

**OnBase ID #111827**

Date: September 9, 2025

To: The Honorable Board of Acquisition and Contract

From: Christopher Steers  
Director of Countywide Administrative Services

Hugh J. Greechan, Jr., P.E.  
Commissioner of Public Works and Transportation

Re: Authority to enter into a five-year license agreement with Greater Hudson Heritage Network for the use of space at the Andrew J. Spano Westchester County Archives & Records Center, for a term commencing retroactively on October 1, 2024 and continuing through September 30, 2029, for a license fee of \$1.00 per year (License Agreement No. 25-931).

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Attached for your consideration is a Resolution which, if approved by your Honorable Board, would authorize the County of Westchester (the "County") to enter into a five (5) year license agreement (the "License Agreement") with Greater Hudson Heritage Network ("Heritage Network") for the use of approximately 432 square feet of space at the Andrew J. Spano Westchester County Archives & Records Center (the "County Archives") located at 2199 Saw Mill River Road, Elmsford, New York, for a term commencing retroactively on October 1, 2024 and continuing through September 30, 2029, for a license fee of \$1.00 per year.

The proposed License Agreement is in the best interests of the County since the Heritage Network provides important functions in preserving historical records and the history of the County which benefits all residents of Westchester County. Since its founding in 1985, the Heritage Network's mission has been to serve Hudson Valley museums and historic communities to create effective, professional stewards of regional history and culture. The Heritage Network has been located at the County Archives since its inception in 1985 and has partnered with the County Archives to ensure best practices for the security and maintenance of public history collections, to complement the County Archives collection of public records with its rich library of private historical records, and to collaborate with the County Archives in the presentation of historical exhibits and on-line digital collections.

The goal of this Agreement is to provide space to the Heritage Network so that the County can continue its partnership with the Heritage Network thereby ensuring the availability of historical documents in order to benefit all Westchester County residents. The License Agreement will be monitored by the Department of Public Works in conjunction with the County Archives. The public purpose of this License Agreement is to provide needed services to the public and to the County Archives.

This License Agreement 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.

HJG/CS/sjc  
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 09/18/2025 - RAYMOND SCULKY, SECRETARY

## RESOLUTION

Upon a communication from the Director of Countywide Administrative Services and the Commissioner of Public Works and Transportation, be it hereby

**RESOLVED**, that the County of Westchester (the “County”) is hereby authorized to enter into a license agreement (the “Agreement”) with Greater Hudson Heritage Network (“Heritage Network”), for Heritage Network to use approximately 432 square feet of space at the Andrew J. Spano Westchester County Archives & Records Center, located at 2199 Saw Mill River Road, Elmsford, New York, for a term commencing retroactively October 1, 2024 and terminating September 30, 2029, with a license fee of \$1.00 per year; and be it further

**RESOLVED**, that the County Executive or his duly authorized designee is hereby authorized to execute all documents and take any actions necessary and appropriate to effectuate the purposes of this Resolution.

Account to be Charged / Credited:  
License Agreement No. 25-931

Fund	Dept.	Major Program, Program & Phase, or Unit	Sub-unit	Object/ Sub Object	Trust Account	Dollars
101	46	3300		9274		\$1.00 (2025)
101	46	3300		9274		\$1.00 (2026)
101	46	3300		9274		\$1.00 (2027)
101	46	3300		9274		\$1.00 (2028)
101	46	3300		9274		\$1.00 (2029)

Budget Funding Year(s): 2024 - 2029 Start Date 10/1/2024 End Date 9/30/2029

(must match resolution)

Funding Source

\$5.00

(must match resolution)

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

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

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

Other Revenue