



OnBase ID# 113820

DATE: June 1, 2026

TO: The Honorable Board of Acquisition and Contract

FROM: Kathleen M. O'Connor
Commissioner, Department of Parks, Recreation, and Conservation

Re: Authority to enter into a license agreement with New York – New Jersey Trail Conference, Inc., for the purpose of planning, developing, maintaining and protecting the hiking trails and parkland located on various County owned parks, for a term commencing retroactively on April 1, 2026, and continuing through March 31, 2031, with the County having the sole option to renew the license agreement for an additional five (5) year term on the same terms and conditions.

Attached for your consideration is a Resolution which, if approved by your Honorable Board, would authorize the County of Westchester (the "County"), acting by and through its Department of Parks, Recreation and Conservation (the "Department"), to enter into a license agreement (the "Agreement") with New York – New Jersey Trail Conference, Inc. (the "Trail Conference"), for the Trail Conference to plan, develop, maintain and protect the hiking trails and parkland located on any County owned park, and initially with the parks identified in Schedule "A" which is attached hereto (collectively, the "Properties"). The term of the proposed Agreement will commence retroactively on April 1, 2026 and continue through March 31, 2031, with the County having the sole option to renew the Agreement for an additional five (5) year term on the same terms and conditions.

Pursuant to the terms of the proposed Agreement, the Trail Conference shall provide and assign trained trail maintainers who shall visit and report on their assigned trail segment at least twice a year and more frequently when conditions require. At these times, the trail maintainers shall (i) inspect and, if necessary, replace damaged or missing trail blaze markers, (ii) clip and trim brush to keep the trail open and passible, (iii) clean water bars to control erosion, (iv) remove fall trees and limbs, (v) remove litter and graffiti; and (iv) report trail conditions and problems that have been identified. Additionally, the Trail Conference shall prepare and submit site-specific trail plans to the Department for any proposed new trails, and shall prepare and submit schedules for projects to existing trails, each of which shall be subject to the Department's approval.

In consideration for providing the aforementioned services, the County will provide the Trail Conference with a non-exclusive revocable license to enter in and upon the Properties for the purpose of planning, developing, maintaining and protecting the hiking trails and parkland located thereon. However, notwithstanding the foregoing, it should be noted that all services to be provided

by the Trail Conference pursuant to this proposed Agreement shall be subject to the prior written approval of the Department, and conducted at such times and locations and in such a manner as designated by the Department.

The Trail Conference is a not-for-profit corporation formed exclusively for the charitable purpose of protecting, managing and maintaining publicly accessible and authorized trails in the New York-New Jersey metro area. In furtherance of this aforementioned purpose, the Trail Conference recruits and trains volunteers to plan, build and maintain trails by providing both basic and advanced training courses that teach introductory skills such as trail maintenance, safety, use of hand tools and reporting procedures, as well as more specialized skills such as trail design and construction. Since its inception, the Trail Conference's volunteers have built and currently maintain over 2,100 miles of publicly accessible and authorized trails in the New York-New Jersey area.

The goal and objective of this proposed Agreement is for the Trail Conference to assist the Department in connection with the Department's operation and maintenance of the hiking trails located on the Properties. The goals and objectives of this proposed Agreement will service a public purpose by enhancing the Departments ability to provide County residents with access to safe, well-maintained recreational trails, thereby encouraging outdoor recreation and promoting the health, safety and general welfare of County residents.

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

Accordingly, authority is respectfully sought for the County of Westchester to enter into this Agreement.

KMO/AM/sjc

APPROVED BOARD OF ACQUISITION & CONTRACT - 001112086 RAYMOND SOLU-K SECRETARY

RESOLUTION

Upon a communication from the Commissioner of Parks, Recreation and Conservation, be it hereby

RESOLVED, that the County of Westchester (the “County”), acting by and through its Department of Parks, Recreation and Conservation (the “Department”) is hereby authorized to enter in a license agreement (the “Agreement”) with New York – New Jersey Trail Conference, Inc., (the “Trail Conference”) for the Trail Conference to plan, develop, maintain and protect the hiking trails and parkland located on any County owned park, and initially with the parks identified in Schedule “A” which is attached hereto (collectively, the “Properties”), for a term commencing retroactively on April 1, 2026, and continuing through March 31, 2031, with the County having the sole option to renew the Agreement for an additional five (5) year term on the same terms and conditions; and be it further

RESOLVED, that in consideration of providing such services, the County will provide the Trail Conference with a non-exclusive revocable license to enter in and upon the Properties for the purpose of planning, developing, maintaining and protecting the hiking trails and parkland located thereon; and be it further

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

Account to be
Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
		N/A			\$0.00

Budget Funding Year(s): _____ Start Date: 04/01/2026 End Date: 03/31/2031

Funding Source	Tax Dollars:	_____
	State Aid:	_____
<u>\$0.00</u>	Federal Aid:	_____
(must match resolution)	Other:	_____

APPROVED BOARD OF ACQUISITION & CONTRACT 06/11/2026 RAYMOND S. SUKKA, SECRETARY

SCHEDULE "A"

Description of Properties

Alfred B. DelBello Muscoot Farm

Briarcliff-Peekskill Trailway

Cranberry Lake Preserve

Croton Gorge Park

George's Island Park

Hilltop Hanover Farm and Environmental Center

John E. Hand Park at Bald Mountain

Kitchawan Preserve

Lasdon Public Gardens and Veterans Memorial

Merestead

Sal J. Prezioso Mountain Lakes Park

Ward Pound Ridge Reservation

Saxon Woods Park

APPROVED BOARD OF ACQUISITION & CONTRACT - 06/11/2026 - RAYMOND SCULKY, SECRETARY