

# Budget & Appropriations Meeting Agenda



Committee Chair: Jewel Williams Johnson

800 Michaelian Office Bldg.  
148 Martine Avenue, 8th Floor  
White Plains, NY 10601  
[www.westchesterlegislators.com](http://www.westchesterlegislators.com)

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**Monday, July 28, 2025**

**10:00 AM**

**Committee Room**

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## CALL TO ORDER

Please note: Meetings of the Board of Legislators and its committees are held at the Michaelian Office Building, 148 Martine Avenue, White Plains, New York, 10601, and remotely via the WebEx video conferencing system. Legislators may participate in person or via Webex. Members of the public may attend meetings in person at any of its locations, or view it online on the Westchester County Legislature's website:

<https://westchestercountyny.legistar.com/> This website also provides links to materials for all matters to be discussed at a given meeting.

Legislator Colin Smith will be participating remotely from 1132 Main Street, Suite 1, Peekskill, New York 10566

Legislator Judah Holstein will be participating remotely from 175 Memorial Highway, New Rochelle, 10801

## MINUTES APPROVAL

Monday, June 2, 2025 at 10:00 AM Minutes

## I. ITEMS FOR DISCUSSION

### 1. [2025-312](#) **IMA-Sixth Grade Leadership Academy Program-Yonkers**

AN ACT authorizing the County of Westchester to enter into an inter-municipal agreement with the City of Yonkers, for a Sixth Grade Leadership Academy program for the period commencing retroactively on January 1, 2025 and expiring on December 31, 2025 for a total amount of TWO HUNDRED TWENTY THOUSAND (\$220,000) DOLLARS , comprised of an amount not to exceed ONE HUNDRED TEN THOUSAND (\$110,000) DOLLARS payable by the County plus a 100% match from the Municipality.

**COMMITTEE REFERRAL: COMMITTEES ON BUDGET & APPROPRIATIONS AND VETERANS, SENIORS & YOUTH**

B&A Only.

Guest: Youth Bureau

Executive Director Ernest McFadden

**2.     [2025-326](#)     **ACT-Deferred Compensation Plan****

AN ACT authorizing the County of Westchester to adopt the Deferred Compensation Plan for Employees of the State of New York and Other participating Public Jurisdictions for voluntary participation of all eligible employees.

**COMMITTEE REFERRAL: COMMITTEE ON BUDGET & APPROPRIATIONS**

B&A Only.

Guests:

Commissioner Karin Hablow-Finance

Director Larry Soule-Budget

Senior Assistant County Attorney J.P. Iannace

Program Director Patrick Ray-NYS Deferred Compensation Plan

Senior Vice President Frank Picarelli-Segal Marco Advisors

**3.     [2025-319](#)     **ACT-Acq. of Real Property and Permanent Easements-Village of Croton-on-Hudson-RB03W****

AN ACT authorizing the County of Westchester to acquire real property and permanent easements from the Village of Croton-on-Hudson and execute a correction deed, with regard to the replacement of the bridge over the Croton River on Quaker Bridge Road in the Village of Croton-on-Hudson, Town of Cortlandt.

**COMMITTEE REFERRAL: COMMITTEE ON BUDGET & APPROPRIATIONS**

B&A Only.

Guest: Law Department

Associate County Attorney Rachel Noe

**4.     [2025-302](#)     **BOND ACT(Amended)-BSS21-2917-Infrast. Improvements to Shelter Facilities-Coachman Family Center '25-'29****

A BOND ACT (Amended) authorizing the issuance of THREE HUNDRED EIGHTY-FIVE THOUSAND (\$385,000) DOLLARS in bonds of Westchester County to finance a component of Capital Project BSS21 - Infrastructure Improvements to Shelter Facilities - Coachman Family Center 2025-2029).

**COMMITTEE REFERRAL: COMMITTEES ON BUDGET & APPROPRIATIONS, PUBLIC WORKS & TRANSPORTATION AND HUMAN SERVICES**

Joint with HS and PWT.

Guest: Department of Social Services

Reimbursement Manager Thomas Rooney



5.     [2025-303](#)     **BOND ACT-BSS21-2962-Infrast. Improvements to Shelter Facilities-Coachman Family Center '25-'29**

A BOND ACT authorizing the issuance of FOUR HUNDRED SEVENTY THOUSAND (\$470,000) DOLLARS in bonds of Westchester County to finance Capital Project BSS21 - Infrastructure Improvements to Shelter Facilities - Coachman Family Center (2025-2029).

**COMMITTEE REFERRAL: COMMITTEES ON BUDGET & APPROPRIATIONS, PUBLIC WORKS & TRANSPORTATION AND HUMAN SERVICES**

Joint with HS and PWT.

Guest: Department of Social Services

Reimbursement Manager Thomas Rooney

6.     [2025-323](#)     **ACT-100 College Avenue, Sleepy Hollow-Approval of Transfer and Amendments to the DRC**

AN ACT authorizing the County of Westchester to approve the transfer of real property located at 100 College Avenue in the Village of Sleepy Hollow and enter into an amendment to the County Declaration of Restrictive Covenants for one hundred sixty-three ( 163) affordable rental units located thereon, in order to delete the right of first refusal clause and extend the affordability period.

**COMMITTEE REFERRAL: COMMITTEES ON BUDGET & APPROPRIATIONS, PUBLIC WORKS & TRANSPORTATION AND HOUSING & PLANNING**

Joint with HP and PWT.

Guests: Planning Department

Director of Housing Theresa Fleischman

Associate County Attorney David Vutera

Assistant County Attorney Sean Curtin

## II. OTHER BUSINESS

## III. RECEIVE & FILE

1.     [2025-317](#)     **CLERK OF THE BOARD - DA Special Prosecutors**

Forwarded by the Clerk of the Board, pursuant to ACT 77-2025, is the quarterly update for appointments and payments of special prosecutors.

**COMMITTEE REFERRAL: COMMITTEE ON BUDGET & APPROPRIATIONS**

## ADJOURNMENT

# WESTCHESTER COUNTY

Kenneth W. Jenkins  
County Executive

June 25, 2025

Westchester County Board of Legislators  
800 Michaelian Office Building, Room 800  
White Plains, NY 10601

Dear Honorable Members of the Board of Legislators:

Transmitted herewith for your review and approval is an Act which, if adopted by your Honorable Board, would authorize the County of Westchester ("County"), acting by and through its Youth Bureau ("Youth Bureau"), to enter into an inter-municipal agreement ("IMA") with the City of Yonkers ("Municipality"), acting by and through its Youth Bureau, pursuant to which the Municipality will provide a Sixth Grade Leadership Academy ("Program") which shall include, but not be limited to, transitioning sixth grade students into middle school through weekly lessons, guest instructors, and an end-of-the-year conference. The IMA would be for a term commencing retroactively on January 1, 2025 and expiring on December 31, 2025, in the total aggregate amount of Two Hundred Twenty Thousand (\$220,000) Dollars, comprised of an amount not to exceed One Hundred Ten Thousand (\$110,000) Dollars payable by the County plus a 100% match from the Municipality, payable pursuant to an approved budget.

The Sixth Grade Leadership Academy after-school program will be open to current Yonkers Youth who are in sixth grade preparing to transition into a new school to complete seventh and eighth grades. The program aims to teach youth how to develop their authentic self and leadership skills to ready them to enter a new middle school.

The curriculum will include weekly lessons that focus on self-development, leadership skills, etiquette, social skills, anti-bullying, academics, and mental health. Lessons will be taught by trained on-site staff and special guest instructors in various interactive and engaging methods.

The procurement of this IMA is exempt from the requirements of the Westchester County Procurement Policy and Procedures pursuant to Section 3(a) xviii of said Policy.

Based on the importance of this program, your favorable action on the proposed Act is respectfully requested.

Sincerely,

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

Kenneth W. Jenkins  
County Executive

**HONORABLE BOARD OF LEGISLATORS  
THE COUNTY OF WESTCHESTER**

Your Committee is in receipt of a communication from the County Executive recommending the adoption of an Act which, if approved by your Honorable Board, would authorize the County of Westchester (“County”), acting by and through its Youth Bureau (“Youth Bureau”), to enter into an inter-municipal agreement (“IMA”) with the City of Yonkers (the “Municipality”), acting by and through its Youth Bureau, pursuant to which the Municipality will provide its Sixth Grade Leadership Academy (“Program”) which shall include, but not be limited to, transitioning sixth grade students into middle school through weekly lessons, guest instructors, and an end-of-the-year conference. The IMA will be for a term commencing retroactively on January 1, 2025 and expiring on June 31, 2025, in the total aggregate amount of Two Hundred Twenty Thousand (\$220,000) Dollars, comprised of an amount not to exceed One Hundred Ten Thousand (\$110,000) Dollars payable by the County plus a 100% match from the Municipality, payable pursuant to an approved budget.

Your Committee is advised that the proposed IMA will benefit the Municipality and its Youth Bureau, by helping sixth grade students transition into middle school.

The procurement of this IMA is exempt from the requirements of the Westchester County Procurement Policy and Procedures pursuant to Section 3(a) xviii of said Policy.

The Planning Department has advised that the proposed IMA does not meet the definition of an action under the New York State Environmental Quality Review Act and its implementing regulations, 6 NYCRR Part 617. Please refer to the memorandum from the Department of

Planning dated January 14, 2025, which is on file with the Clerk of your Honorable Board.

Your Committee has carefully considered this matter and recommends approval of the Act, noting that it requires not more than an affirmative vote of a majority of the members of your Honorable Board.

Dated: \_\_\_\_\_, 2025  
White Plains, New York

**COMMITTEE ON**

s/MG/6-2025

# FISCAL IMPACT STATEMENT

SUBJECT: Sixth Grade Leadership Academy ("Program")

☐ NO FISCAL IMPACT PROJECTED

## OPERATING BUDGET IMPACT

(To be completed by operating department and reviewed by Budget Department)

A) ☒ GENERAL FUND ☐ AIRPORT ☐ SPECIAL REVENUE FUND (Districts)

### B) EXPENSES AND REVENUES

Total Current Year Cost \$ 110000

Total Current Year Revenue \$ 0

Source of Funds (check one): ☒ Current Appropriations

☐ Transfer of Existing Appropriations

☐ Additional Appropriations

☐ Other (explain)

Identify Accounts: 101-52-2509-5100

Potential Related Operating Budget Expenses:

Annual Amount \$ 110,000.00

Describe: The Youth Bureau will provide a Sixth Grade Leadership Academy Program, which includes transitioning sixth grade students into middle school through weekly lessons, guest instructor, and an end of the year conference. City of Yonkers required to provide \$110,000.00 cash match.

Contract Period 01/01/205-12/31/2025

Potential Related Revenues: Annual Amount \$ 0

Describe: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Anticipated Savings to County and/or Impact on Department Operations:

Current Year: \$0

\_\_\_\_\_  
\_\_\_\_\_

Next Four years: NA

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Prepared by: Gregg Peterson

Title: Financial Coordinator

Department: CEO/Youth Bureau

Reviewed By: \_\_\_\_\_

Budget Director

If you need more space, please attach additional sheets.

WESTCHESTER COUNTY  
2025 JUN 26 P 2:32  
COUNTY ATTORNEY

*GP*

*7/1/25*

*[Signature]*  
7/1/25

**ACT NO. \_\_\_\_-2025**

**AN ACT** authorizing the County of Westchester to enter into an inter-municipal agreement with the City of Yonkers, for a Sixth Grade Leadership Academy program for the period commencing retroactively on January 1, 2025 and expiring on December 31, 2025, for a total amount of Two Hundred Twenty Thousand (\$220,000) Dollars, comprised of an amount not to exceed One Hundred Ten Thousand (\$110,000) Dollars payable by the County plus a 100% match from the Municipality.

**BE IT ENACTED** by the County Board of the County of Westchester as follows:

**SECTION 1.** The County of Westchester ("County"), acting by and through its Youth Bureau, is hereby authorized to enter into an inter-municipal agreement ("IMA") with the City of Yonkers ("Municipality"), acting by and through its Youth Bureau, pursuant to which the Municipality will provide a Sixth Grade Leadership Academy ("Program") which shall include, but not be limited to, transitioning sixth grade students into middle school through weekly lessons, guest instructors, and an end-of-the-year conference for a term commencing retroactively on January 1, 2025 and expiring on December 31, 2025, in the total aggregate amount of Two Hundred Twenty Thousand (\$220,000) Dollars, comprised of an amount not to exceed One Hundred Ten Thousand (\$110,000) Dollars payable by the County plus a 100% match from the Municipality, payable pursuant to an approved budget.

**§ 2.** The County Executive or his duly authorized designee is hereby authorized and empowered to execute any and all documents appropriate and necessary to effectuate the purposes hereof.

**§ 3.** This Act shall take effect immediately.

**INTER-MUNICIPAL AGREEMENT**

**THIS INTERMUNICIPAL AGREEMENT** ("Agreement"), made \_\_\_\_\_  
\_\_\_\_\_ by and between

**THE COUNTY OF WESTCHESTER**, a municipal corporation of the State of New York, having an office and place of business in the Michaelian Office Building, 148 Martine Avenue, White Plains, New York 10601, (hereinafter referred to as the "County"),  
and  
**THE CITY OF YONKERS**, a municipal corporation of the State of New York, having an office and place of business at 285 Nepperhan Avenue, Yonkers, New York 10701 (hereinafter referred to as the "Municipality").

**WITNESSETH:**

**WHEREAS**, the County, acting by and through its Youth Bureau, desires that the Municipality provide a Positive Youth Development program entitled "Sixth Grade Leadership Academy" (the "Program"); and

**WHEREAS**, the Municipality is willing to provide such Program, upon the terms and conditions set forth herein.; and

**NOW, THEREFORE**, in consideration of the promises and the covenants and agreements herein contained, the parties hereto agree as follows:

**FIRST:** The Municipality shall provide the Program, as more fully described in Schedule "A" attached hereto and made a part hereof (the "Work").

**SECOND:** The term of this Agreement shall commence January 1, 2025 and terminate December 31, 2025, unless terminated earlier pursuant to the provisions of this Agreement.

The Municipality shall report to the County on its progress toward completing the Work, as the Director may request, and shall immediately inform the Director in writing of any cause for delay in the performance of its obligations under this Agreement.

**THIRD:** The total aggregate cost of the work shall be Two Hundred Twenty Thousand (\$220,000) Dollars, comprised of an amount not to exceed One Hundred Ten Thousand (\$110,000) Dollars payable by the County plus a 100% match from the Municipality. The amount payable by the County shall be payable quarterly, pursuant to the budget attached hereto and made a part hereof as Schedule "B". Except as otherwise expressly stated in this Agreement, no payment shall



be made by the County to the Municipality for out-of-pocket expenses or disbursements made in connection with the Work to be performed hereunder.

Payment under this Agreement shall be made after submission by the Municipality of an invoice, which shall be uniquely numbered, and paid only after approval of the invoice by the Director. In no event shall payment be made to the Municipality prior to completion of all Work and the approval of same by the Director.

The Municipality shall, at no additional charge, furnish all labor, services, materials, tools, equipment and other appliances necessary to complete the Work, unless specific additional charges are expressly permitted under this Agreement. It is recognized and understood that even if specific additional charges are expressly permitted under this Agreement, in no event shall total payment to the Municipality exceed the not-to-exceed amount set forth above.

The Municipality expressly represents that the Budget lists true and anticipated costs of personnel and other costs of service to be rendered by the Municipality in performing the Work. In the event that actual operating expenses may exceed anticipated expenses detailed in the Budget, the Municipality will submit a written request for budget modification and the County will respond in writing to such request within sixty (60) days. Such budget modification request must be approved and authorized prior to expenditure by the Municipality. Nothing herein shall be construed as requiring the County to approve a budget modification request or as consent to the Municipality's reduction of services if such consent is not granted. The Municipality is solely responsible for any over-expenditure or improper expenditure relating to this Agreement and the County assumes no responsibility for any over-expenditure or improper expenditure of the money provided to the Municipality hereunder.

Conversely, in the event that actual operating expenses may be less than the anticipated expenses detailed in the Budget, the Municipality shall submit a written request for budget modification and the County will respond in writing to such request within sixty (60) days. If the County determines that the unneeded funds may be utilized by the Municipality for other approved reimbursable Work purposes, the County shall consider a budget modification to reallocate the unneeded funds to other Work purposes. Nothing herein shall be construed as requiring the County to approve a budget modification request or as consent to the Municipality's reallocation of funds to other Work purposes if such consent is not expressly granted. Such budget modification request must be approved and authorized prior to expenditure by the Municipality.

**FOURTH:** Attached hereto and forming parts hereof are the schedules listed below. Simultaneous with its execution of this Agreement, the Municipality shall provide the County with a completed copy of each schedule. The Municipality agrees that the terms of each of these schedules has been accepted and agreed-to by the Municipality by virtue of its execution of this Agreement, and the Municipality represents and warrants that it has completed each of these schedules accurately and completely.

1.) Schedule “D” — “Criminal Background Disclosure”

This schedule is required pursuant to Executive Order No. 1-2008.

2.) Schedule “E” — “Vendor Direct Program - Electronic Funds Transfer”

All payments made by the County to the Municipality will be made by electronic funds transfer (“EFT”) pursuant to the County’s Vendor Direct Program. If the Municipality is not already enrolled in the Vendor Direct Program, the Municipality shall fill out and submit an EFT Authorization Form as part of this Agreement. (In rare cases, a hardship waiver may be granted. For a Hardship Waiver Request Form, the Municipality understands that it must contact the County’s Finance Department.)

If the Municipality is already enrolled in the Vendor Direct Program, the Municipality hereby agrees to immediately notify the County’s Finance Department in writing if the EFT Authorization Form on file must be changed, and provide an updated version of the document.

3.) Schedule “F” – Westchester County Youth Bureau Sample Corrective Action Request

This is a sample form that the Municipality can expect to receive if one or more areas where corrective action is required have been identified.

**FIFTH:** The Municipality shall procure and maintain insurance coverage as specified in Schedule "C" attached hereto and made a part hereof. Notwithstanding the preceding sentence, the Municipality may provide proof of self-insurance in lieu of insurance policies. In addition to, and not in limitation of the insurance provisions contained in Schedule "C," the Municipality agrees:

(a) that except for the amount, if any, of damage contributed to, caused by, or resulting from the sole negligence of the County, the Municipality shall indemnify and hold harmless the County, its officers, employees, agents, and elected officials from and against any and all liability, damage, claims, demands, costs, judgments, fees, attorney's fees or loss arising directly or indirectly out of the performance or failure to perform hereunder by the Municipality or third parties under the direction or control of the Municipality; and

(b) to provide defense for and defend, at its sole expense, any and all claims, demands or causes of action directly or indirectly arising out of this Agreement and to bear all other costs and expenses related thereto; and

(c) In the event the Municipality does not provide the above defense and indemnification to the County, and such refusal or denial to provide the above defense and indemnification is found to be in breach of this provision, then the Municipality shall reimburse the County's reasonable attorney's fees incurred in connection with the defense of any action, and in connection with enforcing this provision of the Agreement.

**SIXTH:** (a) The County reserves the right to cancel this Agreement on thirty (30) days' prior written notice to the Municipality when it deems it to be in its best interests to do so. In such event, the Municipality shall be compensated and the County shall be liable only for payment for services already rendered under this Agreement prior to the effective date of termination at the rates specified in Schedule "B."

In the event of a dispute as to the value of the services rendered by the Municipality prior to the date of termination, it is understood and agreed that the County shall determine the value of

such services rendered by the Municipality. Such reasonable and good faith determination shall be accepted by the Municipality as final.

(b) In the event the County determines that there has been a material breach by the Municipality of any of the terms of the Agreement and such breach remains uncured for ten (10) days after service on the Municipality of written notice thereof, the County, in addition to any other right or remedy it might have, may terminate this Agreement and the Director shall have the right, power and authority to complete the services provided for in this Agreement, or contract for their completion, and any additional expense or cost of such completion shall be charged to and paid by the Municipality. Notice hereunder shall be effective on the date of receipt.

**SEVENTH:** The Municipality shall comply, at its own expense, with the provisions of all applicable state and municipal requirements and with all state and federal laws applicable to this Agreement and the Municipality.

**EIGHTH:** The Agreement shall not be enforceable unless signed by the parties and approved by the Office of the County Attorney.

**NINTH:** The parties recognize and acknowledge that the obligations of the County under this Agreement are subject to annual appropriations by its Board of Legislators pursuant to the Laws of Westchester County. Therefore, this Agreement shall be deemed executory only to the extent of the monies appropriated and available. The County shall have no liability under this Agreement beyond funds appropriated and available for payment pursuant to this Agreement. The parties understand and intend that the obligation of the County hereunder shall constitute a current expense of the County and shall not in any way be construed to be a debt of the County in contravention of any applicable constitutional or statutory limitations or requirements concerning the creation of indebtedness by the County, nor shall anything contained in this Agreement constitute a pledge of the general tax revenues, funds or moneys of the County. The County shall pay amounts due under this Agreement exclusively from legally available funds appropriated for this purpose. The County shall retain the right, upon the occurrence of the adoption of any County Budget by its Board of Legislators during the term of this Agreement or any amendments thereto, and for a reasonable period of time after such adoption(s), to conduct an analysis of the impacts of

any such County Budget on County finances. After such analysis, the County shall retain the right to either terminate this Agreement or to renegotiate the amounts and rates set forth herein. If the County subsequently offers to pay a reduced amount to the Municipality, then the Municipality shall have the right to terminate this Agreement upon reasonable prior written notice.

This Agreement is also subject to further financial analysis of the impact of any New York State Budget (the "State Budget") proposed and adopted during the term of this Agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State Budget and/or the adoption of a State Budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoption(s), to conduct an analysis of the impacts of any such State Budget on County finances. After such analysis, the County shall retain the right to either terminate this Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Municipality, then the Municipality shall have the right to terminate this Agreement upon reasonable prior written notice.

**TENTH:** All notices given pursuant to this Agreement shall be in writing and effective on mailing. All notices shall be sent by registered or certified mail, return receipt requested and mailed to the following addresses:

To the County:       Executive Director – Youth Bureau  
                               112 E. Post Road, 3<sup>rd</sup> floor  
                               White Plains, New York 10601

with a copy to:       County Attorney  
                               Michaelian Office Building, Room 600  
                               148 Martine Avenue  
                               White Plains, New York 10601

to the Municipality:   City of Yonkers  
                               285 Nepperhan Avenue,  
                               Yonkers, New York 10701

or to such other addresses as may be specified by the parties hereto in writing.

**ELEVENTH:** Failure of the County to insist, in any one or more instances, upon strict performance of any term or condition herein contained shall not be deemed a waiver or relinquishment of such term or condition, but the same shall remain in full force and effect.

Acceptance by the County of any Work or the payment of any fee or reimbursement due hereunder with knowledge of a breach of any term or condition hereof, shall not be deemed a waiver of any such breach and no waiver by the County of any provision hereof shall be implied.

**TWELFTH:** This Agreement constitutes the entire agreement between the parties hereto with respect to the subject matter hereof and shall supersede all previous negotiations, comments and writings. It shall not be released, discharged, changed or modified except by an instrument in writing signed by a duly authorized representative of each of the parties.

In the event of any conflict between the terms of this Agreement and the terms of any schedule or attachment hereto, it is understood that the terms of this Agreement shall be controlling with respect to any interpretation of the meaning and intent of the parties.

**THIRTEENTH:** This Agreement is entered into solely between, and may be enforced only by, the County and the Municipality and shall not be deemed to create any rights in third parties, or to create any obligations of a party to any such third parties.

**FOURTEENTH:** The Municipality shall not delegate any duties or assign any of its rights under this Agreement without the prior express written consent of the County. The Municipality shall not subcontract any part of the Work without the express written consent of the County, subject to any necessary legal approvals. Any purported delegation of duties, assignment of rights or subcontracting of Work under this Agreement without the prior express written consent of the County is void. All subcontracts that have received such prior written consent shall provide that subcontractors are subject to all terms and conditions set forth in this Agreement. It is recognized and understood by the Municipality that for the purposes of this Agreement, all Work performed by a County-approved subcontractor shall be deemed Work performed by the Municipality and the Municipality shall insure that such subcontracted work is subject to the material terms and conditions of this Agreement. All subcontracts for the Work shall expressly reference the subcontractor's duty to comply with the material terms and conditions of this Agreement and shall attach a copy of the County's contract with the Municipality. The Municipality shall obtain a written acknowledgement from the owner and/or chief executive of subcontractor or his/her duly authorized representative that the subcontractor has received a copy of the County's contract, read

it and is familiar with the material terms and conditions thereof. The Municipality shall include provisions in its subcontracts designed to ensure that the Municipality and/or its auditor has the right to examine all relevant books, records, documents or electronic data of the subcontractor necessary to review the subcontractor's compliance with the material terms and conditions of this Agreement.

**FIFTEENTH:** The Municipality expressly agrees that neither it nor any contractor, subcontractor, employee, or any other person acting on its behalf shall discriminate against or intimidate any employee or other individual on the basis of race, creed, religion, color, gender, age, national origin, ethnicity, alienage or citizenship status, disability, marital status, sexual orientation, familial status, genetic predisposition or carrier status during the term of or in connection with this Agreement, as those terms may be defined in Chapter 700 of the Laws of Westchester County. The Municipality acknowledges and understands that the County maintains a zero tolerance policy prohibiting all forms of harassment or discrimination against its employees by co-workers, supervisors, vendors, contractors, or others.

**SIXTEENTH:** This Agreement shall be construed and enforced in accordance with the Laws of the State of New York.



**IN WITNESS WHEREOF**, the County and the Municipality have caused this Agreement to be executed:

**THE COUNTY OF WESTCHESTER**

By: \_\_\_\_\_  
Name: Kenneth W. Jenkins  
Title: Acting County Executive

**THE CITY OF YONKERS**

By: \_\_\_\_\_  
Name:  
Title:

Approved by the Westchester County Board of Legislators of the County of Westchester by Act No. 2025-~~XX~~ on the ~~XX~~ day of ~~XXX~~, 2025.

Approved:

\_\_\_\_\_  
Sr. Assistant County Attorney  
The County of Westchester

s/MG/YOB/IMA YONKERS 6TH GRADE LEADERSHIP 138244 Jun 2025

**MUNICIPALITY ACKNOWLEDGMENT**  
(Municipal Corporation)

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

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, before me personally came \_\_\_\_\_ to me known, and known to me to be the \_\_\_\_\_ of \_\_\_\_\_, the corporation described in and which executed the within instrument, who being by me duly sworn did depose and say that he/she, the said \_\_\_\_\_ resides at \_\_\_\_\_ and that he/she is \_\_\_\_\_ of said corporation and knows the corporate seal of the said corporation; that the seal affixed to the within instrument is such corporate seal and that it was so affixed by order of the Board of Directors of said corporation, and that he/she signed his name thereto by like order.

\_\_\_\_\_  
Notary Public

**CERTIFICATE OF AUTHORITY**

(Municipality)

I, \_\_\_\_\_, certify that I am the  
*(Officer other than officer signing contract)*

\_\_\_\_\_ of the \_\_\_\_\_  
*(Title) (Name of Municipality)*

(the "Municipality") a corporation duly organized in good standing under the \_\_\_\_\_

\_\_\_\_\_ *(Law under which organized, e.g., the New York Village Law, Town Law, General Municipal Law)*

named in the foregoing agreement that \_\_\_\_\_  
*(Person executing agreement)*

who signed said agreement on behalf of the Municipality was, at the time of execution

\_\_\_\_\_ of the Municipality,  
*(Title of such person),*

that said agreement was duly signed for on behalf of said Municipality by authority of its

\_\_\_\_\_ thereunto duly authorized,  
*(Town Board, Village Board, City Council)*

and that such authority is in full force and effect at the date hereof.

\_\_\_\_\_  
 (Signature)

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

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally came \_\_\_\_\_  
 \_\_\_\_\_ whose signature appears above, to me known, and know to be the  
 \_\_\_\_\_ of \_\_\_\_\_,  
*(Title)*

the municipal corporation described in and which executed the above certificate, who being by me  
 duly sworn did depose and say that he, the said \_\_\_\_\_  
 resides at \_\_\_\_\_, and that  
 he/she is the \_\_\_\_\_ of said municipal corporation.  
*(Title)*

\_\_\_\_\_  
 Notary Public       County

**SCHEDULE "A"**

(TO BE INSERTED)

**SCHEDULE "B"**

(TO BE INSERTED)

## **WESTCHESTER COUNTY YOUTH BUREAU** **FISCAL REQUIREMENTS AND POLICIES**

Westchester County Youth Bureau funds many different programs in each budget year. This material is designed to clarify the Bureau's fiscal requirements and policies regarding these programs. If questions arise, please contact the Youth Bureau at (914) 995-2755.

**Below is a list of current funding categories:**

All expenditures must be made in accordance with an approved budget, including any budget amendments. Programs funded by the Youth Bureau must file listings of all program expenses paid prior to receiving funds. A Program Expenditure Summary and applicable Program Expenditure Reports must be filed for each program. Listed below is a summary of the forms, which make up completed claim forms for reimbursement of program expenses:

<u>Type of Funding</u>	<u>Name of Form</u>	<u>Form Number</u>
West. County BOL	Program Expenditure Summary	OCFS3125
	Salaries Report	OCFS3126
	Fringe Benefits Report	OCFS3127
	Consultants, Contracted Services & Stipends Report	OCFS3128
	Miscellaneous	OCFS3129
	Travel	OCFS3130

All claims should be submitted in original and must have original signature. The Contract Number must be entered on all the claim forms for Local Tax Levy Programs. The Executive Director or another authorized official of the agency must make the certification on the Program Expenditure Summary report.

All claims should be prepared and submitted quarterly. These quarterly claims should be submitted not later than the 20<sup>th</sup> date of the month following the end of the quarter, except the 4<sup>th</sup> quarter which is due on January 10<sup>th</sup> of the following year.

Copies of back-up documents should be submitted with the expenditure reports. Listed below is a summary of the back-up documents for various expenses:

<u>Type of Expense</u>	<u>Back-up Documents</u>
Salary & Wages	Payroll Register and Proof of Payment
Fringe Benefits	Invoice from the Vendor and Proof of Payment
Consultant/Contracted Services	Signed Agreement, Invoice and Proof of Payment
Stipend (prior approval req.)	Time Sheet and Proof of Payment
OTPS /Misc.	Invoice from the Vendor and Proof of Payment
Employee Exp. Reimbursement	Employee Exp. Request Form, Receipt, and Proof of Payment

The Youth Bureau audits each claim against appropriate Westchester County and NY State Finance Law, Rules & Regulations, Fiscal Policies & Procedures, and the approved budget of each program and any approved budget amendments. Claims with calculation errors, and not submitted in accordance with Fiscal Policies & Procedures and approved budget will be returned. All claims must be sent to:

Westchester County Youth Bureau  
112 East Post Road, 3rd Floor  
White Plains, NY 10601

**SCHEDULE "C"**  
**STANDARD INSURANCE PROVISIONS**

1. Prior to commencing work, and throughout the term of the Agreement, the Contractor shall obtain at its own cost and expense the required insurance as delineated below from insurance companies licensed in the State of New York, carrying a Best's financial rating of A or better. The Contractor shall provide evidence of such insurance to the County of Westchester ("County"), either by providing a copy of policies and/or certificates as may be required and approved by the Director of Risk Management of the County ("Director"). The policies or certificates thereof shall provide that ten (10) days prior to cancellation or material change in the policy, notices of same shall be given to the Director either by overnight mail or personal delivery for all of the following stated insurance policies. All notices shall name the Contractor and identify the Agreement.

If at any time any of the policies required herein shall be or become unsatisfactory to the Director, as to form or substance, or if a company issuing any such policy shall be or become unsatisfactory to the Director, the Contractor shall upon notice to that effect from the County, promptly obtain a new policy, and submit the policy or the certificate as requested by the Director to the Office of Risk Management of the County for approval by the Director. Upon failure of the Contractor to furnish, deliver and maintain such insurance, the Agreement, at the election of the County, may be declared suspended, discontinued or terminated.

Failure of the Contractor to take out, maintain, or the taking out or maintenance of any required insurance, shall not relieve the Contractor from any liability under the Agreement, nor shall the insurance requirements be construed to conflict with or otherwise limit the contractual obligations of the Contractor concerning indemnification.

All property losses shall be made payable to the "County of Westchester" and adjusted with the appropriate County personnel.

In the event that claims, for which the County may be liable, in excess of the insured amounts provided herein are filed by reason of Contractor's negligent acts or omissions under the Agreement or by virtue of the provisions of the labor law or other statute or any other reason, the amount of excess of such claims or any portion thereof, may be withheld from payment due or to become due the Contractor until such time as the Contractor shall furnish such additional security covering such claims in form satisfactory to the Director.

In the event of any loss, if the Contractor maintains broader coverage and/or higher limits than the minimums identified herein, the County shall be entitled to the broader coverage and/or higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the County.

2. The Contractor shall provide proof of the following coverage (if additional coverage is required for a specific agreement, those requirements will be described in the Agreement):

a) Workers' Compensation and Employer's Liability. Certificate form C-105.2 or State Fund Insurance Company form U-26.3 is required for proof of compliance with the New York State Workers' Compensation Law. State Workers' Compensation Board form DB-120.1 is required for proof of compliance with the New York State Disability Benefits Law. Location of operation shall be "All locations in Westchester County, New York."

Where an applicant claims to not be required to carry either a Workers' Compensation Policy or Disability Benefits Policy, or both, the employer must complete NYS form CE-200, available to download at: <http://www.web.ny.gov>.

If the employer is self-insured for Workers' Compensation, he/she should present a certificate from the New York State Worker's Compensation Board evidencing that fact (Either SI-12, Certificate of Workers' Compensation Self-Insurance, or GSI-105.2, Certificate of Participation in Workers' Compensation Group Self-Insurance).



b) Commercial General Liability Insurance with a combined single limit of \$1,000,000 (c.s.1) per occurrence and a \$2,000,000 aggregate limit naming the "County of Westchester" as an additional insured on a primary and non-contributory basis. This insurance shall include the following coverages:

- i. Premises - Operations.
- ii. Broad Form Contractual.
- iii. Independent Contractor and Sub-Contractor.
- iv. Products and Completed Operations.

c) Commercial Umbrella/Excess Insurance: \$2,000,000 each Occurrence and Aggregate naming the "County of Westchester" as additional insured, written on a "follow the form" basis.

NOTE: Additional insured status shall be provided by standard or other endorsement that extends coverage to the County of Westchester for both on-going and completed operations.

d) Automobile Liability Insurance with a minimum limit of liability per occurrence of \$1,000,000 for bodily injury and a minimum limit of \$100,000 per occurrence for property damage or a combined single limit of \$1,000,000 unless otherwise indicated in the contract specifications. This insurance shall include for bodily injury and property damage the following coverages and name the "County of Westchester" as additional insured:

- i. Owned automobiles.
- ii. Hired automobiles.
- iii. Non-owned automobiles.

e) Abuse and Molestation Liability, either by separate policy of insurance or through endorsement to the General Liability Policy or Professional Liability Policy. (Limits of \$1,000,000.00 per occurrence/3,000,000 aggregate). This insurance shall include coverage for the following, including coverage for client on client, counselor client, and third parties:

- i. Misconduct
- ii. Abuse (including both physical and sexual)
- iii. Molestation

This insurance shall, if it is a separate policy rather than an endorsement to an above-specified policy, name the "County of Westchester" as additional insured.

3. All policies of the Contractor shall be endorsed to contain the following clauses:

a) Insurers shall have no right to recovery or subrogation against the County (including its employees and other agents and agencies), it being the intention of the parties that the insurance policies so effected shall protect both parties and be primary coverage for any and all losses covered by the above-described insurance.

b) The clause "other insurance provisions" in a policy in which the County is named as an insured, shall not apply to the County.

c) The insurance companies issuing the policy or policies shall have no recourse against the County (including its agents and agencies as aforesaid) for payment of any premiums or for assessments under any form of policy.

d) Any and all deductibles in the above described insurance policies shall be assumed by and be for the account of, and at the sole risk of, the Contractor.

**SCHEDULE "D"**  
**CRIMINAL BACKGROUND DISCLOSURE**

**INSTRUCTIONS**

Pursuant to Executive Order 1-2008, the County is required to maintain a record of criminal background disclosure from all persons providing work or services in connection with any County contract, including leases of County-owned real property and licenses:

- a.) If any of the persons providing work or services to the County in relation to a County contract are not subject to constant monitoring by County staff while performing tasks and/or while such persons are present on County property pursuant to the County contract; and
- b.) If any of the persons providing work or services to the County in relation to a County contract may, in the course of providing those services, have access to sensitive data (for example SSNs and other personal/secure data); facilities (secure facilities and/or communication equipment); and/or vulnerable populations (for example, children, seniors, and the infirm).

In those situations, the persons who must provide a criminal background disclosure ("Persons Subject to Disclosure") include the following:

- a.) Consultants, Contractors, Licensees, Lessees of County-owned real property, their principals, agents, employees, volunteers or any other person acting on behalf of said Contractor, Consultant, Licensee, or Lessee who is at least sixteen (16) years old, including but not limited to Subconsultants, Subcontractors, Sublessees, or Sublicensees who are providing services to the County, and
- b.) Any family member or other person, who is at least sixteen (16) years old, residing in the household of a County employee who lives in housing provided by the County located on County property.

Under Executive Order 1-2008, it is the duty of every County Consultant, Contractor, Licensee, or Lessee to inquire of each and every Person Subject to Disclosure and disclose whether they have been convicted of a crime or whether they are subject to pending criminal charges, and to submit this form with that information.<sup>1</sup> Accordingly, the attached Criminal Background Disclosure Form and Certification must be completed and agreed-to as part of this Agreement.

Please note that under no circumstances shall the existence of a language barrier serve as a basis for the waiver of or an exception from the disclosure requirements of Executive Order 1-2008. If translation services are required by the Consultant, Contractor, Licensee, or Lessee to fulfill this obligation, it shall be at the sole cost and expense of the Consultant, Contractor, Licensee, or Lessee.

Please also note that the conviction of a crime(s) and/or being subject to a pending criminal charge(s) will not automatically result in a denial of a person's right to work on a County contract, right to be on County property, or license, but may, if the County determines that the prior conviction(s) or pending criminal charge(s) create an unacceptable risk. However, if a person fails to list or falsifies any part of his/her conviction history or any pending criminal charge(s) for any reason, he/she may be prohibited from working or being on County property without any risk assessment. If it is later determined that a Person Subject to Disclosure failed to disclose a criminal conviction or pending criminal charge for any reason, his/her right to work on a County contract, be on County property, or license may be terminated at any time.

Please further note that, pursuant to Executive Order 1-2008, and subject to the applicable provisions of New York Correction Law §§ 752 and 753, the County has the right to bar a Person Subject to Disclosure from providing work or services to the County or from being on County property if any such person has:

- a.) A conviction of a crime(s);

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<sup>1</sup> For these disclosures, a "crime" or "pending criminal charge" includes all felonies and misdemeanors as defined under the New York State Penal Law or the equivalent under Federal law or the laws of any other State.

- b.) A pending criminal proceeding for a crime(s); or
- c.) Refused to answer questions concerning his/her criminal background

Please finally note that any failure by a County Consultant, Contractor, Licensee, or Lessee to comply with the disclosure requirements of Executive Order 1-2008 may be considered by the County to be a material breach and shall be grounds for immediate termination by the County of the related County contract.

#### **Exemptions**

Executive Order 1-2008 exempts from the aforementioned disclosure requirements Persons Subject to Disclosure:

- a.) for whom the County has already conducted a background check and issued a security clearance that is in full force and effect; and
- b.) for whom another state or federal agency having appropriate jurisdiction has conducted a security and/or background clearance or has implemented other protocols or criteria for this purpose that apply to the subject matter of a County contract that is in full force and effect.

If you are claiming an exemption for one or more Persons Subject to Disclosure, you must notify the Procuring Officer<sup>2</sup>. The Procuring Officer will then determine whether the Person(s) Subject to Disclosure are actually exempt, and provide written notification of his/her determination. If the Procuring Officer determines that a Person Subject to Disclosure is not exempt, the Procuring Officer will notify you of that determination, and you will have to include disclosures for that person on your Criminal Background Disclosure Form and Certification.

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<sup>2</sup> Procuring Officer" shall mean the head of the department or the individual or individuals authorized by the head(s) of the department(s) undertaking the procurement and with respect to those matters delegated to the Bureau of Purchase and Supply pursuant to Section 161.11(1)(a) of the Laws of Westchester County, the Purchasing Agent.

**Subconsultants, Subcontractors, Sublessees, or Sublicensees**

Under Executive Order 1-2008, it is your duty to ensure that any and all approved subconsultants, subcontractors, sublessees, or sublicensees complete and submit the attached Criminal Background Disclosure Form and Certification for all of their respective Persons Subject to Disclosure. This must be done before such a subconsultant, subcontractor, sublessees, or sublicensees can be approved to perform work on a contract.

**New Persons Subject to Disclosure**

Under Executive Order 1-2008, you have a **CONTINUING OBLIGATION** to maintain the accuracy of the Criminal Background Disclosure Form and Certification (and any accompanying documentation) for the duration of this contract, including any amendments or extensions thereto. Accordingly, it is your duty to complete and submit an updated Criminal Background Disclosure Form and Certification whenever there is a new Person Subject to Disclosure for this contract. **NO NEW PERSON SUBJECT TO DISCLOSURE SHALL PERFORM WORK OR SERVICES OR ENTER ONTO COUNTY PREMISES UNTIL THE UPDATED CRIMINAL BACKGROUND DISCLOSURE FORM AND CERTIFICATION IS FILED WITH THE PROCURING OFFICER.** You shall also provide the County with any other updates that may be necessary to comply with the disclosures required by Executive Order 1-2008.

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*PLEASE CONTINUE TO THE  
Criminal Background Disclosure Form and Certification  
BEGINNING ON THE NEXT PAGE*

**CRIMINAL BACKGROUND DISCLOSURE****FORM AND CERTIFICATION**

If this form is being completed by a subconsultant, subcontractor, sublessee, or sublicensee, please consider all references in this form to "consultant, contractor, lessee, or licensee" to mean "subconsultant, subcontractor, sublessee, or sublicensee" and check here: \_\_\_\_\_

By executing this Agreement, I, as the signatory for the Contractor, certify that I am a principal or a representative of the Consultant, Contractor, Lessee, or Licensee and I am authorized to agree to and provide this completed Criminal Background Disclosure Form and Certification. I certify that each Person Subject to Disclosure has been asked the following questions:

- **Have you or your company ever been convicted of a crime (all felonies and misdemeanors as defined under the New York State Penal Law or the equivalent under Federal law or the laws of any other State) including, but not limited to, conviction for commission of fraud, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property?**
- **Are you or your company subject to any pending criminal charges (all felonies and misdemeanors as defined under the New York State Penal Law or the equivalent under Federal law or the laws of any other State)?**

I certify that the names and titles of Persons Subject to Disclosure who refused to answer **either** of the questions above are as follows:

If none, check this box: ☐

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

(If more space is needed, please attach separate pages labeled "REFUSED to Answer - Continued.")

I certify that the names and titles of Persons Subject to Disclosure who answered "Yes" to **either of the** questions above are as follows:

If none, check this box: ☐

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

(If more space is needed, please attach separate pages labeled "YES Answers - Continued")

Each Person Subject to Disclosure listed above who has either **been convicted of a crime(s)** and/or is **subject to a pending criminal charge(s)** must answer additional questions. Those questions are below.

A Person Subject to Disclosure who has **been convicted of a crime(s)** must respond to the following (please attach separate pages with responses for each person, with their name and title):

- 1.) Describe the reason for being on County property if applicable, identify the specific duties and responsibilities on this project which you intend to perform for the County, including but not limited to, access to sensitive data and facilities and access to vulnerable populations.
- 2.) Please list all criminal convictions along with a brief description of the crime(s) (including all felonies and misdemeanors as defined under the New York State Penal Law or the equivalent under Federal law or the laws of any other State).
- 3.) Please provide the date and place of each conviction.
- 4.) Please provide your age at the time of each crime for which you were convicted.
- 5.) Please provide the legal disposition of each case.
- 6.) Please provide any information either produced by yourself or someone on your behalf in regards to your rehabilitation and good conduct.

A Person Subject to Disclosure who is **subject to a pending criminal charge(s)** must respond to the following (please attach separate pages with responses for each person, with their name and title):

- 1.) Describe the reason for being on County property and if applicable, identify the specific duties and responsibilities on this project which you intend to perform for the County, including but not limited to, access to sensitive data and facilities and access to vulnerable populations.
- 2.) Please identify all pending criminal charges (all felonies and misdemeanors as defined under the New York State Penal Law or the equivalent under Federal law or the laws of any other State).
- 3.) Please briefly describe the nature of the pending charges and the date upon which it is alleged that a crime was committed.

I hereby certify that all of the information provided herein (and in any and all attachments) is true and accurate and that all disclosures required by Executive Order 1-2008 and this Criminal Background Disclosure Form and Certification have been completed. By executing this Agreement, I hereby affirm that all of the facts, statements and answers contained herein (and in any and all attachments) are true and correct. I understand that providing false or incomplete information or withholding by omission or intention pertinent information will be cause for refusing further consideration of my being utilized under this contract.

**It is understood and agreed that no Person Subject to Disclosure shall perform work or services or enter onto County property until this required Criminal Background Disclosure Form and Certification is filed with the Procuring Officer.**

**It is understood and agreed that to the extent that new Persons Subject to Disclosure are proposed to perform work or provide services under this contract after filing of this Criminal Background Disclosure Form and Certification with the Procuring Officer, such new Persons Subject to Disclosure shall not perform work or provide services or enter into County property until an updated Criminal Background Disclosure Form and Certification has been filed with the Procuring Officer.**

**It is further understood and agreed that the consultant, contractor, lessee, or licensee has a continuing obligation to maintain the accuracy of the Criminal Background Disclosure Form and Certification for the duration of this contract, including any amendments or extensions thereto, and shall provide any updates to the information to the County as necessary to comply with the requirements of Executive Order 1-2008.**

[NO FURTHER TEXT ON THIS PAGE]



**SCHEDULE "E"**

**Westchester County Vendor Direct Program Frequently Asked Questions**

**1. WHAT ARE THE BENEFITS OF THE ELECTRONIC FUNDS TRANSFER (EFT) ASSOCIATED WITH THE VENDOR DIRECT PROGRAM?**

There are several advantages to having your payments automatically deposited into your designated bank account via EFT:

Payments are secure – Paper checks can be lost in the mail or stolen, but money deposited directly into your bank account is more secure.

You save time – Money deposited into your bank account is automatic. You save the time of preparing and delivering the deposit to the bank. Additionally, the funds are immediately available to you.

**2. ARE MY PAYMENTS GOING TO BE PROCESSED ON THE SAME SCHEDULE AS THEY WERE BEFORE VENDOR DIRECT?**

Yes.

**3. HOW QUICKLY WILL A PAYMENT BE DEPOSITED INTO MY ACCOUNT?**

Payments are deposited two business days after the invoice is processed. Saturdays, Sundays, and legal holidays are not considered business days.

**4. HOW WILL I KNOW WHEN THE PAYMENT IS IN MY BANK ACCOUNT AND WHAT IT IS FOR?**

Under the Vendor Direct program you will receive an e-mail notification two days prior to the day the payment will be credited to your designated account. The e-mail notification will come in the form of a remittance advice with the same information that currently appears on your check stub, and will contain the date that the funds will be credited to your account.

**5. WHAT IF THERE IS A DISCREPANCY IN THE AMOUNT RECEIVED?**

Please contact your Westchester County representative as you would have in the past if there were a discrepancy on a check received.

**6. WHAT IF I DO NOT RECEIVE THE MONEY IN MY DESIGNATED BANK ACCOUNT ON THE DATE INDICATED IN THE E-MAIL?**


In the unlikely event that this occurs, please contact the Westchester County Accounts Payable Department at 914-995-4708.

**7. WHAT MUST I DO IF I CHANGE MY BANK OR MY ACCOUNT NUMBER?**

Whenever you change any information or close your account a new Vendor Direct Payment Authorization Form must be submitted. Please contact the Westchester County Accounts Payable Department at 914-995-4708 and we will e-mail you a new form.

**8. WHEN COMPLETING THE PAYMENT AUTHORIZATION FORM, WHY MUST I HAVE IT SIGNED BY A BANK OFFICIAL IF I DON'T INCLUDE A VOIDED CHECK?**

This is to ensure the authenticity of the account being set up to receive your payments.

	<b>Westchester County • Department of Finance • Treasury Division</b> <b>Electronic Funds Transfer (EFT)</b> <b>Vendor Direct Payment Authorization Form</b>	<b>Authorization is:</b> <i>(check one)</i> <input type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> No Change
<b>INSTRUCTIONS:</b> Please complete both sections of this Authorization form and attach a voided check. See the reverse for more information and instructions. If you previously submitted this form and there is no change to the information previously submitted, ONLY complete lines 1 through 6 of section 1.		

### Section I - Vendor Information

1. Vendor Name:		
2. Taxpayer ID Number or Social Security Number:		
3. Vendor Primary Address:		
4. Contact Person Name:		
5. Vendor E-Mail Addresses for Remittance Notification:		Contact Person Telephone Number:
6. Vendor Certification: <i>I have read and understand the Vendor Direct Payment Program and hereby authorize payments to be received by electronic funds transfer into the bank that I designate in Section II. I further understand that in the event that an erroneous electronic payment is sent, Westchester County reserves the right to reverse the electronic payment. In the event that a reversal cannot be implemented, Westchester County will utilize any other lawful means to retrieve payments to which the payee was not entitled.</i>		
Authorized Signature	Print Name/Title	Date

### Section II - Financial Institution Information

7. Bank Name:		
8. Bank Address:		
9. Routing Transit Number:	10. Account Type: (check one)	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
11. Bank Account Number:	12. Bank Account Title:	
13. Bank Contact Person Name:	Telephone Number:	
14. FINANCIAL INSTITUTION CERTIFICATION (required ONLY if directing funds into a Savings Account OR if a voided check is not attached to this form): <i>I certify that the account number and type of account is maintained in the name of the vendor named above. As a representative of the named financial institution, I certify that this financial institution is ACH capable and agrees to receive and deposit payments to the account shown.</i>		
Authorized Signature	Print Name / Title	Date

**(Leave Blank - to be completed by Westchester County) - Vendor number assigned**

Westchester County • Department of Finance • Treasury Division

## Electronic Funds Transfer (EFT) Vendor Direct Payment Authorization Form

### GENERAL INSTRUCTIONS

Please complete both sections of the Vendor Direct Payment Authorization Form and forward the completed form (along with a voided check for the account to which you want your payments credited) to: Westchester County Department of Finance, 148 Martine Ave, Room 720, White Plains, NY 10601, Attention: Vendor Direct. Please see item 14 below regarding attachment of a voided check.

### Section I - VENDOR INFORMATION

1. Provide the name of the vendor as it appears on the W-9 form.
2. Enter the vendor's Taxpayer ID number or Social Security Number as it appears on the W-9 form.
3. Enter the vendor's complete primary address (not a P.O. Box).
4. Provide the name and telephone number of the vendor's contact person.
5. Enter the business e-mail address for the remittance notification. **THIS IS VERY IMPORTANT.** This is the e-mail address that we will use to send you notification and remittance information two days prior to the payment being credited to your bank account. We suggest that you provide a group mailbox (if applicable) for your e-mail address. You may also designate multiple e-mail addresses.
6. Please have an authorized Payee/Company official sign and date the form and include his/her title.

### Section II - FINANCIAL INSTITUTION INFORMATION

7. Provide bank's name.
8. Provide the complete address of your bank.
9. Enter your bank's 9 digit routing transit number.
10. Indicate the type of account (check one box only).
11. Enter the vendor's bank account number.
12. Enter the title of the vendor's account.
13. Provide the name and telephone number of your bank contact person.
14. If you are directing your payments to a Savings Account OR you can not attach a voided check for your checking account, this line needs to be completed and signed by an authorized bank official. IF YOU DO ATTACH A VOIDED CHECK FOR A CHECKING ACCOUNT, YOU MAY LEAVE THIS LINE BLANK.

NEW/CHANGE VEN EFT 9/08

**SCHEDULE "F"**  
**WESTCHESTER COUNTY YOUTH BUREAU**  
**SAMPLE CORRECTIVE ACTION REQUEST**

To: Program Contact: Organization Name:	From: Name of YB Program Monitor
Program Name:	Email:
Action Request Date:	
Action Due by:	

☐ 1<sup>st</sup> Notice☐ 2<sup>nd</sup> Notice☐ Final Notice


Monitoring of the abovementioned program has identified one or more areas where corrective action is required. Please see the item(s) checked below along with monitor notes for the appropriate plan of action. All requests for corrective action(s) must be addressed within 30 days of this notice.

- ☐ Monthly Statistical Report(s) are outstanding.
- ☐ Quarterly Statistical Report(s) are outstanding.
- ☐ Annual Report is outstanding.
- ☐ Failure to respond to site visit request(s).
- ☐ Failure to submit fiscal claim(s).

**Program Monitor Notes:**

July 21, 2025

TO: Hon. Vedat Gashi, Chair  
Hon. Jose Alvarado, Vice Chair  
Hon. Tyrae Woodson-Samuels, Majority Leader  
Hon. Margaret Cunzio, Minority Leader

FROM: Kenneth W. Jenkins   
County Executive

RE: Message Requesting Immediate Consideration: **Act – Deferred Compensation Plan.**

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This will confirm my request that the Board of Legislators allow submission of the referenced communication to be submitted to the Board of Legislators July 21, 2025 Agenda.

Attached for your consideration is a proposed Act, which, if approved by your Honorable Board, would authorize the County of Westchester (the "County") to adopt the Deferred Compensation Plan for Employees of the State of New York and Other Participating Public Jurisdictions.

Therefore, since this communication is of the utmost importance, it is respectfully submitted that the County Board of Legislators accepts this submission for July 21, 2025 "blue sheet" calendar.

Thank you for your prompt attention to this matter.





**Kenneth W. Jenkins**  
County Executive

July 21, 2025

Westchester County Board of Legislators  
800 Michaelian Office Building  
White Plains, New York 10601

Honorable Members of the Board of Legislators:

Attached for your consideration is a proposed Act, which, if approved by your Honorable Board, would authorize the County of Westchester (the "County") to adopt the Deferred Compensation Plan for Employees of the State of New York and Other Participating Public Jurisdictions (the "State Plan") for voluntary participation of all eligible County employees.

I have been advised that Act No. 59-1984, as amended by Local Law 1-2001 and Local Law 9-2003, created the County's Deferred Compensation Board (the "County Board") and authorized the County Board to administer the County's Deferred Compensation Plan (the "County Plan") pursuant to Section 457 of the Internal Revenue Code, Section 5 of New York State Finance Law, the Rules, the Rules and Regulations of the New York State Deferred Compensation Board, and Section 543 of the Laws of Westchester County. I have been further advised that since the establishment of the County Plan, the County Board has entered into multiple agreements with various financial entities for the provision of administrative services, trustee services and consulting services in connection with the County's Board's administration and oversight of the County Plan. The County's current agreements for the administration of the Plan and related services with Empower Annuity Insurance Company of America and its subsidiaries shall expire on December 19, 2025.

The County Board has advised that the State of New York operates and administers the State Plan and that the County is eligible to adopt the State Plan pursuant to Section 5 of the State Finance Law and the Plan Document for the State Plan.

The County Board has further advised that in accordance with the Rules and Regulations of the New York State Deferred Compensation Plan, it issued a request for proposals ("RFP") for the operation and administration of the County Plan. The County Board further requested information from the State of New York regarding the State Plan. The County Board received and reviewed four (4) proposals in response to the RFP, and presentations were made to the County Board by two (2) RFP finalists and by representatives of the State Plan. The County

Office of the County Executive

Michaelian Office Building  
148 Martine Avenue  
White Plains, New York 10601

Telephone: (914) 995-2900 E-mail: [ceo@westchestecountyny.gov](mailto:ceo@westchestecountyny.gov)



Board thereafter deliberated whether to award new agreements for the operation and administration of the County Plan to one of the responsive proposers of the RFP or to instead adopt the State Plan pursuant to Section 5 of New York State Finance Law.

I have been advised that at a public meeting held on July 15, 2025, and after discussions, the County Board unanimously voted to recommend adoption of the State Plan. I have been further advised that the State Plan is offered to New York State employees and that over 2,400 other local government jurisdictions have already adopted the State Plan. The State Plan helps State and local public employees achieve their retirement savings goals by providing high quality, cost effective investment products, investment educational programs and related services. The County Board has advised that the State Plan is overseen by the New York State Deferred Compensation Board and currently represents over \$41 Billion for over 285,000 public employees across New York State which enables the State Plan to provide these services at lower cost than the County Plan which will result in greater savings and efficiencies for all participating County employees.

Based on the above, your favorable action on the annexed Act is most respectfully requested.

Sincerely,

A handwritten signature in black ink, appearing to be 'KWJ', with a long horizontal line extending to the right.

Kenneth W. Jenkins  
County Executive

KWJ/jpi  
Attachments

**HONORABLE BOARD OF LEGISLATORS  
THE COUNTY OF WESTCHESTER, NEW YORK**

Your Committee is in receipt of legislation which, if adopted, would authorize the County of Westchester (the “County”) to adopt the Deferred Compensation Plan for Employees of the State of New York and Other Participating Public Jurisdictions (the “State Plan”) for voluntary participation of all eligible County employees.

Your Committee has been advised that Act No. 59-1984, as amended by Local Law 1-2001 and Local Law 9-2003, created the County’s Deferred Compensation Board (the “County Board”) and authorized the County Board to administer the County’s Deferred Compensation Plan (the “County Plan”) pursuant to Section 457 of the Internal Revenue Code, Section 5 of New York State Finance Law, the Rules, the Rules and Regulations of the New York State Deferred Compensation Board, and Section 543 of the Laws of Westchester County. Your Committee has been further advised that that since the establishment of the County Plan, the County Board has entered into multiple agreements with various financial entities for the provision of administrative services, trustee services and consulting services in connection with the County’s Board’s administration and oversight of the County Plan. The County’s current agreements for the administration of the Plan and related services with Empower Annuity Insurance Company of America and its subsidiaries shall expire on December 19, 2025.

The County Board has advised your Committee that the State of New York operates and administers the State Plan and that the County is eligible to adopt the State Plan pursuant to Section 5 of the State Finance Law and the Plan Document for the State Plan.

The County Board has further advised that in accordance with the Rules and Regulations of the New York State Deferred Compensation Plan, it issued a request for proposals (“RFP”) for the operation and administration of the County Plan. The County Board further requested information from the State of New York regarding the State Plan. The County Board received and reviewed four (4) proposals in response to the RFP, and presentations were made to the



County Board by two (2) RFP finalists and by representatives of the State Plan. The County Board thereafter deliberated whether to award new agreements for the operation and administration of the County Plan to one of the responsive proposers of the RFP or to instead adopt the State Plan pursuant to Section 5 of New York State Finance Law.

Your Committee has been advised that at a public meeting held on July 15, 2025, and after discussions, the County Board unanimously voted to recommend adoption of the State Plan. I have been further advised that the State Plan is offered to New York State employees and that over 2,400 other local government jurisdictions have already adopted the State Plan. The State Plan helps State and local public employees achieve their retirement savings goals by providing high quality, cost effective investment products, investment educational programs and related services. The County Board has advised that the State Plan is overseen by the New York State Deferred Compensation Board and currently represents over \$41 Billion for over 285,000 public employees across New York State which enables the State Plan to provide these services at lower cost than the County Plan which will result in greater savings and efficiencies for all participating County employees.

The Department of Planning has advised your Committee that based on its review, the authorization of the proposed Act may be classified as a Type “II” action pursuant to the State Environmental Quality Review Act and its implementing regulations, 6 NYCRR Part 617 (“SEQR”). Therefore, no environmental review is required. Your Committee has reviewed the annexed SEQR documentation and concurs with this recommendation.

It should be noted that approval of the annexed Act authorizing the County to adopt the State Plan for voluntary participation of all eligible County employees requires the affirmative vote of a majority of the voting strength of your Honorable Board.

Your Committee has carefully considered the proposed legislation and recommends your Honorable Board's favorable action on the annexed Act.

Dated: \_\_\_\_\_, 2025  
White Plains, New York

**COMMITTEE ON**

C:jpi/7.17.25

# FISCAL IMPACT STATEMENT

SUBJECT: Adopt Deferred Comp Plan for Employees of NYS/othe

☒ NO FISCAL IMPACT PROJECTED

## OPERATING BUDGET IMPACT

(To be completed by operating department and reviewed by Budget Department)

A) ☒ GENERAL FUND ☐ AIRPORT ☐ SPECIAL REVENUE FUND (Districts)

### B) EXPENSES AND REVENUES

Total Current Year Cost \$ 0

Total Current Year Revenue \$ 0

Source of Funds (check one): ☐ Current Appropriations

☐ Transfer of Existing Appropriations

☐ Additional Appropriations

☒ Other (explain)

Identify Accounts:

Potential Related Operating Budget Expenses:

Annual Amount \$ none

Describe: none

Potential Related Revenues: Annual Amount \$ \_\_\_\_\_

Describe: Pass Through

Anticipated Savings to County and/or Impact on Department Operations:

Current Year: None

Next Four years: None

Prepared by: Mario Arena 7-16-25

Title: Deputy Finance Commissioner

Department: Finance


Reviewed By: [Signature]

Budget Director

7/17/25

If you need more space, please attach additional sheets.

TO: John Paul Iannace, Senior Assistant County Attorney  
Department of Law

FROM: David S. Kvinge, AICP, RLA, CFM   
Assistant Commissioner

DATE: July 15, 2025

SUBJECT: **STATE ENVIRONMENTAL QUALITY REVIEW FOR ADOPTION OF  
NEW YORK STATE DEFERRED COMPENSATION PLAN**

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**PROJECT/ACTION:** An act authorizing the County to adopt the Deferred Compensation Plan for Employees of the State of New York and Other Participating Public Jurisdictions for the voluntary participation of all eligible County employees. This will replace the current administrator of the County's deferred compensation plan, whose contract expires in December 2025.

**With respect to the State Environmental Quality Review Act and its implementing regulations 6 NYCRR Part 617, the Planning Department recommends that no environmental review is required because the project/action may be classified as a TYPE II action pursuant to section(s):**

- **617.5(c)(29):** investments by or on behalf of agencies or pension or retirement systems, or refinancing existing debt;
  - **617.5(c)(33):** adoption of regulations, policies, procedures and local legislative decisions in connection with any action on this list.
- 

**COMMENTS:** None

DSK/cnm

cc: Andrew Ferris, Chief of Staff  
Paula Friedman, Assistant to the County Executive  
Tami Altschiller, Assistant Chief Deputy County Attorney  
Karin Hablow, Finance Commissioner  
Lawrence Soule, Budget Director  
Blanca P. Lopez, Commissioner of Planning  
Claudia Maxwell, Principal Environmental Planner

ACT NO. \_\_\_\_\_ - 2025

**AN ACT** authorizing the County of Westchester to adopt the Deferred Compensation Plan for Employees of the State of New York and Other Participating Public Jurisdictions for voluntary participation of all eligible employees.

**WHEREAS**, the County of Westchester (the “County”) desires to adopt the Deferred Compensation Plan for Employees of the State of New York and Other Participating Public Jurisdictions (the “State Plan”) for voluntary participation of all eligible County employees; and

**WHEREAS**, the County is a local public employer eligible to adopt the State Plan pursuant to Section 5 of the State Finance Law; and

**WHEREAS**, the County has reviewed the State Plan that has been established in accordance with Section 457 of the Internal Revenue Code and Section 5 of the State Finance Law of the State of New York;

**WHEREAS**, on July 15, 2025, the County’s Deferred Compensation Board unanimously voted to recommend adoption of the State Plan; and now therefore,

**BE IT ENACTED** by the County Board of the County of Westchester as follows:

**Section 1.** The County hereby adopts the State Plan for the voluntary participation of all eligible County employees.

**§ 2.** The Administrative Services Agency is hereby authorized to file copies of this Act and any other required documents with the President of the State of New York Civil Service Commission.

**§ 3.** The County Executive or his authorized designee is hereby authorized and empowered to execute all instruments and to take all action necessary and appropriate to effectuate the purposes hereof, including but not limited to, those required for the adoption, implementation, and maintenance of the State Plan.

**§ 4.** This Act shall take effect immediately.





Kenneth W. Jenkins  
County Executive

July 15, 2025

Westchester County Board of Legislators  
800 Michaelian Office Building  
White Plains, New York 10601

Dear Members of the Board of Legislators:

Transmitted herewith for your consideration is an act (the "Act"), which, if adopted by your Honorable Board, would authorize the County of Westchester (the "County"), as follows:

(1) to acquire the following real property on the southwest quadrant ("SW Quadrant") of the bridge over the Croton River on Quaker Bridge Road (the "Bridge") from the Village of Croton-on-Hudson (the "Village") for capital project RB03W – Quaker Bridge Road Over Croton River, Cortlandt (BIN3348560) ("RB03W"):

Parcel 1 - fee conveyance consisting of approximately 225 ± S.F. or 0.005± acres of land, which is portion of Section 68.18, Block 1, Lot 42 on the Tax Assessment Maps for the Village of Croton-on-Hudson,

Parcel 2 - fee conveyance consisting of approximately 570 ± S.F. or 0.013± acres of land, which is a portion of Section 79.06, Block 1, Lot 2, as shown on the Tax Assessment Maps for the Village of Croton-on-Hudson,

Parcel 3 - permanent easement consisting of approximately 3,622 ± S.F. or 0.083± acres of land, which is a portion of Section 68.18, Block 1, Lot 42 on the Tax Assessment Maps for the Village of Croton-on-Hudson, and

Parcel 4 - permanent easement consisting of approximately 576 ± S.F. or 0.013± acres of land, which is a portion of Section 79.06, Block 1, Lot 2 on the Tax Assessment Maps for the Village of Croton-on-Hudson.

(2) to execute a correction deed (the "Correction Deed") with regard to land in the northwest quadrant ("NW Quadrant") of the Bridge for RB03W, which will correct an error in the description of the premises conveyed in a prior deed (the "Prior Deed") by the County to the Village, dated July 26, 1979, and recorded in the office of the Clerk of the County of Westchester, Division of Land Records, in Liber 7575 of Deeds at Page 439; to remove approximately 1,865± S.F. or 0.043± acres of land on the NW Quadrant of the Bridge (the "NW Quadrant Land") from Section 68.18, Block 2, Lot 1, which the County and Village never intended to convey in the Prior Deed and was included in the Prior Deed in error.

With regard to (1) above, the County needs to acquire the fee conveyance to Parcel 1 and Parcel 2 to install a wing wall for the new Bridge, which will replace the current Bridge.

Also, with regard to (1) above, the County needs to acquire the permanent easements to Parcel 3 and Parcel 4 to use as staging areas, access areas and/or work areas with regard to the construction, reconstruction, maintenance and repair of the new Bridge.

With regard to (2) above, the County needs to remove certain land from the Prior Deed, which the parties never intended to include in the Prior Deed. In particular, the County needs to remove the NW Quadrant Land from Section 68.18, Block 2, Lot 1. It was not the intention of County and the Village to include in the Prior Deed the NW Quadrant Land, which is directly adjacent to the Bridge and needed for the maintenance and repair of the Bridge.

In the Prior Deed, the County conveyed Parcel "C" and Parcel "D" to the Village, which parcels were depicted on a map entitled "Map of Land to be Acquired by the County of Westchester for County Use and purpose Being a Portion of the Croton Gorge Situate in the Town of Cortlandt and Village of Croton-on-Hudson, Westchester County, New York", prepared by Alexander Bunney dated February 23, 1979 and filed in the Office of the Clerk of the County of Westchester, Division of Land Records, on June 21, 1979 as Map number 19964 ("Map No. 19964").

Subsequent to the execution of the Prior Deed, Parcel "C" and Parcel "D" were combined into one section, block and lot number, known and designated on the Tax Assessment Maps for the Village as Section 68.18, Block 2 and Lot 1 ("SBL 68.18-2-1").

It was not the intention of the County and the Village to include in the Prior Deed the Adjacent NW Quadrant Land, which is a small area of land, directly adjacent to the Bridge and needed for the maintenance and repair of the Bridge.

In addition, while the Prior Deed requires the Village use the Parcel "C" and Parcel "D" solely and exclusively for municipal park and recreational purposes, the adjacent NW Quadrant Land was not used by the Village for municipal park and recreational purposes because it was never the intention of the Village to take from the County land it needed for the maintenance and repair of the Bridge. Consequently, the Correction Deed is needed.

The County is responsible under the Laws of Westchester County for the maintenance and repair the Bridge as follows:

"The bridge over the Croton River on Quaker Bridge Road, in the Town of Cortlandt, ... shall be maintained and kept in repair by and at the expense of the county. If it becomes necessary in the repair of any of the said bridges to reconstruct the same, the county may reconstruct such bridge. Upon such determination, the County Board shall estimate the cost of such reconstruction and thereafter make available the necessary funds therefor, either by including such cost in the county budget or by the issuance of county obligations as provided by the Local Finance Law..." (emphasis added). *Section 209.101(1)(b) Laws of Westchester County.*

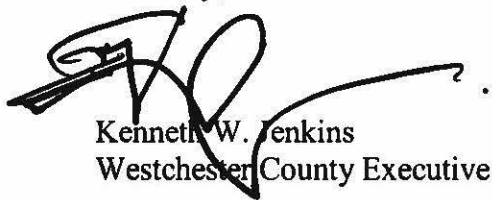


The Department of Public Works and Transportation ("Department") has advised that the Bridge, which was built in 1894 and has an annual daily traffic count ("AADT") of 925, is in need of replacement to maintain a safe roadway for the traveling public. In 2023 the New York State Department of Transportation gave the Bridge a condition rating of 3.79. This rating system, using a scale of 1 ("hazardous") through 7 ("new"), is a weighted average of the condition of an evaluated bridge. The Bridge has continued to deteriorate and was closed in November 2024 due to its current condition. Approval of the Act is needed for capital project RB03W and to maintain and repair the Bridge.

In compliance with Section 191.41 of the Laws of Westchester County ("LWC"), the required report of the Planning Commissioner in support of this land acquisition is attached herewith. In addition, pursuant to LWC Section 167.131, on August 6, 2024, the Westchester County Planning Board approved capital project RB03W. A copy of the Planning Board Resolution is herewith attached.

Based on the importance of this project to the County, favorable action on the proposed Act is respectfully requested.

Sincerely,

A handwritten signature in black ink, appearing to read 'KWJ', with a long, sweeping horizontal line extending to the right.

Kenneth W. Jenkins  
Westchester County Executive

KWJ/HJG/ran

**HONORABLE BOARD OF LEGISLATORS  
THE COUNTY OF WESTCHESTER, NEW YORK**

Your Committee is in receipt of a transmittal from the Westchester County Executive recommending approval of an act (the "Act"), which, if adopted by your Honorable Board, would authorize the County of Westchester (the "County") as follows:

(1) to acquire the following real property on the south west quadrant ("SW Quadrant") of the bridge over the Croton River on Quaker Bridge Road (the "Bridge") from the Village of Croton-on-Hudson (the "Village") for capital project RB03W – Quaker Bridge Road Over Croton River, Cortlandt (BIN3348560) ("RB03W"):

Parcel 1 - fee conveyance consisting of approximately 225 ± S.F. or 0.005± acres of land, which is a portion of Section 68.18, Block 1, Lot 42 on the Tax Assessment Maps for the Village of Croton-on-Hudson,

Parcel 2 - fee conveyance consisting of approximately 570 ± S.F. or 0.013± acres of land, which is a portion of Section 79.06, Block 1, Lot 2, as shown on the Tax Assessment Maps for the Village of Croton-on-Hudson,

Parcel 3 - permanent easement consisting of approximately 3,622 ± S.F. or 0.083± acres of land, which is a portion of Section 68.18, Block 1, Lot 42 on the Tax Assessment Maps for the Village of Croton-on-Hudson, and

Parcel 4 - permanent easement consisting of approximately 576 ± S.F. or 0.013± acres of land, which is a portion of Section 79.06, Block 1, Lot 2 on the Tax Assessment Maps for the Village of Croton-on-Hudson.

(2) to execute a correction deed (the "Correction Deed") with regard to land in the northwest quadrant ("NW Quadrant") of the Bridge for RB03W, which will correct an error in the description of the premises conveyed in a prior deed (the "Prior Deed") by the County to the Village, dated July 26, 1979, and recorded in the office of the Clerk of the County of Westchester, Division of Land Records, in Liber 7575 of Deeds at Page 439; to remove approximately 1,865± S.F. or 0.043± acres of land on the NW Quadrant of the Bridge (the "NW Quadrant Land") from Section 68.18, Block 2, Lot 1, which the County and Village never intended to convey in the Prior Deed and was included in the Prior Deed in error.

Your Committee is advised that, with regard to (1) above, the County needs to acquire the fee conveyance to Parcel 1 and Parcel 2 to install a wing wall for the new Bridge, which will replace the current Bridge.

Your Committee is advised that, with regard to (1) above, the County needs to acquire the permanent easements to Parcel 3 and Parcel 4 to use as staging areas, access areas and/or work areas with regard to the construction, reconstruction, maintenance and repair of the new Bridge.

Your Committee is advised that, with regard to (2) above, the County needs to remove certain land from the Prior Deed, which the parties never intended to include in the Prior Deed. In particular, the County needs to remove the NW Quadrant Land from Section 68.18, Block 2, Lot 1. It was not the intention of County and the Village to include in the Prior Deed the NW Quadrant Land, which is directly adjacent to the Bridge and needed for the maintenance and repair of the Bridge.

Your Committee is advised, that, in the Prior Deed, the County conveyed Parcel “C” and Parcel “D” to the Village, which parcels were depicted on a map entitled “Map of Land to be Acquired by the County of Westchester for County Use and purpose Being a Portion of the Croton Gorge Situate in the Town of Cortlandt and Village of Croton-on-Hudson, Westchester County, New York”, prepared by Alexander Bunney dated February 23, 1979 and filed in the Office of the Clerk of the County of Westchester, Division of Land Records, on June 21, 1979 as Map number 19964 (“Map No. 19964”).

Your Committee is advised that, subsequent to the execution of the Prior Deed, Parcel “C” and Parcel “D” were combined into one section, block and lot number, known and designated on the Tax Assessment Maps of the Village as Section 68.18, Block 2 and Lot 1 (“SBL 68.18-2-1”).

Your Committee is advised that it was not the intention of the County and the Village to include in the Prior Deed the Adjacent NW Quadrant Land, which is a small area, directly adjacent to the Bridge and needed for the maintenance and repair of the Bridge.

Your Committee is advised, that in addition, while the Prior Deed requires the Village use the Parcel “C” and Parcel “D” solely and exclusively for municipal park and recreational purposes, the adjacent NW Quadrant Land was not used by the Village for municipal park and recreational purposes because it was never the intention of the Village to take from the County land it needed for the maintenance and repair of the Bridge. Consequently, the Correction Deed is needed.

Your Committee is advised that the County is responsible under the Laws of Westchester County for the maintenance and repair the Bridge as follows:

“The bridge over the Croton River on Quaker Bridge Road, in the Town of Cortlandt, ... shall be maintained and kept in repair by and at the expense of the county. If it becomes necessary in the repair of any of the said bridges to reconstruct the same, the county may reconstruct such bridge. Upon such determination, the County Board shall estimate the cost of such reconstruction and thereafter make available the necessary funds therefor, either by including such cost in the county budget or by the issuance of county obligations as provided by the Local Finance Law...” (emphasis added). *Section 209.101(1)(b) Laws of Westchester County.*

Your Committee is advised that the Department of Public Works and Transportation (“Department”) has advised that the current bridge, which was built in 1894 and has an annual daily traffic count (“AADT”) of 925, is in need of replacement to maintain a safe roadway for the traveling public. In 2023, the New York State Department of Transportation gave the bridge a condition rating of 3.79. This rating system, using a scale of 1 (“hazardous”) through 7 (“new”), is a weighted average of the condition of an evaluated bridge. The bridge has continued to deteriorate and was closed in November 2024 due to its current condition. Approval of the Act is needed for capital project RB03W and to maintain and repair the Bridge.

Your Committee is advised that, on or about June 30, 2025, legislation was submitted seeking to authorize the issuance of additional bonds of the County in the amount of Seventeen Million, Six Hundred Thousand (\$17,600,000) Dollars to finance Capital Project RB03W - Quaker

Bridge Road Over Croton River, Cortlandt (“Bond Act No. 2025-297”). The Department of Planning has advised that an environmental review pursuant to the State Environmental Quality Review Act (“SEQR”) and its implementing regulations, 6 NYCRR Part 617, was undertaken and reported for Bond Act No. 2025-297.

The Department of Planning has advised that, in connection with the Bond Act No. 2025-297, your Honorable Board is required to make a determination that there will be no significant adverse impact on the environment. As such, Resolution No. 296-2025, which was previously submitted along with the Bond Act No. 2025-297, must be adopted prior to adopting the Act submitted herewith.

In compliance with Section 191.41 of the Laws of Westchester County (“LWC”), the required report of the Planning Commissioner in support of this land acquisition is attached herewith. In addition, pursuant to LWC Section 167.131, on August 6, 2024, the Westchester County Planning Board reviewed capital project RB03W and a copy of the Planning Board Report is herewith attached.

It should be noted that an affirmative vote of majority of the members of your Honorable Board is required in order to adopt the Act. Your Committee has carefully considered the proposed Act and recommends approval of the Act.

Dated: \_\_\_\_\_, 2025  
White Plains, New York

**COMMITTEE ON**

c/ran 7-15-25

# FISCAL IMPACT STATEMENT

CAPITAL PROJECT #: RB03W

☐ NO FISCAL IMPACT PROJECTED

## SECTION A - CAPITAL BUDGET IMPACT

To Be Completed by Budget

☒ GENERAL FUND

☐ AIRPORT FUND

☐ SPECIAL DISTRICTS FUND

Source of County Funds (check one):

☒ Current Appropriations

☐ Capital Budget Amendment

Fee conveyance, Easement acceptance, Deed correction: \$10.00 346-46-RB03W-01-C OBJT 6050

## SECTION B - BONDING AUTHORIZATIONS

To Be Completed by Finance

Total Principal

PPU

Anticipated Interest Rate

Anticipated Annual Cost (Principal and Interest):

Total Debt Service (Annual Cost x Term):

\$ -

Finance Department:

## SECTION C - IMPACT ON OPERATING BUDGET (exclusive of debt service)

To Be Completed by Submitting Department and Reviewed by Budget

Potential Related Expenses (Annual): \$ -

Potential Related Revenues (Annual): \$ -

Anticipated savings to County and/or impact of department operations

(describe in detail for current and next four years):

\_\_\_\_\_  
\_\_\_\_\_

## SECTION D - EMPLOYMENT

As per federal guidelines, each \$92,000 of appropriation funds one FTE Job

Number of Full Time Equivalent (FTE) Jobs Funded:

Prepared by: Dianne Vanadia

Title: Associate Budget Director

Department: Budget

Date: 7/1/25

Reviewed By: 


07/11/25

Budget Director

Date: 7/1/25



TO: Rachel Noe, Associate County Attorney  
Department of Law

FROM: David S. Kvinge, AICP, RLA, CFM   
Assistant Commissioner

DATE: July 10, 2025

SUBJECT: **STATE ENVIRONMENTAL QUALITY REVIEW FOR QUAKER BRIDGE  
ROAD BRIDGE - ACQUISITIONS AND CORRECTION DEED**

---

Pursuant to your request, the Planning Department has reviewed the proposed legislation, which involves the acquisition of approximately 795 square feet of real property and permanent easements over 4,198 square feet of land from the Village of Croton-on-Hudson, along with the execution of a correction deed to remove approximately 1,865 square feet of land from a 1979 transfer of land to the Village, in the vicinity of the bridge conveying Quaker Bridge Road over the Croton River, located on the border of the Village of Croton-on-Hudson and the Town of Cortlandt.

The above-referenced property actions are needed in order to replace the bridge, which is over a century old and in disrepair. The bridge replacement project is being funded under County Capital Project RB03W, which was classified as an Unlisted action under the State Environmental Quality Review Act and its implementing regulations, 6 NYCRR Part 617 (SEQR). A Full Environmental Assessment Form was prepared for the project and coordinated review was conducted on behalf of the Board of Legislators. Since these property actions are integral components of the bridge replacement project, the Board of Legislators must render a determination that the project will not have a significant adverse impact on the environment (i.e., a Negative Declaration) in accordance with SEQR, prior to approving this legislation.

Please contact me if you require any additional information regarding this document.

DSK/cnm

cc: Andrew Ferris, Chief of Staff  
Paula Friedman, Assistant to the County Executive  
Tami Altschiller, Assistant Chief Deputy County Attorney  
Blanca Lopez, Commissioner of Planning  
Gayle Katzman, First Deputy Commissioner, Department of Public Works & Transportation  
Robert Abbamont, Director of Operations, Department of Public Works & Transportation  
Susan Darling, Chief Planner  
Claudia Maxwell, Principal Environmental Planner

TO: Honorable Ken Jenkins  
County Executive

FROM: Blanca P. Lopez, M.S.  
Commissioner



DATE: June 30, 2025

SUBJECT: Acquisition of real property on the southwest quadrant of the bridge over the Croton River on Quaker Bridge Road from the Village of Croton-on-Hudson.

Pursuant to Section 191.41 of the Laws of Westchester County ("LWC"), this is the required report of the Commissioner of Planning on the proposed acquisition of the real property on the southwest quadrant ("SW Quadrant") of the bridge over the Croton River on Quaker Bridge Road located in the Village of Croton-on-Hudson. The SW Quadrant is made up four parcels which the County will acquire for several reasons in relation to replacing the bridge. The four parcels are the following:

**Parcel 1** - consists of approximately 225 ± S.F. or 0.005± acres of land, which is part of Section 68.18, Block 1, Lot 42 on the tax assessment maps for the Village of Croton-on-Hudson,

**Parcel 2** - consists of approximately 570 ± S.F. or 0.013± acres of land, which is part of Section 79.06, Block 1, Lot 2, as shown on the tax assessment maps for the Village of Croton-on-Hudson,

**Parcel 3** - consists of approximately 3,622 ± S.F. or 0.083± acres of land, which is part of Section 68.18, Block 1, Lot 42 on the tax assessment maps for the Village of Croton-on-Hudson, and

**Parcel 4** - consists of approximately 576 ± S.F. or 0.013± acres of land, which is part of Section 79.06, Block 1, Lot 2 on the tax assessment maps for the Village of Croton-on-Hudson.

The County needs to acquire these parcels to install a wing wall for the new Bridge, which will occur in Parcels 1 and 2, and to use as staging areas, access areas and/or work areas with regard to the construction, reconstruction, maintenance, and repair of the new Bridget which will occur in Parcels 3 and 4.



The County Planning Board, pursuant to Section 167.131 of the Laws of Westchester County ("LWC"), at their regular monthly meeting of August 6, 2024, adopted a resolution to adopt the 2025 Capital Projects Requests which included capital project **RB03W Quaker Bridge Road over Croton River, Cortlandt** which added \$20.025M to this project for design, construction management and construction of the bridge.

Based on this record, I have no objection to the acquisition of these four parcels in the Village of Croton-on-Hudson.

cc: John Nonna, County Attorney  
Tami Altschiller, Deputy County Attorney  
Christopher Steers, Director of Real Estate  
Susan Darling, Chief Planner  
Michael Lipkin, Associate Planner

**RESOLUTION 24 30**  
**WESTCHESTER COUNTY PLANNING BOARD**

**2025 Capital Project Requests  
Adoption of Planning Board Report**

**WHEREAS**, pursuant to Section 167.31 of the County Charter, the Planning Board must submit its recommendations with regard to the physical planning aspects of the proposed 2025 capital projects to the County Executive, Budget Director and Capital Projects Committee; and

**WHEREAS**, the Planning Department staff prepared a revised draft report on the 2025 capital project requests and provided it to the Planning Board for their review and consideration; and

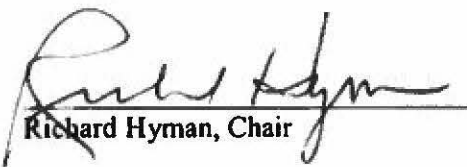
**WHEREAS**, the Planning Board held a meeting on June 18, 2024 to discuss the draft report on the 2025 capital project requests; and

**WHEREAS**, any additional recommendations, comments and changes suggested by the Planning Board and contained within the minutes of the Planning Board's August 6, 2024 meeting shall be incorporated into the Planning Board Report on the 2025 Capital Project Requests; and

**WHEREAS**, the Planning Board finds that the proposed 2025 Capital Project Requests have been reviewed with respect to the adopted policies of the board including *Westchester 2025 Context for County and Municipal Planning in Westchester County and Policies to Guide County Planning*; now, therefore, be it

**RESOLVED**, that the Westchester County Planning Board, pursuant to Section 167.31 of the County Charter, adopts the Planning Board Report on the 2025 Capital Project Requests dated August 6, 2024 as amended by the comments contained in the minutes of the Planning Board's August 6, 2024 meeting.

Adopted this 6<sup>th</sup> day of August, 2024.

  
Richard Hyman, Chair

# **2025 Capital Project Requests**

## **Adopted**

### **Report of the Westchester County Planning Board**

**August 6, 2024**

George Latimer  
County Executive

Richard Hyman  
Chair

Westchester County Planning Board

**August 6, 2024 version**

## RB03W Quaker Bridge Road over Croton River, Cortlandt (BIN 3348560)

FIVE YEAR CAPITAL PROGRAM (in thousands)

Funding Type	Estimated Total Project Cost	Appropriated	Expended or Obligated	2025	2026	2027	2028	2029	Under Review
Gross Amount	20,325	300	299	20,025	0	0	0	0	0
Less Non-County Shares									
Net County Amount	20,325	300	299	20,025	0	0	0	0	0

### Project Description

This project will fund the replacement of the bridge with a proposed new, two-lane bridge without the current clearance restrictions.

2015: Study to determine the viable options and associated costs for the replacement of the bridge.

2025: Design, construction management and construction

Note: The design funding (\$2,425,000) is currently pending a 2024 CBA.

### Appropriation History

Year	Amount	Purpose
2015	300,000	Study

### Justification

To maintain the County's infrastructure and provide a safe travelway.

Bridge Rating: 3.79 (2023)

AADT: 925

### Consistency with Programs or Plans

This is a programmed project. The proposed project is consistent with "*Westchester 2025*", the County Planning Board's long-range planning policy document, as it will maintain existing transportation infrastructure and ease movement on travel routes.

### Planning Board Analysis

**PL2HP** The Planning Board supports the proposed improvements. Planning Department staff will monitor the progress of design to address safety, aesthetic, and environmental planning concerns.

As per Westchester County policy, stormwater management must be addressed with every capital project where feasible. Designs should comply with the latest version of the NYS Stormwater Management Design Manual and the NYS Standards and Specifications for Erosion and Sediment Control.

This project will be referred to the Westchester Historic Preservation Advisory Committee (HPAC) for their review and recommendations.

**ACT NO. \_\_\_\_\_ - 2025**

**AN ACT** authorizing the County of Westchester to acquire real property and permanent easements from the Village of Croton-on-Hudson and execute a correction deed, with regard to the replacement of the bridge over the Croton River on Quaker Bridge Road in the Village of Croton-on-Hudson, Town of Cortlandt.

**BE IT ENACTED** by the County Board of the County of Westchester as follows:

**Section 1.** The County of Westchester (the “County”) is hereby authorized to acquire the following real property located in the Village of Croton-on-Hudson, Town of Cortlandt, county of Westchester, State of New York, from the Village of Croton-on-Hudson (the “Village”) for the replacement of the bridge over the Croton River on Quaker Bridge Road in the Town of Cortlandt (the “Bridge”):

Parcel Area	Tax Map Number
Parcel 1 (Fee Conveyance) = 225± S.F. or 0.005± Acres	Section 68.18, Block 1, P/O Lot 42
Parcel 2 (Fee Conveyance) = 570± S.F. or 0.013± Acres	Section 79.06, Block 1, P.O. Lot 2

**§2.** The County is hereby authorized to accept the grant of a permanent easement on, over, through and across the following real property located in the Village of Croton-on-Hudson, Town of Cortlandt, county of Westchester, State of New York, from the Village for the County its officers, employees, agents and contractors to use for staging areas, access areas and/or work areas with regard to the construction, maintenance, and repair of the Bridge:

Parcel Area	Tax Map Number
Parcel 3 (Permanent Easement) = 3,622 ± S.F. or 0.083 ± Acres	Section 68.18, Block 1, P/O Lot 42
Parcel 4 (Permanent Easement) = 576± S.F. or 0.013± Acres	Section 79.06, Block , P/O/ Lot 2

**§3.** The County is hereby authorized to execute a correction deed with regard to land in the northwest quadrant (“NW Quadrant”) of the Bridge, which will correct an error in the description of the premises conveyed in a prior deed (the “Prior Deed”) by the County to the Village, dated July 26, 1979, and recorded in the office of the Clerk of the County of Westchester, Division of Land Records, in Liber 7575 of Deeds at Page 439; to remove approximately 1,865± S.F. or 0.043± acres of land on the NW Quadrant of the Bridge (the “NW Quadrant Land”) from Section 68.18, Block 2, Lot 1, which the County and Village never intended to convey in the Prior Deed and was included in the Prior Deed in error.

**§4.** The County Executive or his authorized designee is hereby authorized and empowered to execute any and all documents and take all actions necessary and appropriate to effectuate the purposes hereof.

**§5.** This Act shall take effect immediately.

# WESTCHESTER COUNTY

Kenneth W. Jenkins  
County Executive

July 1, 2025

Westchester County Board of Legislators  
800 Michaelian Office Building  
White Plains, New York 10601

Dear Members of the Board of Legislators:

Transmitted herewith for your review and approval is an amended bond act (the "Amended Bond Act") which, if adopted, would authorize the County of Westchester (the "County") to issue additional bonds in the amount of \$385,000 to finance a component of the following capital project:

BSS21 – Infrastructure Improvements to Shelter Facilities – Coachman Family Center (2025 – 2029).

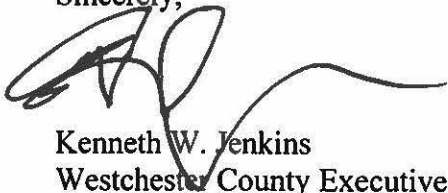
The Department of Social Services has advised that this project funds a multi-year cycle of infrastructure improvements at the Coachman Family Center in White Plains. The Amended Bond Act, in the total amount of \$1,370,000, which includes \$985,000 in previously authorized bonds of the County, would finance the cost of replacing the water service trunk line, modifying the fire suppression system, and relocating and upgrading the ventilation system for the building's commercial rental tenants (i.e., nail salon and barber shop).

Following bonding authorization, design will be scheduled and is estimated to take three (3) months to complete and will be performed by outside consultants and in house staff. Construction is estimated to take six (6) months to complete and will begin after award and execution of construction contracts.

It should be noted that your Honorable Board has previously authorized bonding in connection with project BSS21, as follows: Bond Act No. 35-2025 in the amount of \$985,000 which funded the cost of replacement of the water service trunk line, as well as modifications to the fire suppression system in the building. No bonds have been issued under Bond Act No. 35-2025. Accordingly, authority of your Honorable Board is now requested to amend Bond Act No. 35-2025, in order to increase the amount authorized thereunder by \$385,000, to a new total amount authorized of \$1,370,000, and to expand the scope of the project to include relocating and upgrading of the ventilation system for the building's commercial rental tenants.

Based on the importance of this project to the County, favorable action on the proposed Amended Bond Act is respectfully requested.

Sincerely,



Kenneth W. Jenkins  
Westchester County Executive

Office of the County Executive  
Michaelian Office Building  
148 Martine Avenue  
White Plains, New York 10601

Telephone: (914) 995-2900

**HONORABLE BOARD OF LEGISLATORS  
THE COUNTY OF WESTCHESTER, NEW YORK**

Your Committee is in receipt of an amended bond act (the “Amended Bond Act”) in the total amount of \$1,370,000, which includes \$985,000 in previously authorized bonds of the County of Westchester (“County”), to finance a component of Capital Project BSS21 – Infrastructure Improvements to Shelter Facilities – Coachman Family Center (2025 – 2029).

Your Committee is advised that this project funds a multi-year cycle of infrastructure improvements at the Coachman Family Center in White Plains. The Amended Bond Act, prepared by the law firm of Hawkins Delafield & Wood, LLP, would finance the cost of replacing the water service trunk line, modifying the fire suppression system, and relocating and upgrading the ventilation system for the building’s commercial rental tenants (i.e., nail salon and barber shop).

Your Committee is advised that following bonding authorization, design will be scheduled and is estimated to take three (3) months to complete and will be performed by outside consultants and in house staff. Construction is estimated to take six (6) months to complete and will begin after award and execution of construction contracts.

Your Committee notes that your Honorable Board has previously authorized bonding in connection with project BSS21 as follows: Bond Act No. 35-2025 in the amount of \$985,000 which funded the cost of replacement of the water service trunk line, as well as modifications to the fire suppression system in the building. No bonds have been issued under Bond Act No. 35-2025. Accordingly, authority of your Honorable Board is now requested to amend Bond Act No. 35-2025, in order to increase the amount authorized thereunder by \$385,000, to a new total amount authorized of \$1,370,000, and to expand the scope of the project to include relocating and upgrading of the ventilation system for the building’s commercial rental tenants.

The Planning Department has advised your Committee that based on its review, the above-referenced capital project may be classified as a Type “II” action pursuant to the State Environmental Quality Review Act (“SEQR”) and its implementing regulations, 6 NYCRR Part 617. Therefore, no further environmental review is required. Your Committee has reviewed the annexed SEQR documentation and concurs with this recommendation.



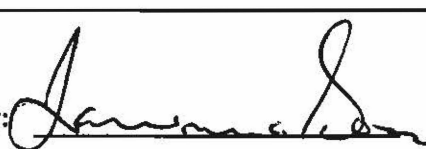
It should be noted that an affirmative vote of two-thirds of the members of your Honorable Board is required in order to adopt the Amended Bond Act. Your Committee recommends the adoption of the proposed Amended Bond Act.

Dated: \_\_\_\_\_, 2025  
White Plains, New York

**COMMITTEE ON**

k/jpg/6/09/2025

# FISCAL IMPACT STATEMENT

CAPITAL PROJECT #: <u>BSS21</u>		<input type="checkbox"/> NO FISCAL IMPACT PROJECTED	
<b>SECTION A - CAPITAL BUDGET IMPACT</b> To Be Completed by Budget			
<input checked="" type="checkbox"/> GENERAL FUND	<input type="checkbox"/> AIRPORT FUND	<input type="checkbox"/> SPECIAL DISTRICTS FUND	
Source of County Funds (check one):		<input checked="" type="checkbox"/> Current Appropriations	
		<input type="checkbox"/> Capital Budget Amendment	
AMEND 35-2025 ADD \$385,000 10 YR PPU (NEW TOTAL \$1.37M)			
<b>SECTION B - BONDING AUTHORIZATIONS</b> To Be Completed by Finance			
Total Principal	\$	385,000	PPU 10 Anticipated Interest Rate 3.07%
Anticipated Annual Cost (Principal and Interest):		\$	45,401
Total Debt Service (Annual Cost x Term):		\$	454,013
Finance Department:		maab Bond Buyer 6-24-25	
<b>SECTION C - IMPACT ON OPERATING BUDGET</b> (exclusive of debt service) To Be Completed by Submitting Department and Reviewed by Budget			
Potential Related Expenses (Annual):		\$	-
Potential Related Revenues (Annual):		\$	-
Anticipated savings to County and/or impact of department operations (describe in detail for current and next four years):			
<u>The new ventilation system will provide high quality air to the rental unit and the bottom level.</u>			
<u>The County will save on maintenance costs from humidity and reventing the bottom level.</u>			
<b>SECTION D - EMPLOYMENT</b> As per federal guidelines, each \$92,000 of appropriation funds one FTE Job			
Number of Full Time Equivalent (FTE) Jobs Funded:		4	
Prepared by:	<u>Thomas M. Rooney Jr.</u>		
Title:	<u>Reimbursement Manager</u>		
Department:	<u>Department of Social Services</u>		
Date:	<u>6/24/25</u>		
		Reviewed By:	
		Budget Director	<u>6/25/25</u>

# FISCAL IMPACT STATEMENT

CAPITAL PROJECT #: BSS21

☐ NO FISCAL IMPACT PROJECTED

## SECTION A - CAPITAL BUDGET IMPACT

To Be Completed by Budget

☒ GENERAL FUND

☐ AIRPORT FUND

☐ SPECIAL DISTRICTS FUND

Source of County Funds (check one):

☒ Current Appropriations

☐ Capital Budget Amendment

AMEND 35-2025 \$985,000 PREV'LY AUTHORIZED (NEW TOTAL \$1.37M)

## SECTION B - BONDING AUTHORIZATIONS

To Be Completed by Finance

Total Principal \$ 985,000 PPU 15 Anticipated Interest Rate 3.49%

Anticipated Annual Cost (Principal and Interest): \$ 85,794

Total Debt Service (Annual Cost x Term): \$ 1,286,904

Finance Department: maab Bond Buyer 6-24-25

## SECTION C - IMPACT ON OPERATING BUDGET (exclusive of debt service)

To Be Completed by Submitting Department and Reviewed by Budget

Potential Related Expenses (Annual): \$ -

Potential Related Revenues (Annual): \$ -

Anticipated savings to County and/or impact of department operations

(describe in detail for current and next four years):

\_\_\_\_\_  
\_\_\_\_\_

## SECTION D - EMPLOYMENT

As per federal guidelines, each \$92,000 of appropriation funds one FTE Job

Number of Full Time Equivalent (FTE) Jobs Funded: 11

Prepared by: Thomas M. Rooney Jr.

Title: Reimbursement Manager

Department: Social Services

Date: 6/24/25

Reviewed By: 


Budget Director

Date: 6/25/25

6/25/25



TO: Michelle Greenbaum, Senior Assistant County Attorney  
Jeffrey Goldman, Senior Assistant County Attorney  
Carla Chaves, Senior Assistant County Attorney  
Maximilian Zorn, Assistant County Attorney

FROM: David S. Kvinge, AICP, RLA, CFM   
Assistant Commissioner

DATE: June 13, 2025

SUBJECT: **STATE ENVIRONMENTAL QUALITY REVIEW FOR CAPITAL PROJECT:  
BSS21 Infrastructure Improvements to Shelter Facilities - Coachman Family  
Center (2025-2029)**

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**PROJECT/ACTION:** Per Capital Project Fact Sheet as approved by the Planning Department on 06/10/2025 (Unique ID: 2917)

With respect to the State Environmental Quality Review Act and its implementing regulations 6 NYCRR Part 617, the Planning Department recommends that no environmental review is required for the proposed action, because the project or component of the project for which funding is requested may be classified as a **TYPE II action** pursuant to section(s):

- **617.5(c)(2):** replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site, including upgrading buildings to meet building, energy, or fire codes unless such action meets or exceeds any of the thresholds in section 617.4 of this Part.

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**COMMENTS:** None.

DSK/oav

cc: Andrew Ferris, Chief of Staff  
Paula Friedman, Assistant to the County Executive  
Lawrence Soule, Budget Director  
Tami Altschiller, Assistant Chief Deputy County Attorney  
Dianne Vanadia, Associate Budget Director  
Robert Abbamont, Director of Operations, Department of Public Works & Transportation  
Susan Darling, Chief Planner  
Michael Lipkin, Associate Planner  
Claudia Maxwell, Principal Environmental Planner

ACT NO. -20\_\_\_\_\_

BOND ACT OF THE COUNTY OF WESTCHESTER, NEW YORK, AMENDING THE BOND ACT ADOPTED FEBRUARY 10, 2025, IN RELATION TO THE REPLACEMENT OF THE WATER SERVICE TRUNK LINE AT THE COACHMAN FAMILY CENTER IN WHITE PLAINS, AT THE MAXIMUM ESTIMATED COST OF \$1,370,000. (Adopted \_\_\_\_\_, 20\_\_\_\_\_).

WHEREAS, this Board has heretofore duly authorized the issuance of bonds in the principal amount of \$985,000 to finance the replacement of the water service trunk line at the Coachman Family Center in White Plains, pursuant to Bond Act No. 35-2025 duly adopted on February 10, 2025; and

WHEREAS, it has now been determined that it is in the best interests of the County to amend Bond Act No. 35-2025 by increasing the scope of work to include the relocation and upgrade of the ventilation system at the Coachman Family Center and increasing the principal amount of bonds authorized;

NOW, THEREFORE;

BE IT ENACTED BY THE COUNTY BOARD OF LEGISLATORS OF THE COUNTY OF WESTCHESTER, NEW YORK (by the affirmative vote of not less than two-thirds of the voting strength of said Board), AS FOLLOWS:

**Section (A).** The bond act duly adopted by this Board on February 10, 2025, entitled:

“ACT NO. 35-2025

BOND ACT AUTHORIZING THE ISSUANCE OF \$985,000 BONDS OF THE COUNTY OF WESTCHESTER, OR SO MUCH THEREOF AS MAY BE NECESSARY, TO FINANCE THE COST OF THE REPLACEMENT OF THE WATER SERVICE TRUNK LINE AT THE COACHMAN FAMILY CENTER IN WHITE PLAINS, STATING THE ESTIMATED MAXIMUM COST THEREOF IS \$985,000; STATING THE PLAN OF FINANCING SAID COST INCLUDES THE ISSUANCE OF \$985,000 BONDS HEREIN AUTHORIZED; AND PROVIDING FOR A TAX TO PAY THE PRINCIPAL OF AND INTEREST ON SAID BONDS.”

is hereby amended to read as follows:

BOND ACT AUTHORIZING THE ISSUANCE OF \$1,370,000 BONDS OF THE COUNTY OF WESTCHESTER, OR SO MUCH THEREOF AS MAY BE NECESSARY, TO FINANCE THE COST OF INFRASTRUCTURE IMPROVEMENTS AT THE COACHMAN FAMILY CENTER IN WHITE PLAINS, STATING THE ESTIMATED MAXIMUM COST THEREOF IS \$1,370,000, STATING THE PLAN OF FINANCING SAID COST INCLUDES THE ISSUANCE OF \$1,370,000 BONDS HEREIN AUTHORIZED, AND PROVIDING FOR A TAX TO PAY THE PRINCIPAL OF AND INTEREST ON SAID BONDS (Adopted , 20\_\_\_\_)

BE IT ENACTED BY THE COUNTY BOARD OF LEGISLATORS OF THE COUNTY OF WESTCHESTER, NEW YORK (by the affirmative vote of not less than two-thirds of the voting strength of said Board), AS FOLLOWS:



Section 1. Pursuant to the provisions of the Local Finance Law, constituting Chapter 33-a of the Consolidated Laws of the State of New York (the "Law"), the Westchester County Administrative Code, being Chapter 852 of the Laws of 1948, as amended, and the provisions of other laws applicable thereto, Bonds of the County in the respective amounts as set forth in column A of the schedule below, or so much thereof as may be necessary, are hereby authorized to be issued to finance the cost of the respective purposes as set forth in column B of the schedule below, all as set forth in the County's Current Year Capital Budget, as amended. To the extent that the details set forth in this act are inconsistent with any details set forth in the Current Year Capital Budget of the County, such Budget shall be deemed and is hereby amended. The estimated maximum cost of said objects or purposes, including preliminary costs and costs incidental thereto and the financing thereof is \$1,370,000. The plan of financing includes the issuance of \$1,370,000 bonds herein authorized and any bond anticipation notes issued in anticipation of the sale of such bonds and the levy of a tax to pay the principal of and interest on said bonds and notes.

<b>A</b>	<b>B</b>
\$985,000	the replacement of the water service trunk line at the County-owned Coachman Family Center in White Plains
\$385,000	the relocation and upgrade of the ventilation system at the County-owned Coachman Family Center in White Plains

Section 2. The periods of probable usefulness ("PPU") of the objects or purposes for which said \$1,370,000 bonds authorized by this Act are to be issued, within the limitations of the respective subdivisions of Section 11.00 .a of the Law, are as follows:

<b>Amount</b>	<b>Subdivision</b>	<b>PPU</b>
\$985,000	1	fifteen (15) years
\$385,000	13	ten (10) years

Section 3. Current funds are not required to be provided as a down payment pursuant to Section 107.00 d. 9. of the Law prior to issuance of the bonds authorized herein, or any bond anticipation notes issued in anticipation of the sale of such bonds. The County intends to finance, on an interim basis, the costs or a portion of the costs of said improvements for which bonds are herein authorized, which costs are reasonably expected to be reimbursed with the proceeds of debt to be incurred by the County, pursuant to this Act, in the maximum amount of \$1,370,000. This Act is a declaration of official intent adopted pursuant to the requirements of Treasury Regulation Section 1.150-2.

Section 4. The estimate of \$1,370,000 as the estimated total cost of the aforesaid objects or purposes is hereby approved.

Section 5. Subject to the provisions of this Act and of the Law, and pursuant to the provisions of §30.00 relative to the authorization of the issuance of bond anticipation notes or the renewals thereof, and of §§50.00, 56.00 to 60.00 and 168.00 of said Law, the powers and duties of the County Board of Legislators relative to authorizing the issuance of any notes in anticipation of the sale of the bonds herein authorized, or the renewals thereof, relative to providing for substantially level or declining annual debt service, relative to prescribing the terms, form and contents and as to the sale and issuance of the respective amounts of bonds herein authorized, and of any notes issued in anticipation of the sale of said bonds or the renewals of said notes, and relative to executing agreements for credit enhancement, are hereby delegated to the Commissioner of Finance of the County, as the chief fiscal officer of the County.

Section 6. Each of the bonds authorized by this Act and any bond anticipation notes issued in anticipation of the sale thereof shall contain the recital of validity prescribed by



§52.00 of said Local Finance Law and said bonds and any notes issued in anticipation of said bonds shall be general obligations of the County of Westchester, payable as to both principal and interest by general tax upon all the taxable real property within the County. The faith and credit of the County are hereby irrevocably pledged to the punctual payment of the principal of and interest on said bonds and any notes issued in anticipation of the sale of said bonds or the renewals of said notes, and provision shall be made annually in the budgets of the County by appropriation for (a) the amortization and redemption of the notes and bonds to mature in such year and (b) the payment of interest to be due and payable in such year.

Section 7. The validity of the bonds authorized by this Act and of any notes issued in anticipation of the sale of said bonds, may be contested only if:

(a) such obligations are authorized for an object or purpose for which the County is not authorized to expend money, or

(b) the provisions of law which should be complied with at the date of the publication of this Act or a summary hereof, are not substantially complied with, and an action, suit or proceeding contesting such validity, is commenced within twenty days after the date of such publication, or

(c) such obligations are authorized in violation of the provisions of the Constitution.

Section 8. This Act shall take effect in accordance with Section 107.71 of the Westchester County Charter.

**Section (B).** The amendment of the bond act set forth in Section (A) of this act shall in no way affect the validity of the liabilities incurred, obligations issued, or action taken pursuant to said bond act, and all such liabilities incurred, obligations issued, or action taken shall be deemed to have been incurred, issued or taken pursuant to said bond act, as so amended.

**Section (C).** This Act shall take effect in accordance with Section 107.71 of the Westchester County Charter.

\*\*\*

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

I HEREBY CERTIFY that I have compared the foregoing Act No. -20\_\_\_\_  
with the original on file in my office, and that the same is a correct transcript therefrom and of  
the whole of the said original Act, which was duly adopted by the County Board of Legislators  
of the County of Westchester on                    , 20\_\_\_\_ and approved by the County Executive  
on                    , 20\_\_\_\_.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the  
corporate seal of said County Board of Legislators  
this    day of                    , 20\_\_\_\_.

(SEAL)

The Clerk and Chief Administrative Office of the  
County    Board of Legislators County of  
Westchester, New York

## LEGAL NOTICE

A Bond Act, a summary of which is published herewith, has been adopted by the Board of Legislators on February 10, 2025 and amended on \_\_\_\_\_, 20\_\_\_\_ and approved, as amended, by the County Executive on \_\_\_\_\_, 20\_\_\_\_ and the validity of the obligations authorized by such Bond Act may be hereafter contested only if such obligations were authorized for an object or purpose for which the County of Westchester, in the State of New York, is not authorized to expend money or if the provisions of law which should have been complied with as of the date of publication of this Notice were not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty days after the publication of this Notice, or such obligations were authorized in violation of the provisions of the Constitution.

Complete copies of the amended Bond Act summarized herewith shall be available for public inspection during normal business hours at the Office of the Clerk of the Board of Legislators of the County of Westchester, New York, for a period of twenty days from the date of publication of this Notice.

ACT NO. \_\_\_\_\_-20\_\_\_\_\_

BOND ACT AUTHORIZING THE ISSUANCE OF \$1,370,000 BONDS OF THE COUNTY OF WESTCHESTER, OR SO MUCH THEREOF AS MAY BE NECESSARY, TO FINANCE THE COST OF INFRASTRUCTURE IMPROVEMENTS AT THE COACHMAN FAMILY CENTER IN WHITE PLAINS, STATING THE ESTIMATED MAXIMUM COST THEREOF IS \$1,370,000, STATING THE PLAN OF FINANCING SAID COST INCLUDES THE ISSUANCE OF \$1,370,000 BONDS HEREIN AUTHORIZED, AND PROVIDING FOR A TAX TO PAY THE PRINCIPAL OF AND INTEREST ON SAID BONDS (Adopted \_\_\_\_\_, 20\_\_\_\_)

object or purpose: to finance the cost of the replacement of the water service trunk line at the County-owned Coachman Family Center in White Plains at the estimated maximum cost of \$985,000, and the relocation and upgrade of the ventilation system at the County-owned Coachman Family Center in White Plains at the estimated maximum cost of \$385,000, all as set forth in the County's Current Year Capital Budget, as amended.

amount of obligations to be issued:

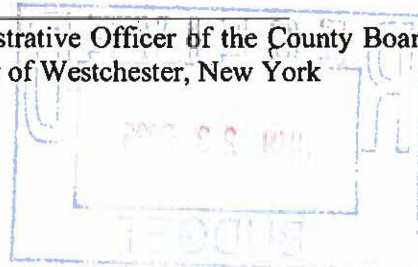
and period of probable usefulness:

\$985,000; fifteen (15) years

\$385,000; ten (10) years

Dated: \_\_\_\_\_, 20\_\_\_\_  
White Plains, New York

Clerk and Chief Administrative Officer of the County Board of  
Legislators of the County of Westchester, New York



## CAPITAL PROJECT FACT SHEET

<b>Project ID:*</b> BSS21	<input type="checkbox"/> CBA	<b>Fact Sheet Date:*</b> 04-16-2025
<b>Fact Sheet Year:*</b> 2025	<b>Project Title:*</b> INFRASTRUCTURE IMPROVEMENTS 5, TO SHELTER FACILITIES - COACHMAN FAMILY CENTER (2025- 2029)	<b>Legislative District ID:</b>
<b>Category*</b> BUILDINGS, LAND & MISCELLANEOUS	<b>Department:*</b> SOCIAL SERVICES	<b>CP Unique ID:</b> 2917

### Overall Project Description

This project funds a multi-year cycle of infrastructure improvements at the Coachman Family Center. The work will include replacement of water service to the building including trunk line replacement, replacement of two boilers and all associated work including temporary boilers. The project will fund a building rehabilitation including interior renovations, bathroom replacements, HVAC and electrical system replacements.

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Best Management Practices | <input checked="" type="checkbox"/> Energy Efficiencies | <input type="checkbox"/> Infrastructure |
| <input checked="" type="checkbox"/> Life Safety    | <input type="checkbox"/> Project Labor Agreement        | <input type="checkbox"/> Revenue        |
| <input type="checkbox"/> Security                  | <input type="checkbox"/> Other                          |   |

### FIVE-YEAR CAPITAL PROGRAM (in thousands)

	Estimated Ultimate Total Cost	Appropriated	2025	2026	2027	2028	2029	Under Review
<b>Gross</b>	30,680	0	5,560	2,680	22,440	0	0	0
<b>Less Non-County Shares</b>	0	0	0	0	0	0	0	0
<b>Net</b>	30,680	0	5,560	2,680	22,440	0	0	0

**Expended/Obligated Amount (in thousands) as of :** 0

**Current Bond Description:** This bond request is to fund the relocation and upgrade of the ventilation system, affecting the commercial rental tenants in the building (nail salon and a barber shop).

#### Financing Plan for Current Request:

Non-County Shares:	\$ 0
Bonds/Notes:	385,000
Cash:	0
<b>Total:</b>	<b>\$ 385,000</b>

### SEQR Classification:

TYPE II

### Amount Requested:

385,000

### Expected Design Work Provider:

- |                                       |                                     |   |
|---------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> County Staff | <input type="checkbox"/> Consultant | <input type="checkbox"/> Not Applicable |
|---------------------------------------|-------------------------------------|---|

### Comments:

### Energy Efficiencies:

### Appropriation History:

Year	Amount	Description
2025	5,560,000	FUNDS DESIGN OF ALL PHASES AND WATER FACILITIES WORK

### Total Appropriation History:

5,560,000

**Financing History:**

Year	Bond Act #	Amount	Issued	Description
25	35	985,000		0 COACHMAN FAMILY CENTER (2025-2029)

**Total Financing History:**

985,000

**Recommended By:****Department of Planning**

MLLL

**Date**

06-10-2025

**Department of Public Works**

RJB4

**Date**

06-10-2025

**Budget Department**

DEV9

**Date**

06-11-2025

**Requesting Department**

TTR1

**Date**

06-11-2025

# INFRASTRUCTURE IMPROVEMENTS TO SHELTER FACILITIES - COACHMAN FAMILY CENTER (2025-2029) ( BSS21 )

**User Department :** Social Services

**Managing Department(s) :** Public Works ; Social Services ;

**Estimated Completion Date:** TBD

**Planning Board Recommendation:** Project approved in concept but subject to subsequent staff review.

## **FIVE YEAR CAPITAL PROGRAM (in thousands)**

	Est Ult Cost	Appropriated	Exp / Obl	2025	2026	2027	2028	2029	Under Review
Gross	30,680			5,560	2,680	22,440			
Non County Share									
Total	30,680			5,560	2,680	22,440			

### **Project Description**

This project funds a multi-year cycle of infrastructure improvements at the Coachman Facility. The works will include replacement of water service to the building including trunk line replacement, replacement of two boilers and all associated work including temporary boilers. The project will fund a building rehabilitation including interior renovations, bathroom replacements, HVAC and electrical system replacements.

### **Current Year Description**

The current year request funds design all phases and water facilities work.

### **Current Year Financing Plan**

Year	Bonds	Cash	Non County Shares	Total
2025	5,560,000			5,560,000

### **Impact on Operating Budget**

The impact on the Operating Budget is the debt service associated with the issuance of bonds.

# WESTCHESTER COUNTY

Kenneth W. Jenkins  
County Executive

July 1, 2025

Westchester County Board of Legislators  
800 Michaelian Office Building  
White Plains, New York 10601

Dear Members of the Board of Legislators:

Transmitted herewith for your review and approval is a bond act (the "Bond Act") which, if adopted, would authorize the County of Westchester (the "County") to issue bonds in the amount of \$470,000 to finance a component of the following capital project:

BSS21 – Infrastructure Improvements to Shelter Facilities – Coachman Family Center (2025 – 2029).

The Department of Social Services (the "Department") has advised that this project funds a multi-year cycle of infrastructure improvements at the Coachman Family Center in White Plains. The Bond Act, in the amount of \$470,000, would finance the cost of design of new boilers for the building.

The Department has advised that the existing boilers at the Coachman are past their useful life and are in need of replacement. The new boilers will be more energy efficient, thus reducing operating costs.

Following bonding authorization, design will be scheduled and is estimated to take three (3) months to complete and will be performed by outside consultants and in house staff. Construction is estimated to take six (6) months to complete and will begin after award and execution of construction contracts, subject to your Honorable Board's approval of construction funding.

Your Honorable Board has previously authorized the County to issue bonds in connection with prior components of BSS21.

Based on the importance of this project to the County, favorable action on the proposed Bond Act is respectfully requested.

Sincerely,



Kenneth W. Jenkins  
Westchester County Executive

KWJ/HJG/jpg/nn

Office of the County Executive  
Michaelian Office Building  
148 Martine Avenue  
White Plains, New York 10601

Telephone: (914) 995-2900



**HONORABLE BOARD OF LEGISLATORS  
THE COUNTY OF WESTCHESTER, NEW YORK**

Your Committee is in receipt of a bond act (the “Bond Act”) in the amount of \$470,000, which, if approved, would authorize the County of Westchester (the “County”), to finance a component of Capital Project BSS21 – Infrastructure Improvements to Shelter Facilities – Coachman Family Center (2025 – 2029).

Your Committee is advised that this project funds a multi-year cycle of infrastructure improvements at the Coachman Family Center in White Plains. The Bond Act, prepared by the law firm of Hawkins Delafield & Wood, LLP, would finance the cost of design of new boilers for the building.

The Department of Social Services (the “Department”) has advised that the existing boilers at the Coachman are past their useful life and are in need of replacement. The new boilers will be more energy efficient, thus reducing operating costs.

Your Committee is advised that following bonding authorization, design will be scheduled and is estimated to take three (3) months to complete and will be performed by outside consultants and in house staff. Construction is estimated to take six (6) months to complete and will begin after award and execution of construction contracts, subject to your Honorable Board’s approval of construction funding.

Your Committee notes that your Honorable Board has previously authorized bonding in connection with prior components of project BSS21 as described on the attached fact sheet.

The Planning Department has advised your Committee that based on its review, the above-referenced capital project may be classified as a Type “II” action pursuant to the State Environmental Quality Review Act (“SEQR”) and its implementing regulations, 6 NYCRR Part 617. Therefore, no further environmental review is required. Your Committee has reviewed the annexed SEQR documentation and concurs with this recommendation.

It should be noted that an affirmative vote of two-thirds of the members of your Honorable Board is required in order to adopt the Bond Act.

For the reasons set forth above, your Committee most respectfully recommends the adoption of the proposed Bond Act.

Dated: \_\_\_\_\_, 2025  
White Plains, New York

**COMMITTEE ON**

k/jpg/6/13/2025

# FISCAL IMPACT STATEMENT

CAPITAL PROJECT #: BSS21

☐ NO FISCAL IMPACT PROJECTED

## SECTION A - CAPITAL BUDGET IMPACT

To Be Completed by Budget

☒ GENERAL FUND

☐ AIRPORT FUND

☐ SPECIAL DISTRICTS FUND

Source of County Funds (check one):

☒ Current Appropriations

☐ Capital Budget Amendment

## SECTION B - BONDING AUTHORIZATIONS

To Be Completed by Finance

Total Principal \$ 470,000 PPU 5 Anticipated Interest Rate 2.72%

Anticipated Annual Cost (Principal and Interest): \$ 101,956

Total Debt Service (Annual Cost x Term): \$ 509,781

Finance Department: maab bond buyer 6-24-25

## SECTION C - IMPACT ON OPERATING BUDGET (exclusive of debt service)

To Be Completed by Submitting Department and Reviewed by Budget

Potential Related Expenses (Annual): \$ -

Potential Related Revenues (Annual): \$ -

Anticipated savings to County and/or impact of department operations

(describe in detail for current and next four years):

\_\_\_\_\_  
\_\_\_\_\_

## SECTION D - EMPLOYMENT

As per federal guidelines, each \$92,000 of appropriation funds one FTE Job

Number of Full Time Equivalent (FTE) Jobs Funded: 5

Prepared by: Thomas Rooney, Jr.

Title: Reimbursement Manager

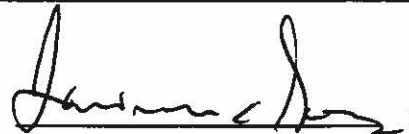
Department: Social Services

Date: 6/25/25

Reviewed By:

*DVB-JS:JS*  
*CP6/25/25*

Date:



Budget Director

6/25/25

TO: Michelle Greenbaum, Senior Assistant County Attorney  
Jeffrey Goldman, Senior Assistant County Attorney  
Carla Chaves, Senior Assistant County Attorney  
Maximilian Zorn, Assistant County Attorney

FROM: David S. Kvinge, AICP, RLA, CFM  
Assistant Commissioner



DATE: June 17, 2025

SUBJECT: **STATE ENVIRONMENTAL QUALITY REVIEW FOR CAPITAL PROJECT:  
BSS21 INFRASTRUCTURE IMPROVEMENTS TO SHELTER FACILITIES -  
COACHMAN FAMILY CENTER (2025-2029)**

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**PROJECT/ACTION:** Per Capital Project Fact Sheet as approved by the Planning Department on  
06/12/2025 (Unique ID: 2962)

With respect to the State Environmental Quality Review Act and its implementing regulations 6 NYCRR Part 617, the Planning Department recommends that no environmental review is required for the proposed action, because the project or component of the project for which funding is requested may be classified as a **TYPE II action** pursuant to section(s):

- **617.5(c)(27):** conducting concurrent environmental, engineering, economic, feasibility and other studies and preliminary planning and budgetary processes necessary to the formulation of a proposal for action, provided those activities do not commit the agency to commence, engage in or approve such action.

---

**COMMENTS:** The current request is for design only.

DSK/oav

cc: Andrew Ferris, Chief of Staff  
Paula Friedman, Assistant to the County Executive  
Lawrence Soule, Budget Director  
Tami Altschiller, Assistant Chief Deputy County Attorney  
Dianne Vanadia, Associate Budget Director  
Robert Abbamont, Director of Operations, Department of Public Works & Transportation  
Susan Darling, Chief Planner  
Michael Lipkin, Associate Planner  
Claudia Maxwell, Principal Environmental Planner

ACT NO. -20\_\_\_\_\_

BOND ACT AUTHORIZING THE ISSUANCE OF \$470,000 BONDS OF THE COUNTY OF WESTCHESTER, OR SO MUCH THEREOF AS MAY BE NECESSARY, TO FINANCE THE COST OF PREPARATION OF PRELIMINARY AND DETAILED PLANS, SPECIFICATIONS AND ESTIMATES NECESSARY FOR PLANNING THE REPLACEMENT OF BOILERS AT THE COACHMAN FAMILY CENTER, STATING THE ESTIMATED MAXIMUM COST THEREOF IS \$470,000; STATING THE PLAN OF FINANCING SAID COST INCLUDES THE ISSUANCE OF \$470,000 BONDS HEREIN AUTHORIZED; AND PROVIDING FOR A TAX TO PAY THE PRINCIPAL OF AND INTEREST ON SAID BONDS (Adopted \_\_\_\_\_, 20\_\_\_\_)

BE IT ENACTED BY THE COUNTY BOARD OF LEGISLATORS OF THE COUNTY OF WESTCHESTER, NEW YORK (by the affirmative vote of not less than two-thirds of the voting strength of said Board), AS FOLLOWS:

Section 1. Pursuant to the provisions of the Local Finance Law, constituting Chapter 33-a of the Consolidated Laws of the State of New York (the "Law"), the Westchester County Administrative Code, being Chapter 852 of the Laws of 1948, as amended, and to the provisions of other laws applicable thereto, \$470,000 bonds of the County, or so much thereof as may be necessary, are hereby authorized to be issued to finance the preparation of preliminary and detailed plans, specifications and estimates necessary for planning the replacement of boilers at the Coachman Family Center; all as set forth in the County's Current Year Capital Budget, as amended. To the extent that the details set forth in this act are inconsistent with any details set

forth in the Current Year Capital Budget of the County, such Budget shall be deemed and is hereby amended. The estimated maximum cost of said specific object or purpose, including preliminary costs and costs incidental thereto and the financing thereof is \$470,000. The plan of financing includes the issuance of \$470,000 bonds herein authorized, and any bond anticipation notes issued in anticipation of the sale of such bonds, and the levy of a tax to pay the principal of and interest on said bonds and notes.

Section 2. The period of probable usefulness of said specific object or purpose, within the limitations of Section 11.00 a. 62 (2<sup>nd</sup>) of the Law, is five (5) years;

Section 3. Current funds are not required to be provided as a down payment pursuant to Section 107.00 d. 9. of the Law prior to issuance of the bonds authorized herein, or any bond anticipation notes issued in anticipation of the sale of such bonds. The County intends to finance, on an interim basis, the costs or a portion of the costs of said improvements for which bonds are herein authorized, which costs are reasonably expected to be reimbursed with the proceeds of debt to be incurred by the County, pursuant to this Act, in the maximum amount of \$470,000. This Act is a declaration of official intent adopted pursuant to the requirements of Treasury Regulation Section 1.150-2.

Section 4. The estimate of \$470,000 as the estimated maximum cost of the aforesaid specific object or purpose is hereby approved.

Section 5. Subject to the provisions of this Act and of the Law, and pursuant to the provisions of §30.00 relative to the authorization of the issuance of bond anticipation notes or the renewals thereof, and of §§50.00, 56.00 to 60.00 and 168.00 of said Law, the powers and duties of the County Board of Legislators relative to authorizing the issuance of any notes in anticipation of the sale of the bonds herein authorized, or the renewals thereof, relative to

providing for substantially level or declining annual debt service, relative to prescribing the terms, form and contents and as to the sale and issuance of the respective amounts of bonds herein authorized, and of any notes issued in anticipation of the sale of said bonds or the renewals of said notes, and relative to executing agreements for credit enhancement, are hereby delegated to the Commissioner of Finance of the County, as the chief fiscal officer of the County.

Section 6. Each of the bonds authorized by this Act and any bond anticipation notes issued in anticipation of the sale thereof shall contain the recital of validity prescribed by §52.00 of said Local Finance Law and said bonds and any notes issued in anticipation of said bonds shall be general obligations of the County of Westchester, payable as to both principal and interest by general tax upon all the taxable real property within the County. The faith and credit of the County are hereby irrevocably pledged to the punctual payment of the principal of and interest on said bonds and any notes issued in anticipation of the sale of said bonds or the renewals of said notes, and provision shall be made annually in the budgets of the County by appropriation for (a) the amortization and redemption of the notes and bonds to mature in such year and (b) the payment of interest to be due and payable in such year.

Section 7. The validity of the bonds authorized by this Act and of any notes issued in anticipation of the sale of said bonds, may be contested only if:

(a) such obligations are authorized for an object or purpose for which the County is not authorized to expend money, or

(b) the provisions of law which should be complied with at the date of the publication of this Act or a summary hereof, are not substantially complied with,

and an action, suit or proceeding contesting such validity, is commenced within twenty days after the date of such publication, or

(c) such obligations are authorized in violation of the provisions of the Constitution.



Section 8. This Act shall take effect in accordance with Section 107.71 of the Westchester County Charter.

\* \* \*



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

I HEREBY CERTIFY that I have compared the foregoing Act No. -20\_\_\_\_\_ with the original on file in my office, and that the same is a correct transcript therefrom and of the whole of the said original Act, which was duly adopted by the County Board of Legislators of the County of Westchester on \_\_\_\_\_, 20\_\_\_\_\_ and approved by the County Executive on \_\_\_\_\_, 20\_\_\_\_\_.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of said County Board of Legislators this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

The Clerk and Chief Administrative Office of the  
County Board of Legislators County of Westchester,  
New York

(SEAL)

## LEGAL NOTICE

A Bond Act, a summary of which is published herewith, has been adopted by the Board of Legislators on \_\_\_\_\_, 20\_\_\_\_ and approved by the County Executive on \_\_\_\_\_, 20\_\_\_\_ and the validity of the obligations authorized by such Bond Act may be hereafter contested only if such obligations were authorized for an object or purpose for which the County of Westchester, in the State of New York, is not authorized to expend money or if the provisions of law which should have been complied with as of the date of publication of this Notice were not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty days after the publication of this Notice, or such obligations were authorized in violation of the provisions of the Constitution.

Complete copies of the Bond Act summarized herewith shall be available for public inspection during normal business hours at the Office of the Clerk of the Board of Legislators of the County of Westchester, New York, for a period of twenty days from the date of publication of this Notice.

ACT NO. \_\_\_\_\_-20\_\_\_\_\_

BOND ACT AUTHORIZING THE ISSUANCE OF \$470,000 BONDS OF THE COUNTY OF WESTCHESTER, OR SO MUCH THEREOF AS MAY BE NECESSARY, TO FINANCE THE COST OF PREPARATION OF PRELIMINARY AND DETAILED PLANS, SPECIFICATIONS AND ESTIMATES NECESSARY FOR PLANNING THE REPLACEMENT OF BOILERS AT THE COACHMAN FAMILY CENTER, STATING THE ESTIMATED MAXIMUM COST THEREOF IS \$470,000; STATING THE PLAN OF FINANCING SAID COST INCLUDES THE ISSUANCE OF \$470,000 BONDS HEREIN AUTHORIZED; AND PROVIDING FOR A TAX TO PAY THE PRINCIPAL OF AND INTEREST ON SAID BONDS (Adopted \_\_\_\_\_, 20\_\_\_\_)

Object or purpose: to finance the preparation of preliminary and detailed plans, specifications and estimates necessary for planning the replacement of boilers at the Coachman Family Center; all as set forth in the County's Current Year Capital Budget, as amended.

Amount of obligations to be issued  
and period of probable usefulness: \$470,000; five (5) years

Dated: \_\_\_\_\_, 20\_\_\_\_  
White Plains, New York

\_\_\_\_\_  
Clerk and Chief Administrative Officer of the County Board  
of Legislators of the County of Westchester, New York



## CAPITAL PROJECT FACT SHEET

<b>Project ID:*</b> BSS21	<input type="checkbox"/> CBA	<b>Fact Sheet Date:*</b> 06-09-2025
<b>Fact Sheet Year:*</b> 2025	<b>Project Title:*</b> INFRASTRUCTURE IMPROVEMENTS 5, TO SHELTER FACILITIES - COACHMAN FAMILY CENTER (2025- 2029)	<b>Legislative District ID:</b>
<b>Category*</b> BUILDINGS, LAND & MISCELLANEOUS	<b>Department:*</b> SOCIAL SERVICES	<b>CP Unique ID:</b> 2962

### Overall Project Description

This project funds a multi-year cycle of infrastructure improvements at the Coachman Facility. The works will include replacement of water service to the building including trunk line replacement, replacement of two boilers and all associated work including temporary boilers. The project will fund a building rehabilitation including interior renovations, bathroom replacements, HVAC and electrical system replacements.

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Best Management Practices | <input checked="" type="checkbox"/> Energy Efficiencies | <input type="checkbox"/> Infrastructure |
| <input checked="" type="checkbox"/> Life Safety    | <input type="checkbox"/> Project Labor Agreement        | <input type="checkbox"/> Revenue        |
| <input type="checkbox"/> Security                  | <input type="checkbox"/> Other                          |   |

### FIVE-YEAR CAPITAL PROGRAM (in thousands)

	Estimated Ultimate Total Cost	Appropriated	2025	2026	2027	2028	2029	Under Review
<b>Gross</b>	30,680	0	5,560	2,680	22,440	0	0	0
<b>Less Non-County Shares</b>	0	0	0	0	0	0	0	0
<b>Net</b>	30,680	0	5,560	2,680	22,440	0	0	0

**Expended/Obligated Amount (in thousands) as of :** 0

<b>Current Bond Description:</b> This bond request is for the design of new boilers for the building as the current boilers are past their useful life.	
<b>Financing Plan for Current Request:</b>	
Non-County Shares:	\$ 0
Bonds/Notes:	470,000
Cash:	0
<b>Total:</b>	<b>\$ 470,000</b>

**SEQR Classification:**

TYPE II

**Amount Requested:**

470,000

**Expected Design Work Provider:**

- |                                       |                                     |   |
|---------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> County Staff | <input type="checkbox"/> Consultant | <input type="checkbox"/> Not Applicable |
|---------------------------------------|-------------------------------------|---|

**Comments:**

**Energy Efficiencies:**

THE NEW BOILERS WILL BE MORE ENERGY EFFICIENT THAN THE CURRENT BOILERS, WHICH ARE TO BE REPLACED.

**Appropriation History:**

Year	Amount	Description
2025	5,560,000	FUNDS DESIGN OF ALL PHASES AND WATER FACILITIES WORK

**Total Appropriation History:**

5,560,000

**Financing History:**

Year	Bond Act #	Amount	Issued	Description
25	35	985,000		0 COACHMAN FAMILY CENTER (2025-2029)

**Total Financing History:**

985,000

**Recommended By:****Department of Planning**

MLLL

**Date**

06-12-2025

**Department of Public Works**

RJB4

**Date**

06-12-2025

**Budget Department**

DEV9

**Date**

06-13-2025

**Requesting Department**

TTR1

**Date**

06-13-2025

# INFRASTRUCTURE IMPROVEMENTS TO SHELTER FACILITIES - COACHMAN FAMILY CENTER (2025-2029) ( BSS21 )

**User Department :** Social Services

**Managing Department(s) :** Public Works ; Social Services ;

**Estimated Completion Date:** TBD

**Planning Board Recommendation:** Project approved in concept but subject to subsequent staff review.

## **FIVE YEAR CAPITAL PROGRAM (in thousands)**

	Est Ult Cost	Appropriated	Exp / Obl	2025	2026	2027	2028	2029	Under Review
Gross	30,680			5,560	2,680	22,440			
Non County Share									
Total	30,680			5,560	2,680	22,440			

### **Project Description**

This project funds a multi-year cycle of infrastructure improvements at the Coachman Facility. The works will include replacement of water service to the building including trunk line replacement, replacement of two boilers and all associated work including temporary boilers. The project will fund a building rehabilitation including interior renovations, bathroom replacements, HVAC and electrical system replacements.

### **Current Year Description**

The current year request funds design all phases and water facilities work.

### **Current Year Financing Plan**

Year	Bonds	Cash	Non County Shares	Total
2025	5,560,000			5,560,000

### **Impact on Operating Budget**

The impact on the Operating Budget is the debt service associated with the issuance of bonds.





**Kenneth W. Jenkins**  
County Executive

July 21, 2025

Westchester County Board of Legislators  
800 Michaelian Office Building  
White Plains, New York 10601

Dear Honorable Members of the Board of Legislators:

On August 11, 2008, your Honorable Board enacted legislation in connection with "Capital Project BPL10 New Homes Land Acquisition" ("NHLA") to provide acquisition funding in support of the purchase and subsequent conveyance of approximately 2.4 acres of real property located at 100 College Avenue in the Village of Sleepy Hollow (the "Property"). The Property is improved by a building with one-hundred sixty-three (163) affordable rental units that affirmatively further fair housing (the "Affordable AFFH Units"), plus one superintendent unit, as well as parking and recreational areas ("Improvements" and together with the Property, and the Affordable Housing Units, collectively, the "Development"). All one-hundred sixty-three (163) Affordable AFFH Units are available to eligible households that earn at or below sixty percent (60%) of the Westchester County area median income ("AMI").

In particular, your Honorable Board approved Bond Act No. 133-2008 which authorized the issuance of bonds of the County of Westchester ("County") in an amount not-to-exceed \$1,712,000 as part of Capital Project BPL10 to finance the acquisition and also approved Act No. 132-2008 which authorized the County to acquire and subsequently convey the Development to SH Affordable Housing Development Fund Company, Inc. as nominee for SH Housing Associates, LLC ("SH Housing").

Your Honorable Board is advised that in addition to the County funds, the Development was financed through the award of tax exempt bonds, an allocation of 4% Low Income Housing Tax Credits from New York State Homes and Community Renewal ("HCR") along with subsidy funding from HCR, and financial contributions made by SH Housing.

Pursuant to that certain Declaration of Restrictive Covenants, dated October 8, 2008, and recorded in the Westchester County Clerk's Office (the "DRC"), the Development is to remain affordable for a period of not less than fifty (50) years (the "Period of Affordability"). Presently, the Development is roughly 40% through the Period of Affordability. The DRC also contains a Right of First Refusal ("RFR") clause that grants your Honorable Board, at the time of a proposed conveyance, the right to purchase the Development or direct the sale of the Development to an affordable housing entity as the Board deems advisable for a consideration of \$1.00.

The Department of Planning ("Planning") has advised that SH Housing now desires to convey the Development to Foundation for Affordable Housing, Inc. ("FFAH") and, in accordance with terms contained within the DRC, has requested the County's approval to permit such conveyance. FFAH is a 501(c)3 organization with over 25 years of experience, owning in excess of 25,000 affordable housing units in over 200 communities throughout the United States. Upon acquisition of the Development, FFAH will complete various improvements to the Development costing approximately \$78,000 per

unit. These improvements will include accessibility upgrades and upgrades to the current property amenities to better serve the residents.

Planning has further advised that SH Housing and FFAH have also requested that the DRC be amended, contemporaneously with the conveyance of the Development to FFAH, in order to remove the RFR clause contained therein. At the time this Development closed in 2008, the County placed the RFR clauses on a few developments before the realization the RFR clause created issues for the developments to seeking financing. Most lenders will not permit the existence of an RFR clause because of the significant risk it poses to their lien in the event the County seeks to enforce it. In the case of this Development, the RFR clause is impairing FFAH's ability to secure the financing necessary to complete the acquisition of the Development and the improvements referenced above.

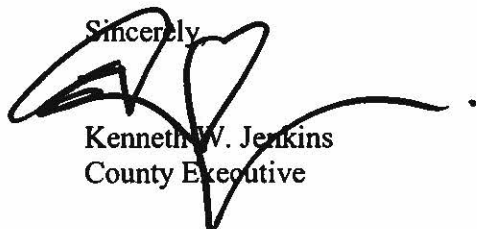
In consideration for amending the DRC, FFAH will agree to restart the Period of Affordability on the Development. The restarted Period of Affordability will commence on the day FFAH takes ownership of the Development and will continue for a period of not less than 50 years.

Therefore, Planning has requested that your Honorable Board authorize an amendment to the DRC in order to reflect the aforementioned extension of the Period of Affordability and to remove the RFR clause. Except as expressly specified herein, all other terms and conditions of the DRC will remain unchanged.

On April 1, 2008, the Westchester County Planning Board (the "Planning Board") adopted Resolution No. 2008-009 (the "Planning Board Resolution") to recommend funding to finance the acquisition and conveyance of the Development. Because no material change to the Development is contemplated by the proposed transfer and the amendment to the DRC, the Planning Board Resolution remains in full force and effect. However, it should be noted that the Planning Board was apprised of the proposed amendment as an information item at its February 4, 2025 meeting. The Planning Board Resolution and information item are annexed hereto for your Honorable Board's review.

Based on the foregoing, I respectfully recommend the adoption of the aforementioned Act.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kenneth W. Jenkins', with a large, stylized flourish extending to the right.

Kenneth W. Jenkins  
County Executive

Attachments  
KJ/BL/LG/SC



**HONORABLE BOARD OF LEGISLATORS  
THE COUNTY OF WESTCHESTER**

Your Committee is in receipt of a communication from the County Executive recommending the adoption of an Act which, if approved by your Honorable Board, would authorize the County of Westchester (the "County") to approve the transfer of real property located at 100 College Avenue in the Village of Sleepy Hollow and amend that certain Declaration of Restrictive Covenants ("DRC") dated October 8, 2008, in order to extend affordability period and remove the Right of First Refusal ("RFR") clause contained therein.

Your Committee is advised that on August 11, 2008, your Honorable Board enacted legislation in connection with "Capital Project BPL10 – New Homes Land Acquisition" to provide acquisition funding in support of the purchase and subsequent conveyance of approximately 2.4 acres of real property located at 100 College Avenue in the Village of Sleepy Hollow (the "Property"). The Property is improved by a building with one-hundred sixty-three (163) affordable rental units that affirmatively further fair housing (the "Affordable AFFH Units"), plus one superintendent unit, as well as parking and recreational areas ("Improvements" and together with the Property, and the Affordable Housing Units, collectively, the "Development"). All one-hundred sixty-three (163) Affordable AFFH Units are available to eligible households that earn at or below sixty percent (60%) of the Westchester County area median income ("AMI").

In particular, your Honorable Board approved Bond Act No.133-2008 which authorized the issuance of bonds of the County in an amount not-to-exceed \$1,712,000 as part of Capital Project BPL10 to finance the acquisition and Act No. 132-2008 which authorized the County to acquire and subsequently convey the Development to SH Affordable Housing Development Fund Company, Inc. as nominee for SH Housing Associates, LLC ("SH Housing").

Your Committee is advised that in addition to the County funds, the Development was financed through the award of tax exempt bonds, an allocation of 4% Low Income Housing Tax Credits from New York State Homes and Community Renewal ("HCR") along with subsidy funding from HCR, and financial contributions made by SH Housing.

Pursuant to the DRC, the Development is to remain affordable for a period of not less than fifty (50) years (the "Period of Affordability"). Presently, the Development is roughly 40% through

the Period of Affordability. The DRC also contains a Right of First Refusal ("RFR") clause that grants your Honorable Board, at the time of a proposed conveyance, the right to purchase the Development or direct the sale of the Development to an affordable housing entity as the Board deems advisable for a consideration of \$1.00.

The Department of Planning ("Planning") has advised that SH Housing now desires to convey the Development to Foundation for Affordable Housing, Inc. ("FFAH") and, in accordance with terms contained within the DRC, has requested the County's approval to permit such conveyance. FFAH is a 501(c)3 organization with over 25 years of experience, owning in excess of 25,000 affordable housing units in over 200 communities throughout the United States. Upon acquisition of the Development, FFAH will complete various improvements to the Development costing approximately \$78,000 per unit. These improvements will include accessibility upgrades and upgrades to the current property amenities to better serve the residents.

Planning has further advised that SH Housing and FFAH have also requested that the DRC be amended, contemporaneously with the conveyance of the Development to FFAH, in order to remove the RFR clause contained therein. At the time this Development closed in 2008, the County placed RFR clauses on a few developments before the realization the RFR clause created issues for the developments to seeking financing. Most lenders will not permit the existence of an RFR clause because of the significant risk it poses to their lien in the event the County seeks to enforce it. In the case of this Development, the RFR clause is impairing FFAH's ability to secure the financing necessary to complete the acquisition of the Development and the improvements.

Your Committee is advised that in consideration for amending the DRC, FFAH will agree to restart the Period of Affordability on the Development. The restarted Period of Affordability will commence on the day FFAH takes ownership of the Development and will continue for a period of not less than 50 years.

Therefore, Planning has requested that your Honorable Board authorize an amendment to the DRC in order to reflect the aforementioned extension of the Period of Affordability and to remove the RFR clause. Except as expressly specified herein, all other terms and conditions of the DRC will remain unchanged.

Your Committee is also advised that on April 1, 2008, the Westchester County Planning

Board (the “Planning Board”) adopted Resolution No. 2008-009 (the “Planning Board Resolution”) to recommend funding to finance the acquisition and conveyance of the Development. Because no material change to the Development is contemplated by the proposed transfer and the amendment to the DRC, the Planning Board Resolution remains in full force and effect. However, it should be noted that the Planning Board was apprised of the proposed amendment as an information item at its February 4, 2025 meeting. The Planning Board Resolution and information item are annexed hereto for your Honorable Board’s review.

As your Honorable Board is aware, no action may be taken with regard to the proposed legislation until the requirements of the State Environmental Quality Review Act (“SEQRA”) have been met. Planning has advised that since the County’s action merely involves the amendment of the DRC to remove the RFR clause and to facilitate the extension of the Period of Affordability for the existing Affordable AFFH Units, then with respect to SEQRA, this does not constitute an action as defined in section 617.2(b) of 6NYCRR Part 617. As such, no environmental review is required.

After careful review, your Committee believes that the Act is in the best interest of the County and therefore recommends its adoption, noting that it requires no more than an affirmative vote of the majority of your Honorable Board.

Dated: \_\_\_\_\_, 2025  
White Plains, New York

**COMMITTEE ON**  
c/sc/7/11/25

# FISCAL IMPACT STATEMENT

CAPITAL PROJECT #: BPL10

☒ NO FISCAL IMPACT PROJECTED

## SECTION A - CAPITAL BUDGET IMPACT

To Be Completed by Budget

☐ GENERAL FUND

☐ AIRPORT FUND

☐ SPECIAL DISTRICTS FUND

Source of County Funds (check one):

☐ Current Appropriations

☐ Capital Budget Amendment

100 College Ave, V of SH; approve real property transfer and remove right of first refusal

## SECTION B - BONDING AUTHORIZATIONS

To Be Completed by Finance

Total Principal

PPU

Anticipated Interest Rate

Anticipated Annual Cost (Principal and Interest):

Total Debt Service (Annual Cost x Term):

\$ -

Finance Department:

## SECTION C - IMPACT ON OPERATING BUDGET (exclusive of debt service)

To Be Completed by Submitting Department and Reviewed by Budget

Potential Related Expenses (Annual): \$ -

Potential Related Revenues (Annual): \$ -

Anticipated savings to County and/or impact of department operations

(describe in detail for current and next four years):

\_\_\_\_\_  
\_\_\_\_\_

## SECTION D - EMPLOYMENT

As per federal guidelines, each \$92,000 of appropriation funds one FTE Job

Number of Full Time Equivalent (FTE) Jobs Funded:

Prepared by: Dianne Vanadia

Title: Associate Budget Director

Department: Budget

Date: 7/15/25

Reviewed By:


07/15/25

Budget Director

Date:

7/16/25

TO: Leonard Gruenfeld, Program Director  
Division of Housing and Community Development

FROM: David S. Kvinge, AICP, RLA, CFM   
Assistant Commissioner

DATE: March 19, 2025

SUBJECT: **SEQR DOCUMENTATION FOR OWNERSHIP TRANSFER AND COUNTY  
RIGHT OF FIRST REFUSAL RELEASE- COLLEGE ARMS APARTMENTS,  
VILLAGE OF SLEEPY HOLLOW**

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Pursuant to your request for an environmental review of the above referenced action, the Planning Department has determined that no environmental review is necessary.

College Arms Apartments was constructed in 1969 and currently provides 164 units of affordable housing. It was rehabilitated in 2008 with financial assistance from multiple sources, including the County's New Homes Land Acquisition Fund. Under the County funding agreement, the units would remain affordable for a period of 50 years and the County had the right of first refusal if the property was ever transferred to another owner.

At this time, a new owner is proposed to take over the property, who intends to retain the units as affordable housing and provide some needed renovations. In order to secure financing for the purchase and renovations, the new owner has expressed the need for the County to relinquish its right of first refusal. The new owner will commit to extending the affordability period for 50 years from the current date.

Since the County's action merely involves the amendment of the Declaration of Restrictive Covenants to remove the right of first refusal clause with no change in use, with respect to the State Environmental Quality Review (SEQR) Act, this does not constitute an action as defined in section 617.2(b) of 6NYCRR Part 617 and no environmental review is required.

DSK/cnm

cc: Blanca P. Lopez, Commissioner  
Claudia Maxwell, Principal Environmental Planner



To: Honorable Members of the Westchester County Planning Board

From: Blanca P. Lopez  
Commissioner  
Department of Planning

Leonard Gruenfeld  
Program Director– Community Development  
Department of Planning

Re: **No-Action Item to the Planning Board –  
College Arms Apartments  
100 College Avenue  
Village of Sleepy Hollow**

Date: January 22, 2025

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College Arms Apartments (the “Development”) in the Village of Sleepy Hollow was assisted by the County of Westchester (“County”) through the New Homes Land Acquisition (“NHLA”) and currently provides 164 units of affordable housing for families at or below 60% of the Westchester County Area Median Income (“AMI”) including one unit for an employee. The Development was originally constructed in 1969 and rehabilitated in 2008 and includes 49 one-bedroom, 85 two-bedroom and 30 three-bedroom units in one ten-story building with parking and amenities.

The Development has approached the County seeking the approval by the County to permit the transfer of the development from an entity of Marathon Development to the Foundation for Affordable Housing (“FFAH”). FFAH, is a 501(c)3 organization in existence for over 25 years and owns in excess of 25,000 affordable housing units in over 200 communities throughout the United States. Simultaneously, at the time of the transfer they are also seeking a release of the County’s Right of First refusal (“RFR”) clause in the recorded Declaration of Restrictive Covenants (“DRC”).

Upon acquisition of the Development by FFAH, approximately \$78,000 per unit in improvements to the Development will be completed. These improvements include accessibility upgrades, kitchen cabinets, kitchen counters, doors, appliances, bathroom fixtures, flooring, painting, façade repairs, roof, solar panels, windows, boilers and outdoor improvements including a bike storage, dog park, outdoor fitness and children’s play area.

At the time when this Development closed in 2008, the County included a RFR clause in the recorded DRC. In the event of a transfer of the Development, the Development must first be offered to the County for a consideration of \$1. In addition, the property must be offered to the County for purchase for a consideration of \$1 at the end of the affordability period. FFAH is requesting that this language be removed from the DRC as it inhibits their ability to seek

financing. This clause could potentially result in the Development being owned by the County and may pose significant risk to lenders who could see their liens disappear should the County enforce the RFR clause.

The County will proceed seeking the Board of Legislators approval of the transfer of the Development to FFAH from the current owner and to amend the existing DRC to remove the RFR clause so that the new ownership can seek financing. In return for the approvals, FFAH has offered to restart the County's 50-year affordability period on the day FFAH becomes the owner.



**RESOLUTION 08- 009**  
**WESTCHESTER COUNTY PLANNING BOARD**

**New Homes Land Acquisition Funding Request**  
**100 College Avenue, College Arms Apartments**  
**Village of Sleepy Hollow, New York 10591**

**WHEREAS**, the County of Westchester has established a New Homes Land Acquisition ("NHLA") Program to assist in the acquisition of property associated with the development of affordable housing; and

**WHEREAS**, SH Housing Associates LLC, (the "Applicant") its successors or assigns, desires to purchase approximately 2.4 acres of land located at 100 College Avenue in the Village of Sleepy Hollow, identified on the tax maps as Section 115.15, Block: 2, Lots: 90 & 90.1 (the "Land"), which have been improved by 163 affordable rental units plus one superintendent unit built in 1972 (the "Improvements"). The Land and Improvements to be collectively known as the "Premises"; and

**WHEREAS**, the acquisition price for the Premises is \$7,320,000; and

**WHEREAS**, the Applicant has requested that the County pay an amount not to exceed \$2,040,000 from the NHLA Program to underwrite the cost of the Land in exchange for establishing a new period of long term affordability for the Premises; and

**WHEREAS**, the County's financial assistance will facilitate the rehabilitation of one hundred sixty three (163) affordable rental units which will be rented to households with annual incomes at or below 60% of the county's area median income plus one superintendent unit; and

**WHEREAS**, it is proposed that the County will acquire the Land and subsequently convey fee title to the Westchester Housing Land Trust, Inc. or to the Applicant, its successors or assigns for \$1.00; and

**WHEREAS**, the units will remain affordable for a minimum period of 50 years or, if the Land is conveyed to the Westchester Housing Land Trust, Inc. which will subsequently grant a leasehold interest in the Land to the Applicant its successors or assigns, affordability will be in perpetuity as approved by the Board of Legislators; and

**WHEREAS**, the County will pay an amount not to exceed \$2,040,000 for the Land from the current owner and the County expects to incur an additional \$204,000 for soft costs related to the acquisition of the land, resulting in a total cost not to exceed \$2,244,000; and

**WHEREAS**, this project remains consistent with and reinforces several of the goals of *Patterns*, by encouraging the development of "a range of housing types" affordable to all income levels and channeling development to centers where infrastructure can support growth and where public transportation can be provided; and

**WHEREAS**, the proposed development includes green technology that will aid in the reduction of CO<sub>2</sub> emissions into the environment such as energy efficient windows, roofing, high efficiency lighting design, heating, ventilation and air conditioning, exterior design features, energy star appliances, easily accessible recycling trash separation rooms; and

**WHEREAS**, the staff of the County Planning Department has reviewed the proposal and recommends funding the acquisition of the land pending all applicable approvals by the Village of Sleepy Hollow; now, therefore, be it

**RESOLVED**, that the Westchester County Planning Board supports the request to provide financial assistance to Applicant; its successors or assigns by utilizing NHLA Program funding, at a total cost not to exceed \$2,244,000, to underwrite the cost of the Land in exchange for establishing a new period of long term affordability for the Premises all in the furtherance of preserving affordable housing which will remain affordable for a minimum of 50 years.

Adopted this 1<sup>st</sup> day of April, 2008.

Eileen Pilla, Vice Chair  
Cheryl Winter Lewy, Chair

**ACT NO. \_\_\_\_ - 2025**

**AN ACT** authorizing the County of Westchester to approve the transfer of real property located at 100 College Avenue in the Village of Sleepy Hollow and enter into an amendment to the County Declaration of Restrictive Covenants for one hundred sixty-three affordable rental units located thereon, in order to delete the right of first refusal clause and extend the affordability period.

**BE IT ENACTED** by the County Board of the County of Westchester as follows:

**Section 1.** The County of Westchester (the "County") is hereby authorized to approve the transfer of real property located at 100 College Avenue in the Village of Sleepy Hollow, from SH Affordable Housing Development Fund Company, Inc. as nominee for SH Housing Associates, LLC to Foundation for Affordable Housing, Inc.

§2. The County is hereby further authorized to enter into an amendment to a County Declaration of Restrictive Covenants (the "DRC"), dated October 8, 2008, and previously authorized on August 11, 2008, by Acts No. 132-2008 and 133-2008, in order to reflect the extension of the period of affordability for an additional fifty (50) year period, and to delete the Right of First Refusal clause contained in the DRC.

§3. All of the remaining terms and conditions of the DRC, except as amended and ratified herein, shall remain in full force and effect.

§4. The County Executive or his duly authorized designee is hereby authorized and empowered to execute all instruments and to take all action necessary and appropriate to effectuate the purposes hereof.

§5. This Act shall take effect immediately.

# WESTCHESTER COUNTY

Kenneth W. Jenkins  
County Executive

Office of the County Attorney

John M. Nonna  
County Attorney

July 1, 2025

Westchester County Board of Legislators  
800 Michaelian Office Building  
148 Martine Avenue, 8<sup>th</sup> Floor  
White Plains, New York 10601

Dear Honorable Members of the Board:

Enclosed, pursuant to Act 77-2025, is the quarterly update for appointments and payments of special prosecutors.

Sincerely,



John M. Nonna  
County Attorney

### APPOINTMENTS AS OF JULY 1, 2025

Attorney/Firm	Number of Cases Assigned	Amount Authorized to Date
Andrew Rubin	1	
Courtney McGowan	1	
Tobin, Bernardon & Wazny, LLP	19	\$ 17,952.00
James Byrne	2	
Jeffrey A. Cohen	1	
Lisa Colosi Florio	1	
Jeffrey Gasbarro	1	
Joshua D. Martin	2	
Kevin Kennedy	1	
Mark J. Fitzmaurice	1	
Matthew Montana	1	
Michael Borrelli	10	
Patsy Bonanno	2	
Rachel J. Filasto	1	
Stefanie Denise	5	
Michael J. White	1	
Richard Ferrante	2	
Bronx County District Attorney's Office	1	
Dutchess County District Attorney's Office	3	
Kings County District Attorney's Office	1	
Nassau County District Attorney's Office	2	
Orange County District Attorney's Office	3	
Putnam County District Attorney's Office	2	
Queens County District Attorney's Office	14	
Rockland County District Attorney's Office	4	
Suffolk County District Attorney's Office	3	