarwick.org>  
**Cc:** Will Frank <wfrank@mid-hudsonlaw.com>; 'Lisa Dysard' <LDysard@townofwallkill.com>  
**Subject:** 2022 Dial A Bus Contracts

Frank and Mike,

Here are the 2022 contracts. Please note they are now 3 year contracts as discussed, with notation that costs will be reviewed at the end of each year for salary increases etc.

Please have resolution authorizing signatures.

Thank you

*Jen*

Jennifer L. Crover  
Supervisor of Transportation  
Town of Warwick Dal-A-Bus  
Town of Wallkill Dial-A-Bus  
Cell- 845-774-6313  
Office- 845-986-4174  
[dialabus@warwick.net](mailto:dialabus@warwick.net)

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**NOV 19 2021**  
Town of Warwick  
Town Clerk

*PLEASE TAKE NOTICE: This e-mail, and any attachments thereto, is intended only for use by the addressee(s) named herein and may contain legally privileged and/or confidential information. If you are not the intended recipient of this e-mail, you are hereby notified that any dissemination, distribution or copying of this e-mail, and any attachments thereto, is strictly prohibited. If you have received this e-mail in error, please notify me by replying to this message and permanently delete the original and any copy of this e-mail and any printout thereof. The contents of this email shall not be deemed to constitute an expression of any official policy or position of the Town of Warwick or Town of Wallkill, respectfully.*



X

TOWN OF WARWICK/ TOWN OF WALLKILL DIAL-A-BUS  
ADMINISTRATION and CONSULTING SERVICES AGREEMENT

THIS AGREEMENT made for administrative services from January 1st, 2022- December 31<sup>st</sup>, 2024 by and between the Town of Warwick, a municipal corporation having its principal office located at 132 Kings Highway, Warwick, NY, and the Town of Wallkill, a municipal corporation having its principal office located at 99 Tower Dr., Middletown, NY.

Whereas the Town of Wallkill is desirous of having Administrative and Consulting Services for its Dial A Bus Program, and The Town of Warwick is able to have their Supervisor of Transportation, Jennifer Crover, oversee the administration of the program.

NOW, THEREFORE, in consideration of both mutual covenants herein contained, the parties agree as follows:

1. The Town of Warwick shall assume the administration of the Wallkill operation from its transit offices in the Town of Warwick meeting with Wallkill personnel as needed.
2. The Supervisor of Transportation will be responsible for supervising all Wallkill Dial-A-Bus employees, including the Warwick Dispatcher/ Head Bus Driver, checking statistics, record keeping and reporting to the Orange County Dept. of Planning. The Supervisor of Transportation will meet with the dispatcher/ Head Bus Driver and review passengers and miles and fare collections. The Supervisor of Transportation can verify recaps and deposits are done accordingly and that drivers are correctly monitoring passengers and fare collections.
3. Maintenance will continue at the DPW in Wallkill as is now. Maintenance performed must be logged and a copy given to The Supervisor of Transportation as work is done.
4. The Supervisor of Transportation will perform required management of the Dial A Bus Drug and Alcohol Testing Program. The Supervisor of Transportation will oversee the Drug and Alcohol Program and ensure the Workplace policy is acceptable and maintain record keeping for the program. Safety Training and FTA Training requirements will be provided as needed by The Supervisor of Transportation, as well as overseeing Article 19A requirements.

5. The Supervisor of Transportation will be responsible for the overall management of the Dial-A-Bus operation.
6. The Supervisor of Transportation will be available while buses are in service, or have a designee available.
7. The Town of Wallkill has previously granted permission (via inter- municipal agreements) for Warwick buses to operate into, through, and out of Wallkill borders.
8. The fee for 1/1/2022- 12/31/2022 is \$25,000.00 payable by March 31<sup>st</sup>, 2022.
9. The Town of Warwick will pay the Supervisor of Transportation, Jennifer Crover as specified in their work agreement.
10. In cases of emergency, drivers may be needed to operate for the other agencies Dial A Bus service. That driver must be listed on that agency's vehicle insurance roster. The agency that employs is responsible for their salary.
11. The Town of Wallkill will hold harmless and indemnify the Town of Warwick for any damages caused by the Town of Wallkill employees, as a result of this agreement. The Town of Warwick will hold harmless and indemnify the Town of Wallkill for any damages caused by Town of Warwick employees as a result of this agreement.
12. This agreement shall be in effect through December 31<sup>st</sup>, 2024 and can be extended upon mutual agreement of all parties involved.
13. This Contract will be amended for changes in salaries, responsibilities, etc. at the end of each year, upon mutual agreement of both parties.

IN WITNESS WHEREOF, the parties agree for this contract to be executed upon signing.

TOWN OF WARWICK

\_\_\_\_\_  
Michael Sweeton, Supervisor

\_\_\_\_\_  
Date

TOWN OF WALLKILL

\_\_\_\_\_  
Frank DenDanto III, Supervisor

\_\_\_\_\_  
Date

NOV 16 2021

**Warwick Town Clerk**Town of Warwick  
Town Clerk

**From:** eknightmoss@gmail.com  
**Sent:** Tuesday, November 16, 2021 9:22 AM  
**To:** Michael Sweeton; Town Supervisors Confidential Secretary; Warwick Town Clerk  
**Cc:** Melissa Shaw-Smith; 'Payton Swenson'; eknightmoss@gmail.com  
**Subject:** TOO GOOD TO TOSS 2022

**TOO GOOD TO TOSS 2022**

Too Good To Toss, initiated in 2017, is intended to divert un-wanted useful items from the waste stream, and strengthen community connections by providing a convenient, safe space to host a free swap. This popular event is always held in advance of the Village Bulk Trash Pick Up.

Wickham Works is the fiscal sponsor and will provide insurance for TGTT.

I'd like to formally request that the Village and Town of Warwick, as in previous years, generously split the cost to rent tents, tables, and a few chairs, to be set up on the basketball court in Stanley Deming Park.

I'd like to reserve the basketball court, Stanley Deming Park, for the dates listed below. We will adhere to current CDC COVID guidelines for all participants.

**FRIDAY, AUG. 19**

Tents/tables/chairs/garbage cans/recycling cans to be delivered and set-up during the day on Friday Aug. 19. Time to be determined by tent/table rental company and DPW. We will invite TGTT volunteers to drop off their donations that evening from 5PM-7PM.

**SATURDAY, AUG. 20**

Residents of the Village and Town of Warwick may deliver their donations to the basketball court from 10AM-4PM. \*Donations must be clean, in good condition with all working parts. As in all previous years, we will refuse any items deemed unacceptable by Mr. Moser, Supervisor, Village DPW.

**SUNDAY, AUG. 21**

Members of the public, no matter where they live, are invited to shop for free from 10AM-4PM. Volunteers will box and bag left-over items and separate trash and re-cyclables.

**MONDAY, AUG. 22**

I plan to contact The Salvation Army to ask if they'd like the left-over donations. The last time we held this event, on the basketball court, that organization sent a 16-foot panel truck to remove everything except a few pieces of damaged furniture. The Village DPW took away trash and recyclables -cardboard, paper, metal.

**\*DONATIONS**

The last year we held the event on the basketball court, we accepted:

children's & young adult's books, toys, strollers and other baby gear. Arts & crafts supplies, office supplies, holiday decorations, bed, bath, and table linens, bicycles/tricycles, tableware, kitchenware, artwork, picture

frames, mirrors, housewares and home décor, clothing, shoes, fashion accessories (adults & kids), lamps, furniture (indoor and outdoor), tools, garden equipment, sports/camping gear, among other categories.

Elizabeth Knight

[eknightmoss@gmail.com](mailto:eknightmoss@gmail.com)

845-544-1056

X

**Warwick Town Clerk**

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**From:** Michael Sweeton  
**Sent:** Thursday, November 18, 2021 8:35 AM  
**To:** Warwick Town Clerk  
**Subject:** FW: ACO appointment

**RECEIVED**

**NOV 18 2021**

Town of Warwick  
Town Clerk

I told her this has to go to the dec 8<sup>th</sup> meeting

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**From:** Suzyn Barron, Pres. <warwickhumane@yahoo.com>  
**Sent:** Wednesday, November 17, 2021 4:44 PM  
**To:** Michael Sweeton <msweeton@townofwarwick.org>  
**Cc:** Councilman DeAngelo <fdeange1@optonline.net>  
**Subject:** ACO appointment

Supervisor Sweeton,

I am requesting the appointment of Ms. Jen Basile as Animal Control as soon as possible.

Ms. Jennifer Basile of Hewitt, New Jersey is a personal dog trainer since 1994 and has been a volunteer with our organization for several years. Ms. Basile has recently joined our staff and based on her experience in handling and training dogs, is very well suited to be an Animal Control Officer.

Thank you for your consideration.

For the animals,

Suzyn Barron  
President

X

**Warwick Town Clerk**

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**From:** Warwick Town Comptroller  
**Sent:** Wednesday, November 17, 2021 9:48 AM  
**To:** Warwick Town Clerk  
**Subject:** 12/16 board meeting

For the 12/16 meeting, we will need a resolution for budget modification due to American Rescue Plan Act of 2021. I will have the accounts and amounts when we get closer to that date.

Take care,  
Bonnie Kane

Comptroller  
Town of Warwick  
[Comptroller@TownOfWarwick.org](mailto:Comptroller@TownOfWarwick.org)  
(845) 986-1120 x3

**RECEIVED**  
**NOV 17 2021**  
Town of Warwick  
Town Clerk



X

November 17, 2021

RECEIVED

NOV 18 2021

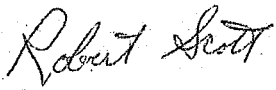
Town of Warwick  
Town Clerk

Supervisor Michael Sweeton  
Members of the Town of Warwick Board  
Town of Warwick  
132 Kings Highway  
Warwick NY 10990

Dear Supervisor and Town Board

Pursuant to Chapter 7 of the Town Code, the Community Preservation Advisory Board met on November 17, 2021 to consider the rating of several properties that have applied for consideration by the Community Preservation program.

After a lengthy discussion the Community Preservation Advisory Board agreed on the following ratings for all properties which we agreed that had supplied enough information to warrant a rating. The ratings are based on a worksheet that was developed that covers many considerations. Some topics we consider at Public Water Supply/Aquifer Protection, Agricultural Lands, Village/Hamlet Greens, parks, recreation & open space, Historic Places and landmarks, Freshwater Wetlands & Bio Diversity Conservation Areas. Below is our rating spreadsheet.



Robert Scott  
Co-Chairman

<u>Farm Name</u>	<u>SBL</u>	<u>Ranking by CPF</u>	
		<u>no. of Acres</u>	<u>Committee</u>
Astorino	33-1-21	200	280
Flordale-Panoramic	18-1-1, 2	192	already recommended
Miloszewski	17-1-3,6,7	226	115
Sobiech	17-1-68,69	153	155
Bittersweet Farm-Venezia	26-1-73.2	99	marginal soils- <50%
Rosenberg	113-4-2.12,2.22,16	141	255
Mancini	17-1-56	25	poor soils
Roven	16-1-4,5,28,29,30.3,48,51	196	poor soils
Moraczewski	16-1-38.231,74.2,75.2	174	need more info
Vieldhouse	52-1-6.13	69	195

X

## Warwick Town Clerk

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**From:** dot.sm.r08.trafficsafety <dot.sm.r08.trafficsafety@dot.ny.gov>  
**Sent:** Monday, November 22, 2021 9:17 AM  
**To:** mvillarosa@orangecountygov.com  
**Cc:** Warwick Town Clerk  
**Subject:** T21-283

**RECEIVED**  
**NOV 22 2021**  
Town of Warwick  
Town Clerk

Dear Michael Villarosa:

Thank you for your correspondence to the New York State Department of Transportation (NYSDOT) dated November 5, 2021. Your correspondence has been assigned to the Regional Traffic and Safety Group for review and given the Tracking Number T21-283.

Please be assured the NYSDOT will investigate the concern(s) you have raised.

Thank you for your interest in and support for the transportation system. If you require further information on this request, please contact the Regional Traffic and Safety Group at (845) 437-3320 and reference T21-283.

NYSDOT Hudson Valley Region



TOWN OF WARWICK/ TOWN OF WALLKILL DIAL-A-BUS  
**DISPATCHING SERVICES AGREEMENT**

THIS AGREEMENT made for dispatching, scheduling and Head Bus Driver duties from January 1<sup>st</sup> 2022- December 31<sup>st</sup>, 2024 by and between the Town of Warwick, a municipal corporation having its principal office located at 132 Kings Highway, Warwick, NY, and the Town of Wallkill, a municipal corporation having its principal office located at 99 Tower Dr., Middletown, NY.

Whereas the Town of Wallkill is desirous of continuing Dispatching Services, Head Bus Driver duties and Office/ Scheduling responsibilities for its Dial A Bus Program, and The Town of Warwick is able to provide these services from the office at the Warwick Transit Center.

NOW, THEREFORE, in consideration of both mutual covenants herein contained, the parties agree as follows:

1. The Town of Warwick hired one full time Head Bus Driver to provide dispatching and driving responsibilities. The costs for salary and fringe expenses will be divided equally by the both municipalities.
2. Wallkill will continue to cover the costs of forwarding the phone line and voice mail to Warwick. Warwick will continue to use a Wallkill owned computer at the Warwick location and a computer will be provided in Wallkill for the drivers to receive their schedules daily.
3. Wallkill will cover the costs of NYCOMCO base radios at Warwick.
4. Warwick will keep a work station for the dispatcher to work from and will provide supplies needed.
5. The Supervisor of Transportation will continue to oversee the program and supervise the Head Bus Driver/ Dispatcher.
6. All aspects of maintenance, reporting statistics, funding etc. will continue to be provided by/ to Wallkill. There are no changes to the way operations are for drivers, fleet buses etc. in Wallkill.
7. Wallkill will continue to receive the passenger revenues. The Head Bus Driver makes bi- weekly deposits to the Wallkill bank
8. The Town of Wallkill will hold harmless and indemnify the Town of Warwick for any damages caused by the Town of Wallkill employees, as a result of this agreement. The Town of Warwick will hold harmless and indemnify the Town of Wallkill for any damages caused by Town of Warwick employees as a result of this agreement.
9. The fee for the 2022 contract period is \$50947.00 payable by March 31<sup>st</sup>, 2022
10. The Supervisor of Transportation and the Supervisor's in the Town of Warwick and Wallkill agree to discuss improvements

or issues that may arise and will work on resolving matters that may need immediate attention.

11. This agreement shall be in effect through December 31<sup>st</sup>, 2024 and can be extended upon mutual agreement of all parties involved.
12. This agreement will be amended at the end of each year due to changes in salaries, responsibilities, etc. upon mutual agreement of both parties.

IN WITNESS WHEREOF, the parties agree for this contract to be executed upon signing.

TOWN OF WARWICK

\_\_\_\_\_  
Michael Sweeton, Supervisor

\_\_\_\_\_  
Date

TOWN OF WALLKILL

\_\_\_\_\_  
Frank DenDanto III, Supervisor

\_\_\_\_\_  
Date

RECEIVED

DEC 06 2021

Town of Warwick  
Town Clerk  
Confidential Secretary

**Warwick Town Clerk**

**From:** eknightmoss@gmail.com  
**Sent:** Monday, December 06, 2021 8:26 AM  
**To:** Michael Sweeton; Warwick Town Clerk; Town Supervisors  
**Cc:** eknightmoss@gmail.com  
**Subject:** Nov. 20 Warwick Repair Cafe Recap & Florida Library Sharpening Workshop  
**Attachments:** IMG\_1770.jpg; IMG\_1771.jpg

**Subject:** Recap Nov. 20 Warwick Repair Cafe Recap & Florida Library Sharpening Workshop

Thank you Eileen for permission to use the kitchen. It was great to be able to our team offer coffee and a snack, away from the public.

**Joan, Lisa, Nanette, and Teresa warmly welcomed and helped us serve 114 "guests" from a variety of locations:**

NY -Campbell Hall 1, Chester 15, Florida 5, Goshen 3, Greenwood Lake 5, Harriman1 , Highland Mills 1, Middletown 3, Monroe 1, Sterling Forest 2, Tuxedo 1, Walden 1, Warwick 67

NJ- Hewitt 1, Ringwood 1, Vernon 2, West Milford 2

**"A Cut Above" Sharpening Workshops**

Fred hosted 2 sharpening workshops at the Florida Public Library to promote their library of things, <https://www.floridapubliclibrary.org/library-of-things/>, while educating people about how to safely use and sharpen knives and hand tools. At the second event, he sharpened knives, scissors, garden tools, loppers, and lawn mower blades, for folks who had attended the first workshop.

**Repairs Completed By Category: I highlighted my favorite descriptions/comments**

**Bikes** – "gear problem," Roger B. "fixed air/lube, brakes and gears." He also worked on a wooden chair "suggest(ed) supporting the screw with washer"

**Digital Devices 4** – Rob worked on a cell phone "all full," laptop computer "\*ticks and won't start," Cas/CD/Record Player "locked into Blue Ray, SONY handycam/camcorder "cassette door latch won't stay closed," Cannon 35MM EOS "battery door mechanism won't stay closed." \*diagnosed with a bad hard drive – taught client how to buy a replacement

**Sewing 32** – Delighted to see Joan and Mary, again along with Deanne, Lenny, Raheli and Reg. The ladies also educated their guests -"need advice not sure how to fix," Baby Bunting "need instruction on sewing pieces together," 2 sewing machines "cannot move needle/bobbin," "thread tangling," and fixed: jeans "need patches on holes," pants and shirts "need buttons, 9+ zipper problems including a jacket that also had "hole in pocket," and another zipper on a wheeled cooler, vintage leather sword holder "needs to be sewn," pants and shirt "need hems," shirt "replace buttons," shirt "holes X 4, 2 sweaters "'torn," sleeve pulled apart , 2 sergers,"needs threading," fabric belt "sewed and fray checked."

The sergers were successfully repaired by "A bunch of us." Following the RC, the Middletown woman who brought them to us, left me a voice mail heaping good wishes and blessings for the holidays to our team and the whole Repair Cafe movement.

**Jewelry 14-** broken chain, broken clasp, broken ring, earrings "need new backings," Barb removed 9 watch batteries, then inserted the new ones that the guest had brought with her. Terri turned a broken necklace into a "new straight pin."

**Sharpening 74** – Brian, Fred and Roger toiled on dull and/or rusted knives, clippers, loppers "missing screw" pruners, scissors, shears, slicer, "cutters for flowers," axe, chainsaw "chain got out of the saw." Fred gave advice on how to repair scissors "broken in half."

**Electrical/Mechanical** – Bill, Frank, Ken, and Lamp Larry worked on a "Halloween jailed skeleton -battery spring broken," (*photo attached*) "Crawling baby doll -doesn't crawl anymore," Boss Flanger Pedal "doesn't power on," clocks "won't run," "arms don't move," music Box "doesn't wind up," music doll "doesn't play," pencil sharpeners "jiggles and destroys the pencils," lamps -switches, sockets, broken finial, "flicks off and on," "won't turn off," cord broke," "needs new wire," "bent," artist's light box "unreliable lighting," air pressure gauge, coffee makers "do not heat, water won't flow," sander, extension cord, steam cleaner "doesn't spray," fan "switch broke off," vacuum cleaner, vacuum beater "worn out belt," Roomba "brain issues," shredder, kid's sewing machine "does it work/check cord," toaster "1 side has died," heater, and a neck massager," loose wire on switch."

Roger M took home a clock and has been consulting with Frank and Ken to solve its problems. Frank and Rob put their heads and hands together to solder a metal picture frame.

Larry determined that several of the lamps merely needed new bulbs or a specific bulb – not the one that the guest screwed into it. Ken discovered "belt OK, cleaned motor." At the September Cafe, Bill and Frank advised a mom that she needed a specific part in order to repair the power button on a green plastic ride-on train. Mom brought the new part to them, at this café, and her delighted little girl pedaled the repaired train around the room while our team and guests cheered her on.

### Unable to Repair

**Our team worked on 189 items.** They were unable to fix 20 items due to damaged or worn-out parts, and/or we didn't have the proper tool, part, battery or glue to complete the repair.

Happy Holidays and a Merry Christmas to each of you.

Cheers, Elizabeth Knight

(845) 544-1056

# Warwick Valley VFW Post 4662

# GRAND OPENING



**FRIDAY, DECEMBER 17TH, 2021**

Warwick Valley VFW Post 4662 is very pleased to announce the Grand Opening of their new Veteran & First Responder Center in Warwick!

**NEW LOCATION:  
154 Route 94 South, Warwick, NY.  
TIME: 10 am to 5 pm**

The Center is attached to the Bowling Alley & has a separate entrance adjacent to the Bowling Alley entrance.

Food & refreshments are available for purchase during the event.

Please come out and celebrate with us. We look forward to sharing the excitement with our beloved Warwick Community who has been right there with us, supporting us every step of the way!

More info: Jose Morales Jr, Commader (P) (845) 499-3759 or email [Josem3917@gmail.com](mailto:Josem3917@gmail.com)