



Andrew J. Spano
County Executive

Westchester County
Department of Public Works

Ralph L. Butler, P.E.
Commissioner

Dear Friends:

RE: **ADOPT-A-ROAD PROGRAM**

Across the country, thousands of members of community organizations have signaled their commitment to keeping America beautiful by "adopting" stretches of roadway and pledging to keep them litter-free. Westchester County has enacted a similar program entitled, "Pride in Westchester: Adopt-A-Road".

I encourage you to join the "Pride in Westchester: Adopt-A-Road" program. By participating in the program, you and your organization will be setting a good example of protecting the environment and keeping our County Roads clean.

In addition, the "Pride in Westchester: Adopt-A-Road" program gives all County residents, especially our young people, a chance to take pride in, and become involved in, their community.

The enclosed information should answer most of your questions about the program. If you need further information, please contact Michael Dispenza of the Westchester County Department of Public Works by calling (914) 995-2594.

I urge you to support this program. By working together, we can keep Westchester's roadways litter-free.

Sincerely,

Andrew J. Spano

Andrew J. Spano
County Executive

AJS/MRD/md

Administration
Engineering
148 Martine Avenue
White Plains, NY 10601
westchestergov.com/dpw

Automotive Operations
38 Brockway Place
White Plains, NY 10601
Telephone: (914) 995-4961
Fax: (914) 995-3709

Road Maintenance
198 Lake Street
White Plains, NY 10604
Telephone: (914) 995-4951
Fax: (914) 995-6233

Valhalla Operations
Operations Building
Valhalla, NY 10595
Telephone: (914) 231-1294
Fax: (914) 231-1164

White Plains Operations
148 Martine Avenue
White Plains, NY 10601
Telephone: (914) 995-2561
Fax: (914) 995-6146

Westchester County

ADOPT-A-ROAD PROGRAM

- WHO:** Westchester County residents or organizations interested in maintaining the appearance of County Roads may "adopt" segments of roadways and pledge to keep them free of litter. Westchester County welcomes civic, service, youth, senior, scout, school, church, synagogue, and neighborhood organizations. Group participants must be twelve (12) years of age or older.
- WHAT:** Each group must commit to picking up litter along a designated segment of County Road. The group may also perform other duties including maintaining certain vegetation and cutting back overgrown brush.
- WHEN:** The groups will conduct activities for a period of two (2) years.
- WHERE:** All County roadways, with the exception of median areas, are eligible based on approval by permit from the Westchester County Department of Public Works.
- HOW:** All participants must attend safety briefings before participating in field activity. A representative from the Department of Public Works will provide the first briefing. All participants must wear approved orange safety vests which will be provided by the department. The department will also provide trash bags.
- WHY:** Westchester County Department of Public Works is responsible for the maintenance of 155 miles of County roadway. Limited resources require that the first priority be given to keeping the roadway safe and serviceable. Enlisting the assistance of volunteer organizations demonstrates their concern in protecting the environment and taking pride in their community.
- CONTACT:** For further information, call the Department of Public Works at (914) 995-2594, Michael Dispenza.



Andrew J. Spano
County Executive

Westchester County
Department of Public Works

Ralph L. Butler, P.E.
Commissioner

RE: Westchester County Adopt-A-Road Program
Instructional Letter/Requirements

Dear Applicant:

Enclosed for execution please find three (3) Adopt-A-Road Agreements. Kindly have all three documents signed as originals by the appropriate members of your organization. If your organization is a corporation, the same individual who signs the Agreements must also complete the Acknowledgment forms in triplicate. In addition, please have an officer other than the individual signing the Agreements complete and sign the Certificate of Authority form in triplicate. All forms shall be notarized where applicable.

Applicants must also indicate on page 2 what segment of County Road will be designated, and on page 5 the term of the Agreement. The Daily Work Party sign-off form (Schedule "B") and the General Release form (Schedule "C") are not completed at this time. As stipulated in the Agreement, Schedule "B" is to be signed each day work is performed by each individual participating. Also, Schedule "C" is to be signed by each individual participating, but should be submitted to this Department prior to the commencement of any activity.

Upon execution of the Agreements, please return the above-mentioned information along with a Certificate of Insurance evidencing coverage for Worker's Compensation and General Liability, with the County of Westchester named as an additional insured with respect to General Liability. Please note that your organization is required to submit proof of insurance coverage, only if your organization has an existing policy in place; the only item required would be to name the County as additional insured as previously mentioned.

Administration
Engineering
148 Martine Avenue
White Plains, NY 10601
westchestergov.com/dpw

Automotive Operations
38 Brockway Place
White Plains, NY 10601
Telephone: (914) 995-4961
Fax: (914) 995-3709

Road Maintenance
198 Lake Street
White Plains, NY 10604
Telephone: (914) 995-4951
Fax: (914) 995-6233

Valhalla Operations
Operations Building
Valhalla, NY 10595
Telephone: (914) 231-1294
Fax: (914) 231-1164

White Plains Operations
148 Martine Avenue
White Plains, NY 10601
Telephone: (914) 995-2561
Fax: (914) 995-6146

The information should be sent to the Westchester County Department of Public Works, 148 Martine Avenue, Room 522, White Plains, New York 10601.

Upon receipt of the above, the Agreement will be processed and a fully executed copy will be forwarded to you for your files. Should you have any questions, please call me at (914) 995-2594.

Very truly yours,

Michael R. Dispenza

Michael R. Dispenza
Contract Administrator

Enclosures

cc: B. Peters-Demeo, WCDPW
J. Statini, WCDPW