

Veterans, Seniors & Youth Meeting Agenda



Committee Chair: James Nolan

800 Michaelian Office Bldg.
148 Martine Avenue, 8th Floor
White Plains, NY 10601
www.westchesterlegislators.com

Wednesday, May 28, 2025

3:00 PM

Committee Room

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 Jose Alvarado will be participating remotely.

MINUTES APPROVAL

May 12, 2025 - 3PM

I. ITEMS FOR DISCUSSION

2025-209 PH-Amending Lease Agreement with Zita Associates LLC

A RESOLUTION to set a Public Hearing on "A LOCAL LAW authorizing the County of Westchester to enter into an amendment to a lease agreement with Zita Associates LLC for space located at 10 County Center Road, Suite 204, White Plains, New York, in order to extend the term of the lease through December 31, 2029." [Public Hearing set for _____, 2025 at _____ .m.]. LOCAL LAW INTRO: 2025-210.

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

Guests:**Westchester County Department of Social Services:**

Leonard Townes, Commissioner
John Befus, First Deputy Commissioner

Westchester County Attorney's Office:

Carla Chavez, Senior Assistant County Attorney

2025-210 LOCAL LAW-Amending Lease Agreement with Zita Associates LLC

A LOCAL LAW authorizing the County of Westchester to enter into an amendment to the lease agreement with Zita Associates LLC for space located at 10 County Center Road, Suite 204, White Plains, New York, in order to extend the term of the lease through December 31, 2029.

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

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John Befus, First Deputy Commissioner

Westchester County Attorney's Office:

Carla Chavez, Senior Assistant County Attorney

II. OTHER BUSINESS**III. RECEIVE & FILE**

ADJOURNMENT



Kenneth W. Jenkins
County Executive

May 7, 2025

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

Dear Honorable Members of the Board of Legislators:

Transmitted herewith for your consideration and approval is a proposed Local Law, which, if adopted by your Honorable Board, would authorize the County of Westchester (the "County") to enter into an amendment ("First Amendment") to a lease agreement ("Lease") dated June 12, 2021 with Zita Associates LLC ("Landlord"), for the leasing of approximately 3,240 square feet of space known as "Suite 204" located at 10 County Center Road, White Plains, New York ("Premises"), for an initial term of thirty-six (36) months ("Initial Term"), in order to extend the term of the Lease through December 31, 2029 ("First Extended Term").

Pursuant to the Lease, the Initial Term was to commence upon mutual execution and delivery of the Lease and substantial completion of Landlord's initial construction to the Premises and expire thirty-six (36) months thereafter. I have been advised that the Initial Term ultimately commenced on November 15, 2021 and expired on November 14, 2024. Accordingly, the First Extended Term will be deemed to commence retroactively on November 15, 2024 and expire on December 31, 2029.

The Premises are currently used by the County's Veterans Affairs Office. By extending the term of the Lease, the County will be able to continue to provide a more centralized and updated Veterans' Affairs Office to more effectively serve its constituent population. Negotiations have recently been completed with the Landlord for the terms of this proposed First Amendment.

Pursuant to the First Amendment, the County will pay rent during the First Extended Term at the annual rates and in the monthly installments set forth below:

Extension Year	Yearly Rent	Monthly Rent Payment	Yearly Increase
11/15/2024—12/31/2024	\$11,171.28	\$7,447.52	Same as in 2024
01/01/2025 – 12/31/2025	\$ 89,370.22	\$ 7,447.52	Same as in 2024
01/01/2026 – 12/31/2026	\$ 92,051.33	\$ 7,670.94	3%
01/01/2027 – 12/31/2027	\$ 94,812.87	\$ 7,901.07	3%
01/01/2028 – 12/31/2028	\$ 97,657.25	\$ 8,138.10	3%
01/01/2029 – 12/31/2029	\$ 100,586.97	\$ 8,382.25	3%

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

Telephone: (914)995-2900

E-mail: cco@westchestercountyny.gov

In addition, in the event the County changes from a self-insurance program to a traditional insurance program, the County's minimum limits of liability shall be a combined single limit with respect to each occurrence in an amount of not less than \$ 2,000,000.00 for injury (or death) and damage to property or such greater amount as Landlord may, from time to time, reasonably require. Such coverage may be maintained by a combined single limit policy in the in the amount of \$3,000,000.00 and an "umbrella" or excess coverage policy in the amount of \$4,000,000.00.

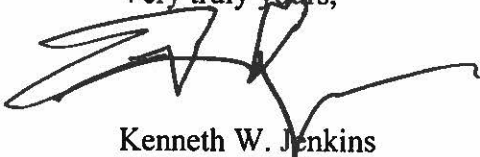
Lastly, pursuant to the First Amendment, all of the County's water, electricity and gas consumption used by the County at the Premises will be measured by submeter(s) installed by the Landlord, and actual utility costs incurred by the County shall be invoiced by Landlord and paid by the County as additional rent, on the first day of each month.

All other terms and conditions of the Lease will remain in full force and effect.

I have been advised that in accordance with Section 104.11(5)(c) of the Laws of Westchester County ("LWC"), leases of property of others for County purposes for terms not exceeding five years may be made with the approval of the County's Board of Acquisition and Contract ("BAC"). On August 26, 2021, BAC authorized the County to enter into the Lease and the Lease was subsequently executed. I have been further advised that pursuant to LWC Section 104.11(5)(d) leases of property of other for County purposes for terms not exceeding ten years may only be made by local law. Accordingly, your Honorable Board's approval of the proposed First Amendment extending the term of the Lease is required.

I believe that the proposed First Amendment is in the County's best interests, and I therefore urge approval of the attached Local Law.

Very truly yours,

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

Kenneth W. Jenkins
Westchester County Executive

KWJ/CS/cmc
Attachment

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

Your Committee is in receipt of a communication from the County Executive wherein he requests that your Honorable Board adopt a Local Law which, if adopted by your Honorable Board, would authorize the County of Westchester (the “County”), to enter into an amendment (“First Amendment”) to a lease agreement (“Lease”) dated June 12, 2021 with Zita Associates LLC (“Landlord”), for the leasing of approximately 3,240 square feet of space known as “Suite 204” located at 10 County Center Road, White Plains, New York (“Premises”), for an initial term of thirty-six (36) months (“Initial Term”), in order to extend the term of the Lease through December 31, 2029 (“First Extended Term”).

Pursuant to the Lease, the Initial Term was to commence upon mutual execution and delivery of the Lease and substantial completion of Landlord’s initial construction to the Premises and expire thirty-six (36) months thereafter. I have been advised that the Initial Term ultimately commenced on November 15, 2021 and expired on November 14, 2024. Accordingly, the First Extended Term will be deemed to commence retroactively on November 15, 2024 and expire on December 31, 2029.

The Premises are currently used by the County’s Veterans Affairs Office. By extending the term of the Lease, the County will be able to continue to provide a more centralized and updated Veterans’ Affairs Office to more effectively serve its constituent population. Negotiations have recently been completed with the Landlord for the terms of this proposed First Amendment.

Pursuant to the First Amendment, the County will pay rent during the First Extended Term at the annual rates and in the monthly installments set forth below:

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01/01/2029 – 12/31/2029	\$ 100,586.97	\$ 8,382.25	3%

In addition, In the event the County changes from a self-insurance program to a traditional insurance program, the County's minimum limits of liability shall be a combined single limit with respect to each occurrence in an amount of not less than \$ 2,000,000.00 for injury (or death) and damage to property or such greater amount as Landlord may, from time to time, reasonably require. Such coverage may be maintained by a combined single limit policy in the in the amount of \$3,000,000.00 and an "umbrella" or excess coverage policy in the amount of \$4,000,000.00.

Lastly, pursuant to the First Amendment, all of the County's water, electricity and gas consumption used by the County at the Premises will be measured by submeter(s) installed by the Landlord, and actual utility costs incurred by the County shall be invoiced by Landlord and paid by the County as additional rent, on the first day of each month.

All other terms and conditions of the Lease, will remain in full force and effect.

Your Committee has been advised that in accordance with Section 104.11(5)(c) of the Laws of Westchester County ("LWC"), leases of property of others for County purposes for terms not exceeding five years may be made with the approval of the County's Board of Acquisition and Contract ("BAC"). On August 26, 2021, BAC authorized the County to enter into the Lease and the Lease was subsequently executed. I have been further advised that pursuant to LWC Section 104.11(5)(d) leases of property of other for County purposes for terms not exceeding ten years may only be made by local law. Accordingly, your Honorable Board's approval of the proposed First Amendment extending the term of the Lease is required.

The Department of Planning has advised your Committee that based on its review, the authorization of the proposed Local Law 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.

The proposed First Amendment requires the adoption of the proposed Local Law by an affirmative vote of a majority of all members or your Honorable Board.

Upon careful consideration, your Committee finds the proposed First Amendment to be in the County's best interest as it provides for a Veterans' Affairs Office and therefore your Committee recommends approval of the proposed Local Law.

Dated: _____, 2025
White Plains, New York

COMMITTEE ON:

c/dlv.cmc.04.29.2025

FISCAL IMPACT STATEMENT

SUBJECT: Veterans Lease Extension & Amendt

☐ NO FISCAL IMPACT PROJECTED

OPERATING BUDGET IMPACT

To Be Completed by Submitting Department and Reviewed by Budget

SECTION A - FUND

☒ GENERAL FUND

☐ AIRPORT FUND

☐ SPECIAL DISTRICTS FUND

SECTION B - EXPENSES AND REVENUES

Total Current Year Expense \$ 89,370

Total Current Year Revenue \$ 89,370

Source of Funds (check one): ☒ Current Appropriations ☐ Transfer of Existing Appropriations

☐ Additional Appropriations

☐ Other (explain)

Identify Accounts: 101_22_4000_4000_5280

Potential Related Operating Budget Expenses: Annual Amount 20,555.00

Describe: _____

Potential Related Operating Budget Revenues: Annual Amount 20,555.00

Describe: _____

Federal- 23%

State- 0%

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

Current Year: \$87,782.93(savings) / \$68,815

Next Four Years: \$296,533.00

Prepared by: Shine George

Title: Budget Specialist II

Department: Dept. of Social Services

Date: April 22, 2025

Reviewed By: 

Budget Director

Date: 4/30/25

TO: Carla Chaves, Senior Assistant County Attorney
Department of Law

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



DATE: March 19, 2025

SUBJECT: **STATE ENVIRONMENTAL QUALITY REVIEW FOR:
VETERANS AFFAIRS OFFICE LEASE EXTENSION
10 COUNTY CENTER ROAD, WHITE PLAINS**

PROJECT/ACTION: Extension of a lease agreement for approximately 3,240 square feet of office space at 10 County Center Road in White Plains for use by the County's Veterans Affairs Office. The original 3-year lease, which began in 2021, has expired. The new lease will allow the Veterans Affairs Office to remain in this space until December 31, 2029.

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)(32):** license, lease and permit renewals, or transfers of ownership thereof, where there will be no material change in permit conditions or the scope of permitted activities.

COMMENTS: None

DSK/cnm

cc: Andrew Ferris, Chief of Staff
Paula Friedman, Assistant to the County Executive
Tami Altschiller, Assistant Chief Deputy County Attorney
Claudia Maxwell, Principal Environmental Planner

RESOLUTION NO. - 2025

RESOLVED, that this Board hold a public hearing pursuant to Section 209.141(4) of the Laws of Westchester County on Local Law Intro. No. -2025 entitled "A LOCAL LAW authorizing the County of Westchester to enter into an amendment to the lease agreement dated June 12, 2021 with Zita Associates LLC for space located at 10 County Center Road, Suite 204, White Plains, New York, for an initial term of thirty-six (36) months, in order to extend the term of the Lease through December 31, 2029." The public hearing will be held at m. on the day of , 2025, in the Chambers of the Board of Legislators, 8th Floor, Michaelian Office Building, White Plains, New York. The Clerk of the Board shall cause notice of the time and date of such hearing to be published at least once in one or more newspapers published in the County of Westchester and selected by the Clerk of the Board for that purpose in the manner and time required by law.

Dated: , 2025
White Plains, New York

A **LOCAL LAW** authorizing the County of Westchester to enter into an amendment to the lease agreement with Zita Associates LLC for space located at 10 County Center Road, Suite 204, White Plains, New York, in order to extend the term of the Lease through December 31, 2029.

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

Section 1. The County of Westchester is hereby authorized to enter into an amendment (“First Amendment”) to the lease agreement (“Lease”) dated June 12, 2021 with Zita Associates LLC, for space located at 10 County Center Road, Suite 204, White Plains, New York (“Premises”), in order to extend the term of the Lease through December 31, 2029 (“First Extended Term”), commencing retroactively on November 15, 2024 and expiring on November 14, 2029.

§2. During the First Extended Term, the County will pay rent at the annual rates and in the monthly installments set forth below:

Extension Year	Yearly Rent	Monthly Rent Payment	Yearly Increase
11/15/2024–12/31/2024	\$11,171.28	\$7,447.52	Same as in 2024
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01/01/2029 – 12/31/2029	\$ 100,586.97	\$ 8,382.25	3%

§3. In the event the County changes from a self-insurance program to a traditional insurance program, the County’s minimum limits of liability shall be a combined single limit with respect to each occurrence in an amount of not less than \$ 2,000,000.00 for injury (or death) and damage to property or such greater amount as Landlord may, from time to time, reasonably require. Such coverage may be maintained by a combined single limit policy in the in the amount of \$3,000,000.00 and an “umbrella” or excess coverage policy in the amount of \$4,000,000.00.

§4. All of the County's water, electricity and gas consumption used by the County at the Premises shall be measured by submeter(s) installed by the Landlord, and actual utility costs incurred by the County shall be invoiced by Landlord and paid by the County as additional rent, on the first day of each month.

All other terms and conditions of the Lease, shall remain in full force and effect.

§4. The County Executive or his duly authorized designee, is hereby authorized to execute and deliver all instruments necessary and appropriate to effectuate the purposes of this Local Law.

§5. This Local Law shall take effect immediately.