



County of Westchester

Board of Acquisition and Contract

Meeting Minutes

Thursday, January 9, 2025

11:00 AM

County Executive Conference Room
Michaelian Office Building

Roll Call

Present: Mr. Kenneth W. Jenkins, Mr. Lawrence C. Soule, and Mr. Vedat Gashi

Attendees:

Deputy County Executive	Richard Wishnie
Commissioner of Finance	Karin Hablow
Associate Chief Deputy County Attorney	Tami Altschiller
Board of Legislators	Santiago Caceres
Board of Legislators	Lisa Hochman
Secretary BAC	Raymond Sculky
Assistant Secretary BAC	Joan Cocciardi

Mr. Jenkins presided.

Mr. Sculky said, “The Board of Acquisition and Contract permits in-person access to the meeting and virtually through Webex. Before commencing today’s meeting, I note for the record that I have gone to the reception area to invite any members of the public who wish to attend today’s meeting to come to this conference room.”

“I call this meeting of the Board of Acquisition and Contract for January 9, 2025 to order.

It is my understanding that a vote for Chair of this Board is required. I request that counsel to the Board address this matter for the record.”

Ms. Altschiller said, “Thank you, I am Tami Altschiller, Assistant Chief Deputy County Attorney. Section 161.01 of the County Charter sets the membership of this Board of Acquisition and Contract as follows: the County Executive; the Budget Director and the Chair of the County Board of Legislators.

It does not specify who the Chair of this Board shall be. As such, a vote for Chair by the members of this Board must take place. In the past, the Board has taken such vote upon the beginning of the term of the County Executive. Any member may nominate himself/herself or any other statutory member of the Board for the position of Chair.”

Mr. Sculky asked, "Are there any nominations for the position of Chair of the Board of Acquisition and Contract?"

Mr. Soule said, "I move the nomination of the County Executive, the Honorable Kenneth W. Jenkins, as Chair of the Board of Acquisition and Contract."

Mr. Sculky asked, "Is there a second?"

Mr. Gashi seconded the motion.

Mr. Sculky asked, "Are there any other nominations for Chair of the Board?"

"I will now conduct a roll call vote for the Chair of the Board Acquisition and Contract."

**"Mr. Soule?" Mr. Soule answered, "Yes."
"Mr. Gashi?" Mr. Gashi answered, "Yes."
"Mr. Jenkins?" Mr. Jenkins answered, "Yes."**

Mr. Sculky said, "I note for the record, that the County Executive, the Honorable Kenneth w. Jenkins, has been elected as the Chair of the Board of Acquisition and Contract. The Chair will now conduct the rest of this meeting."

Mr. Jenkins said, "Thank you Mr. Sculky. Are there any other motions before we consider the agenda for today's meeting?"

Mr. Soule said, "Mr. Chair, I move that we re-adopt the rules of this Board of Acquisition and Contract. A copy of those rules has been provided by the Secretary to this Board."

Mr. Jenkins asked, "Is there a second?"

Mr. Gashi seconded the motion and it was unanimously approved.

Acquisition & Contract.

Minutes of the meeting 1/2/25 and the SEQR Review for agenda items.

R. Sculky

Mr. Jenkins moved to receive and file the foregoing minutes and SEQR review, which were duly seconded and approved.

1. [110260](#) **County Executive** -Pursuant to the provisions of Sections 161.01 and 161.11(1)(b) of the Laws of Westchester County, the Board of Acquisition and Contract hereby approves the issuance of certificates of authorization by the County Executive, during his term of office, authorizing the heads of the following listed departments, boards, and commissions to execute contracts relating to the maintenance and/or operation of such department, board, or commission, under the listed terms and conditions.

K. Jenkins

Mr. Jenkins moved the Resolution, which was duly seconded and unanimously approved.

2. [110261](#) **County Executive** - Pursuant to the provisions of Sections 161.01 and 161.11(1)(c) of the Laws of Westchester County, the Board of Acquisition and Contract hereby approves the issuance of certificates of authorization by the County Executive, during his term of office, authorizing the heads of the following listed departments, boards, and commissions to execute contracts relating to the maintenance and/or operation of such department, board, or commission, under the listed terms and conditions.

K. Jenkins

Mr. Jenkins moved the Resolution, which was duly seconded and unanimously approved.

3. [110244](#) **County Executive/Office of Tourism** - Enter into an agreement with the State of New York, through Empire State Development, to accept a grant in the amount of \$250,000 to be used by WCOTF for upcoming events in the Mid-Hudson Valley region and be it further that pursuant to the terms of the agreement, a County match of \$250,000 will be required with the term of the agreement commencing retroactive to 11/21/24 - 12/31/26.

N. Caputo

Mr. Jenkins moved the Resolution, which was duly seconded and unanimously approved.

4. [110188](#) **Finance** - Purchase Accidental Death & Dismemberment Insurance from the Federal Insurance Company through the brokerage firm of Marsh & McLennan Agency LLC, for the policy period of 1/1/25 - 1/1/28.

K. Hablow

Mr. Jenkins moved the Resolution, which was duly seconded and unanimously approved.

5. [110123](#) **Information Technology** - Pursuant to Section 3(a)(xxi) of the Westchester County Procurement Policy and Procedures, to exempt from procurement an agreement with Motorola, Solutions, Inc.

M. Beirne

Mr. Jenkins moved the Resolution, which was duly seconded and unanimously approved.

6. [110124](#) **Information Technology** - Enter into an agreement with Motorola Solutions, Inc., having a place of business located at 1301 East Algonquin Road, Schaumburg, Illinois 60196, whereby Motorola will provide maintenance services for the County's microwave system, for a period commencing on 1/1/25 - 12/7/25, for a total not to exceed amount of \$133,048.88, comprised of an all-inclusive flat monthly rate of \$11,833.08 for the months of January through November 2025, and \$2,885, for the period December 1st through and including 7th, 2025.

M. Beirne

Mr. Jenkins moved the Resolution, which was duly seconded and unanimously approved.

7. [110193](#) **Information Technology - 1)** Amend an agreement (IT-562 or '2004-FBAR-5VQUXD', as amended) with CGI Technologies and Solutions Inc., pursuant to which it licenses to the County various proprietary software systems regarding the 'CGI Advantage' software suite, by, **a.)** re-instating expired, and adding new, third-party licensed software, for various license periods, and **b.)** modifying and extending the license period for certain existing CGI software and third-party software, all at no additional licensing cost; **2)** Amend an agreement (IT-1562, as amended) with CGI Technologies and Solutions Inc., pursuant to which it was to provide the County with professional maintenance services for its various proprietary software systems regarding the 'CGI Advantage' software suite, by, **a.)** updating the list of third-party software systems to be maintained, to extend the maintenance period of certain systems, **b.)** modifying the payment amounts and terms in order to account for the additional maintenance services that will be associated with the changes in the term for the maintained third-party licensed software systems, and **c.)** modifying the early termination fees based upon the modified maintenance amounts; and **3)** Amend an agreement (IT-1687) with CGI Technologies and Solutions Inc., pursuant to which it was to provide professional services for the implementation of a upgrade of the various proprietary software systems regarding the 'CGI Advantage' software suite, by, **a.)** extending its term by twelve (12) months, **b.)** modifying its scope of work to add additional services, **c.)** increasing its not-to-exceed amount by \$1,130,000, in order to pay for the additional services, and **d.)** modifying its budget in order to allocate the additional funds.

M. Beirne

Mr. Jenkins moved the Resolution, which was duly seconded and unanimously approved.

8. [110198](#) **Information Technology** - Amend an agreement (IT-798) with ATC Sequoia LLC, as successor in interest to New York SMSA Limited Partnership d/b/a Verizon Wireless, as amended by the first amendment and second amendment to the agreement, pursuant to which the County was granted a license to install and maintain antennas and related equipment at a telecommunications facility located at Adams Lane, Pound Ridge New York, for a term commencing on 11/1/06 - 12/31/24, subject to four (4) additional five (5) year renewal terms, which shall commence automatically unless either party provides notice to the other that it does not wish to extend the term at least 120 days prior to the commencement of the applicable renewal term, to modify its equipment at the Site.

M. Beirne

Mr. Jenkins moved the Resolution, which was duly seconded and unanimously approved.

9. [110163](#) **Emergency Services** - Enter into a license agreement with the Katonah Fire District (the "Fire District" or "Licensor"), whereby the County will be permitted to park a vehicle used by the County's Cause and Origin ("C&O") Team on the Fire District's real property located at 65 Bedford Road, Katonah, New York 10536, for which the County will pay the Fire District One (\$1.00) Dollar and such other good and valuable consideration, for a term commencing on November 1, 2024, and shall expire on October 31, 2029.

R. Wishnie

Mr. Jenkins moved the Resolution, which was duly seconded and unanimously approved.

10. [110133](#) **DPW/Transportation** - Amend Agreement No. 22-914 with H2M Architects, Engineers, Land Surveying and Landscape Architecture, DPC d/b/a H2M architects + engineers, White Plains, NY, to provide for additional project management services for various building renovation projects. The Consultant shall provide project management services to assist Department personnel in managing the capital program and reducing the backlog of capital projects awaiting completion and for the additional services rendered, the Consultant shall be paid a fee of \$4,000,000, increasing the total maximum fee to \$7,000,000 and that the completion date of the agreement shall be extended to 8/14/27. Approval of MFS Engineers & Surveyors, a MBE firm, for Geotechnical Investigation Services, South Plainfield, NJ, as a subconsultant.

H. Greechan

Mr. Jenkins moved the Resolution, which was duly seconded and unanimously approved.

11. [110185](#) DPW/Transportation - Contract No. 23-526 for Roof Replacement, Westchester County Center, 198 Central Avenue, White Plains, New York. Advertise for bids.

H. Greechan

Mr. Jenkins moved the Resolution, which was duly seconded and unanimously approved.

There being no further business, the Chair declared the meeting adjourned. All approved resolutions are on file electronically with the Board of Acquisition and Contract.

I have reviewed the foregoing minutes and have found them to be correct as written.

Signed: *Raymond Sculky*, Secretary

Dated: 01/09/2025

RESOLVED, that the following rules are hereby adopted by the Westchester County Board of Acquisition and Contract:

§ 1. RULES OF THE COUNTY BOARD OF ACQUISITION AND CONTRACT

RULE ONE - REQUEST TO LAY OVER

1. Any matter on the Board of Acquisition and Contract's agenda, upon request of one member, shall be laid over for consideration once and come up at the next meeting under the order of "MATTERS LAID OVER."
2. A request to lay over as herein provided shall not apply to the last day of the annual meeting or special meeting.

RULE TWO - MOTION TO RECONSIDER

1. A meeting of the Board of Acquisition and Contract may commence when any two members of the Board or their respective legally authorized representatives are present.
2. If a member (or his or her legally authorized representative) is not present when the meeting commences, that member or his or her legally authorized representative may have reconsideration made of any of the items on the Board's agenda that have been voted on prior to his or her arrival, providing that the meeting is still in session and has not been adjourned.

RULE THREE – PROCEDURES NOT COVERED

1. Robert's Rules of Order, Revised Edition, shall govern the procedures of the Board of Acquisition and Contract in all cases when it is not inconsistent with the foregoing rules and not covered by the Rules of the Board set forth herein.

§2. These rules shall take effect immediately.



Kenneth Jenkins
County Executive

Board of Acquisition and Contract

DATE: January 9, 2025

TO: The Honorable Board of Acquisition and Contract

FROM: Raymond Sculky
Secretary, Board of Acquisition and Contract

RE: **Rules of Procedure**
Board of Acquisition and Contract

Attached is a Resolution containing the rules of the County Board of Acquisition and Contract. These rules were originally approved at the Acquisition and Contract meeting of February 24, 1994.

Rule One sets forth the procedure for requests by any one member of the Board to lay over for consideration once, any matter on the Board's agenda.

Rule Two establishes the procedure for a request to reconsider any matter on the Board's agenda voted upon by Board members prior to adjournment of a Board meeting.

Rule Three provides that Robert's Rules of Order, Revised Edition, shall govern the procedures of the Board of Acquisition and Contract in all cases when not inconsistent with the foregoing rules.

RS/tsa
Attachment

cc: County Attorney

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