

**74208**

DATE: January 27, 2020

TO: Board of Acquisition and Contract

FROM: Norma V. Drummond  
Commissioner of Planning

SUBJECT: Authorization to enter into a License Agreement with Max Zanke for the use of the County-owned residence, Building L, located at Hilltop Hanover Farm, Yorktown Heights, New York, for the term February 1, 2020 through December 31, 2024.

Authority is hereby requested for the County of Westchester (the "County"), acting by and through its Department of Planning (the "Department") to enter into a License Agreement with Max Zanke for the use of the County-owned residence, Building L, located at Hilltop Hanover Farm, Yorktown Heights, NY, the term of the agreement is February 1, 2020 to December 31, 2024.

The Licensee shall pay to the County the following monthly license fees:

<u>Period</u>	<u>Monthly License Fee</u>
February 1, 2020 through December 31, 2020	\$1,177.00
January 1, 2021 through December 31, 2021	\$1,212.00
January 1, 2022 through December 31, 2022	\$1,249.00
January 1, 2023 through December 31, 2023	\$1,286.00
January 1, 2024 through December 31, 2024	\$1,325.00

The Licensee is an employee of the Department. In addition to paying the license fee, the Licensee shall perform duties at the discretion of the Farm Director related to the security and general maintenance of the premises.

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 and by having an employee around the premises off-hours.

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.

NVD/dlv/dsk/cp

**RESOLUTION**

UPON A COMMUNICATION FROM THE COMMISSIONER OF PLANNING, BE IT HEREBY

**RESOLVED**, that the County of Westchester (the “County”), acting by and through the Department of Planning, is authorized to enter into a License Agreement with Max Zanke for the use of the County-owned residence, Building L, located at Hilltop Hanover Farm, Yorktown Heights, NY, the term of the agreement is February 1, 2020 to December 31, 2024; and be it further

**RESOLVED**, that the Licensee shall pay to the County the following monthly license fees:

<u>Period</u>	<u>Monthly License Fee</u>
February 1, 2020 through December 31, 2020	\$1,177.00
January 1, 2021 through December 31, 2021	\$1,212.00
January 1, 2022 through December 31, 2022	\$1,249.00
January 1, 2023 through December 31, 2023	\$1,286.00
January 1, 2024 through December 31, 2024	\$1,325.00

and be it further

**RESOLVED**, that under the terms of the proposed License, the Licensee shall also perform duties at the discretion of the Farm Director related to the security and general maintenance of the premises; and be it further

**RESOLVED**, that the County Executive or his authorized designee be and hereby is authorized to execute any and all documents necessary and appropriate to effectuate purposes hereof.

Account to be Charged/Credited

Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
101	19	300	9295		\$12,947.00 (2020)
101	19	300	9295		\$14,544.00 (2021)
101	19	300	9295		\$14,988.00 (2022)
101	19	300	9295		\$15,432.00 (2023)
101	19	300	9295		\$15,900.00 (2024)

Budget Funding Year(s) 2020-2024 Start Date 2/01/2020 End Date 12/31/2024  
 (must match resolution)

Funding Source: Tax Dollars \_\_\_\_\_

State Aid \_\_\_\_\_

\$73,811.00 Federal Aid \_\_\_\_\_

(must match resolution)

Other Revenue \_\_\_\_\_