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Deputy Commissioner

On Base # 113439

**TO:** The Honorable Board of Acquisition and Contract

**FROM:** Tajian M. Nelson & Douglas A. Colety  
Commissioners of the Board of Elections

**DATE:** January 30, 2026

**RE:** Resolution authorizing the County of Westchester to enter into a facility use agreement with the Larchmont Avenue Church, owner of a polling place, to be used by the County in connection with the upcoming primary, general and special elections in 2026.

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Authority is respectfully requested from your Honorable Board for the County of Westchester (the "County"), acting by and through its Board of Elections ("Board of Elections"), to enter into a facility use agreement ("Agreement") with Larchmont Avenue Church (the "Church") to use the facilities, namely Russell Hall, owned by the Church located at 60 Forest Park, Larchmont, New York as a polling location in connection with the upcoming primary, special and general elections in 2026.

The Board of Elections uses many non-County owned facilities (such as schools, houses of worship and municipal buildings) as polling places in order to conduct Primary, Special and General Elections.

In addition, the Church has requested that the County indemnify and hold harmless the Church, its staff, officers, or assigns as follows:

"Users [County] also agree to indemnify and hold harmless the LAC [Larchmont Avenue Church], its staff, officers, or assigns against judgments, fines, amounts paid in settlement and reasonable expenses, including attorney's fees, as a result of any action or proceeding, whether civil or criminal, arising from any bodily injury, property damages, or any other liability whatsoever caused by, arising from, related to, or in any way connected with their use of the LAC [Larchmont Avenue Church] property."

The proposed Agreement will serve a vital public purpose as it will allow the Board of Elections to carry out its statutory duties in connection with all upcoming 2026 elections and ensure

that polling places are available to enable all eligible County residents to exercise their right to vote.

The proposed Agreement is exempt from the Westchester County Procurement Policy pursuant to Section 3(b) thereof.

As we believe this to be in the best interests of the County, and necessary for the Board of Elections to carry out its statutory duties in connection with the upcoming elections, we most respectfully recommend and urge the adoption of the annexed Resolution.

TMN/DAC/rn

APPROVED BOARD OF ACQUISITION & CONTRACT - 04/16/2026 - RAYMOND SCULKY, SECRETARY

# RESOLUTION

Upon a communication of the Commissioners of the Board of Elections, be it hereby

**RESOLVED**, that the County of Westchester (the “County”) is hereby authorized to enter into an agreement (the “Agreement”) with the Larchmont Avenue Church (the “Church”) to utilize the Church facilities, namely Russell Hall, owned by the Church located at 60 Forest Park, Larchmont, New York as a polling place in connection with the upcoming primary, special and general elections in 2026; and be it further

**RESOLVED**, that the County is authorized to indemnify and hold harmless the Church, its staff, officers, or assigns, as follows:

“Users [County] also agree to indemnify and hold harmless the LAC [Larchmont Avenue Church], its staff, officers, or assigns against judgments, fines, amounts paid in settlement and reasonable expenses, including attorney’s fees, as a result of any action or proceeding, whether civil or criminal, arising from any bodily injury, property damages, or any other liability whatsoever caused by, arising from, related to, or in any way connected with their use of the LAC [Larchmont Avenue Church] property.”

; and be it further

**RESOLVED**, that the County Executive or his duly authorized designee be and hereby is authorized and empowered to execute all appropriate contracts or documents necessary to effectuate the purposes of this resolution in the manner prescribed by law.

Account to be  
Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
101	14		4380		

Budget Funding Year(s): \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

(must match resolution)

Funding Source

\_\_\_\_\_

(must match resolution)

Tax Dollars: \_\_\_\_\_

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

Federal Aid: \_\_\_\_\_

Other: \_\_\_\_\_