



Kenneth W. Jenkins
County Executive

July 30, 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 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 Department of Correction ("Department"), to enter into an inter-municipal agreement ("IMA") with Southern Westchester Board of Cooperative Educational Services ("SWBOCES"), a municipal corporation as defined in Article 5-G of the New York State General Municipal Law, pursuant to which SWBOCES will provide a HVAC-R Basic Theory Course (the "HVAC-R Course") for individuals currently incarcerated at the Department's facility, for a term commencing on May 1, 2025 and continuing through April 30, 2026. In consideration for services rendered, the County will pay SWBOCES an amount not to exceed Eleven Thousand Two Hundred Fifty and 00/100 (\$11,250.00) Dollars, pursuant to an approved budget.

The HVAC-R Course will provide participating individuals with an introduction to refrigeration and air conditioning theory, including all aspects of the refrigeration and air condition cycle, which can be applied in the HVAC-R field. Participants who complete the HVAC-R Course will receive a Certificate of Completion from SWBOCES and, upon re-entry into the community, be granted a full scholarship to one additional HVAC-R course offered by SWBOCES. This scholarship will be available to such individuals for up to two years' post-release.

I have been advised that because the definition of "municipal corporation" under New York General Municipal Law § 119-n includes "Boards of Cooperative Education Services", the proposed agreement constitutes an IMA requiring your Honorable Board's approval.

I have been further advised that the IMA is exempt from the Westchester County Procurement Policy and Procedures pursuant to section 3(a)ix thereof, which exempts agreements with teachers, lecturers and other educational professionals or experts.

I believe this IMA to be in the best interest of the County and, therefore, recommend your favorable action on the annexed proposed Act.

Very truly yours,

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/KM/sjc
Attachments

**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 Department of Correction ("Department"), to enter into an inter-municipal agreement ("IMA") with Southern Westchester Board of Cooperative Educational Services ("SWBOCES"), a municipal corporation as defined in Article 5-G of the New York State General Municipal Law, pursuant to which SWBOCES will provide a HVAC-R Basic Theory Course ("HVAC-R Course") for individuals currently incarcerated at the Department's facility, for a term commencing retroactively on May 1, 2025 and continuing through April 30, 2026. In consideration serviced rendered, the County will pay SWBOCES an amount not to exceed Eleven Thousand Two Hundred Fifty and 00/100 (\$11,250.00) Dollars, pursuant to an approved budget.

The HVAC-R Course will provide participating individuals with an introduction to refrigeration and air conditioning theory, including all aspects of the refrigeration and air condition cycle, which can be applied in the HVAC-R field. Participants who complete the HVAC-R Course will receive a Certificate of Completion from SWBOCES and, upon re-entry into the community, be granted a full scholarship to one additional HVAC-R course offered by SWBOCES. This scholarship will be available to such individuals for up to two years' post-release.

Your Committee is advised that, because the definition of "municipal corporation" under New York General Municipal Law § 119-n includes "Boards of Cooperative Education Services", the proposed agreement constitutes an IMA requiring your Honorable Board's approval.

Your Committee is further advised that the proposed IMA is exempt from the Westchester County Procurement Policy and Procedures pursuant to section 3(a)ix thereof, which exempts agreements with teachers, lecturers and other educational professionals or experts.

In addition, the Department of Planning has advised your Committee that based on its review, the purposed IMA does not meet the definition of an action under the New York State Environmental Quality Review Act (“SEQRA”) and its implementing regulations, 6 NYCRR Part 617(2)(b). Please refer to the memorandum from the Department of Planning dated January 14, 2025, which is on file with the Clerk of the Board of Legislators. Your Committee concurs with this recommendation.

It should be noted that an affirmative vote of a majority of the members of your Honorable Board is required in order to adopt the attached Act. Accordingly, your Committee recommends the annexed proposed Act for adoption.

Dated: _____, 2025
White Plains, New York

COMMITTEE ON

k:sjc 6/30/2025

FISCAL IMPACT STATEMENT

SUBJECT: BOCES 2025-2026

☐ NO FISCAL IMPACT PROJECTED

OPERATING BUDGET IMPACT

To Be Completed by Submitting Department and Reviewed by Budget

SECTION A - FUND

<input checked="" type="checkbox"/>	GENERAL FUND
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☐ AIRPORT FUND

☐ SPECIAL DISTRICTS FUND

SECTION B - EXPENSES AND REVENUES

Total Current Year Expense	\$	11,250
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Total Current Year Revenue

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

☐ Additional Appropriations ☐ Other (explain)

Identify Accounts: 711-35-011Y-GRNT-4380

[illegible]

Describe:

Potential Related Operating Budget Revenues:	Annual Amount
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Describe:

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

Current Year:

Next Four Years:

Prepared by: William Fallon

Title: Director of Administrative services

Department: Correction

Date: July 2, 2025

Reviewed By:

Budget Director

Date: 7/20/25

ACT NO. _____ - 2025

AN ACT authorizing the County of Westchester to enter into an inter-municipal agreement with Southern Westchester Board of Cooperative Educational Services, pursuant to which the municipal corporation will provide a HVAC-R Basic Theory Course, for a term commencing on May 1, 2025 and expiring on April 30, 2026, for a total amount not to exceed Eleven Thousand Two Hundred Fifty Dollars (\$11,250.00).

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

Section 1. The County of Westchester (the "County"), acting by and through its Department of Correction (the "Department"), is hereby authorized to enter into an inter-municipal agreement (the "IMA") with Southern Westchester Board of Cooperative Services ("SWBOCES"), pursuant to which SWBOCES will provide a HVAC-R Basic Theory Course for individuals currently incarcerated at the Department's facility, for a term commencing on May 1, 2025 and continuing through April 30, 2026.

§2. In consideration for services rendered, the County will pay SWBOCES an amount not to exceed Eleven Thousand Two Hundred Fifty and 00/100 (\$11,250.00) Dollars, pursuant to an approved budget.

§3. 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.

§4. This Act shall take effect immediately.