

32761

March 12, 2013

To: The Honorable Board of Acquisition and Contract

From: Jay T. Pisco, P.E.  
Commissioner of Public Works and Transportation

Mary J. Mahon  
Director of Real Estate

Re: Authority to enter into a license agreement with the Friends of Hilltop Hanover Farm and Environmental Center, Inc. for the use of space and for the provision of cultural, educational, farming, environmental programming, fundraising activities and other programs and special events on behalf of the County  
(License Agreement No. 13-907)

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Authority is requested from your Honorable Board for the County of Westchester to enter into a license agreement with the Friends of Hilltop Hanover Farm and Environmental Center, Inc. ("Friends of Hilltop"), a not-for-profit organization, to utilize space at Hilltop Hanover Farm located on Hanover Street, Yorktown, New York and to provide various cultural, educational, farming, environmental programming, fundraising activities and other programs and special events on behalf of the County. The term of the license agreement will be January 1, 2014 through December 31, 2018. At the sole option of the County, the term of the license may be renewed upon the same terms and conditions for the period January 1, 2019 through December 31, 2023. Friends of Hilltop will pay a license fee of \$1.00 annually. The agreement will be subject to termination upon 60 days' notice.

This agreement will serve a public purpose by providing various cultural, educational, farming, environmental programming, fundraising activities and other programs and special events for the residents of Westchester County. The monitoring of the programs will be provided by the on-site Westchester County staff. The Licensee will submit quarterly reports and an annual report to the County.

This agreement is exempt from the Westchester County Procurement Policy and Procedures pursuant to Sections 3(a) xiii and 3(b) thereof.

A Resolution is attached for your favorable consideration.

# 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 is authorized to enter into a license agreement with the Friends of Hilltop Hanover Farm and Environmental Center, Inc. ("Friends of Hilltop"), a not-for-profit organization, to utilize space at Hilltop Hanover Farm located on Hanover Street, Yorktown, New York and to provide various cultural, educational, farming, environmental programming, fundraising activities and other programs and special events on behalf of the County; and be it further

**RESOLVED**, that the term of the license agreement shall be January 1, 2014 through December 31, 2018. At the sole option of the County, the term of the agreement may be renewed upon the same terms and conditions for the period January 1, 2019 through December 31, 2023; and be it further

**RESOLVED**, that Friends of Hilltop shall pay a license fee of \$1.00 annually; and be it further

**RESOLVED**, that the agreement shall be subject to termination upon 60 days' notice; and be it further

**RESOLVED**, that the County Executive or his duly appointed designee be, and hereby is, authorized to take such action and execute such documents as may be necessary and proper to effect the purposes hereof.

License Agreement No. 13-907

Account to be Charged/Credited	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
	101	46	3300	9274		\$1.00 (2014)
	101	46	3300	9274		\$1.00 (2015)
	101	46	3300	9274		\$1.00 (2016)
	101	46	3300	9274		\$1.00 (2017)
	101	46	3300	9274		\$1.00 (2018)

Budget Funding Year(s) 2014-2018 Start Date 01/01/14 End Date 12/31/18  
 (must match resolution)

Funding Source: Tax Dollars \_\_\_\_\_ Contractor Federal I.D. No./  
 State Aid \_\_\_\_\_ Social Security No.: \_\_\_\_\_  
 Federal Aid \_\_\_\_\_ Vendor No.: \_\_\_\_\_  
 Other Revenue \_\_\_\_\_ Encumbrance No.: \_\_\_\_\_

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\$5.00  
 (must match resolution)