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Supervisor DeSena offered the following resolution and moved its adoption, which resolution was declared adopted after a poll of the members of this Board:

**RESOLUTION NO. 348 - 2023**

**A RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH EXCEL REPORTING, INC. FOR TRANSCRIPTION SERVICES (TNH125-2023).**

**WHEREAS**, the Town of North Hempstead (the "Town") requires Transcription Services for Town Board, Board of Zoning Appeals and Historic Landmarks Preservation Commission meetings and other public meetings, as well as 50-H hearings and other scheduled hearings (the "Services"); and

**WHEREAS**, the Director of Purchasing (the "Director") has issued a Request for Proposals (the "RFP") for the Services, in accordance with the Town's Procurement Policy; and

**WHEREAS**, after reviewing the proposal submitted in response to the RFP, the Director has recommended that the Town enter into professional services agreement with Excel Reporting, Inc., 55 Maple Avenue, Suite 204, Rockville Centre, New York 11570 (the "Contractor") to provide the Services at the prices set forth in the Contractor's proposal, on an as-needed basis, for a term expiring on December 31, 2026 with the option to renew for two additional one-year terms on the same terms and conditions, including price (the "Agreement"); and

**WHEREAS**, this Board finds it to be in the best interests of the Town to authorize the Agreement.

**NOW, THEREFORE, BE IT**

**RESOLVED** that the Agreement be and hereby is authorized; and be it further

**RESOLVED** that the Supervisor or her designee be and hereby is authorized and directed to execute the Agreement on behalf of the Town, which Agreement shall be on file with the Office of the Town Clerk, and to take such other action as may be necessary to effectuate the foregoing; and be it further

**RESOLVED** that the Office of the Town Attorney be and hereby is authorized and directed to negotiate and oversee the execution of the Agreement, and to take such other action as may be necessary to effectuate the foregoing; and be it further

**RESOLVED** that the Comptroller be and hereby is authorized and directed to pay the costs of the Services upon receipt of the duly executed Agreement and certified claims therefore.

**Dated:** Manhasset, New York