TOWN OF WARWICK

132 KINGS HIGHWAY
WARWICK, NEW YORK 10990

TOWN HALL TELEPHONE (845) 986-1124
POLICE DEPT. TELEPHONE (845) 986-3423
RECEIVER OF TAXES (845) 986-1125
PUBLIC WORKS TELEPHONE (845) 986-3358
TOWN HALL FAX (845) 986-9908
SUPERVISOR supervi@warwick.net
TOWN CLERK townclk@warwick.net

November 2, 2016

TO: Michael Sweeton, Supervisor & Town Board

FROM: Jeff Feagles, Town of Warwick DPW Commissioner

RE: Bid Recommendation (Concrete for DPW Salt Barn)

Based on the information presented, I recommend that a contract to purchase 3,500 lbs. of winter mix be awarded to E. Tetz & Sons, Inc. be awarded. We are currently working with E. Tetz Sons, Inc. using the same concrete mix for the footings of the Salt Barn Wall and all material was delivered in a timely manner.

Sincerely,

Jeff Feagles
DPW Commissioner

RECEIVED
NOV - 2 2016
TOWN OF WARWICK
TOWN CLERK

Warwick Town Clerk

From: dpwcom@warwick.net
Sent: Wednesday, November 02, 2016 10:50 AM
To: bdastorino@gmail.com; Warwick Town Clerk
Subject: Fw: concrete

-------Original Message-------

From: dpwcom@warwick.net
Date: 11/2/2016 10:47:48 AM
To: Michael Sweeton; clerk@warwick.org
Subject: concrete

Please be advised that we went out for 3 quotes for concrete for the back wall of the salt barn.
We contacted Tetz &sons Inc. For 3500 lbs winter mix , there price is $108.00 per cy yard
We contacted Dicks concrete For 3500 lbs winter mix, there price is $108.00 per cy yard
We contacted Sparta Redi mix, they do not deliver to Orange County.

FREE Animations for your email Click Here!

1053 COUNTY ROUTE 37
NEW HAMPTON, NY 10958
P: (845) 374-5966
F: (845) 374-7262

NYSDOT APPROVED

READY-MIX CONCRETE PROPOSAL AND ACCEPTANCE

Visit us on the web at: www.dicksconcrete.com

Proposal Submitted to	Phone	Fax	Date
Town of Warwick		(845) 987-1442	November 1, 2016
Street Address: 132 Kings Highway	Job Name: Warwick Project		
City, State, & Zip Code: Warwick, NY 10990	Job Location: 65 Public Works Dr., Warwick, NY		
Attn: Ben			

We propose to furnish you the following materials and/or services for use in the above-stated job.

Price Effective: November 1, 2016 Expires: December 31, 2016 Terms: Net 30 Upon Credit Approval

Quantities	Description	Price
60 cy +/-	3500 PSI - Conventional Placement	$101.00 cy
	*Please note that Winter Concrete is an additional charge, starting in another week or two--depending on the cold weather.	
	Note: Additives listed below may be required to meet the specifications on your project. Please provide specs or refer to our sales department for assistance.	
	Thank You	

"Quality is remembered long after price is forgotten"

ORDERS CANCELLED WITHIN 24 HOURS OF LOAD TIME ARE SUBJECT TOA CANCELLATION FEE.

ADDITIONAL ITEMS

Winter Concrete	$7.00 cy.	1% Calcium	$2.50 cy.	3/8" Stone Mixes	$7.00 cy.
Saturday or Holiday	$7.00 cy.	2% Calcium	$5.00 cy.	Pump Mixes	$2.00 cy.
Non-Air Mixes	$2.00 cy.	Plastol 5000 MRWR Dosage	$4.50 cy.	Extra Cement	$0.05 lb.
Retarder	$3.00 cy.	Plastol 5000 HRWR Dosage	$9.00 cy.	Excessive Unloading Time	$90.00 hr.
Ice	$ .55 lb.	Lightweight Mixes	$50.00 cy.	(after 6 minutes per yard)	
1% Non-Chloride Accelerator	$6.00 cy.	Micro Fibers (1 lbs./yd.)	$7.50 cy.	Late Delivery(after 3:00pm)	$50.00 ld.
2% Non-Chloride Accelerator	$12.00 cy.	Hi-Early	$7.50 cy.	Late Cancellation Fee	$500.00 minimum
Sullivan County (above exit 107)	$100.00 ld.	West Point	$250.00 ld.	Ulster County	$40.00 ld.
Sullivan County (above exit 112)	$80.00 ld.	Rockland County	$250.00 ld.	Dutchess County	$70.00 ld.
Extended Orange County	$60.00 ld.	New Jersey	$100.00 ld.	Pennsylvania	$100.00 ld.
SHORT LOADS: 1 - 5 1/2 CUBIC YARDS		LOCAL: $150.00 PER LOAD		OUT OF AREA: $200.00 PER LOAD	

ADEQUATE ACCESS TO POINT OF DELIVERY IS THE RESPONSIBILITY OF THE CUSTOMER

SIGNED PROPOSAL MUST BE RETURNED TO DICK'S CONCRETE TO ENSURE PRICING

ACCEPTED BY (Print): _____

ACCEPTED BY (Sign): _____

DATE: _____

BY: Richard Penaluna Cell (845) 645-3300

DATE: November 1, 2016

Dick's Concrete Co., Inc.

PLEASE REVIEW THE ATTACHED TERMS AND CONDITIONS

QUOTED PRICES DO NOT INCLUDE APPLICABLE SALES TAXES

Quotation

E. TETZ & SONS, INC.
Ready-Mix Concrete
WASHED SAND-STONE-FILL & GRAVEL
130 CROTTY ROAD
MIDDLETOWN, NY 10941

MAIN OFFICE 845-692-4486
TOLL FREE 800-736-1336
FAX NUMBER 845-692-6838
ASPHALT 845-344-4486

DATE 11/2/2016 EMAIL ADDRESS
CLIENT TOWN OF WARWICK PHONE #
CONTACT BEN FAX # 845-987-1442
PROJECT LOCATION WARWICK,NY

We are pleased to quote you the following:

PRODUCT	F.O.B. PRICE	PLANT LOCATION	DELIVERED PRICE
3500 PSI		MIDDLETOWN,NY	$101.00 PER YD

QUOTED PRICES DO NOT INCLUDE APPLICABLE SALES TAXES
ALL TAX EXEMPT JOBS MUST SUBMIT CORRECT EXEMPTION CERTIFICATE WITHIN 90 DAYS.
IF NOT THEN TAXES ARE TO BE PAID.
****ALL QUOTED PRODUCTS ARE STANDARD MIX DESIGNS UNLESS SPECIFICATIONS HAVE BEEN PROVIDED PRIOR TO QUOTATION****

ADDITIONAL CHARGES

Fibers (1 lb. per cy)	$7.00 cy	Sullivan County (above exit 107)	$10.00 cy
Mid-Range Water Reducer	$3.00 cy	Sullivan County (above exit 112)	$6.00 cy
Super Plasticizer	$6.00 cy	West Point	$6.00 cy
1% Non-Chloride Accelerator	$4.00 cy	Rockland County	$15.00 cy
2% Non-Chloride Accelerator	$9.00 cy	Extended Rockland County	$20.00 cy
1% Calcium	$2.00 cy	Ulster County	$4.00 cy
2% Calcium	$5.00 cy	Extended Ulster County	$6.00 cy
Non-Air Mixes	$2.00 cy	Dutchess County	$7.00 cy
Lightweight Mixes	$40.00 cy	Extended Orange County	$6.00 cy
3/8" Stone Mixes	$3.00 cy	Saturday Delivery Charge GRAVEL 10% addl	$7.00 cy
Pump Mixes N/C	$2.00 cy	Excessive Unloading Time	$100.00 hr
Winter Concrete	$7.00 cy	Short Load Charge (Local)	$125.00 ld
Dye Washout	$50.00 ld	Short Load Charge (Out of Area)	$175.00 ld
O.T. Delivery (3:30pm or later)	$50.00 ld	Short Load Charge Rockland County	$200.00 ld
Environmental Charge N/C	$2.00 ld	Short Load Charge Extended Rockland County	$250.00 ld

PLEASE SIGN AND FAX BACK
ACCEPTED BY: _____
DATE: _____

THANK YOU
BY: BOB WEBER
DATE: 11/2/2016
CELL: (845) 742-2129

DOES YOUR JOB NEED ASPHALT???

LEGAL NOTICE
BOROUGH OF RINGWOOD
COUNTY OF PASSAIC
NEW JERSEY

Ordinance No. 2016-#07

AN ORDINANCE AMENDING CHAPTER 40, ZONING REGULATIONS, SCHEDULE 5 - SCHEDULE OF PERMITTED BUSINESS AND REAL ESTATE SIGNS TO MOVE THE LOCATION OF THE GB-80 ZONE

NOTICE is hereby given that the ordinance published herewith was introduced and passed first reading at a Business Meeting of the Municipal Council of the Borough of Ringwood, in the County of Passaic, New Jersey held at the Violet E. Bogert Municipal Annex, 60 Margaret King Avenue, Ringwood, New Jersey on Tuesday, October 18, 2016, and will be considered for final passage at a Business Meeting of said Municipal Council of the Borough of Ringwood to be held on Thursday, November 17, 2016 at 8:00 pm, or as soon thereafter as same can be considered, at the Violet E. Bogert Municipal Annex, 60 Margaret King Avenue, Ringwood, New Jersey, at which time and place all persons interested therein or affected thereby will be given an opportunity to be heard concerning same. During the week prior and up to the time of public hearing, copies of said Ordinance will be available to the members of the general public who request same.

KELLEY HALEWICZ, RMC
BOROUGH CLERK

1t: Sunday, October 30, 2016
Fees: $
The Suburban Trends

RECEIVED
OCT 27 2016
TOWN OF WARWICK
TOWN CLERK

Ordinance No. 2016-#07

AN ORDINANCE AMENDING CHAPTER 40, ZONING REGULATIONS, SCHEDULE 5 - SCHEDULE OF PERMITTED BUSINESS AND REAL ESTATE SIGNS TO MOVE THE LOCATION OF THE GB-80 ZONE

BE IT ORDAINED by the Mayor and Council of the Borough of Ringwood, County of Passaic, State of New Jersey as follows:

1. Amend Chapter 40, Zoning Regulations, Schedule 5 to:

Schedule 5 SCHEDULE OF PERMITTED BUSINESS AND REAL ESTATE SIGNS

a. Remove GB-80 from its current location in Schedule 5 which also contains I-60.

b. Move GB-80 to the zone containing CC-80 and CS-40 in Schedule 5.

Zone	Type of Sign	Maximum Number of Signs Permitted	Sign Type Permitted	Maximum Area per Sign (SQ.FT.)	Maximum Height (FT.)	Minimum Setback (FT.)**	Illumination Permitted
CC-80 CS-40 **GB-80**	Accessory to all principal uses in zone	One per principal use	Wall	*	--	--	YES
	Accessory to Principal building Set back more than 100 feet from the Nearest street line	One per building or one per driveway entrance	Freestanding	32	15	10	YES
	Real estate signs	One per street Frontage	Wall Freestanding	10 10	-- 6	-- 2	NO NO

X

Town of Warwick, NY
Town Hall
132 Kings Highway
Warwick, New York 10990

A/E Services for Design of the Warwick Public Transit Garage | Proj #02-2015

Change Order

CHANGE ORDER NUMBER: 1

RECEIVED
NOV - 1 2016
TOWN OF WARWICK
TOWN CLERK

DATE: October 31, 2016
TO: Jason Pitingaro, Vice President

KC Engineering & Land Surveying, P.C.
2142 Route 302
Circleville, NY 10919

THE CONTRACT IS CHANGED AS FOLLOWS:

KC Engineering & Land Surveying, P.C. will prepare plans, details and specifications for an electronically activated cantilever gate system across Public Works Drive in the vicinity of the new public transit bus garage. The design will include the gate, support structure and posts, controls and electrical connection.

The original Contract Sum was	$	179,900.00
The net change by previously authorized Change Orders	$	0.00
The Contract Sum prior to this Change Order	$	179,900.00
The Contract Sum will be increased by this Change Order in the amount of	$	5,000.00
The Contract Time will be increased by Zero (0) days.		

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Design Change Directive until the cost and time have been agreed upon by both the owner and Design Firm, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY CONSTRUCTION MANAGER, CONTRACTOR AND OWNER.

CONSTRUCTION MANAGER	**CONTRACTOR**	**OWNER**
HAKS	KC Engineering & Land	Town of Warwick
40 Wall Street, 9th Floor	Surveying, P.C.	132 Kings Highway
New York, NY 10005	Circleville, NY 10919	Warwick, NY 10990
BY Douglas McNevin, Vice President	BY Jason Pitingaro, Vice President	BY Michael Sweeton, Town Supervisor
10/31/2016	Oct. 31, 2016	
Date	Date	Date

25 YEARS HAKS
1991-2016 Client Focused - Quality Services

Construction Management | Engineering | Architecture
Land Surveying | Material Testing | Special Inspections

40 Wall Street, 11th Floor • New York, NY 10005 • Phone: (212) 747-1997 • Fax: (212) 363-8090 • www.haks.net

October 31, 2016

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

Re: Contract No. 02-2015 for Architectural/Engineering Services for Design of the Warwick Public Transit Bus Garage

Subject: Recommendation to issue Change Order No. 1 for Access Gate Design

Dear Mr. Sweeton;

I recommend that a Change Order be issued to KC Engineering & Land Surveying, P.C., in the amount of five thousand dollars ($5,000.00) to provide design for a new electric operated security gate with electronic access controls on Public Works Drive.

The gate is necessary to restrict access to the new Dial-a-Bus garage to authorized personnel only and to provide security for the new garage now under construction.

The architect submitted a proposal for the design services dated October 27, 2016 in the amount of $5,000.00. My independent cost estimate for the design services dated October 22, 2016 is $5,190.00, which is 3.7% greater than the architect's proposal. I have reviewed the architect's proposal and find it to be fair, reasonable and inclusive of all services required to produce the completed design.

I am attaching the architect's proposal and the independent cost estimate for your reference.

Very truly yours,

Douglas McNevin, P.E.
Sr. Project Manager

HAKS

Architectural/Engineering Services for Design of the Warwick Public Transit Bus Garage

Independent Cost Estimate

Change Order #1

Access Gate Design

Date of Estimate: October 22, 2016
Estimator: Doug McNevin, P.E.

Description	Unit of Measure	Unit Cost	Quantity	Extension
Attend Site Meetings	Each	$ 265.00	4	$ 1,060.00
Research & Devlopment	Hrs	$ 95.00	4	$ 380.00
Produce 2 drawings	Hrs	$ 115.00	16	$ 1,840.00
Write Specification	Hrs	$ 95.00	8	$ 760.00
Review Submittals	Hrs	$ 95.00	10	$ 950.00
Expenses - reproduction, delivery, etc.				$ 200.00
			Estimate:	**$ 5,190.00**

Based on Hourly Rates

Project Manager	$ 150.00
Civil Engineer	$ 115.00
Jr. Civil Engineer	$ 95.00

Engineering and Land Surveying, P.C.

2142 Route 302 • Circleville, NY 10919-3239
Ph (845) 361-4541 • Fax (845) 361-1045
E-mail: info@kcepc.com
An ISO 9001-2015 certified firm

October 27, 2016

Douglas McNevin, P.E., CCM
Vice President Construction Management
HAKS
40 Wall Street, 11th Floor
New York, NY 10005

Re: Proposal for Engineering Services – Access Gate Design
Town of Warwick Transit Garage

Dear Mr. McNevin:

KC Engineering and Land Surveying, PC (KC) is pleased to submit our proposal for professional engineering services for the preparation of plans and specifications for the proposed access gate along Public Works Road at the public transit garage. Our firm has the resources available and the experience needed to prepare the design of this additional site feature.

Attached for your use are the Description of Services and Fees and the General Provisions of Contract, which outlines the terms and conditions of our provided services.

Please sign in the appropriate space provided below, as well as initial each of the subsequent pages. Once completed, please return one fully executed contract to our office.

If you have any questions regarding this contract, please contact me at 845.673.3199 or by email at jpitingaro@kcepc.com. We appreciate this opportunity and look forward to beginning your project.

Sincerely,

Jason A. Pitingaro, P.E.
Vice President

JAP/lk

Encl.

Accepted By: HAKS

_____
Authorized Signature

_____ _____
Print Name/Title Date

SCOPE OF SERVICES AND FEES

KC Engineering will prepare plans, details and specifications for an electronically activated cantilever gate system across Public Works Road in the vicinity of the new public transit garage. The design will include the gate, support structure and posts, controls, and electrical connection.

Professional Fee: $5,000

This proposal pertains to the above services only. Any other additional work, not included in the scope of this proposal will be billed at our standard hourly rates as shown in the attached Schedule of Billing Rates.

We will invoice the Client on a monthly basis based on work completed. Payment is due in full upon presentation of the monthly invoice.

R:\Proposals\2016 Proposals\HAKS Proposals\HAKS-Access Gate Design Proposal.docx

Initial:_____ Date:_____

DEPARTMENT OF HUMAN RESOURCES

Diane Riddick
Deputy Commissioner

Steven M. Gross
Commissioner

Harry Fogg
Deputy Commissioner

30 Matthews Street, Suite 303A
Goshen, NY 10924
TEL: (845) 291-2707 FAX: (845) 291-2736
www.orangecountygov.com

Steven M. Neuhaus
County Executive

October 21, 2016

RECEIVED
NOV - 1 2016
TOWN OF WARWICK
TOWN CLERK

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

RE: Certified List of Eligibles
Examination #68270 Assistant Assessor - OC

Dear Supervisor Sweeton:

Enclosed is the Certified List of Eligibles resulting from the above referenced open competitive examination, from which you may appoint your provisional Marianne Owen-Feely. Please sign and date the list and return to the Department of Human Resources indicating the effective date of Ms. Owen-Feely's appointment. **This certification will expire on December 20, 2016.**

Please be aware that it is your responsibility to verify the candidate's background and ensure the possession of current licenses/registration certificates if required. If you have any questions, please call Donna Kassa, Examinations Coordinator, or Lenora Dahl, Examinations Coordinator, at 291- 2730.

Sincerely,

Diane Hayden

Diane Hayden
Director of Civil Service

DH:ld
Enclosures

RECEIVED
OCT 31 2016
TOWN OF WARWICK
SUPERVISOR'S OFFICE

Orange County, NEW YORK
Certification of Eligibles

ORIGINAL COPY
1

To: TOWN OF WARWICK
132 KINGS HIGHWAY
WARWICK NY 10990

Not valid after: 12/20/2016

From:
Department of Human Resources
County Government Center
Goshen, New York 10924

Exam No. and Title:
68270 ASSISTANT ASSESSOR

Date Held: 06/04/2016

Duration:

No. Appts: 1

Date of Certification: 10/21/2016

Eligible List Established: 10/21/2016

Comments:

* Final rating includes any veteran or disabled veteran credits shown.
Read carefully instructions on attached form.

Name and Address	Rating	Vet Cr.	Salary	Action / Date
OWEN-FEELY MARIANNE 126 KIRBY TOWN ROAD MIDDLETOWN NY 10940	85.00	0.00		
AMOS AMBER N 1 ASH AVENUE NEW WINDSOR NY 12553	85.00	5.00		
AUSTIN JOHN F 103 RYAN ST, APT C-2 PORT JERVIS NY 12771	80.00	0.00		
ROSE JULIE L 303 SYCAMORE DRIVE NEW WINDSOR NY 12553	75.00	0.00		
MAYER DONNA C 28 LOVINGTON COURT WALLKILL NY 12589	75.00	0.00		
BRAY MICHELE A 125 SOUTH MONTGOMERY WALDEN NY 12586	70.00	0.00		
CHAMOIS ALI PO BOX 907 GOSHEN NY 10924	70.00	0.00		

Orange County, NEW YORK
Certification of Eligibles

Exam No. and Title: 68270 ASSISTANT ASSESSOR

Date Held: 06/04/2016

Name and Address	Rating	Vet Cr.	Salary	Action / Date
GIRONDA RENEE R 7 MAPLE LANE MONTGOMERY NY 12549	70.00	0.00		
MCADAM GILLON J 154 CLINTON ST MONTGOMERY NY 12549	70.00	0.00		

DEPARTMENT OF HUMAN RESOURCES

Diane Hayden

Director of Civil Service

Appointing Officer: _____

Title : _____

Date : _____

Orange County, NEW YORK
Certification of Eligibles

APPOINTING OFFICER
2
(RETAIN)

To: TOWN OF WARWICK
132 KINGS HIGHWAY
WARWICK NY 10990

Not valid after: 12/20/2016

From:
Department of Human Resources
County Government Center
Goshen, New York 10924

Exam No. and Title:
68270 ASSISTANT ASSESSOR

Date Held: 06/04/2016

Duration:

No. Appts: 1

Date of Certification: 10/21/2016

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Comments:

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AMOS AMBER N 1 ASH AVENUE NEW WINDSOR NY 12553	85.00	5.00		
AUSTIN JOHN F 103 RYAN ST, APT C-2 PORT JERVIS NY 12771	80.00	0.00		
ROSE JULIE L 303 SYCAMORE DRIVE NEW WINDSOR NY 12553	75.00	0.00		
MAYER DONNA C 28 LOVINGTON COURT WALLKILL NY 12589	75.00	0.00		
BRAY MICHELE A 125 SOUTH MONTGOMERY WALDEN NY 12586	70.00	0.00		
CHAMOIS ALI PO BOX 907 GOSHEN NY 10924	70.00	0.00		

Orange County, NEW YORK
Certification of Eligibles

Exam No. and Title: 68270 ASSISTANT ASSESSOR

Date Held: 06/04/2016

Name and Address	Rating	Vet Cr.	Salary	Action / Date
GIRONDA RENEE R 7 MAPLE LANE MONTGOMERY NY 12549	70.00	0.00		
MCADAM GILLON J 154 CLINTON ST MONTGOMERY NY 12549	70.00	0.00		

DEPARTMENT OF HUMAN RESOURCES

Diane Hayden

Director of Civil Service

Appointing Officer: _____

Title : _____

Date : _____

INSTRUCTIONS FOR USE OF CERTIFICATION OF ELIGIBLES

The attached Certification of Eligibles is valid for a period of sixty (60) days from the date of issuance. The effective date of an appointment should be within this sixty (60) day period.

Canvass Letters: Eligible candidates must be canvassed in writing. Candidates have a minimum of seven (7) business days after the postmark date of your canvass letter to respond. A Canvass Letter should include the following information:

- your name, address and telephone number;
- date prepared and expected response date;
- title and location of position;
- beginning salary; if there is a salary range dependent on experience put range (i.e $30,000-$40,000)
- type of appointment (i.e. permanent, contingent, temporary);
- type of employment (i.e. full-time, part-time, 12, 11 or 10 month duration);
- salary, and job location;
- remarks pertinent to the position.

Your canvass letter should also include a copy of the *"Instructions to Eligibles"* form which is included in this packet. Also included is a model canvass letter *"Availability Inquiry for Public Employment"* which should be amended to suit your individual needs.

Refusal of an offer of employment should be in writing. If a candidate declines a position during the interview process, the candidate is then required to complete the *"Statement of Declination during Interview"* form which is included in this packet. If a candidate makes a verbal declination by telephone, then the interviewer is required to complete the *"Statement of Verbal Declination"* form which is also included in this packet.

Information to be Reported on the Certification: For each candidate NOT appointed, the appropriate entry as noted below must be indicated in the "Action Column" on the eligible list:

- Interested
- Declined Location
- Declined Salary
- Declined Contingent Appointment
- Declined Temporary Appointment
- Declined Part-Time or Full-Time Hours
- Declined 10, 11 or 12 Month Duration
- No Reply from Candidate
- Canvass Letter Returned Unclaimed
- Failed to Report for Scheduled Interview
- Temporarily Unavailable (provide explanation)
- Other (provide explanation)

It is the responsibility of the Appointing Officer to provide each candidate who is interviewed, but not selected for appointment, a written notice of that fact. A model *"Notice of Non-Selection"* is included in this packet.

For each candidate appointed, enter the word "Appointed" in the "Action Column" on the eligible list and specify whether the appointment is "Permanent", Contingent Permanent or "Temporary" and, if Temporary, for what duration. Enter the "Salary" and the "Effective Date" of the appointment in the appropriate columns.

- continued -

CERTIFICATION INSTRUCTIONS (continued)

Selection Criteria:

Permanent Appointments from both Promotional and Open Competitive Eligible Lists may be made from any candidate who has a rating equal to or greater than that of the third person on the Certification willing to accept the position. Appointments from Preferred Lists must be in strict order of standing on the Certification from among those willing to accept.

Temporary Appointments for a period exceeding three months, but not exceeding six months, may be made by the selection of any candidate on the Certification without regard to their standing.

Use or Waiver of Veterans Credits: An eligible candidate whose rating includes either "*Non-Disabled or Disabled Veterans Credits*" must, upon offer of appointment, complete the appropriate form acknowledging use of the credits or waiving the credits. This form must be dated prior to the effective date of appointment and will be included in this packet if eligible Veterans appear on the certification. Please contact the Civil Service Division for an appropriate determination regarding the use of an eligible candidate's Veterans Credits.

Appointing Officer's Certificate and Return of Certification: On or prior to the expiration date of the Certification, the Appointing Officer should:

- Enter on the Certification all necessary information as indicated in the "*Information to be Reported on the Certification*" section of these instructions;
- Attach to the Certification all *Written Responses to Canvass Letters*, *copies of Canvass Letters sent to those who failed to respond*; *Statements of Verbal Declination and Statements of Declination during Interview*";
- Sign and date the last page of the Certification and return the entire package to the Orange County Department of Human Resources. You should retain for your files the second copy of the Certification, copies of all letters, responses and verbal statements.

If you have any questions concerning any aspect of the appointment process, please call the Civil Service Division of the Orange County Department of Human Resources at 845-291-2730. We will be happy to help you through the competitive appointment process and answer any questions you may have.

We appreciate your cooperation in helping us to ensure compliance with New York State Civil Service Law and the Rules for Administration of Civil Service in Orange County.

- AN EQUAL OPPORTUNITY EMPLOYER –

* * * INSTRUCTIONS FOR ELIGIBLES * * *

This canvass letter is an inquiry as to your interest in and availability for employment. It should not b interpreted to mean that you will be appointed to this position. Appointment is dependent upon you availability, the result of any interviews conducted, and the possible selection of another equally qualifie eligible. A decision may also be made not to fill the vacancy at this time. Accordingly, you should no leave your present employment.

You should **reply immediately** to this letter. The time by which your reply must be received, in order fo your name to be considered for appointment, is shown on the canvass letter you received. If you are late in replying, you may be considered ineligible for this opportunity. If you do not respond, your name **will be restricted** from further certification on this eligible list. If you accept an appointment from this eligible list your name will be removed from the list.

If you **decline this position** for a reason other than those listed below, your name **may be restricted** from further certification on this eligible list, unless the reason is deemed acceptable by the Orange County Dept of Human Resources. **Restoration to this eligible list is NOT AUTOMATIC.** The decision to restore a candidate to active status is at the discretion of the Orange County Department of Human Resources.

If you indicate that you are **not interested** in this position because of the **location** of employment, the Orange County Dept of Human Resources will not again certify your name for an appointment at this location unless notified otherwise by you.

If you indicate that you are **not interested** in this position because the **salary** offered is below that which you consider acceptable, the Orange County Dept of Human Resources will not again certify your name to any agency at this salary or a lower salary unless otherwise notified by you.

If you indicate that you are **not interested** in this position because it is of a **contingent-permanent** nature, the Orange County Dept of Human Resources will not again certify your name to any agency for contingent-permanent positions unless otherwise notified by you.

If you indicate that you are **not interested** in this position because it is of a **temporary** nature, the Orange County Dept of Human Resources will not again certify your name to any agency for temporary positions unless otherwise notified by you. Neither acceptance nor declination of a temporary position will affect future consideration of your name for permanent or contingent-permanent appointment.

If you indicate that you are **not interested** in this position because of **part-time** hours, the Orange County Dept of Human Resources will not again certify your name to any agency for an appointment with reduced hours unless notified otherwise by you.

If you indicate that you are **not interested** in this position because of **full-time** hours, the Orange County Dept of Human Resources will not again certify your name to any agency for an appointment with full-time hours unless notified otherwise by you.

If you indicate that you are **not interested** in this position because it is for either a **12 month, 11 month or 10 month** duration, the Orange County Dept of Human Resources will not again certify your name to any agency for an appointment with the duration indicated unless notified otherwise by you.

f you indicate that you are **temporarily unavailable** for appointment and your reason is acceptable, 'our name will be noted as inactive and will not be restored to active status unless notified by you.

the eligible list is used to fill **multiple titles**, then you may decline a particular title and remain eligible or certification to other appropriate titles.

AVAILABILITY INQUIRY FOR MUNICIPAL PUBLIC EMPLOYMENT

FROM:

TELEPHONE: _____ DATE PREPARED: _____

TO:

THIS IS NOT AN OFFER OF EMPLOYMENT
DO NOT LEAVE YOUR PRESENT JOB

We have been informed that your name appears on an eligible list for the position named below. Please complete and return this canvass letter by: _____

If you do not return this canvass letter, your name may be removed from the eligible list.

TITLE OF POSITION

LOCATION OF POSITION:

BEGINNING SALARY: _____

TYPE OF EMPLOYMENT: ☐ FULL-TIME ☐ PART-TIME ☐ 12 MONTH ☐ 11 MONTH ☐ 10 MONTH

REMARKS:

CHECK THE APPROPRIATE BOX BELOW AND PROVIDE ADDITIONAL INFORMATION IF NECESSARY
SEE ATTACHED INSTRUCTIONS TO ELIGIBLES

YES ☐ I am **interested** in this position **and will return this letter** within seven (7) business days from the postmark date indicating my interest.

NO ☐ I am not interested in employment **at this location.** Please do not consider me for future positions from this eligible list at this agency.

NO ☐ I am not interested in employment **at this salary.** Please do not consider me for future positions from this eligible list at any agency for this salary or below.

NO ☐ I am not interested in **temporary appointments.** Please do not consider me for future positions from this eligible list at any agency that are temporary in nature.

NO ☐ I am **temporarily unavailable**. Please inactivate my name on this eligible list until further notice.

NO ☐ I am not interested in **part-time employment**. Please do not consider me for future positions from this eligible list at any agency that has part-time hours.

NO ☐ I am not interested in **full-time employment**. Please do not consider me for future positions from this eligible list at any agency that has full-time hours.

NO ☐ I am not interested in a: ☐**12** ☐**11** ☐**10 month** position. Please do not consider me for future positions from this eligible list at any agency for the duration noted above.

NO ☐ I am **not interested** in this position because:

_____

_____

_____ CANDIDATE'S SIGNATURE

_____ DATE

_____ TELEPHONE NUMBER

STATEMENT OF VERBAL DECLINATION

INTERVIEWER: Please complete this form in response to a verbal declination of an offer of employment made in conjunction with canvassing from a Certification of Eligibles.

CANDIDATE INFORMATION:

Name: _____

Social Security #: _____

Date of Declination: _____

Reason For Declination:

____ Insufficient Salary

____ Location

____ Temporary Inability (provide explanation): _____

_____

_____

____ Other (provide explanation): _____

_____

_____

INTERVIEWER'S CERTIFICATION:

I hereby certify, UNDER PENALTY OF PERJURY, that the above named individual has verbally declined an offer of appointment made in conjunction with canvass of the Certification of Eligibles issued for that purpose, and that all information contained herein is to the best of my knowledge accurate and true.

_____ Date

_____ Signature of Interviewer

It is the Appointing Officer's responsibility to ensure that this completed form is returned to the Orange County Department of Human Resources along with the Certification of Eligibles.

STATEMENT OF DECLINATION DURING INTERVIEW

CANDIDATE: Please complete this form in response to a verbal declination made during the interview process in conjunction with canvassing from a Certification of Eligibles.

Name: _____

Social Security #: _____

Date of Declination: _____

Reason For Declination:

____ Insufficient Salary

____ Location

____ Temporary Inability (provide explanation): _____

_____

_____

____ Other (provide explanation): _____

_____

_____

_____
Date

_____
Signature of Candidate

It is the Appointing Officer's responsibility to ensure that this completed form is returned to the Orange County Department of Human Resources along with the Certification of Eligibles.

(YOUR LETTERHEAD HERE)

(Postmark Date)

(Candidate's Name)
(Street Address)
(City, State, Zip Code)

RE: (Examination Number & Title)

Dear (Candidate's Name):

The position of (Position Title) for which you were considered has been filled pursuant to the provisions of Civil Service Law and the Rules for Administration of Civil Service Law in Orange County.

Sincerely,

(Signature)
(Appointing Officer's Name)
(Appointing Officer's Title)

OFFICE OF THE
ORANGE COUNTY DISTRICT ATTORNEY
40 MATTHEWS STREET
GOSHEN, NEW YORK 10924
TEL: 845-291-2050 • FAX: 845-291-2085
www.orangecountygov.com

DAVID M. HOOVLER
District Attorney

RECEIVED
NOV - 1 2016
TOWN OF WARWICK
TOWN CLERK

October 24, 2016

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

RE: Police-Civilian Deadly-Force Encounters Presentation

Dear Clerk Astorino,

Lately, the media seems packed with reports of incidents where a police officer has taken the life of a civilian. In truth, those incidents are very rare. In addition, any incident like that is a tragedy, for everyone involved. Unfortunately, however, all too often some members of the media publicize those events based on incomplete, one-sided information, without waiting for the results of thorough investigations. As a result, the public is frequently left with incorrect impressions about how those encounters occur.

In order to dispel those incorrect impressions, I and the Police Chiefs' Association of Orange County are pleased to offer to community leaders a unique experience, designed to educate them on the law and the dynamics of police-civilian deadly-force encounters. My staff and I will start with a presentation about the dynamics of those encounters, and about the law applicable to them. Second, attendees will have an opportunity to use or observe others use the Academy's firearms training simulator, which provides a hands-on simulation of police-civilian encounters. We hope to give our audience a feel for just what a police officer faces when he or she draws a weapon on a civilian.

The seminars will be held on Tuesday, November 29, 2016, and Thursday, December 1, 2016, at the Police Chiefs' Association of Orange County Police Academy, 520 Sue Kelly Avenue in New Windsor, at 6:30 p.m. on each night. Space is limited. If you represent a community organization, agency, or group, and are interested in attending one of the presentations, please contact Robert Conflitti, Counsel to the District Attorney, or Darlene De Jesus, Community Affairs Coordinator, at (845) 615-3640 or by email to DACommunityAffairs@orangecountygov.com.

I hope to see you at the Academy.

Very truly yours,

David M. Hoovler
Orange County District Attorney

TOWN OF WARWICK

132 KINGS HIGHWAY
WARWICK, NEW YORK 10990

TOWN HALL TELEPHONE (845) 986-1124
POLICE DEPT. TELEPHONE (845) 986-3423
PUBLIC WORKS TELEPHONE (845) 986-3358
TOWN HALL FAX (845) 986-9908
SUPERVISOR supervi@warwick.net
TOWN CLERK townclk@warwick.net

Date: October 31, 2016

To: Eileen Astorino, Town Clerk
From Supervisor Sweeton

Subject: Reporting of Supervisor's Hours

I have attached a log of three months of my hours as required by the NYS Office of the State Comptroller. Based on the Standard Work Day of 6 ½ hours/ day , established by the Town Board, my days worked from August to October 2016 were 33.5, 28.9 and 25.9 respectively. This averages to 29.4 days / month.

Michael P. Sweeton
Town Supervisor

Cc: Ana Kanz, Town Comptroller

RECEIVED
NOV - 1 2016
TOWN OF WARWICK
TOWN CLERK

October Summary Page

[illegible], [illegible], Town of Warwick NY Group Meeting Calendar, Holidays in United States, Warwick New York Historical Society — **Oct 2016 (Eastern Time)**

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
25	26 [illegible] [illegible] [illegible]	27 7:00am - OCCP Bang 8am - WVC @ WVT	28 9am - Kim Barnes 9:30am - MISERBAIS 4pm - Randy Fourie 6pm - HS at Vivianne	29 8:30am - Jon - BAB 9am - Rotten Hills 10:10am - Call Jay 2pm - Call John 4pm - ribbon cutting	30 8am - Bldg. Dept. 9:30am - DPW **9am - Sustainable** 3pm - meeting of 6pm - Republic	1 [illegible]	
2 [illegible] [illegible]	3 [illegible] 10am - meeting with	4 [illegible] - WVS 7am - WDC @ WVT 7:30pm - meeting @	5 8am - Flight to Vineyard 3pm - [illegible] 4:30pm - Orange	6 [illegible] - OCT 11am - [illegible] 3:30pm - OC 7pm - OCPC Exec	7 9am - [illegible] 8am - meeting for	8	40.5
9 [illegible]	10 **Columbus Day** [illegible] [illegible] **8pm - Experimental**	11 7am - WDC @ WVT 4:30pm - SECAP	12 11am - Linda Francis 2:30pm - Orange	13 7:30am - Cora 9am - Police 6pm - Town Board	14 **9am - Sustainable** 10am - [illegible] 11:30pm - Lunchtime	15 [illegible] [illegible]	39.5
16 [illegible]	17 [illegible] [illegible]	18 [illegible] - WDC @ WVT 10am - OUTC Tech 3pm - Firehouse 5pm - Elite 6:30pm - SECAP mtg	19 8am - Governor's 3pm - OCCP mtg 5pm - OCCD public 6pm - Rotary COY @ 7:30pm - TOW	20 4:30pm - Jeremy 5pm - Pepsi stream	21 8am - breakfast with 10am - Relay 11am - Electric gate 5pm - ribbon cutting	22 [illegible] [illegible]	41½
23	24 [illegible] - SAV meeting 11am - Call [illegible] - Ribbon cutting @ [illegible]	25 [illegible] - WDC @ WVT 8:30am - call Steve 11am - family 1:30pm - rotary 3:30pm - LV for	26 2am - Random Acts of 2:30pm - paul K 4pm - 3-H park	27 10am - Mercedes 11:30pm - conference 6pm - TOB mtg	28 8:30am - Orange 9am - Fran Mattes **9am - Sustainable** 10:30am - Neighbs 2pm - Republic	29 4pm - [illegible] [illegible] 4pm - [illegible]	45½ +1½
30 [illegible] CC [illegible] - 2:00 1½	31 **Halloween** [illegible] [illegible]	1 7:30am - Leadership 9am - WDC @ WVT 3:30pm - CAP	2 4pm - OCPB Meeting	3 8:30am - Leave for 10:45am - Ny Farmer 2pm - Weys and 3:30pm - OC 4:30pm - ribbon	4 9am - WVLD Bd 10am - OSRA [illegible] 11am - Conference [illegible] - Orange	5 [illegible] [illegible]	47

168.5 hrs ÷ 6½ hrs = 25.92 Days Avg = 168.5 / 4 = 42.1

Calendar Print Preview

MONTH 2

, Town of Warrick HT Group Meeting Calendar, Holidays in United States Sep 2016 (Eastern Time)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	32	33	34	1	2	3
4	5 Labor Day	6	7	8	9	10
11	12 2pm - Experimental	13	14	15	16 2am - Sustainable	17
18	19	20	21	22	23	24
25	26	27	28	29 2am - Sustainable	30	1

47 1/2

44 1/2

48 3/4

45.25

188

÷4

Avg = 47

Print Range: Aug 28 – Oct 1, 2016

Font size: Normal

Orientation: Auto

Show events you have declined: ☑

Black and white: ☐

188 ÷ 6½ hrs/SWD = 28.9 Days

MONTH 1

Calendar

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31 **1p** Bday and fatl	Aug 1 **8** WTBQ **7p** seminar on la	2 **8:30** Laser fiche **9** WDC +4 more	3 **8:30** Laser fiche **10** Julia/Michelle +5 more	4 **7:30** on site with **11** ribbon cutting +3 more	5 **8** WVCC bd mee **8:30** Sullivan Co **9** Sustainable W	6
7	8 **10** Risk evaluati **2:30p** Jan - Beau **8p** Experimental	9 **8** WDC **3p** locksmith for l +2 more	10 **8** OCCF bd meet **12p** pick up a ch +4 more	11 **7:30** Occc memb **9** Police meeting +3 more	12 **9:30** Sr. BBQ me	13 **6** Anniversary **8** Blue Water Div +2 more
14 **1p** Florida fun fe **6p** Bonacic even	15 **8** TEntative closi **8:30** meet with T +3 more	16 **8** WDC **10** Service for Sh **5:30p** RECAP m	17 **9** Beverly Braxto **11:30** My speake +3 more	18 **10** 5 years **6p** OCLT event **7p** Dinner with B	19 **8** Building Dept r **9** Sustainable W +2 more	20 **4p** bethel woods
21 **1p** Eagle Scout (1½ hrs	22 **8** Meeting re: **7p** ZBA	23 **8** WDC **10:30** Senior BB **5p** Public hearin	24 **9** laserfiche mee	25 **7:30** RECAP bre **11** Dave Hawkin +2 more	26 Dms out **8:30** meeting re: +5 more	27 **6p** WHS under th **7p** Irish night at t
28	29	30 **8** WDC **9:30** Max Hranit +2 more	31 **11** Brian & Chris **1p** conference ca **3:30p** meeting re	Sep 1 **8:30** DAB fed rev **10** Aaron Reade +2 more	2 **8** WVCC bd mee **9** Sustainable W +2 more	3 **12p** new milford **7:30p** Some guy

46.5

43

44 1/4

40

44 1/4

218 ÷ 5 = 43.6 hrs

218 ÷ 6½ hrs = 33.5 days

STD WORK DAY