

22430

October 20, 2011

TO: Board of Acquisition and Contract

FROM: John J. Hsu, P.E.
Commissioner of Public Works and Transportation

Mary J. Mahon
Director of Real Estate

RE: Authorization to enter into a License Agreement with Brett Alcaro for the use of the Caretaker Cottage at Hilltop Hanover Farm, Yorktown, New York, for a term from November 1, 2011 through October 31, 2016 for a first-year monthly license fee of \$911.67 (Agreement No. 11-930)

Authority is hereby requested for the County of Westchester (the "County") to enter into a License Agreement with Brett Alcaro ("Licensee") for the use of the Caretaker Cottage at Hilltop Hanover Farm, Yorktown, New York, for a term from November 1, 2011 through October 31, 2016 at a first-year monthly license fee of \$911.67. The licensed premises will consist of approximately 1,248 square feet of space.

The monthly license fee shall be as follows:

Year 1	\$ 911.67
Year 2	\$ 957.25
Year 3	\$ 986.00
Year 4	\$1,015.58
Year 5	\$1,046.00

The Licensee works at Hilltop Hanover Farm. In addition to paying the license fee, the Licensee will pay for utilities that serve the Caretaker Cottage and provide daily security checks when the farm is closed.

The goal and objective of this License Agreement is to have an employee at and on the farm to provide security and make minor repairs. This License Agreement will benefit the public by providing revenue to the County. There are no energy or environmental components associated with this License Agreement.

The department will track and monitor this License Agreement by visiting the site periodically and observing and interacting with the staff.

This License is exempt from the Westchester County Procurement Policy and Procedures pursuant to Section 3(b) thereof.

Your approval of the attached resolution is respectfully requested.

TAH
Attachment

RESOLUTION

Upon a communication from the Commissioner of Public Works and Transportation and the Director of Real Estate, be it hereby:

RESOLVED, that the County of Westchester (the "County") is authorized to enter into License Agreement No.11-930 with Brett Alcaro (the "Licensee") for the use of the Caretaker Cottage at Hilltop Hanover Farm, Yorktown, New York, for a term from November 1, 2011 through October 31, 2016, at a first-year monthly license fee of \$911.67; and be it further

RESOLVED, that the monthly license fee shall be as follows:

Year 1	\$ 911.67
Year 2	\$ 957.25
Year 3	\$ 986.00
Year 4	\$1,015.58
Year 5	\$1,046.00

;and be it further

RESOLVED, that under the terms of the proposed License, the Licensee shall also pay for utilities that serve the Caretaker Cottage and provide daily security checks when the farm is closed; and be it further

RESOLVED, that the County Executive or his duly authorized designee be and hereby is authorized and empowered to execute and deliver all instruments and take all actions necessary or appropriate to effectuate the purposes hereof.

Agreement No. 11-930

Account to be Charged/Credited	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
	101	46	3300	9274		\$ 1,823.34 (2011)
	101	46	3300	9274		\$11,031.20 (2012)
	101	46	3300	9274		\$11,544.50 (2013)
	101	46	3300	9274		\$11,891.16 (2014)
	101	46	3300	9274		\$12,247.80 (2015)
	101	46	3300	9274		\$10,460.00 (2016)

Budget Funding Year(s) 2011-2016 Start Date 11/01/11 End Date 10/31/16
 (must match resolution)

Funding Source: Tax Dollars _____ Contractor Federal I.D. No./
 State Aid _____ Social Security No.: _____

\$58,998.00 Federal Aid _____ Vendor No.: _____
 (must match resolution) Other Revenue _____ Encumbrance No.: _____