<u>AGENDA - TOWN BOARD MEETING</u>
December 30, 2021
1:00 pm

REGULAR MEETING:

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

<u>**ACCEPTANCE OF MINUTES**</u>
1. Regular Meeting- December 16, 2021

<u>**CORRESPONDENCE:**</u>

CONNIE SARDO – Secretary, Town of Warwick Planning Board. Letter dated December 14, 2021 to the Town Board requesting an Escrow Refund for Planning Board Applicant Norma Jean Fusco.

JOHN RADER – Secretary, Warwick Fire District. Certificate of the results of the canvas of ballots cast at the Annual Election of Warwick Fire District.

GAIL BUCKLAND – Resident, Town of Warwick. Email dated December 23, 2021 to the Supervisor regarding The Warwick Valley Dispatch as the Town's official Newspaper.

BENJAMIN ASTORINO- Chairman, Town of Warwick Planning Board. Letter dated October 21, 2021 requesting to be re-appointed as the Chairman to the Town of Warwick Planning Board.

JASON WENDELL – Resident, Town of Warwick. Email dated December 23, 2021 to the Supervisor regarding The Warwick Valley Dispatch as the Town's official Newspaper.

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

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.

KAMIl 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).

THOMAS T. MCGOVERN – Chief of Police, Town of Warwick. Memo dated December 27, 2021 to the Supervisor requesting to fill a part-time police officer position.

STEVEN J. MANCE – Vice President, Hudson Valley Region, Environmental Consultant. Letter dated December 22, 2021 to the Supervisor regarding the ownership of Environmental Facilities Consultants has been acquired by H2O Innovation.

MARY MAKOFSKE – Resident, Warwick. Letter dated December 28, 2021 to the Town Board regarding the designation of the official Town Newspaper.

LAURA BARCA- Planning Board Engineer. Letter dated December 28, 2021 to the Supervisor regarding the release of A Bond for the Eurich Subdivision (Eurich Lane).

DEVIN ROSENTHAL – Department of Public Works, Division of Environmental Facilities & Services. Email dated December 23, 2021 to the Clerk regarding the 2022 Orange County Transfer Station Tipping Rates as follows:

2022 Tipping Rates for Orange County Transfer Stations		
Transfer Station No. 1 located at 21 Training Center Lane, New Hampton, 10958Transfer Station No. 2 located at 9 Orr Avenue, Newburgh, 12550Transfer Station No. 3 located at 86 Tow Path Road, Port Jervis, 12771Hours of Operation: Monday-Friday 8am-3pm and Saturday 8am-12pm		
Solid Waste-household trash not in a garbage bag such as furniture, mattresses, dishwashers, VHS tapes, with all fluids drained: lawn mowers, weed whackers, chain saws, space heaters	Prorate of $121.25 per Ton Minimum Charge of $20.00 for up to 380lbs.	Transfer Stations No. 1 & No. 3
Single Residential Bags Household Trash (Up to 39 gallons or 39 pounds per bag)	$3.00 per Bag10 or more bags are weighed on scale using the Solid Waste Rate shown above.	All three locations
Senior Citizen Bags (60 and over with proof of age, Up to 39 gallons or 39 pounds per bag)	$1.00 per Bag	All three locations
Construction & Demolition Debris (Debris from Home Improvement Projects, trees and stumps)	Prorate of $121.25 per Ton Minimum Charge of $20.00 for up to 380lbs.	Transfer Station No. 1
Commercial/Municipal Single Stream Recycling	$110.00 per Ton	Transfer Stations No. 1 & No. 3
Commercial Cardboard (Generated by Businesses)	$ 40.00 per Ton	Transfer Station No. 1
Municipal Cardboard	$15.00 per Ton	Transfer Stations No. 1 & No. 3
Yard Waste-grass trimmings, leaves, light brush or weeds	Prorate of $40.00 per Ton Minimum Charge of $20.00 for up to 460lbs.	Transfer Station No. 1
Scrap Metal-washers, dryers, stoves, microwaves, hot water heaters, etc.	Prorate of $60.00 per Ton Minimum Charge of $15.00 for up to 460lbs.	All three locations
Air Conditioners, Refrigerators, Freezers, Dehumidifiers	$15.00 per Appliance	All three locations
Propane Tanks (Must be empty)	$2.00 per Tank	All three locations
Residents to Recycle: Paper, cardboard, plastic, cans, glass, motor oil, antifreeze, car batteries	**No Charge** Cardboard must be reduced to 24" x 24" x 2" maximum size Plastic and glass items no larger than 10" diameter No plastic bags	All three locations
Tires		
Bicycle	$0.25 each	All three locations
Motorcycle	$3.00 each	All three locations
13"-15"	$5.00 each	All three locations
13"-15" (With Rims)	$5.00 each	All three locations
16"-19"	$10.00 each	All three locations
16"-19" (With Rims)	$10.00 each	All three locations
20"-24"	$30.00 each	All three locations
20"-24" (With Rims)	$30.00 each	All three locations
Electronics		
Computer Monitors	Up to 14": $10.00 per Unit Greater than 14": $15.00 per Unit	All three locations
Televisions	$20.00 per Unit	All three locations
Printers, fax machines, computer towers, scanners, small servers, cables/wires, laptops, cell and smart phones, tablets, video game consoles, DVD players, VCRs and digital players	No Charge	All three locations

BOARD'S DISCUSSION ON CORRESPONDENCE

VISITING ELECTED OFFICIALS

REPORTS OF BOARDS AND COMMISSIONS

COMMITTEE REPORTS

DEPARTMENT OF PUBLIC WORKS REPORT

Catch Basins	Eden Hill Rd.	Repair Catch Basin
Drainage	West Ridge Rd.	Repair drainage swale
Pot Holes	Town Wide	Fill with hot mix
Snow Plowing	Town Wide	December 22 & 24 plow & sand roads
Vehicle Maint.	As Needed	
Emerg. Repairs	As Needed	
Road Signs	Town Wide	Replace as needed
Haul Material	Greenwood Lake stockpile	Haul sand/salt mix to GWL stockpile
	Warwick Stockpile	Haul grit to stockpile

PARKS DEPARTMENT

Union Corners Park	Open/ Bathrooms closed
Kutz Camp Park (Residents Only)	Closed
Town of Warwick Dog Park	Open
Airport Road Park	Open/ Bathrooms closed
Wickham Woodland Park	Open
Pine Island Park	Open/ Bathrooms closed
Thomas P. Morahan Waterfront Park	NO SWIMMING (No Lifeguards on duty)
Ben Winstanley Park	Open
Village of GWL Dog Park	Open/ Bathrooms closed

ENVIRONMENTAL CONSULTANTS REPORT NOVEMBER 2021

Wickham Water District

Wells #11	1,757,300 gal
Average daily use	58,600 gal
Sodium Hypochlorite used	80 qt
Orthophosphate used	36 qt
Caustic Soda	70 gal

Bellvale Park Water District

Total monthly production	Meter out for repair
Average daily use	0 gal
Sodium Hypochlorite used	8 qt

Eurich Heights Water District

Total monthly production	205,000 gal
Average daily use	6,900 gal
Sodium Hypochlorite used	16 qt
Orthophosphate used	24 qt

Pine Island Water District

Total monthly production	314,100 gal
Average daily use	10,500 gal
Sodium Hypochlorite used	40 qt

Westside #1 Water District

Total monthly production	1,969,500 gal
Average daily use	65,700 gal
Sodium Hypochlorite used	170 qt
Orthophosphate used	36 qt
Caustic Soda	50 gal

The Fairgrounds

Total monthly production	124,200 gal
Average daily use	4,100 gal
Sodium Hypochlorite used	24 qt

The Warwick Tech Park

Total monthly production	210,400 gal
Average daily use	7,000 gal
Sodium Hypochlorite used	62 qt

Sewer District #1 Wastewater Treatment Facility

Warwick Tech Park	88,470 gal	2%
Wickham Village District	2,461,612 gal	57%
Kings Estates District	1,737,058 gal	41%
Total District Flow	4,287,140 gal	100%
Average Daily Flow	142,905 gal	

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

The belt press ran for 35 hrs. and 2 gal of polymer was used.

Sewer District #2 Wastewater Treatment Facility – The Fairgrounds

Total District Flow	97,669 gal
Average Daily Flow	3,255 gal

COUNCILMAN DE ANGELO REPORT

COUNCILMAN KOWAL REPORT

COUNCILMAN GERSTNER REPORT

COUNCILMAN SHUBACK REPORT

ATTORNEY'S REPORT

TOWN CLERK'S REPORT

*Bid Proposal to upgrade to Building/Planning Software, Municity

1. **Community Development Solutions**
    781 Elmgrove Road
    Rochester, NY 14624
    800-836-8834
    <u>**Bid Proposal: $56,275.00**</u>

2. **Full Circle Technologies**
    11 Beacon Street #340
    Boston, MA 02108
    617-722-0100
    <u>**Bid Proposal: $79,510.00**</u>

SUPERVISORS REPORT

PRIVILEGE OF THE FLOOR (AGENDA ITEMS)

NEW BUSINESS:

1. **BUDGET MODIFICATION – AMERICAN RESCUE PLAN ACT OF 2021**
2. **APPOINTMENT TO TOWN OF WARWICK ZONING BOARD OF APPEALS – JAMES MEHLING**
3. **REFUND ESCROW -NORMA JEAN FUSCO (SBL#18-1-31.2)**

4. **BUDGET TRANSFERS- COMPTROLLER**
5. **APPOINT PLANNING BOARD CHAIRMAN**
6. **RELEASE PERFORMANCE BOND – CLAYTON EURICH**
7. **ACCEPT BID PROPOSAL- COMMUNITY DEVELOPMENT SOLUTIONS (FORMELY GENERAL CODE)**
8. **AMEND WATER RATES – WEST SIDE GREENWOOD LAKE WATER DISTRICT, FAIRGROUNDS WATER DISTRICT, WVOTCP WATER DISTRICT**
9. **ACCEPT BID PROPOSAL FOR SURPLUS TOWN PROPERTY**
10. **APPOINT PART-TIME POLICE OFFICER- BRENDAN P. DONOHUE**

BILLS:

PRIVILEGE OF THE FLOOR (GENERAL)

RECONVENE:

ADJOURN:

HDR

December 28, 2021

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

Re: **Release of Bond to Eurich Subdivision**   **PB000**
        Eurich Lane

Dear Mr. Sweeton,

In a letter received December 27, 2021, the Town of Warwick was requested to release the Performance Bond being held for the improvements at Eurich Subdivision/Eurich Lane. A site inspection was completed on November 04, 2021 and it was determined that all improvements were completed except for the top course of pavement. Mr. Eurich obtained a cost estimate from Ward Pavements dated December 08, 2021 to supply the labor and materials to complete the top course of pavement for $33,220.00.

A cash bond was provided dated February 26, 2002 for $120,725.00 (Hudson United Bank Cashier's Check #30777988, deposited by the Town of Warwick on March 04, 2002). There was an irrevocable offer of dedication to the Town of Warwick for Eurich Lane filed in the Orange County Clerk's Office on July 18, 2002 at liber 5938 page 276.

It is recommended that $87,505.00 of the bond amount be released at this time. It is also recommended that the cost of the pavement top course ($33,220.00) be retained until such time that all construction associated with Eurich Lane and all documentation for the dedication of Eurich Lane to the Town of Warwick has been completed.

If you have any questions, please contact me at (845) 335 - 9473.

Sincerely,
Henningson, Durham & Richardson Architecture and Engineering, P.C.

Laura A. Barca, P.E.
Project Manager

Bruce Eurich Electric, Inc.
1 Union Corners Road
Warwick, NY 10990

Phone: 845-986-4157
Cell: 844-258-8258

Laura
FYI

MIKE Sweeton

Dear Mike

I AM putting in A REQUEST For the Return OF THE ROAD BOND AT 1 UNION CORNERS ROAD

THANK YOU
Bruce Eurich

December 28, 2021

Dear Warwick Town Supervisor Michael Sweeton and board members James, Gerstner, Russ Kowal, Floyd DeAngelo, and Kevin Shuback:

I am writing because I understand the Warwick Town Board will be designating an official town newspaper for the 2022 fiscal year in January. Although the *Warwick Valley Dispatch* has served that function in past years, the changes made since it has come under new management should, I believe, disqualify it.

I have subscribed to and read the *Dispatch* for many years and never thought it was partisan or unprofessional. However, the following have changed my assessment of the newspaper:

- It published for a time without revealing who the editor was. Now an editor's name (Eleanor Horoshun) appears on the paper, but no one has met her or seems to know who she is. Several people have attempted to contact her and received no response.
- Who is leasing the paper is not clear. Eugene Wright is still apparently the owner, and he is also listed as editor, though he has not fulfilled this role in the past and it's not clear he is assisting with editing now. It seems important to know who is funding and editing the newspaper to avoid a conflict of interest, or apparent conflict of interest. Is Stephen Kitar funding or partially funding the paper? Does he have influence over content and tone? Since he has a proposal for a major and controversial development project in the town, this is a major conflict of interest.
- The *Dispatch* and WTBQ radio seem to have some kind of relationship, though it's not clear what that is. Frank Truatt and Taylor Sterling are prominently featured in every issue of the paper. I believe it is an unhealthy situation to have two media outlets in the same town so closely aligned.
- An article by Taylor Sterling, "Accountability, Oversight, and Lack of Transparency...sound familiar?" which ran October 20 in the *Dispatch*, ostensibly about nepotism and patronage, was rife with innuendo in attacking corruption in "villages." She was apparently preparing readers for an expose of someone, though she did not name anyone in particular. However, since Ms. Sterling's political position is quite obvious, the target could be easily guessed. This kind of gossip, hearsay, and character assassination is not what I expect in my "hometown paper."
- The *Dispatch* also ran a most unprofessional article about candidates for the town election. Rather than contacting the candidates, it simply ran transcripts of the WTBQ show on which most of them appeared. The newspaper did not contact candidate Greg Gallucio about his positions. Gallucio had not been able to attend the radio show because of a professional obligation. WTBQ would not accept from Gallucio a written statement or answers to questions the host was going to ask and did not explain why he was not present. Subsequently, under his name in the candidate article, the *Dispatch* ran columns empty except for huge question marks. The implication was that he was not interested in communicating his positions. The paper also ran an unauthorized photo of him. This is

beyond unprofessional—it is reprehensible. It also illustrates the danger of too close an alliance between a newspaper and a radio station.

- The *Dispatch* has featured in almost every issue at least one article from *The Epoch Times*, a far-right newspaper that often deals in conspiracy theories (questioning the validity of the presidential election, Q-anon conspiracies, misinformation about the coronavirus, among others). Does *The Epoch Times* pay to have these articles in our local paper? Does the *Dispatch* pay to run these articles? Does it run them with permission of *The Epoch Times*? What exactly is the relationship between *The Epoch Times* and the *Dispatch*?

- The *Dispatch* displays on its front page a list of the organizations for which it is the official paper. It continued to include the Warwick Valley Central School District for weeks after the district switched to another newspaper. The latest issue no longer lists the school district on the front page, but does list it on the page with information about the paper. Whether this is oversight or intentional, it should not occur.

Though the *Dispatch* continues to run local stories, it has clearly developed a partisan and divisive stance that seems to be designed to appeal to only a segment of the community. However, Warwick is not a monolith. There are residents here who do not feel included in the community the *Dispatch* represents. Selecting as an official paper one which is so partisan, unprofessional, and sometimes downright malicious would be a disservice to the Town of Warwick and reflect badly on it. Even if the *Dispatch* were to tone down its divisive content temporarily, there is no guarantee that it would not revert to its unprofessional self later.

I know this is a difficult situation because the *Dispatch* has a long history in Warwick, but it is no longer the publication we knew in the past. I hope you decide it is in the best interests of the town to choose an alternative for an official paper.

Thank you for your consideration in this matter.

Mary Makofske

Warwick, NY

November 5, 2021

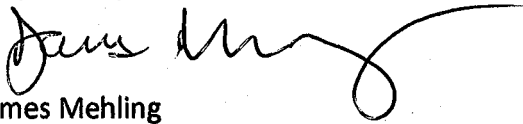From : James Mehling

To: Town of Warwick Town Board

        132 Kings Highway

        Warwick, NY 10990

Attn: Michael Sweeton , Supervisor

Dear Mr. Sweeton,

     I would like to place my name into consideration for an appointment to a position on the Town of Warwick ZBA.   I am a 30 year resident of our community with a working understanding of the zoning laws and the processes involved as they pertain to the function of the ZBA. I seek the position in order to continue to serve our community in a manner utilizing my skillset of open communication and equal application of the zoning laws and processes to all. I welcome any questions that you or members of the board may have regarding this matter.

Respectfully submitted,

James Mehling

December 6, 2021

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

Dear Ms. Astorino,

I am interested in acquiring the Town parcel (SBL 74-3-9) as I believe the property is unneeded by the Town.

In the past year, trees have fallen onto my property and damaged my two decks. In a third case, a neighbor took upon himself to cut down trees for his "view of the lake", and a tree feel and hit my house and deck again. Since this incident, I have paid to have all tall trees removed from the property at my expense.

The subject property is primarily ledge rock which is not conducive to building but only vegetation. This property also creates a buffer from the neighbor who has encroached my house with his tree cutting.

I would like to offer Five Thousand Dollars ($5,000.00) for the property. This addition will increase the Town's tax income and ultimate benefit us both.

Sincerely,

Cedric Glasper
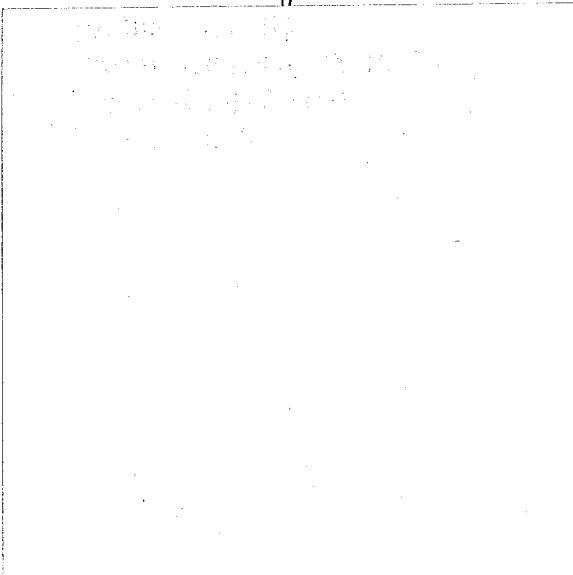
cc
TBD ✓
T/Clerk ✓

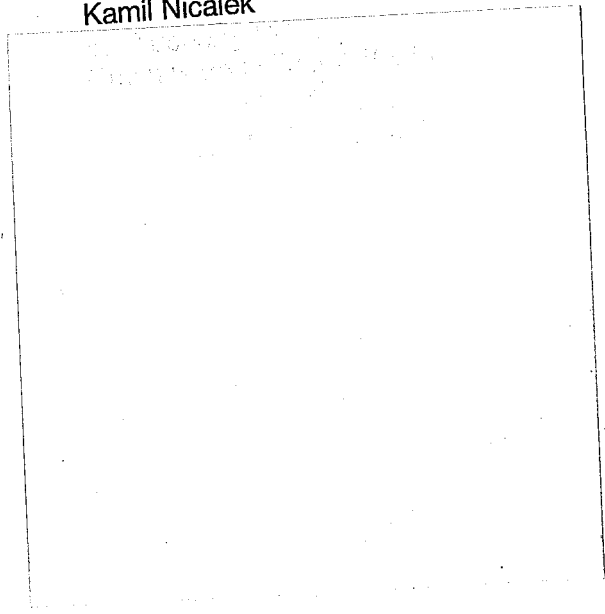November 26,2021

Dear Town Board,

Thank you for getting back to me about the property (SBL 74-3-9) located on blueberry hill in Greenwood Lake NY. This property I took interest in when I moved to the Furnace Brook community in Greenwood Lake in 2019. It is a very narrow parcel of land that's that runs parallel with the end of my property line. I took interest in it when I experienced 3 dead falling trees on my fence causing total destruction of my fence line. The damage resulted in my fence getting dismantled and needing over a few thousand dollars in repair. I have 2 dogs that escaped when this happened since my property was fenced in at the time. Luckily the neighbors identified my dogs and brought them back, which I was very grateful for. My neighbor also had a dead tree fall on her deck from this property resulting in damages. After this occurrence I took time to see who owned the property and I realized after doing research it was this the town of Warwick. I had then contacted the town about who was liable in maintaining the property that was left vacant for many years. The property is overgrown with poison ivy and other vines like listeria, it's very hard for me to keep of my property free of this since it isn't maintained by the town. I have recently been appointed as Vice President for the Furnace Brook association in which my house belongs too. My goal as VP is to clean up the community and make the place I live in brought back to its glory days. My goal if I were to acquire this property would be to clean it up and make it look presentable as it is an eyesore for myself , my neighbors and the community. I hope you can consider this at the next town board decision.

I was told to make an appropriate offer on this property. After sustaining damages and the cost of me cleaning this land up which is a small strip of rocky terrain. I am willing to offer the town of Warwick a sum of $500.00 dollars.

Thank you,
Kamil Nicalek

From:	Rosenthal, Devin <DRosenthal@orangecountygov.com>
Sent:	Thursday, December 23, 2021 10:24 AM
Subject:	2022 Orange County Transfer Station Tipping Rate Sheet & Holiday Schedule
Attachments:	2022 OC Transfer Station Tipping Rates.pdf; 2022 OC Transfer Station Holiday Schedule.pdf

Good morning all, attached please find the 2022 Orange County Transfer Station Tipping Rate Sheet.

The tipping rate for Municipal Solid Waste and Construction & Demolition Debris will be increasing to $121.25/ton effective January 4, 2022.

Also attached for your reference is the 2022 Orange County Transfer Station Holiday Schedule.

Happy Holidays!

Devin Rosenthal
County of Orange
Department of Public Works
Division of Environmental Facilities & Services
Secretary/Administrative Assistant II
2455-2459 Route 17M, PO Box 637
Goshen NY 10924-0637
Phone (845) 291-2664
Fax (845) 291-2665
DRosenthal@orangecountygov.com

RECEIVED
DEC 23 2021
Town of Warwick
Town Clerk

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

ORANGE COUNTY
DEPARTMENT OF PUBLIC WORKS
DIVISION OF ENVIRONMENTAL FACILITIES & SERVICES

Erik Denega, P.E., P.M.P.   Robert J. Gray, P.E.
Commissioner   Deputy Commissioner

www.orangecountygov.com/efs
Tel: (845) 291-2640 Fax: (845) 291-2665

2022 Tipping Rates for Orange County Transfer Stations

Transfer Station No. 1 located at 21 Training Center Lane, New Hampton, 10958
Transfer Station No. 2 located at 9 Orr Avenue, Newburgh, 12550
Transfer Station No. 3 located at 86 Tow Path Road, Port Jervis, 12771
Hours of Operation: Monday-Friday 8am-3pm and Saturday 8am-12pm

Item Description	Tipping Rate	Location Accepted
Solid Waste-household trash not in a garbage bag such as furniture, mattresses, dishwashers, VHS tapes, with all fluids drained: lawn mowers, weed wackers, chain saws, space heaters	Prorate of $121.25 per Ton Minimum Charge of $20.00 for up to 380lbs.	Transfer Stations No. 1 & No. 3
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ORANGE COUNTY
DEPARTMENT OF PUBLIC WORKS
DIVISION OF ENVIRONMENTAL FACILITIES & SERVICES

Steven M. Neuhaus
County Executive

Erik Denega, P.E., P.M.P.
Commissioner

Robert J. Gray, P.E.
Deputy Commissioner

2022 Holiday Schedule for Orange County Transfer Stations

OPEN THE FOLLOWING HOLIDAYS:

Martin Luther King Jr's Birthday	January 17, Monday
Lincoln's Birthday	February 11, Friday
Columbus Day	October 10, Monday
Election Day	November 8, Tuesday

CLOSED THE FOLLOWING HOLIDAYS:

New Year's Day	January 1, Saturday
Washington's Birthday	February 21, Monday
Memorial Day	May 30, Monday
Independence Day	July 4, Monday
Labor Day	September 5, Monday
Veterans Day	November 11, Friday
Thanksgiving Day	November 24, Thursday
Christmas Eve	December 24, Saturday
Christmas	(Observed) December 26, Monday
New Year's Eve	December 31, Saturday

LOCATIONS:

Orange County Transfer Station Number 1:
21 Training Center Lane (off Route 17M), New Hampton 10958

Orange County Transfer Station Number 2:
9 Orr Avenue (off Route 17K), Newburgh 12550

Orange County Transfer Station Number 3:
86 Tow Path Rd, Port Jervis 12771

HOURS OF OPERATION:

Monday – Friday: 8:00 am – 3:00 pm
Saturday: 8:00 am – 12:00 pm

CONTACT PHONE: 845-291-2640

For more information regarding the Orange County Transfer Stations visit the Environmental Facilities and Services website: www.orangecountygov.com/efs

Warwick Town Clerk

From: Gail Buckland <gail.buckland@gmail.com>
Sent: Thursday, December 23, 2021 11:18 AM
To: Michael Sweeton <msweeton@townofwarwick.org>
Subject: Thank you

Dear Supervisor Sweeton,

Thank you very much for taking the time to speak with me. I plan to be at the regular board meeting at the irregular time of 1pm on December 30.

A couple of other issues that perhaps you can look into (difficult with the holidays) is the following:

1) an audit of The Dispatch's subscription numbers as this relates to U.S. Postal service and could be a federal offense
2) is the Dispatch placing public service announcements (brush pile hours, bulk pick-up, christmas tree disposal, stuff like that) in the legal section of the paper and then charging the municipality back for a "legal" notice.

And, I appreciate your point about the Times Herald Record not having adequate "local" news. But, I would argue that the Dispatch does not have a high enough percentage of "local" news either. We want a paper that reflects the values of Warwick and reports on the activities of our town with integrity.

Thank you,
Gail

--

http://gailbuckland.com/
Telephone: 845 258 1377
U.S. Mobile: 646 831 1991
Skype: gail.buckland
WhatsApp: 646 831 1991
Telegram: 646 831 1991

TOWN OF WARWICK

132 KINGS HIGHWAY
WARWICK, NEW YORK 10990

BUILDING & PLANNING DEPT (845) 986-1127
FAX NO. (845) 987-9644
BUILDING DEPT EXT. 258/260
PLANNING DEPT EXT. 261
ENGINEER EXT. 275

RECEIVED

DEC 16 2021

Town of Warwick
Town Clerk

December 14, 2021

Town of Warwick
Town Board
132 Kings Highway
Warwick, New York 10990

Re: Planning Board Applicant, NormaJean Fusco Subdivision (SBL #18-1-31.2) Escrow
Refund Request #TAO # 878

Dear Town Board Members:

Enclosed is an email from a Planning Board Applicant's Attorney, Marcia Jacobowitz
dated 12/7/21 in regards to Fusco Subdivision, situated on tax parcel SBL #18-1-31.2,
property located at 22 Taylor Road, Warwick, NY - requesting a refund on the remaining
balance of their escrow in the amount of $2,570.00. The Applicant, NormaJean Fusco has
recently sold their property and is not continuing with the subdivision approval process.
The balance of the escrow can be returned back to the applicant.

Town Planner: _____ BY: _____
Ted Fink/Greenplan

Planning Board Engineer: _____
Laura Barca/HDR

Planning Board Attorney: _____
John Bollenbach, Esq.

Please release and mail the balance of the escrow back to NormaJean Fusco, P.O. Box 180,
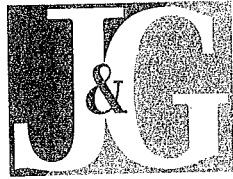Unionville, NY 10988.

Sincerely,

Connie Sardo
Planning Board Secretary

cc: Bonnie Kane, Comptroller
Michael Sweeton, Supervisor
Eileen Astorino, Town Clerk
NormaJean Fusco, Applicant
Marcia Jacobowitz, Attorney

Encl.

J&G JACOBOWITZ AND GUBITS LLP
COUNSELORS AT LAW

December 7, 2021

Gerald N. Jacobowitz**
David B. Gubits**
Howard Protter
Donald G. Nichol**
Larry Wolinsky**
J. Benjamin Gailey
John C. Cappello
George W. Lithco**
Michele L. Babcock
Gary M. Schuster
Marcia A. Jacobowitz
William E. Duquette
Kara J. Cavallo
Kelly A. Pressler
Michael Wagner•
Marissa G. Weiss
Rebecca B. Mantello
Kara M. Nelson
Cynthia J. Hand
Lauren E. Scott
Eric B. Wharton

•Admitted in NJ
**OF COUNSEL

REPLY TO:
158 Orange Avenue
P.O. Box 367
Walden, NY 12586
tel. (845) 778-2121
fax (845) 778-5173

548 Broadway
Monticello, NY 12701
tel. (845) 791-1765
fax (845) 794-9781

JACOBOWITZ.COM

Mr. Benjamin Astorino, Chairman
Ms. Connie Sardo, Planning Board Secretary
Town of Warwick Planning Board
132 King's Highway
Warwick, New York 10990

> RE: Fusco Subdivision
> 18-1-31.2 - 232 Taylor Road, Warwick, New York 10990
> Our File No.

Dear Chairman Astorino and Secretary Sardo:

On behalf of applicant, NormaJean Fusco, we request that the release of the funds being held in escrow in connection with the above referenced transaction.

The subject property has been sold. Enclosed herewith is a copy of the Deed transferring ownership to:

> DooR Way To. Org, LLC
> 22 Taylor Road
> Warwck, New York 10990

It is our understanding that the Town Board at its September 14, 2021 meeting determined that extensions will not be renewed into 2023.

Thank you for your anticipated courtesy and cooperation.

Very truly yours,

Marcia A. Jacobowitz

cc: Ms. NormaJean Fusco

F:\Docs\12428\003\1R46799.WPD-

Town of Warwick

132 Kings Highway
Warwick, NY 10990
845-986-1127

ESCROW LEDGER REPORT

Application #: 2005-28

Master Parcel: 18-1-31.2

Project: Norma Jean Fusco

Location: Taylor Rd & Jessup Rd, Warwick

Applicant: Norma Jean Fusco

Application Date: 9/1/2005

Type of Project: MA

Norma Jean Fusco TAO# 878

Norma Jean Fusco

--DATE--	--DESCRIPTION--	TRANS	AMT CHG	AMT PAID	BALANCE
6/11/2021	HDR INV#1200354046D	CHG	95.00		
7/2/2021	Escrow Ck#1937TAO #878	PAID		2013.75	
7/29/2021	HDR INV#1200363194D	CHG	142.50		
10/10/2021	JDB ATTY INV # 4382	CHG	292.50		
10/12/2021	HDR INV#1200381220D	CHG	380.00		
11/8/2021	HDR INV#1200383635D	CHG	475.00		
	TOTAL:		$67,801.63	$70,371.63	$2,570.00

Town of Warwick

132 Kings Highway
Warwick, NY 10990
845-986-1127

ESCROW LEDGER REPORT

Application #: 2005-28
Master Parcel: 18-1-31.2
Project: Norma Jean Fusco
Location: Taylor Rd & Jessup Rd, Warwick
Applicant: Norma Jean Fusco

Application Date: 9/1/2005
Type of Project: MA

Norma Jean Fusco TAO# 878

Norma Jean Fusco

--DATE--	--DESCRIPTION--	TRANS	AMT CHG	AMT PAID	BALANCE
7/1/2014	JDB ATTY INV# 3149	CHG	92.50		
8/8/2014	HDR INV# 418726-H	CHG	152.50		
11/11/2014	HDR INV# 425600-H	CHG	455.00		
1/15/2015	HDR INV# 431669-H	CHG	67.50		
1/8/2016	HDR Inv#471765-H	CHG	280.00		
2/8/2016	HDR Inv#474791-H	CHG	112.50		
9/14/2016	HDR Inv#1200009812G	CHG	75.00		
3/1/2017	JDB Atty Inv #3570	CHG	185.00		
3/16/2017	Greenplan Inv# 6768	CHG	77.50		
3/20/2017	HDR Inv# 1200041339F	CHG	160.00		
4/3/2017	JDB Atty Inv#3594	CHG	462.50		
4/12/2017	HDR Inv #1200045596H	CHG	827.50		
4/29/2017	JDB Atty Inv#3608	CHG	92.50		
5/12/2017	HDR Inv # 1200051407C	CHG	1145.00		
5/14/2017	Greenplan Inv #6798	CHG	350.00		
5/23/2017	Escrow Ck #0021702044	PAID		5192.50	
6/1/2017	JDB Atty Inv #3622	CHG	138.75		
6/13/2017	HDR, Inv. #1200056901F	CHG	2435.00		
6/14/2017	Greenplan Inv # 6816	CHG	350.00		
7/14/2017	HDR Inv #1200062528I	CHG	722.50		
8/15/2017	HDR Inv #1200066971G	CHG	160.00		
10/13/2017	HDR Inv #1200079391D	CHG	520.00		
11/14/2017	Greenplan Inv#6936	CHG	35.00		
12/14/2017	HDR Inv #1200090361E	CHG	80.00		
1/12/2018	HDR Inv#1200096287D	CHG	80.00		
5/15/2018	HDR Inv #1200119767F	CHG	165.00		
5/3/2019	JDB Atty Inv #3976	CHG	48.75		
5/22/2019	HDR Inv#1200190398E	CHG	127.50		
6/5/2020	HDR INV 1200271706C	CHG	180.00		
6/3/2021	JDB ATTY INV#4319	CHG	48.75		

Town of Warwick

132 Kings Highway
Warwick, NY 10990
845-986-1127

ESCROW LEDGER REPORT

Application #: 2005-28
Master Parcel: 18-1-31.2
Project: Norma Jean Fusco
Location: Taylor Rd & Jessup Rd, Warwick
Applicant: Norma Jean Fusco

Application Date: 9/1/2005
Type of Project: MA

Norma Jean Fusco TAO# 878

Norma Jean Fusco

--DATE--	--DESCRIPTION--	TRANS	AMT CHG	AMT PAID	BALANCE
6/13/2012	HDR INV# 386702-H	CHG	152.50		
8/4/2012	JDB ATTY INV# 2727	CHG	323.75		
8/14/2012	Greenplan inv# 6008	CHG	280.00		
9/5/2012	HDR INV# 388543-H	CHG	1111.25		
9/6/2012	JDB ATTY INV# 2748	CHG	370.00		
9/15/2012		CHG	175.00		
10/3/2012	JDB ATTY INV# 2771	CHG	508.75		
10/12/2012	HDR INV# 389437-H	CHG	1043.75		
10/26/2012	Escrow ck# 1316	PAID		5632.50	
11/21/2012	JDB INV#2790	CHG	323.75		
2/3/2013	JDB ATTY INV# 2850	CHG	231.25		
3/5/2013	JDB ATTY INV# 2870	CHG	416.23		
3/11/2013	HDR INV# 393081-H	CHG	806.25		
3/15/2013	Greenplan Inv# 5950	CHG	140.00		
4/15/2013	Greenplan Inv# 5974	CHG	35.00		
5/11/2013	JDB ATTY INV# 2905	CHG	370.00		
5/21/2013	HDR, Inv #394764-H	CHG	167.50		
6/12/2013	HDR INV# 395801-H	CHG	192.50		
7/16/2013	Greenplan Inv# 6026	CHG	280.00		
8/6/2013	JDB ATTY INV# 2963	CHG	138.75		
8/12/2013	HDR INV# 397966-H	CHG	677.50		
8/16/2013	Greenplan Inv# 6043	CHG	140.00		
9/5/2013	JDB ATTY INV# 2980	CHG	138.75		
9/13/2013	HDR INV# 398876-H	CHG	185.00		
2/7/2014	JDB ATTY INV# 3069	CHG	138.75		
2/12/2014	HDR Inv#407344-H	CHG	1080.00		
3/10/2014	Escrow Ck# 1454	PAID		5293.73	
3/12/2014	HDR INV# 408337-H	CHG	640.00		
4/9/2014	HDR INV# 409673-H	CHG	275.00		
5/9/2014	JDB ATTY INV# 3122	CHG	92.50		

Town of Warwick

132 Kings Highway
Warwick, NY 10990
845-986-1127

ESCROW LEDGER REPORT

Application #:	2005-28	**Application Date:** 9/1/2005	
Master Parcel:	18-1-31.2	**Type of Project:** MA	
Project:	Norma Jean Fusco		
Location:	Taylor Rd & Jessup Rd, Warwick		
Applicant:	Norma Jean Fusco		

Norma Jean Fusco   Norma Jean Fusco TAO# 878

--DATE--	--DESCRIPTION--	TRANS	AMT CHG	AMT PAID	BALANCE
4/15/2010	Greenplan Inv# 5252	CHG	350.00		
5/5/2010	JDB ATTY INV# 2087	CHG	370.00		
5/5/2010	HDR INV# 195518-H	CHG	1137.50		
5/15/2010	Greenplan Inv# 5275	CHG	455.00		
5/17/2010		CHG		0.00	
5/31/2010	JDB ATTY INV# 2177	CHG	46.25		
6/14/2010	Greenplan Inv# 5300	CHG	420.00		
7/7/2010	JDB ATTY INV# 2138	CHG	370.00		
7/15/2010	Greenplan Inv# 5315	CHG	455.00		
7/16/2010	HDR INV# 213123-H	CHG	1826.25		
7/29/2010		PAID		6330.25	
8/4/2010	JDB ATTY INV# 2161	CHG	601.25		
8/11/2010	HDR INV# 219252-H	CHG	1146.25		
9/13/2010	HDR Inv# 227823-H	CHG	1837.50		
10/13/2010	HDR INV# 237037-H	CHG	242.50		
11/2/2010	JDB ATTY INV# 2240	CHG	46.25		
3/2/2011	JDB ATTY INV# 2323	CHG	46.25		
3/15/2011	HDR INv# 272879-H	CHG	185.00		
6/8/2011	HDR Inv# 296269-H	CHG	185.00		
6/9/2011	JDB ATTY INV# 2393	CHG	92.50		
6/15/2011	Greenplan Inv# 5542	CHG	280.00		
6/27/2011	Escrow Ck# 1148	PAID		4662.50	
7/4/2011	JDB ATTY Inv# 2431	CHG	92.50		
7/15/2011	Greenplan Inv# 5559	CHG	175.00		
7/18/2011	HDR INV# 135968-H	CHG	865.00		
7/31/2011	JDB ATTY Inv# 2439	CHG	46.25		
1/9/2012	JDB ATTY INV# 2573	CHG	92.50		
1/18/2012	HDR INV# 352449-H	CHG	115.00		
2/2/2012	JDB ATTY INV# 2602	CHG	185.00		
6/9/2012	JDB ATTY INV# 2684	CHG	46.25		

Town of Warwick

132 Kings Highway
Warwick, NY 10990
845-986-1127

ESCROW LEDGER REPORT

Application #:	2005-28	**Application Date:** 9/1/2005
Master Parcel:	18-1-31.2	**Type of Project:** MA
Project:	Norma Jean Fusco	
Location:	Taylor Rd & Jessup Rd, Warwick	
Applicant:	Norma Jean Fusco	

Norma Jean Fusco

Norma Jean Fusco TAO# 878

--DATE--	--DESCRIPTION--	TRANS	AMT CHG	AMT PAID	BALANCE
1/8/2009	JDB ATTY INV# 1621	CHG	185.00		
1/10/2009	Tectonic Inv# 0194794	CHG	424.70		
3/19/2009	Tectonic Inv# 196526	CHG	1974.10		
3/23/2009	Escrow Ck# 2049	PAID		4554.60	
3/25/2009	Tectonic Inv# 0196123	CHG	595.00		
3/31/2009	JDB ATTY INV# 1716	CHG	92.50		
4/15/2009	Greenplan Inv# 4997	CHG	560.00		
4/20/2009	Tectonic Inv# 197437	CHG	2761.90		
5/4/2009	JDB ATTY INV# 1758	CHG	323.75		
5/15/2009	Greenplan Inv# 5015	CHG	735.00		
5/21/2009	Tectonic Inv# 0198466	CHG	2566.55		
5/29/2009	Escrow ck# 2065	PAID		6437.25	
6/4/2009	JDB ATTY INV# 1796	CHG	508.75		
6/11/2009	Tectonic Inv# 0198809	CHG	643.60		
7/9/2009	Tectonic INv# 0199650	CHG	1728.50		
7/10/2009	Greenplan Inv# 5081	CHG	420.00		
7/21/2009	Escrow Ck# 2086	PAID		5867.40	
8/2/2009	JDB ATTY INV# 1856	CHG	508.75		
8/10/2009	Tectonic Inv# 0200354	CHG	2838.70		
8/14/2009		CHG			0.00
8/14/2009	Greenplan Inv# 5097	CHG	350.00		
9/1/2009	JDB ATTY INV# 1886	CHG	786.25		
9/8/2009	Tectonic Inv# 0201191	CHG	1727.80		
9/15/2009	Greenplan Inv# 5120	CHG	1680.00		
9/25/2009	Escrow Ck# 2109	PAID		7891.50	
10/4/2009	JDB ATTY INV# 1913	CHG	185.00		
10/6/2009	Tectonic Inv# 0201938	CHG	234.00		
1/4/2010	JDB ATTY INV# 1985	CHG	92.50		
3/4/2010	JDB ATTY INV# 2038	CHG	323.75		
3/15/2010	HDR INV# PB024	CHG	115.00		

Town of Warwick

132 Kings Highway
Warwick, NY 10990
845-986-1127

ESCROW LEDGER REPORT

Application #:	2005-28	**Application Date:** 9/1/2005
Master Parcel:	18-1-31.2	**Type of Project:** MA
Project:	Norma Jean Fusco	
Location:	Taylor Rd & Jessup Rd, Warwick	
Applicant:	Norma Jean Fusco	

Norma Jean Fusco   Norma Jean Fusco TAO# 878

--DATE--	--DESCRIPTION--	TRANS	AMT CHG	AMT PAID	BALANCE
9/1/2005	New Lg. Escrow Ck#1506	PAID		4550.00	
9/23/2005	Greenplan Inv#3257	CHG	250.00		
10/15/2005	Greenplan Inv# 3320	CHG	281.25		
10/20/2005	tECTONIC iNV# 97710	CHG	403.10		
11/14/2005	Tectonic Inv# 97772	CHG	685.30		
11/14/2005	Tectonic Inv# 97773	CHG	361.20		
11/20/2005	Greenplan Inv#3425	CHG	343.50		
12/12/2005	Tectonic Inv# 99026	CHG	496.40		
1/5/2006	Tectonic Inv# 0100007	CHG	28.00		
2/7/2006	Tectonic Inv# 100865	CHG	100.00		
8/9/2006	Escrow ck# 1642	PAID		5948.75	
9/18/2006	Tectonic Inv# 169611	CHG	30.00		
9/26/2006	JDB ATTY INV# 515	CHG	180.00		
10/1/2006	Grenplan Inv# 3884	CHG	292.50		
10/16/2006	Tectonic Inv# 170376	CHG	640.00		
11/14/2006	Tectonic Inv# 171450	CHG	42.00		
7/5/2007	JDB ATTY INV# 897	CHG	45.00		
11/18/2007	Greenplan Inv# 4447	CHG	97.50		
12/11/2007	Tectonic Inv# 182427	CHG	288.40		
12/13/2007	Greenplan Inv# 4497	CHG	422.50		
1/2/2008	JDB ATTY INV# 1135	CHG	90.00		
1/11/2008	Tectonic Inv# 183364	CHG	613.50		
1/29/2008	Tectonic Inv# 184288	CHG	3215.50		
2/5/2008	JDB ATTY INV# 1178	CHG	90.00		
3/3/2008	Escrow Ck# 2143	PAID		5996.90	
3/4/2008	Tectonic Inv# 185102	CHG	93.00		
4/23/2008	Tectonic Inv# 0188134	CHG	1227.50		
7/10/2008	Tectonic Inv# 189315	CHG	62.00		
11/13/2008	Greenplan Inv# 4875	CHG	420.00		
12/1/2008	Tectonic Inv# 193710	CHG	1487.40		

OATH OF ELECTION INSPECTORS AND BALLOT CLERKS
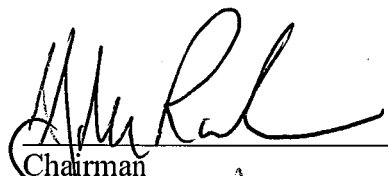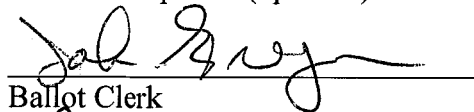
STATE OF NEW YORK   )
) ss.:

COUNTY OF ORANGE   )
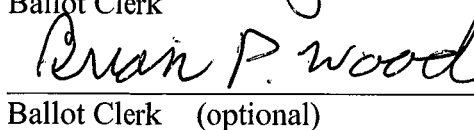
WE, THE UNDERSIGNED, having been designated to act as Chairman, Election Inspector(s) and Ballot Clerk(s) for the annual election of the qualified electors of the Warwick Fire District, Town of Warwick, Orange County, New York, to be held at the Fire House, 25 Church Street, Warwick, New York, 10990, in said Fire District on December 14, 2021 at 6:00 P.M., DO SOLEMNLY SWEAR, that we will support the Constitution of the State of New York and that we will faithfully discharge the duties of the offices of Chairman, Election Inspector(s) and Ballot Clerk(s) at such annual election prescribed in the notice calling for the annual election.

_____
Chairman

_____
Election Inspector

_____
Election Inspector (optional)

_____
Ballot Clerk
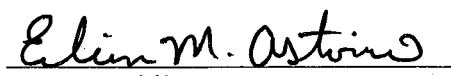
_____
Ballot Clerk   (optional)

Subscribed and sworn to before me
this 14th day of December, 20210.

_____
Notary Public
(or Fire District Officers)

CERTIFICATE OF THE RESULTS OF THE CANVASS
OF THE BALLOTS CAST AT THE ANNUAL ELECTION OF
WARWICK FIRE DISTRICT
TOWN OF WARWICK
ORANGE COUNTY, NEW YORK

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

WE, THE UNDERSIGNED, Chairman, Election Inspector(s) and Ballot Clerk(s) of the annual election of Warwick Fire District, Town of Warwick, Orange County, New York, held on the 14th day of December, 2021, DO HEREBY CERTIFY as follows:

FIRST: That the annual election of said Fire District was held at the Fire House, located at 25 Church Street, Warwick, New York, 10990, in said District on December 14, 2021, between the hours of 6:00 P.M. and 9:00 P.M. on that day.

SECOND: That a canvas of the ballots cast at such election showed the following:

VOTE FOR COMMISSIONER FOR FIVE YEAR TERM
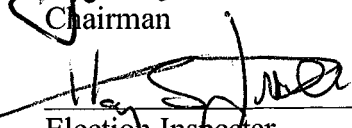
Total Number of Ballots Cast   200

Number of Void Votes   8

Votes cast for "Thomas Cosgrove"   101

Votes cast for "Mark Malocsay"   91
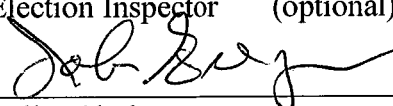
Votes cast for write in candidates as follows:
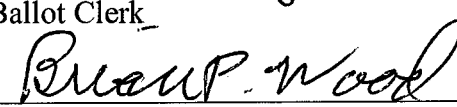
Name   Votes

_____   _____

_____   _____

_____   _____

IN WITNESS WHEREOF, we have hereunto set our hands this ___ day of

December, 2021.

_____
Chairman

_____
Election Inspector

_____
Election Inspector   (optional)

_____
Ballot Clerk
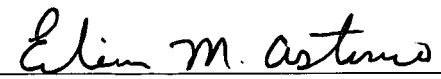
_____
Ballot Clerk   (optional)

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

On the 14ᵗʰ day of December, 2021, before me personally appeared

_____John Rader_____

_____

to me known and known to be the same individuals described in and who executed the

foregoing instrument and they severally acknowledged to me they executed the same.
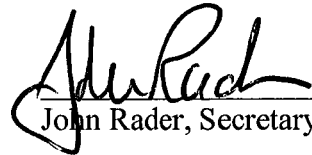
_____
Notary Public
(or Fire District Officer)

<u>CERTIFICATE</u>

I, John Rader, Fire District Secretary of the Warwick Fire District, Town of Warwick, County of Orange, State of New York, HEREBY CERTIFY that I have compared the annexed copy of certificate as to the results of the voting at an election duly called and held in said Fire District on December 14, 2021, with the original thereof which was filed with the Board of Fire Commissioners in my office as Fire District Secretary following said annual election, and the same is a true copy of said original certificate.

IN WITNESS WHEREOF, I have hereunto set my hand on the 17 day of December, 2021.

John Rader, Secretary

TOWN CLERK'S CERTIFICATE

I, _Eileen M. Astorino_ , Town Clerk of the Town of Warwick, New York, HEREBY CERTIFY that on December _17_ 2021, within seventy-two (72) hours after the annual election held in the Warwick Fire District on December 14, 2021, a certificate showing the results of the canvass of the voting at the Fire District annual election submitted to the qualified voters of said Fire District, a full and complete copy of which is annexed hereto and made a part hereof, was filed in the office of the Town Clerk of the Town of Warwick.

IN WITNESS WHEREOF, I have hereunto set my hand and corporate seal of said Town on the _17_ day of December, 2021.

Eileen M. Astorino
TOWN CLERK

(SEAL)

October 21, 2021

Mike Sweeton, Supervisor
Town of Warwick
Town Board
132 Kings Highway
Warwick, New York 10990
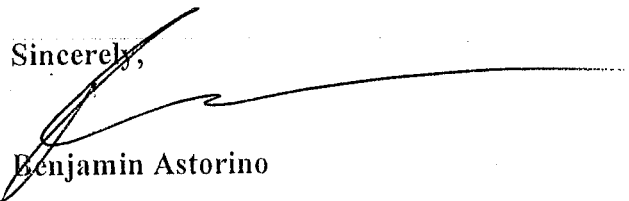
Dear Supervisor Sweeton:

I am writing to request re-appointment as Chairman for the Town of Warwick
Planning Board. I have found it to be very rewarding and challenging. In addition,
my occupation allows me the flexibility to attend meetings and respond to any
Planning Department needs.

Sincerely,

Benjamin Astorino

Michael Sweeton

From: Jason W <wendell1786@gmail.com>
Sent: Thursday, December 23, 2021 1:44 PM
To: Michael Sweeton
Subject: The Warwick Dispatch

Hello Supervisor Sweeton,

I am writing to voice my support for naming the Warwick Dispatch as Warwick Township's official newspaper. They have truly demonstrated themselves to be our hometown newspaper. They excel in their fiduciary duty, to keep us informed on all manner of local events, milestones and political issues.

Sincerely,
Jason Wendell

1

Town of Warwick

Orange County

Proposal for
Municity™ Integrated Parcel Management SaaS

October 4, 2021

Valid for 3 months
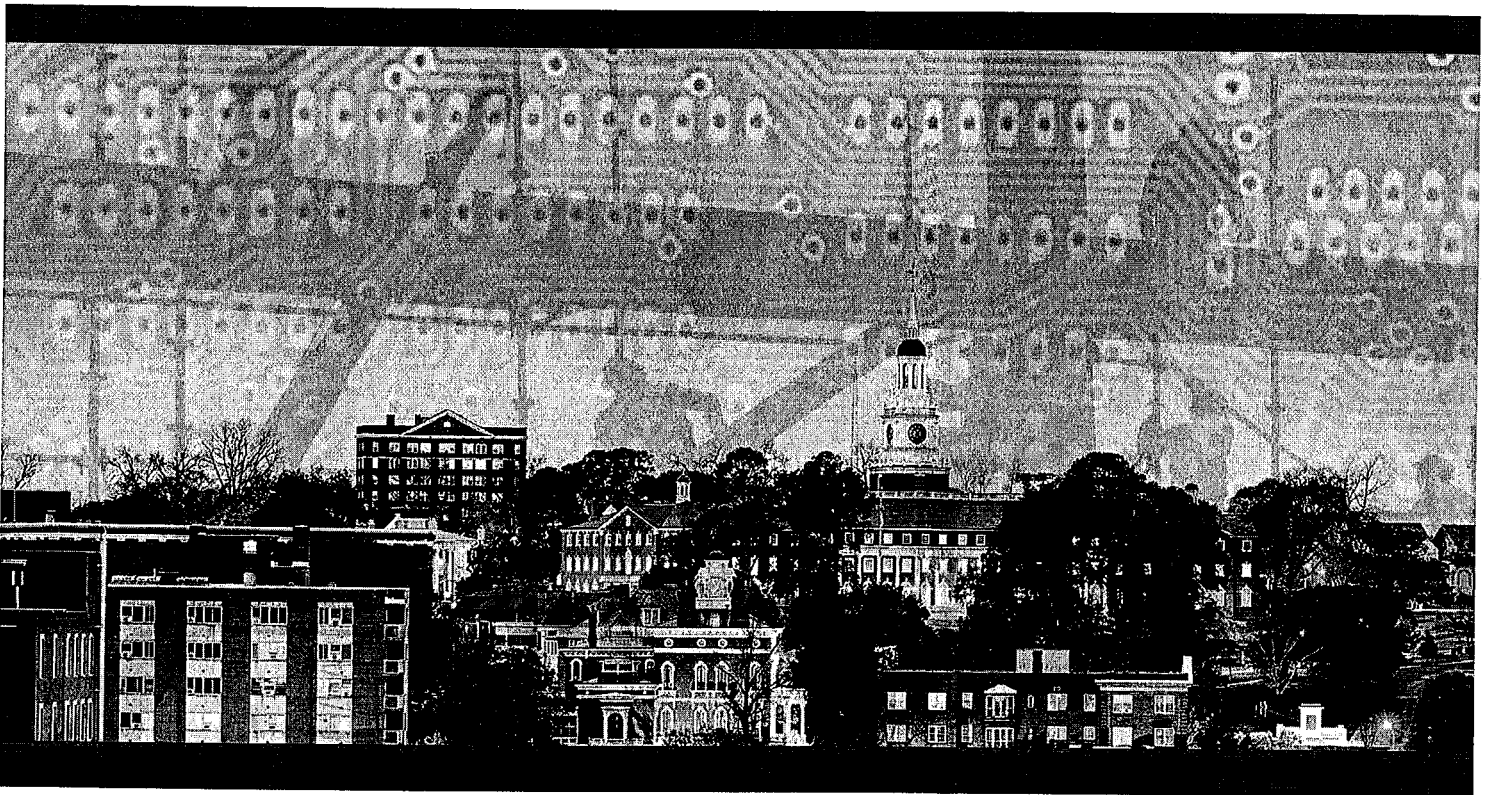
Bruce Cadman
Director of Sales
518-441-6496
BCadman@generalcode.com

CUSTOMER NEEDS AND REQUIREMENTS

In an effort to update their software and improve processes, the Town of Warwick is wishing to utilize Municity 5 and its offerings to move to increase efficiencies — not only for the Town team via the Desktop & Mobile tools, but also adding an easy-to-use online system for the constituency through Municity Connect. Details of the project are listed below:

- Summation of the key project data:
    - Which programs of work apply to this situation based on the need's assessment
        - Applications to Certificate
        - Code Enforcement
        - Planning and Zoning Applications
        - Periodic Inspections
        - Municity Connect *(specific POW to Connect listed below)*
            - Issue/Complaint Reporting

    - How many departments are involved and which ones?
        - Building, Planning, Zoning

    - How many in-office users will be on the system and how many mobile users will be required
        - (6) Desktop Users
        - (2) Mobile Users

    - How many different software programs will integrations be needed for?
        - OpenEdge Financial System

    - Is there legacy data that needs to be converted and imported into Municity 5?
        - Municity Enterprise

    - Will the Town's Municipal Code need to be imported into the system?
        - Yes, eCode360®

STAGE 1 – MUNICITY 5 IMPLEMENTATION

MUNICITY 5 – WEB BASED MUNICITY:

Parcel Information - Search for parcels by owner, address, parcel number and then view all parcel assessment information, including owner, owner's address, zoning, property class, acreage, etc. Municity captures full property history, including ownership changes and historical ownership information.

Contact Management – Fully integrated contact manager allows you to track all your contact information, including contractor insurance, worker's comp. and basic licensing.

Permitting - The permitting module of Municity allows users to track all activities on a permit including permit type, status, construction cost, contractors, inspections, fees, and tasks. The permit editor is extremely flexible and can be configured by the users to display the information they require and arrange it in the order they find most convenient.

Municity 5 – Permit Creation Wizard

Workflow – Configure your permit/application workflow to your liking. Permit Templates allow users to define processes (reviews, inspections, fees, etc.) based on permit type.

Appointment Calendar – Appointment Calendar for scheduling of inspections. With appropriate user rights you can view multiple inspectors from one calendar and re-assign or re- schedule inspections. Completing inspections from the calendar automatically completes the inspections on the associated permit.

Code Enforcement - Track all complaint activity including issuance of violations based on the municipal code, state building code or fire code. Create summonses, track court appearances, levy fines, and attach pictures and documents. Create documents such as notice of violation, accusatory, affidavits of service.

Municity 5 Complaint – Notice Printout

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MUNICITY MOBILE:

The Municity Mobile application allows users to interact directly with the Municity database via most Android, iOS, and Windows-enabled devices. There is no need to synchronize once you get back to the office – you are working with live data. Google Chrome is the preferred browser.
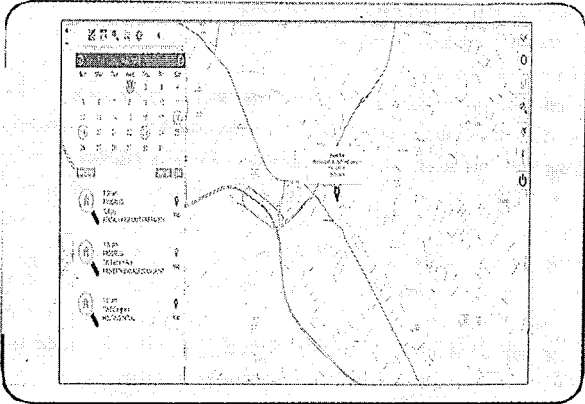
Functions
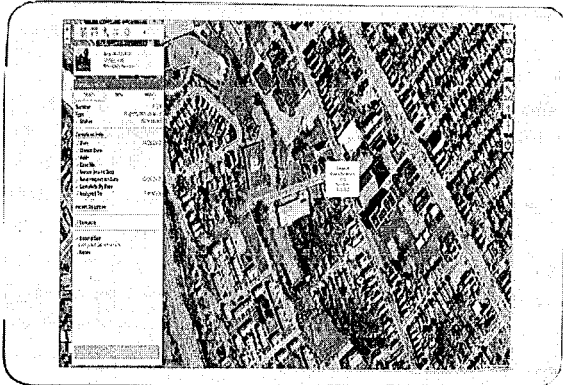
- Create Complaints, Appointments, Violations, and more.
- Schedule and complete inspections.
- View your inspections schedule in a list or calendar view.
- Pull up information on any parcel in your municipality.
- Map Assets and Work Orders

- Search for items and parcels in the database using the advanced search option.
- Search items can be projected on the map and color-coded based on status.

		• Dashboards to track inspections • Bulk Reminder Letters for upcoming inspections • Tracking of inspection related fees
Code Enforcement	To identify violations, issue tickets and prescribe reparations (fees & timeframe for compliance)	• Identifying and Verifying Code Violation • Issuing Notice of Violation/Order to Remevy • Tracking Inspections for violations • Ticketing and Court Process for Outstanding Violation
Connect	Public Facing Portal - Citizens can apply for permits, request inspections, grab mailing list for abutter notices and more Recommendations of appropriate programs of work, integrations and any other general recommendations should be noted at this point.	• Online permit applications • Inspection requests • Review personal inspection status • Review personal inspection history • Receive complaints • Receive requests for new licenses (not renewals) • Vacancy and landlord registrations

Included Base Documents/Print Outs per Program of Work
Applications to Certificate
1. Receipt
2. Invoice
3. Permit card
4. Application Denial Letter
5. Inspection Report
6. (3) Certs

Planning and Zoning Applications
1. App Approval Letter

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		• Setting up Recurring Maintenance items for third parties • Dashboards to track Work Orders and Maintenance • Bulk Reminder Letters for upcoming maintenance items • Tracking of related fees • Mobile application (additional)
Vacancy and Landlord/Rental Registration	To identify, track, & monitor vacant properties in the Municipality. To identify, register, and monitor Rental Properties in the Municipality To identify rental units in the Municipality and certify compliance with all Municipal and state codes	• Identification, Verification and Notification of Vacant or Abandoned Properties • Activity to Resolve Vacancy Identified on a Property Application, • Verification and Registration of Property and Landlord • Detailed inspection Checklists items related to Ordinance codes that allow inspector to indicate exact area of rental property that failed a checklist item • Separate entities to track easier – allows creation of occupants, tenants, etc. • Track fees related to vacancies and rentals
Licensing Management	Track and manage professional contractor licensing and/or Workman's Compensation Insurance -- including renewals, validation, and applications. This also includes Clerk managed licensing options, such as Dog/Cat, Liquor, Game of Chance, etc.	• Receiving license applications • Issuing licenses • Processing license renewals

STAGE 2 – MUNICITY CONNECT IMPLEMENTATION

MUNICITY CONNECT:

Municity Connect module makes available to the public via the Internet information relating to the parcels, permits, inspections, complaints, variances, planning projects, etc. Optionally, web users can submit applications for a new permit, lodge a complaint or request an inspection.
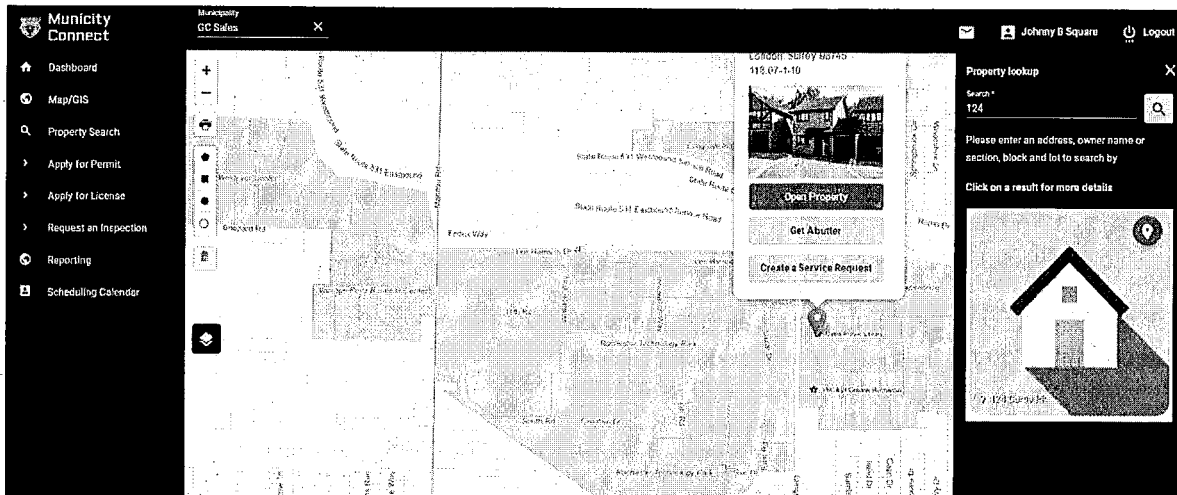
Municity Connect – Parcel Selection

Some Features of Municity Connect:

- View all Parcel Information through a web browser (content determined by the municipality).
- Apply for Permits On-Line.*
- Upload documents.
- Pay fees.
- Track status of an application through the review process.
- View status of permits (inspection progress).
- File a complaint.
- Request an inspection.
- Apply for a license.
- Apply for a registration.
- Apply a title search.
- User specific dashboard.

* Note: check and credit card fees may apply. If interested in utilizing this feature, General Code will provide an additional proposal.

		• Base Documents that can be sent to the Public
Inspection Requests	The Public can track inspections they need to complete and request time slots to schedule inspections once they are ready. The municipality can then review all requests and confirm times.	• Public Inspection Time Slot Requests • Internal ability to set timeslots based off inspection types or departments • Internal ability to block off particular days • Internal Dashboards and other tools to track inspection requests • Base Documents that can be sent to the Public
Vacancy and Landlord/Rental Registration Submit/Pay	The public can submit Registration requests for new vacancy registration or register new rental properties. They can also complete fee payments for new and existing registrations.1	• Public can submit registration forms for Newly Vacant Properties or New Rental Properties • For Rental Properties the Public can identify Tenants • Pay Fees for new Registrations or complete payments on existing items1 • Public can track the status of Tasks or Inspections related to their registrations • Internal Dashboards to track new submittals and payments • Base Documents that can be sent to the Public

ANNUAL SERVICE AND SUPPORT

The annual service and support agreement provides the Town of Warwick's with service and support on the Municity System. This includes advice for procedural questions, configuration updates, regular software updates and software fixes for problems encountered.

As part of this purchase, the Town of Warwick agrees to allow remote access to its desktop systems with a minimum of broadband Internet connection. High-speed Internet connectivity is preferred. Support will be provided utilizing software such as GoToMeeting or GoToAssist.

Security and Compliance
Municity inherits best practices of security policies, architecture and operations processes of its underlying platform, which is continuously audited, meets requirements for numerous compliance programs, and benefits from accredited certifications. Periodic Trustwave vulnerability scans ensure PCI compliance of financial platforms. All sites are certificate secured, and web traffic is protected by SSL encryption.

Prevention and Detection
Automated assessments improve the security and compliance of Municity applications. Servers are hardened based on recommendations from industry standard CIS security benchmarks, known vulnerabilities and exposures, runtime behavior analysis, and security best practices. Network traffic is actively monitored for security risks, immediate notifications are provided in case of suspected malicious or unauthorized behavior.

Storage and Recovery
Customer data is secured in a private network, and databases backed up and stored remotely in multiple regions. Data access is secured by IAM best practices.

The Importance of the Customer's Involvement in successful implementation

It is imperative that there be buy in from all parties involved within the project in order for it to be successful. Please review the following considerations:

- Commitment from Management for Change and managing resistance

- Senior Project Manager assignment from Customer – single point of contact

- Supervisors' role in learning and becoming inside expert to support users

- Clarity relating to desired integrations and their functionality

- Access to all relevant data for incorporation early in the process

- Commitment to schedules and timelines

SAMPLE IMPLEMENTATION TIMELINE

Phase 1
- **Discovery** - Gather Legacy Data, Workbook Completion, Print Outs, Review Current Software and Reports

  Customer time commitment 6 to 8 hours a week over 4 to 6 weeks

Phase 2
- **Initial Configuration** - Legacy Data Conversion, Initial Workbook Configuration and Printouts built out in system

  Customer time commitment 1 to 2 hours a week to over 4 to 6 weeks

Phase 3
- **Process and Data Review** - Review Legacy Data in Municity 5 and Walk-Through Initial Process Configuration, make build decisions with customer project team

  Customer time commitment 6 to 8 hours a week, number of weeks depends on the programs of work

Phase 4
- **Testing and Rework** - Cleanup and fixes to data and processes based on feed back from previous phase, end user process testing

  Customer time commitment 6 to 8 hours a week, number of weeks depends on the programs of work

Phase 5
- **Training and Go-Live** - All Users complete online training, Trainer onsite for One–On–One Support, Final Data Conversion and Go-Live

  This phase takes 3 weeks, the first week users will need to commitment 6 hours a day to classes

Phase 6
- **Go-Live Project Support** -Following Go Live Regularly Scheduled meetings to review issues changes and then transfer to helpdesk

  Customer should expect to commitment 1 hour a week during this phase over 4 to 6 weeks

Additional annual service and support program details are described in Appendix B.

Customer management commitment to change and time/resource commitment
Leadership commitment and involvement in the implementation of a new software implementation is critical to successful implementation. Vendor's can only do so much to address resistance to change which is a natural part of the implementation process. Leadership reinforcement throughout the process is required to ensure that the decisions made to move to a new platform, while creating short-term pain will lead to longer-term productivity. Leadership also must commit to the amount of time that will be involved in migrating to the new platform –part these commitments include being responsible for the County (or other source) GIS shape files to be imported into the Municity 5 database. Software users must be reassured that while there will be discomfort and some disruption for them, it is a necessary part of the change process and will eventually become easier once the learning curves are surpassed.

Post-implementation support
A strong helpdesk setup for customer support should be a must for any software vendor. After training and go-live our customers are migrated to our helpdesk for their ongoing support. Our staff tracks all incoming calls or contacts in our CRM system and the cases are tracked through resolution of the issues. The period after go live is that time when new users and managers will be working to reinforce the new way of doing things which often-times means having access to experts who can answer questions or help make needed adjustments to the system or its output.

Project Planning
Upon conclusion of the contract negotiation the process opens with our discovery process. This involves the initial phase 1 plan and schedule. While the project plan at this early phase is created as a general outline as

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INVESTMENT DETAIL & OPTIONS

Prices noted for setup, configuration, training, and other services are valid for 3 months from the date of this proposal.

Annual SaaS Subscription					
Municity 5 / Web-hosted Subscription	**Users**		**Year 1**	**Year 2 ❶**	**Year 3 ❶**
Annual Municity5 Site Subscription	unlimited		$5,000	$5,150	$5,305
Annual Municity5 Mobile Subscription	2		$400	$400	$400
Annual Connect Subscription	unlimited		$1,500	$1,545	$1,591
Total Annual SaaS			$6,900	$7,095	$7,296
Implementation and Training					
Stage 1 – Municity 5	**Departments**	**POW**	**Year 1**	**Year 2 ❶**	**Year 3 ❶**
Municity 5 POW Implementation (set-up, configuration, templating, etc.)	Building, Planning, Zoning	- Application to Certificate - Code Enforcement - P&Z Applications - Periodic Inspections	$30,000	-	-
Municity 5 Training (Remote – 3.5 days, On-Site – 2 days)			$8,100	-	-
Data Migrations: Municity Enterprise (up to 40 hours)			$6,000	-	-
Integrations – Laserfiche			$1,675	$180	$186
Municipal Code Import – eCode360® ❷			$1,500	-	-
Stage 2 – Municity Connect	**Departments**	**POW**			
Municity Connect Implementation & Training (Remote Training Only) [*one-time set-up for building database, processes, & training*]	Building, Planning, Zoning	- Issue/Complaint Reporting	$9,000		
Municity Enterprise Conversion Credit			($6,900)		
Total Yearly Cost					
			$56,275	**$7,275**	**$7,482**

Note – does not include additional integrations with 3rd party applications or additional Data Migrations

❶*After the first year General Code may raise the annual support contract by 3% or by the previous year's annual Cost of Living Adjustment (COLA) as calculated by the US Social Security Administration, whichever is greater. General Code will provide the Municipality with notice of any proposed increase no later than ninety (90) days prior to the anniversary date of the Contract. The absence of such notice shall be construed as General Code's intent to maintain the annual support contract at the prior years' amount.*

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Cost Proposal

Re

PermitEyes 20/20 E-Permitting Software Solution
for the
Town of Warwick, NY

September 8, 2021

Primary Contact:	**Rajan P. Nanda**
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Address:	11 Beacon Street #340
	Boston, MA 02108
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	617-722-0101

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Executive Summary

Full Circle Technologies, Inc. (hereinafter referred to as "Full Circle Technologies," "Full Circle," or "FCT") manages the PermitEyes Web Program and PermitEyes Accessory Tablet Program (the "Program," "System," "PermitEyes," or "PermitEyes 20/20") in all capacities including development, maintenance, and technical support.

The PermitEyes Program is a modular cloud-based system which allows the Town of Anytown (also referred to as the "Municipality," "Community," or "Town") to electronically receive applications, collect electronic payments, conduct inspections, and issue permits. Various Departmental Modules as purchased by the Municipality are accessible on the Program website through a single point of entry.

Our Program is a customer-focused, cloud-based, permitting platform that provides applications, permits, and inspections for many types of permits and licences. PermitEyes forms are dynamically linked to an extract of the Town's assessor database which allows information from the assessor's record to automatically pre-fill as soon as the applicant selects a site address. This ensures accurate and up-to-date information on the application forms which will be in sync with Town's other records. Other important data such as a contractor's licenses, zoning, and other information can also be validated at the time of submission. Data related to a contractor, establishment, or other type of applicant user may autoflow into forms or be picked up directly from a dropdown list of known information.

For select Departmental Modules, our PermitEyes Program also includes the option for a mobile Accessory Tablet Program for field personnel. These mobile programs are specifically designed for ease of use in the field and do not require internet connection at the point of inspection. On the tablet, an internet connection is only required to download the inspector's schedule for the day, and to upload the completed inspection results at the end of the day (i.e., you never need to worry about losing data in the field if the internet connection drops.)

PermitEyes provides a real-time status of all permits with sophisticated and versatile search capabilities for all users. The application review and sign off process is directly updated in the centralized database so all persons logged into the System can view updated records and events in real time from any location (e.g., as the inspector on the field uploads the report, the staff in the office can view the results of inspections at the same time.)

PermitEyes further facilitates communication and cooperation between the various parties across municipal departments and with applicants (such as contractors, homeowners, business owners, etc.). Transactional processing coupled with status-based organization allows the PermitEyes Program to handle the exchange of workflows and responsibilities across Town Hall. This ensures that the key departments/parties have access to, and input over, all application records when and as required. In doing so, the integrated workflow tools, as tailored to the Community's needs, allow the Town to translate existing procedures into an online best-practices solution for e-permitting and electronic record management.

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Scope of Services

Application Software

The PermitEyes 20/20 Program is a modular cloud-based system which allows the Town of Anytown to electronically receive applications, collect electronic payments, conduct inspections, and issue permits. Various department modules, as purchased by the Municipality, are accessible on the Program website through a single point of entry.

Transparent processing of applications and issuing permits
Applicants utilize the user side of the Program to fill and submit permit/license applications. The applicant has the ability to:
- Register an account which will save contact information, business information, and license information to autoflow into all relevant applications
- View submitted applications and permits/licenses associated with their account on one homepage
- Save incomplete applications before submitting as needed
- Pay fees electronically through the Program utilizing an online payment processor of the Community's choosing
- Upload and submit attachments as needed to supplement an application
- Print issued permits/licenses after they are approved by the Municipality

PermitEyes performs a preliminary check on the data types as the user is typing the data in the form. For example, input boxes for telephone numbers will not accept alpha characters. The same can easily be extended for setback dimensions and all other text boxes that are required to filter inappropriate input.
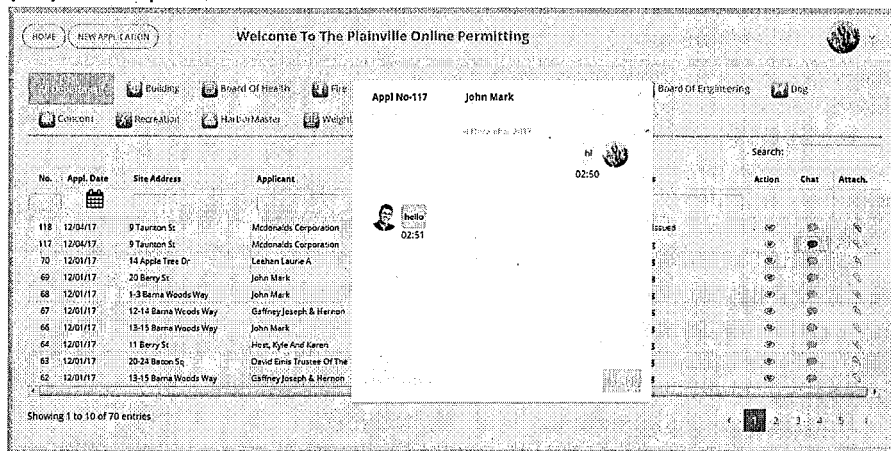
Figure showing applicant homepage with Chat window

The applicant has a homepage from which they can view and track the progress of their application as it goes through the Municipality's departmental internal approval process. This time-saving feature means that both the applicant and the Municipality can enjoy efficient and convenient communication, as the applicant can see exactly where their application is in

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The department head can create unlimited users in the Program with varying rights depending on the input required from each user.

A smart progress indicator for each permit on the homepage makes it very easy for departmental staff to track permits that have fulfilled the criteria of a transaction. As an application is first received, it is automatically given a status (e.g. "pending"). As it then goes through the departmental approval process, the status may automatically change (e.g. "Waiting for Sign Offs," "Fee Paid," and "Permit Issued"). The status names and the checkpoints at which the status change occurs can be modified by the Municipality. Most of the statuses for each application type are fully automated, but other key statuses may be applied manually (e.g. when "Closing" a record or labeling as "Withdrawn").

PermitEyes has the facility to group or link together multiple applications. For example, Electrical, Plumbing and Gas applications under the same project / address can be linked to the related Commercial or Residential Building applications, creating a shortcut between the related forms for the same jobsite

Calculating and paying permit fees online
Fees are determined by a built-in fee calculator which is specific to the department and type of application. This may be automated according to certain rules or selections on the application form, or may be assessed by confirmations made by departmental staff depending on the application type and the rules of the Community.

Application No.	215	Applicant Name	Salamone robert l & julianne d trustee
Application Type	Residential Building	Site Address	15 Blackthorne ln

✉ ✎ 💬 ⚭ 👁 ✐   Change Status ▼

$ Pay Fee
Fee Paid: $1095.00 on 2017-12-20 Check, Recieved by: Judy Roski

Fee Calculator

Title	Value	Description	Total
New Construction		$10.00 Per $1000 Valuation (Minimum Fee $35)	35
Garage (Per Bay w/3 Bays Maximum)		X $100 each bay	0
Construction Trailers	☐	$75.00	0
Certificate of Occupancy	☐	$50.00	0
Permit Renewal	☐	$100.00	0
Re-Inspection	☐	$50.00	0
Sign		X $50.00 each	0
Temporary Sign	☐	$50.00	0
Temporary Occupancy - Residential	☐	$50.00	0
Temporary Occupancy - Commercial	☐	$100.00	0
Tent(s)		X $75.00 each	0

Fee calculators for each permit type are built into the Program

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Summary Report showing totals for each permit type for a specified date range

Incorporating municipal zoning bylaws and regulations

Bylaws and regulations can be built into the Program as configured by the Community. Compliance checks can be performed in several ways, from simple instructional documents provided on the application form, to built-in data checks performed by the Program itself. Upon detection of any potential zoning or regulation issues, the Software can be modified to take the appropriate actions, including setting flags, alerting the appropriate departmental staff, and / or requesting additional information from the applicant.

Easily incorporate GIS databases and assessor information

PermitEyes is directly connected to an extract of the Assessor's database / CAMA. When a user selects the site address, information from the Assessor's database, including the owner name, owner address, and Parcel ID or map/block/lot are automatically filled into the form. Updates to the assessor's database can be completely automated, with extracts being pulled automatically into PermitEyes at regular intervals, such as daily or weekly.

PermitEyes contains an optional GIS engine built into the Program. This tool can provide information such as abutters at various distances, zoning delineations, historic districts, flood zones, wetland buffers, and conservation restrictions. A number of basemaps are available here, as well as the key layers and services as provided by the Community, sourced from MassGIS, or as connected to a third party GIS vendor via API integration. Parcels can be located or searched, and will display related data from the integrated assessor DB / CAMA and other attribute tables as made available. Configured layers / services may be toggled on and off in the map view to show in reference to the parcel polygon layer and the parcel activity details therein. All activity on parcels recorded in PermitEyes may show here against the parcel record. Applications listed at the selected address will be shown against each parcel, and may show details including application status, inspection records, fee records and more.

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Tablet Program inspections

The Tablet Program will only ever need to be connected to the internet at two points : once when syncing all the schedules at the beginning of the day, and once when uploading the results after the inspection is complete. On-site inspections can all be conducted without wifi or data service. Once uploaded, all the inspection results will be attributed to their corresponding permits for both staff and applicant to see.

If internet access is available in the field, the inspector can also send inspection reports or violation notices directly from the Tablet App via emailing a PDF of the completed form directly to the on-site representative or person in charge.

An example food establishment inspection form

As the inspector in the field uploads the report, the staff in the office can view the results of inspections in real time.

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- Receipts
- Email notices for violations
- Any other print documents that may be in use in the Municipality.
  o Alerts, validations, and auto triggers: FCT understands the importance of communication as part of the permitting process. It is very important for online users to make the permit application process both intuitive and simple. In order to make the application process user-friendly, FCT inserts alert messages and tooltips where data needs to be controlled and validated. For example,
    - for numeric fields and data fields
    - triggers for Sign Off, permit generation, inspection request, etc.
    - alert messages on the application form for compliance, violations, conditional approvals, etc.

Data Conversion Plan

Running Parallel Systems During Implementation

As applicable, for each Departmental Module, FCT recommends two (2) separate export/import events from any previous system(s) and/or database(s) into PermitEyes in order to more seamlessly bridge the gap between the transitional usage from one software to another. Please note that any database(s) proposed for import into PermitEyes may be subject to review before a quote can be provided. Imports will be quoted for each database separately based on the organization and integrity of the data.

Data mapping will take place during phase one, where serviceable databases will be mapped to parallel fields within native PermitEyes forms and data tables in order to best recreate imported data in the PermitEyes Software as if originally entered therein. The bulk of the import "work" will take place during the phase.

During phase one of import, and up until a Module goes live, the Community will continue to input live data (as received through previous/existing channels) into the previous system(s) only.

Depending on the complexity of import and/or customizations, two separately named beta site URLs may be provided during the later stages of phase one. These may include:
1. A "sandbox" test site provided to the community for initial training and review purposes

2. An import-specific test site to receive real imported data (before going live)

In phase two, the data mapping will have been previously completed or in a state of near completion, with the previous extract already imported onto either a separately named beta site URL or the live site URL, as activated for the Staff Side only (i.e., pending activation of the public Applicant Side interface pursuant to a planned launch date).

During import phase two, a live date will have already been determined and plans otherwise set in motion to fulfill live roll-out of the Departmental Module in question.

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- o GIS Loc ID
- o Application ID
- o Inspection ID
- o Invoice ID
- Common identifiers must be attributed to all relevant tables of any set of data in such a way as to facilitate reasonable efforts to map the database without other proprietary knowledge, tools, or infrastructure.
- Key fields must NOT contain a high frequency of erroneous, inconsistently defined, or null values
- Any attachment records (e.g., PDFs, JPGs, etc.) must be accompanied by serviceable indexing tables(s) which include
  - o File name
  - o Unique File ID
  - o Some other reliable common identifier values to facilitate reasonable efforts to map attachment files to inspection, application, and / or parcel records

Infractions against these standards do not necessarily disqualify a file for import, providing that:
A. Some significant part of usable data can be compiled through reasonable means
B. No other key component of the Software and/or database(s) are compromised or otherwise negatively affected by poor data quality of imported files

Project Management

Overview
Our experienced Project Managers act as liaisons between the technical development of the Program and the specific needs of the Town. As a part of our standard implementation process, we take the time to confer with each department to not only facilitate community requests, but also to guide our communities into tactful e-permitting practices.

To best determine our capacity and assign the appropriate resources to our projects, we approach each of our clients with an individualized assessment that takes into account Town-specific bylaws, requirements, and existing IT structure, as well as each department's existing workflows, historical data, and other points of information.

Through PermitEyes, we seek to ensure the development and delivery of robust and sustainable software which will collect and process meaningful data for years to come.

Work Breakdown Structure
Provided on the next page is a Work Breakdown Structure for the successful deployment of PermitEyes 20/20.

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Support and Maintenance

Support Overview

Annual support costs are dictated by the delivered / active Departmental Modules in a community. Each Departmental Module will constitute a portion of the annual support costs as indicated in the related quote(s) for work pertaining to a written agreement or addenda made thereto.

Support for PermitEyes includes technical assistance and best efforts to diagnose and resolve reported and reproducible errors. FCT will also respond to requests from the Municipality for additional customization of the Program.

Email and telephone support is provided between 9AM - 5PM Eastern Standard Time (EST), excluding weekends and holidays from our Boston office. Support calls themselves do NOT constitute any additional cost beyond the standard annual support and maintenance services for each Departmental Module (as indicated in related quotes for work and any subsequent agreement). Remote screen-sharing sessions are also available and may be utilized in conjunction with telephone communication. Full Circle will commence work on resolving reported issues upon notification. Full Circle will communicate a time frame for completion based on the complexity of the issue and the potential or actualized impact on productivity and usability of the Program.

In addition to email and telephone support, the Municipality may use the Change Request feature of PermitEyes for bug reporting and requests for updates, adjustments, or customization.

Change Management

Changes may be requested via phone, email, or the native Change Request (CR) ticketing system within any PermitEyes Module.

Support queries which do not require major workflow or database changes are usually completed within one to three business days. Support queries which require major workflow changes or database intervention must be requested no later than seven days before desired implementation date.

Most requests for changes WILL be covered under the standard annual support and maintenance policies and will NOT incur a separate cost to the community.

Outside of requested changes, standard maintenance is regularly performed by FCT as a measure to ensure the Software is in working order. As a key component of standard maintenance, FCT makes all reasonable efforts to ensure compatibility with the latest updated versions of common browsers and OS. Back-end bug fixes and "across-the board" updates are

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FCT Cost Proposal by Module and Service

<table>
<tr><td colspan="2">Proposed New Modules in the PermitEyes 20/20 Program for Town of Warwick, NY</td></tr>
<tr><td colspan="2">The Program allows for the recording and processing of applications received by the corresponding department.

Each module contains its own homepages and related features.</td></tr>
<tr><td>Modules:</td><td>Permit types may include the following:</td></tr>
<tr><td>Building</td><td>Building Permit Minor, Major New Construction, Sign, Well, Certificate of Inspection, Home Occupation, Certificate of Occupancy, Septic Construction, Driveway, Storage Tank, Demolition, Solar, Short Term Rentals, Utility (Electric/Gas/Generator).</td></tr>
<tr><td>Building Complaints (Sub-Module)</td><td>(Synched to Building Program)
Zoning and Building Code Violations including Unregistered Motor Vehicles, Work Without a Permit, Junk/Debris, Commercial Vehicles, Unsafe Structures, Signs</td></tr>
<tr><td>Planning</td><td>Preliminary/Final Approval of Major Subdivision Plans, Final Approval of Minor Subdivision Plans, Designated Protection Area, Special Permits, Request for Extension, Site Plan & Special Use Review, Notice of Ground Disturbance,</td></tr>
<tr><td>Zoning Board of Appeals ("ZBA")</td><td>Zoning Board of Appeals Packet: Appeal from Decision of Zoning Board, Area Variance, Use Variance</td></tr>
</table>

Pricing Summary

The first table in this section, "Pricing Table for PermitEyes Departmental Module(s)" details the cost associated with the base Module(s) for each department. There is no obligation to purchase all of the Modules listed in this table at one time.

The second table, "Other Additional Options" details the pricing for additional options related to upgrades or accessory features that can be added on to the selected Base Module(s). There is no obligation to purchase these features when purchasing any of the Base Module(s).

To request updated documentation, please check-off the desired items using the checkboxes in the tables provided below and return to FCT for reissuance of this cost proposal.

Pricing for additional department modules can be provided by request. Any questions regarding these prices, or about the Program in general can be emailed to help@fullcircletech.com or we can be reached by phone at 617-722-0100.

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www.fullcircletech.com | help@fullcircletech.com

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Other Additional Options

Item	Description	Itemized Price		Check to Select
Online Payment Integration (Optional)	Integration with an online payment provider of the Community's choice through API to allow for applicants to pay for their applications online with credit card or EFT. Separate sets of API credentials may be required for each departmental module and / or bank acct into which funds from online payments may be deposited. Online Payment Integration requires that any APIs be supplied by the third party online payment provider. $500 per API integration (usually per departmental module unless multiple bank accounts are required for any single departmental module)	One Time	$500 per API	☐ Select **Qty :** ___
PermitEyes Accessory Tablet Program APK for **Building Module** (Optional)	The Tablet Program is an application tailored for easy use in the field. Inspections are performed on a tablet device with specially designed features for mobile performance	One Time	$3,900	☑ Select
	Support & Maintenance - All standard updates & upgrades under normal conditions • Phone and email support	Annual	$1,470	
PermitEyes Program Building Complaints Sub-Module (Optional)	Record complaints and violations, receipt of fines, issuance of tickets, set global flags against parcels. The Building Complaints Sub Module cannot be purchased without also purchasing the Building Module	One Time	$5,540	☑ Select
	Support & Maintenance •All hosting & storage • All standard updates & upgrades under normal conditions • Phone and email support	Annual	$2,720	
Assessor System Integration Option 1 : **Manual Import**	Integration solution with assessor system to **import** property information. This manual ad hoc import of the Assessors DB extract allows applicants to choose from a bank of site addresses and the property owner details will flow in automatically into the application form as applicable.	Option 1	Included (as shown above)	
Assessor System Integration Option 2 : **Automatic Import** (Optional)	Periodic update by automated script for assessor DB <u>import into PermitEyes</u>. This automatic import of the Assessors DB extract allows the address and property owner information to be kept up-to-date in PermitEyes through scheduled updates Typically, we provide an FTP folder to serve as the destination for exported DBs (in a predetermined format) from the Community's CAMA system. PermitEyes will then automatically retrieve this data and automatically import the parcel information into PermitEyes. The most up-to-date parcel and ownership information will then show on the front end of PermitEyes on any new application records, the Parcel Management Homepage, and any applicable PermitEyes GIS features configured for the Community. **Third party software must be capable of <u>periodic import and/or export</u> for this feature to be implemented.**	One Time Annual	$2,700 $600	☐ Select

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Payment Terms

For PermitEyes Departmental Modules :

- **One time costs**
  - o **40%** of the one time cost per item is to be invoiced and paid at connection of the Program to the Community's assessor database (or equivalent db) extract during development.
  - o **40%** of the one time cost per item is to be invoiced and paid upon delivery of the first beta site for each departmental module.
  - o **20%** of the one time cost per item is to be invoiced and paid upon delivery of the final URL site for each departmental module.
- **Recurring costs**
  - o **Support is deemed to be in effect at the delivery of each departmental module** and any costs associated with the first year of annual support are to be invoiced and paid upon delivery of each module.
  - o Each year, recurring costs associated with annual support are to be invoiced and paid for any and all PermitEyes Departmental Module(s) delivered on or before the date of the invoice.

For other services and products provided by Full Circle Technologies :

- **One time costs**
  - o **100%** of the one time cost per item is to be invoiced and paid upon delivery or performance of each service and / or product
- **Recurring costs**
  - o **As applicable, support is deemed to be in effect at the delivery or performance of each service or product** and any costs associated with the first year of annual support are to be invoiced and paid upon delivery or performance.
  - o As applicable, each year, recurring costs associated with annual support are to be invoiced and paid for any and all other services and / or products delivered or performed by Full Circle Technologies on or before the date of the invoice.
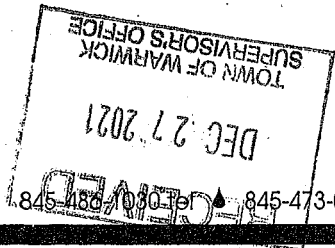
Pricing Disclaimer

Any update or revision of this document by FCT at the request of the Community which constitutes the provision of a new document, will render the information on this document void. If no replacement cost proposal document is issued, the pricing rates provided for the products and services presented in this document will be considered valid for a period of one (1) year from the document date, as indicated on the title page of the document. If no action is taken by the Community to procure products and / or services from Full Circle Technologies at the conclusion of the one (1) year period from the document date, the pricing contained in this document will be considered void. Updated pricing may be provided by FCT at that time, by request of the Community.
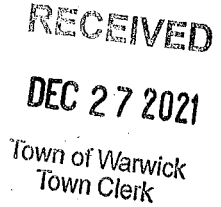
- End of Document -

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P.O. Box 3148 ♦ Poughkeepsie, NY 12603 ♦ 845-486-1030 Tel ♦ 845-473-0560 fax

December 22, 2021

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

Re: The Future of Environmental Consultants, LLC

Dear Supervisor Sweeton:

As you have already heard, we are excited to announce that after 24-plus years of providing water and wastewater treatment facility operations, Environmental Consultants, LLC's ownership has been acquired by H2O Innovation, Inc. Rest assured, we are not going anywhere. Our company will continue to provide operations as Environmental Consultants, LLC, with myself and all of the current employees, continuing to provide our services.

The addition of H2O Innovation, Inc. will provide additional resources including operators, industry professionals, and dedicated staff. H2O Innovation, Inc. products and services are approximately 80% USA based while it maintains its headquarters in Quebec City, Canada. Just this past week, H2O Innovation was the winner of the Blue Cup, which is awarded to the best global water companies worldwide. EC's philosophy of putting client service and operations excellence first will continue and be strengthened as we continue to serve and be active members of the communities in the Hudson Valley.

As always, if you would like to discuss the services that Environmental Consultants provides, please do not hesitate to contact me at (845) 486-1030.

Yours truly,

Steven J. Mance
Vice President, Hudson Valley Region

BLUE CUP AWARD 2021

CONGRATULATIONS

h2o innovation®

WINNER

The Blue Cup Award recognizes
the leading global water companies

TOWN OF WARWICK

DEPARTMENT OF POLICE

132 KINGS HIGHWAY
WARWICK N.Y. 10990
(845) 986-5000 FAX (845) 986-5020

THOMAS F. MCGOVERN, JR. — FBI N.A. 199
CHIEF OF POLICE
TMCGOVERN@TOWNOFWARWICKPD.ORG

27 December 2021

## MEMO

To: Supervisor Sweeton, Town Board
From: Chief T. McGovern
Re: Fill vacant p/t officer position

Please accept this memo as my request for the Board to fill the vacant part-time police officer position created by the resignation of Peter Guastamacchia. I am recommending that the position be filled by Brendan P. Donohue. Mr. Donohue is a graduate of Don Bosco Prep in Mahwah, NJ and a graduate of SUNY Cortland with a degree in Political Science. He is also has a Masters Degree in Criminal Justice from Boston University. He was formerly employed as a Captain in the Rockland County District Attorney's Office and prior to that as a police officer in Haverstraw. He is also a graduate of the 224 Session of the FBI National Academy.
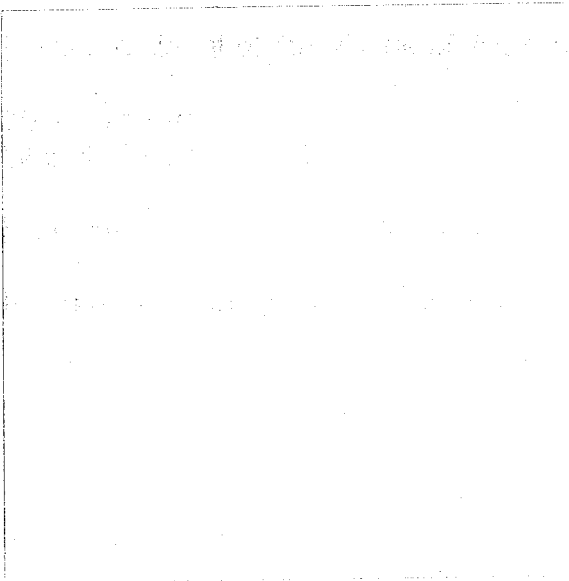
. His address is as follows:

day, 01 January 2022.

please contact me. Thank you.