



The Chemung County Library District, with neighborhood libraries in Big Flats, the Bookmobile, Elmira, Horseheads, Van Etten, West Elmira, and on the web at www.cclid.lib.ny.us

Agenda

The April 2020 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday April 16, 2020 at 6:00 pm at the **Steele Memorial Library, 101 E. Church St., Elmira, NY 14901. The meeting will be available online.** The agenda for the meeting is listed below. If you are unable to attend, please inform Ms. Dworkin (607-398-2021), Mrs. Mellott (733-8607), or Mr. Shaw (733-8611).

1. Call to order
 2. Pledge of allegiance
 3. Introduction of Members
 4. Approval of minutes (document #2020-19)
 5. Treasurer's report
 - a) Financial report (document 2020-20)
 - b) Report of Unpaid Bills Detail (document 2020-21)
 6. Correspondence
 7. President's report (Dworkin)
 8. Director's Report
 - Consent Item: Approval of Personnel Actions**
Resolved that the CCLD Board of Trustees approve the personnel actions as submitted.
 9. Committee reports:
 - a) Executive Committee (Dworkin)
 - 1) Report of the Committee meeting (document 2019-22)
 - b) Budget & Finance Committee (Schamel)
 - 1) Report of the Committee meeting (document 2019-23)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting (document 2019-24)
 - Consent Item: Approval of AJH Design invoice**
Resolved that the CCLD Board of Trustees approve the AJH invoice for \$1200
 - Consent Item: Approval of Boiler Contract**
Resolved that the CCLD Board of Trustees approve Postler and Jaeckle as the contractor
 - Consent Item: Approval of asbestos testing**
Resolved that the CCLD Board of Trustees Fagan Engineers proposal for testing.
 - Consent Item: Approval of Bob Butcher as Project Manager for Parking Lot project**
Resolved that the Board of Trustees approve the action as submitted
 - d) Personnel Committee (Dworkin)
 - e) Election and Continuity Committee (Rogan)
 - f) Advocacy Committee
10. Executive Session
11. Old business
12. New business
13. Period for public expression
14. Adjournment

(Minutes of the March 19, 2020 meeting of the Chemung County Library District Board of Trustees. Document #2020-19)

The meeting was called to order at 6:00 pm by President Rachel Dworkin. Present were Pat Silvernail, Ann Hayes, Martha Smith, Kevin Hansen, Jessica Roberts, Phyllis Rogan, Lee Saginario, Penny Appenzellar, Crystal Gullo-Buzzetti, Bonnie Chollet, Jack Schamel, and Karl Schewesinger. Also present was Holly Melott on behalf of the Library District's Administration. Excused were Pam Larnard and LuAnn Rhode.

Minutes. The minutes of the February 2020 meeting (Document #2020-13) were presented for board review. Ms. Silvernail moved, seconded by Ms. Hayes to accept the minutes as presented in writing. VOTE: Unanimously Approved.

Financial Report. The February 29, 2020 Financial Report (Document #2020-14) was presented for board review. Ms. Hayes moved, seconded by Ms. Appenzellar to approve the February Financial Report as distributed in writing. VOTE: Unanimously Approved.

Report of Unpaid Bills (Document #2020-9) Ms. Silvernail moved, seconded by Ms. Hayes that the board authorize the payment of the unpaid bills dated 3/19/20 for the General Fund - \$55,615.27 as distributed in writing. VOTE: Unanimously Approved.

Correspondence. Nothing to report at this time.

Director's Report. In Mr. Shaw reported on the following:

- In compliance with NY state regulations the staff has been cut by 75%. Beginning, Tuesday 3/17/20 part time staff were instructed to stay home. A rotation was developed for full time staff. There will be 4 staff members in the building each day throughout the week, excluding the administration and the custodian. Full time branch staff will continue to report to their locations.
- Audit has been postponed until further notice. It is anticipated that it will be completed in September or October, either will allow ample to meet the 11/15/20 deadline.
- Librarian, Amanda Farley, will be spearheading a committee overseeing a pandemic plan. Creating policies and guidelines will be a priority.
- The cost of repaving/repairing the parking lot at Steele is estimated as \$116,000. Mr. Schewesinger will prepare a drawing of the parking lot, showing where the drain was, he is recommending that it be reinstalled. He is also proposing, that Bob Butcher be the project manager for this endeavor.
- Brian Hildreth from STLS is asking that each library district release \$9,000 from their Central Library Aide to be used for additional e-resources.
- The Director's Advisory Council is proposing that the \$90,000 from Central Library Aide, designated for salaries, be used for online materials.
- There will be an additional cost of \$2,000 needed to complete the sign project at Steele.
- Bob Butcher will be at Steele on 3/23/20 to get input from staff about the breakroom. There is a possibility of asbestos in the floor tiles. Solutions will be evaluated to rectify that concern.

- The boiler project walk through has taken place, bids will be opened on 3/30/20. A part is being manufactured that require 6 weeks to be completed. Completion in September/October is anticipated.

CONSENT ITEM: Ms. Smith moved that \$9,000 from the Central Library Aide be given to STLS to purchase additional e-resources. Seconded by Mr. Hansen. VOTE: Unanimously Approved.

The Director's Report (Appendix A) and the CCLD Staff Reports (Appendix B) for last month were submitted in writing to the board.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2020-16)

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2020-17)

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2020-18)

President's Report. Ms. Dworkin expressed concern over the present pandemic situation. In the best interest of all parties, April committee meetings and likely the board meeting will be held online via Zoom.

Personnel Committee. Ms. Appenzellar will set up a conference call with the entire committee. She will sending out director evaluations via email.

Election & Continuity Committee. Nothing to report at this time.

Advocacy Committee. A meeting was held on 3/9/20. The public will be encouraged to attend in future, allowing them to give feedback about the library. The committee would like staff to attend community meetings. They are pleased with the library presentations on Facebook, local television, and radio spots. Board members were encouraged to "like" the CCLD Facebook page and promote resources. Michelle Barrett, senior library clerk, oversees promotional materials.

Old Business. The Friends "Read a Thon" has been postponed until fall.

New Business.

The meeting was adjourned at 7:15 pm. The next regular meeting of the board will be held on Thursday, April 16, 2020 at 6:00pm at the **West Elmira Library, 1231 W Water St., Elmira, NY 14905**

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2020-20)

Financial Report - March 31, 2020

Income	2020 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 60,025	\$ 9,163	\$ 50,862	15.27%		
Grants (other than N.Y.S.)		\$ 33,060				HH Friends \$8600;Ukelele class\$960;Art Council \$5000; Friends \$18,000
Foundation Contributions	\$ 200,000		200000	0%		
Library District Tax Receipts	\$ 3,115,115	\$ 3,125,115	(10000)	100%		
PILOT Funds	\$ 70,000					
Interest on Investments	\$ 8,000	\$ 585	7415	7%		
State Aid						
Central Library Development	\$ 99,272		99272	0%		
Central Book Aid	\$ 67,599		67599	0%		
Local Library Services Aid	\$ 39,546		39546	0%		
Other State Aid						
TOTAL INCOME	\$ 3,659,557	\$ 3,167,923	\$ 454,694	87%	25%	
Expense	Annual Budget	Expended to Date	Balance	Percent	Percentage	
Personnel						
Salaries	1,675,556	\$ 436,363	\$ 1,239,193	26%		
Overtime & Holiday Salaries	22,619	\$ 4,054	18565	18%		
Employee Benefits						
FICA	129,910	\$ 35,350	\$ 94,560	27%		
NY State Retirement	267,967	\$ 116,903	\$ 151,064	44%		
Medical & Dental	518,495	\$ 138,861	\$ 379,634	27%		
Other (Disability, Wk. Comp, Unemp)	17,980	\$ 17,699	\$ 281	98%		
Subtotal - Personnel Expenses	2632527	749230	\$ 1,883,297	28%	25%	
Contractual						
Equipment	62310	\$ 5,093	57217	8%		
Telephone	14800	\$ 9,509	5291	64%		
Supplies	48700	\$ 11,198	37502	23%		Grant \$3440; HH Foundation \$158
Travel & Continuing Education	12915	\$ 2,782	10133	22%		
Repairs & Maintenance	27010	\$ 4,256	22754	16%		
Postage	2000	\$ 1,753	247	88%		
Library Materials (books, video, etc.)	375041	\$ 56,726	318315	15%		Gifts \$5515
Utilities	60200	\$ 21,478	38722	36%		
Building Cleaning Supplies	13700	\$ 10,933	2767	80%		
Fuel, Gas & Oil (Bookmobile)	3100	\$ 840	2260	27%		
Insurance	33577	\$ 33,674	(97)	100%		
Vehicle Operation / Maintenance	7000		7000	0%		
Professional Fees (audit, engineer/legal fees)	22175	\$ 8,769	13406	40%		
Data Processing Expenses (Cost Share)	131681	\$ 54,652	77029	42%		
Payment of Taxes	5080	\$ 5,111	(31)	101%		
Library Programming	37997	\$ 17,068	20929	45%		Grant Funds\$2450 incl Tlab; Friends \$1456; HH Friends\$679;Mkt \$18
Chemung County costs (B&G, vision)	14000		14000	0%		
Capital Improvements STATE CONST see below	10000	\$ 101	9899	1%		
Contingency Fund	52643		52643	0%		
Subtotal Expenses	\$ 3,566,456	\$ 993,172	\$ 2,573,284	28%	25%	
2019 & 2020 State Construction Projects						
TOTAL EXPENSES	\$ 3,566,456	\$ 993,172				

Chemung County Library District General Fund
Unpaid Bills Detail
As of April 1, 2020

Type	Date	Memo	Open Balan...
Aleta Yarrow			
Bill	04/01/20	4/9 & 5/14 classes @ St ...	400.00
Bill	04/01/20	4/8 & 5/13 classes @ H...	475.00
Total Aleta Yarrow			875.00
Baker & Taylor Books			
Bill	04/01/20	Book purchase Bookmo...	56.74
Bill	04/01/20	Book purchase St Juv - ...	1,806.88
Total Baker & Taylor Books			1,863.62
Brandon Reyes			
Bill	04/01/20	Elmira Ukulele Society - ...	80.00
Total Brandon Reyes			80.00
Brodart Co.			
Bill	04/01/20	tape/labels for books - St...	23.27
Total Brodart Co.			23.27
Chemung Canal Trust Company			
Bill	04/01/20	IT software/Prime/BKM p...	3,600.97
Bill	04/01/20		60.80
Total Chemung Canal Trust Company			3,661.77
CHILDREN'S PLUS INC.			
Bill	04/01/20	Books Purchased - Bkm ...	373.64
Total CHILDREN'S PLUS INC.			373.64
Costume Specialists			
Bill	04/01/20	Pete the Cat costume for...	140.00
Total Costume Specialists			140.00
Demco, Inc.			
Bill	04/01/20	labels/tape	135.16
Total Demco, Inc.			135.16
Doris Jean Metzger			
Bill	04/01/20	reimb Teen prog supplies	75.20
Total Doris Jean Metzger			75.20
Elmira Water Board			
Bill	04/01/20	Fireline Billing 4/1-6/30 ...	14.00
Total Elmira Water Board			14.00
Erie Materials			
Bill	04/01/20	supplies for face shields ...	1,600.00
Total Erie Materials			1,600.00
Filomena Jack			
Bill	04/01/20	Classes @ St 3/21, 4/25,...	800.00
Total Filomena Jack			800.00
Fire Alarm Service Technology, Inc.			
Bill	04/01/20	Tested panic buttons/inst...	223.57
Bill	04/01/20	Tested panic button	55.00
Bill	04/01/20	Tested panic button & re...	58.57
Bill	04/01/20	Tested panic button & re...	58.57
Bill	04/01/20	Tested panic button & re...	330.00
Total Fire Alarm Service Technology, Inc.			725.71
Karen Curren			

**Chemung County Library District General Fund
Unpaid Bills Detail
As of April 1, 2020**

Type	Date	Memo	Open Balan...
Bill	04/01/20	Gourd Painting @ HH 4/...	300.00
Total Karen Curren			300.00
LaBella Associates, D.P.C.			
Bill	04/01/20	Heating Boiler Pump Ad...	9,950.00
Total LaBella Associates, D.P.C.			9,950.00
Library Ideas LLC			
Bill	04/01/20	Library Materials - HH JUV	247.49
Total Library Ideas LLC			247.49
Library Supply Solutions			
Bill	04/01/20	Security strips for Lib ma...	660.00
Total Library Supply Solutions			660.00
Rebecca Jackson			
Bill	04/01/20	reimbursement for teen ...	59.42
Total Rebecca Jackson			59.42
Recorded Books			
Bill	04/01/20	7 day use charges - 2/1-...	98.67
Total Recorded Books			98.67
Vasco Brands, Inc.			
Bill	04/01/20	cleaning supplies all libra...	472.01
Bill	04/01/20	cleaning supplies all libra...	1,537.13
Total Vasco Brands, Inc.			2,009.14
Xerox Corporation			
Bill	04/01/20	maintenance agreement ...	37.26
Total Xerox Corporation			37.26
TOTAL			23,729.35

3:40 PM

04/01/20

Chemung County Library District Grant Fund
Unpaid Bills Detail
As of April 1, 2020

<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balan...</u>
Baker & Taylor Books			
Bill	04/01/20	Reference materials	554.99
Total Baker & Taylor Books			554.99
Value Line Publishing, Inc.			
Bill	04/01/20	reference materials	1,233.36
Total Value Line Publishing, Inc.			1,233.36
TOTAL			<u>1,788.35</u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of April 16, 2020

Type	Date	Memo	Open Balan...
Amazon Credit Plan			
Bill	04/16/20	Purchases all libraries 2/10-3/8	3,844.05
Total Amazon Credit Plan			3,844.05
Blackstone Publishing			
Bill	04/16/20	Audiobooks purchase - ST & BF - St pd w/gift funds	306.34
Total Blackstone Publishing			306.34
EBSCO Information Services			
Bill	04/16/20	Christian Science Monitor - pd w/donation	119.00
Total EBSCO Information Services			119.00
Erie Materials			
Bill	04/16/20	supplies for face shields for COVID pandemic - Makerspace - pd by gr...	78.40
Total Erie Materials			78.40
Ingram Library Services			
Bill	04/16/20	Library Materials all libraries March	1,231.77
Bill	04/16/20	Library Materials all libraries March	315.18
Bill	04/16/20	Library Materials all libraries March	81.25
Bill	04/16/20	Library Materials all libraries March	3,088.79
Bill	04/16/20	Library Materials all libraries March	294.48
Bill	04/16/20	Library Materials all libraries March	121.44
Bill	04/16/20	Library Materials all libraries March	22.19
Bill	04/16/20	Library Materials all libraries March	1,114.29
Bill	04/16/20	Library Materials all libraries March	1,313.74
Bill	04/16/20	Library Materials all libraries March	374.55
Total Ingram Library Services			7,957.68
MidWest Tape			
Bill	04/16/20	WE A/V purchases - March	18.74
Bill	04/16/20	St A/V purchases - March	2,049.60
Bill	04/16/20	HH AV -March	578.87
Total MidWest Tape			2,647.21
Southern Tier Library System			
Bill	04/16/20	Quarterly STLS IT Contract - Billed Entity Internet - BF, HH, ST, WE	1,800.00
Bill	04/16/20	item barcodes	245.52
Bill	04/16/20	ST downloadable - AV	311.14
Bill	04/16/20	ST downloadable - AV YA	99.99
Bill	04/16/20	ST downloadable - AV JUV	19.97
Total Southern Tier Library System			2,476.62
The Leader			
Bill	04/16/20	Annual subscription HH	406.27
Total The Leader			406.27
Wegmans Food Markets Inc.			
Bill	04/16/20	Teen programming - March	58.55
Total Wegmans Food Markets Inc.			58.55
TOTAL			17,894.12

Chemung County Library District Grant Fund
Unpaid Bills Detail
As of April 16, 2020

Type	Date	Memo	Open Balan...
Grey House Publishing			
Bill	04/16/20	Reference Material	220.00
Total Grey House Publishing			220.00
Ingram Library Services			
Bill	04/16/20	Non-Fiction Materials -	888.77
Total Ingram Library Services			888.77
Midwest Tape, LLC			
Bill	04/16/20	CBA educational DVDs March	198.06
Total Midwest Tape, LLC			198.06
Southern Tier Library System			
Bill	04/16/20	eBook purchases Non-Fic/Juv	644.83
Total Southern Tier Library System			644.83
TOTAL			1,951.66

Document #2020-22

Report of the April 1, 2020 meeting of the Executive Committee of the Chemung County Library District:

The meeting came to order at 6:00pm. Attending the meeting from the Executive Committee were Rachel Dworkin, Jack Schamel, Phyllis Rogan, and Martha Smith. Holly Melott and Ronald Shaw, CCLD management were also present. Other board members in attendance were Ann Hayes, Jessica Roberts, Lee Saginario, Karl Schwesinger, Pat Silvernail, and Pam Larnard.

Ms. Dworkin called the meeting to order at 6:00 p.m.

UNPAID BILLS: Ms. Melott submitted the Unpaid Bill List dated 4/1/2020 for the General Fund - \$23,729.35 and the Grant Fund - \$1,788.35 Ms. Hayes moved, seconded by Mr. Schamel to approve payment of the bills as submitted in writing. **VOTE:** Unanimously Approved.

Director Ron Shaw gave the following reports:

- Awaiting guidelines from the Governor's office concerning mandated closing. The anticipation is that the libraries will remain closed until at least 4/29/20.
- The Makerspace staff is producing face shields for use in local hospitals. Funds are being solicited from the public to help offset the expense. Donations can be made on the website using PayPal.
- Staff are sewing face masks to be distributed to health care workers in the region.
- Increased costs are anticipated in the upcoming year for health care coverage and retirement contributions. In light of the current circumstances, it is proposed that the tax cap is not overridden.
- Major cuts in construction grant funds from STLS are anticipated. Current projects now underway are adequately funded with reserve funds. Waiting to hear back from the state concerning the boiler grant funds.
- The Friends organization will likely experience reduced income as well, 2020 resources have been received and allocated.

The meeting adjourned at 6:15 pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, May 6, 2020 at 6pm in the Petrie Conference Room of the Steele Memorial

Document #2020-23

Report of the April 8, 2020 meeting of the Budget & Finance Committee of the Chemung County Library District.

Attending the meeting were CCLD board members Ms. Ann Hayes, Ms. Jessica Roberts, Ms. Rachel Dworkin, and Mr. Jack Schamel. Also in attendance Holly Melott and Ron Shaw, CCLD Administration. The meeting opened at 8:45 a.m.

Ms. Melott presented the March 31, 2020 Financial Report to the Committee. The report will be forwarded to the full CCLD board for its consideration.

Ms. Melott presented the Unpaid Bill List dated 4/16/20 for the General Fund - \$17,894.12 and \$1951.66 for the Grant Fund. The Unpaid Bills Details will be forwarded to the full CCLD board for its consideration.

Mr. Shaw stated that in light of the current economic situation, there will be a significant rise in the cost of health insurance coverage and pension contribution.

The meeting adjourned at 8:55am. The next meeting of the Budget & Finance Committee will be held on Wednesday, May 13, 8:45 am in the Petrie Conference Room of the Steele Memorial Library.

Document #2020-24

Report of the April 1, 2020 meeting of the Buildings & Grounds Committee of the Chemung County Library District

The meeting opened at 5:30 pm. Present were Ms. Martha Smith, Ms. Rachel Dworkin, Ms. Pat Silvernail, Ms. Lee Saginario, and Mr. Karl Schwesinger. Also attending were Holly Melott and Ronald Shaw, CCLD Management.

The Committee received reports on the following:

- Mr. Shaw met with Bob Butcher on 3/30/20 concerning the staff room renovations. New blue prints and a color palette were brought in. An asbestos review will need to be conducted at a cost of \$1150-1600.
- An invoice for \$1200 was received from AJH Design and will be sent to the board for payment approval.
- County Building and Grounds employees were present during the bid opening for the boiler project. They asked questions of the prospective contractors and approved the bid choice of Postler & Jaeckle Southern. The matter will be sent to the full board for approval.
- Mr. Shaw has confirmed with Brian Hildreth that the STLS monies that were designated for the boiler project will not be taken back, pending any governmental interference. The new boiler should be in place at Steele by September.
- The anticipated cost to pave the parking lot at Steele is \$116,000. It is being recommended that Bob Butcher be hired to oversee that project.

The meeting adjourned at 5:50 pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, May 6, 2020 at 5:30pm in the Petrie Conference Room at the Steele Memorial Library.



March 27, 2020

Mr. Robert L. Butcher, AIA
1208 West Water Street
Elmira, New York 14905

Sent Via Email: robert_butcher_architect@yahoo.com

RE: Asbestos Pre-Renovation Survey Proposal;
Chemung County Library District – Breakroom Renovations
101 East Church Street
Elmira, New York 14901

Dear Mr. Butcher,

I would like to take this opportunity to thank you for your recent request for a proposal for the above referenced project. We have developed the following proposal.

SCOPE OF SERVICES

Fagan Engineers & Land Surveyors, P.C. (FE) is pleased to provide the following scope of services:

1. Inspection for and identification of asbestos or asbestos containing building materials per State & Federal guidelines throughout the structures by NYS certified inspectors.
2. Sampling of suspect material and subsequent analysis by a NYS certified laboratory.
3. One electronic copy (pdf via email or compact disk) of the written report.

FEES

Fagan Engineers & Land Surveyors, P.C. estimates that the fee to perform the above Scope of Services at an estimated total project cost range of **\$1150.00 - \$1600.00**; The costs reflect \$750.00 - \$1200.00 prep, mobilization, sample collection, demobilization, sample prep & ship, shipping fees and report prep. Samples analytical costs are estimated based information provided in the March 27, 2020 email describing materials that may be disturbed during renovations, actual total fees to be determined at time of service by number of samples actually required to be sampled and analyzed. FE will invoice subcontractor (laboratory) work based on the actual costs plus 10% surcharge. The costs for asbestos sample analyses will be invoiced at the following rates: PLM Friable \$6.60/ea; PLM Non-friable Organically Bound materials (NOB) \$17.60/ea; TEM \$22.00 (as necessary), see below for explanation of analyses. **This is only a budget estimate.** The balance will be due and payable upon completion of the written report. Any invoice remaining unpaid beyond 30 calendar days of its submission to you will accrue interest at the rate of 1½ percent compounded monthly on the unpaid balance.

Mr. Robert L. Butcher, AIA
March 27, 2020

*NYS asbestos regulations require collection of a minimum of two samples of what is defined as miscellaneous materials, i.e. non-friable organically bound materials such as vinyl flooring, adhesives (mastics), caulks, ceiling tiles and three samples of what is defined as surfacing and/or thermal insulation materials i.e. pipe insulation, plaster, etc. The materials classified as non-friable organically bound materials (NOB's) as determined by the laboratory, such as floor tile, mastics (adhesives), ceiling tiles, roofing materials, etc., analysis is a stepped approach as follows: The material is reduced to an ash, acid rinsed; then analyzed using polarized light microscopy (PLM); if negative for asbestos by PLM the sample is then required to be analyzed using transmission electron microscopy (TEM), friable materials require only PLM analysis. Therefore, the costs vary depending on the findings and number of materials present.

SCHEDULE

Upon acceptance of this proposal, Fagan Engineers & Land Surveyors, P.C. will commence work on this project as soon as possible, at a mutually agreed upon time schedule. Completed report turnaround time is approximately 2 - 3 weeks from date(s) of sample collection.

Should this proposal for inspection services be acceptable, please sign the acceptance section below which will constitute a written agreement between us. **Please return one executed copy for our files and the retainer.** Thank you for the opportunity to submit this proposal, and we look forward to working with you on this project.

Sincerely,

FAGAN ENGINEERS & LAND SURVEYORS, P.C.



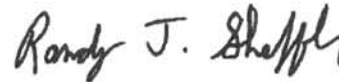
Randy J. Sheffler
Project Manager

AGREEMENT ACCEPTANCE SECTION

ROBERT BUTCHER, AIA

**FAGAN ENGINEERS &
LAND SURVEYORS, P.C.**

ACCEPTED BY: _____



TITLE: _____

Project Manager / Inspector

DATE: _____

March 27, 2020



De-Scope Questions and Answers
Chemung County Library District – Heating Upgrades
LaBella Project No. 2200063

The following are the de-scope questions:

1. Contract includes contacting and scheduling gas service work with NYSEG, referencing specification section 231123, section 1.9. Is this included? **Yes**
2. Equipment and materials rigging shall be performed when Library hours are closed. This involves the front entrance of the facility to the mechanical room, normal library operating hours are Monday-Friday 9 am to 9 pm, and Saturday 9 am to 5 pm. Movement of materials shall be performed during non-operating hours. Is this included? **We are under the assumption that we can move equipment and materials into the work spaces from 6 am to 9 am on certain days as necessary. We will coordinate with the Library with these tasks. This will prevent us from having to add any overtime.**
3. Who do you plan on being the project manager for this project? **Mike Rice**
4. Who do you plan being the on-site construction manager for this project? **Project Superintendent Brian Ward**

The above questions in black were distributed to the contractor on 3/31/2020 via email, and the responses in red are from the contractor via email (3/31/2020).

Refer to the revised schedule of values attached.

Respectfully recorded,

LaBella Associates

Craig Davis
Project Manager/Sr. Mechanical Engineer

Cc: Ronald Shaw (CCLD), Gary Morenus (CC B&G), Ben Hagen (P&J)

P&J Chemung County Proposal 3/30/20

Subcontractors	Trade	Amt.
John Mills or Matco	Electrical	\$ 21,300.00
Day	Controls	\$ 19,200.00
P&J	HVAC	\$ 108,700.00
STCF	Sheet Metal	\$ 7,400.00
Mechanical Testing	Test and Balance	\$ 2,600.00
Southern Tier Insulators	Mech. Insulation	\$ 9,400.00
	Total	\$ 168,600.00

Manufacturer	Equipment	Amt.
Aerco	Boiler	\$ 59,400.00
	Total	\$ 59,400.00
	Grand Total	\$ 228,000.00

DOCUMENT 004100 – BID FORM

CHEMUNG COUNTY LIBRARY DISTRICT
HEATING SYSTEMS UPGRADES
ELMIRA, NEW YORK

FORM OF PROPOSAL

Submitted By: Postler & Jaeckle Corp. Date: 3/30/20

To:
Chemung County Library District
Steele Memorial Library
101 East Church Street
Elmira, New York 14901

The undersigned, Postler & Jaeckle Corp.
(Name of Bidder)

a Corporation
(Type of Firm, State of Incorporation, if applicable)

of 615 South Ave. Rochester, NY 14620
(Address)

The undersigned, having examined the Site, the Instructions to Bidders, the Supplementary Instructions to Bidders, the General Conditions, the Supplementary General Conditions, the Specifications and the Drawings entitled Chemung County Library District – Main Library Heating Systems Upgrade, prepared by LaBella Associates, Elmira, New York which compose the Contract Documents, hereby proposes and agrees as follows:

I. BASE BID

a) All Work of The Contract No. 2200063,
(Enter number form list below)

generally described as HVAC,
(Enter description of Prime Contract from list below)

for the sum of: two hundred twenty eight thousand dollars

\$ 228,000.00 for labor, materials, supplies, services, allowances and all other costs

II. ALTERNATES

No Alternates Listed

- a) All Work of The Contract generally described as Construction

for the sum of: n/a

\$ n/a for labor, materials, supplies, services and all other costs.

III. START OF WORK AND COMPLETION

The undersigned agrees, if awarded the designated, Prime Contract, to promptly commence work after date of issuance of written Notice to Proceed and to complete the work in accordance with the project schedule provided.

IV. TIME PROGRESS SCHEDULE

The undersigned agrees, if awarded the Contract, to furnish a "Contractor's Construction Schedule" showing the starting and completion dates of major and minor activities as stipulated in the General Conditions.

V. BID BOND

A Bid Bond or other acceptable form of bid guarantee in the amount of \$ 5%
(5% of bid amount) is attached to this bid.

- VI. This Proposal will remain in effect for a period of forty five (45) days from the time scheduled for the submission of Proposal. We agree to be responsible for all increases in labor rates and/or material prices which may occur during the life of this Contract.

Addenda Numbers none have been received and are included in this Proposal.

By submission of this Bid or Proposal, the Bidder certifies that:

- a) That attached hereto (if a Corporate Bidder) is a certified copy of resolution authorizing the execution of this certificate by the signator of this Bid or Proposal in behalf of the corporate bidder.

CONTRACTOR Postler & Jaeckle Corp.

BY Erich K. Postler

ADDRESS 615 South Ave.

Rochester, NY 14620

Bid Dated This 30th Day Of March, 2020.

CORPORATE RESOLUTION

Resolution (must be filled in if Corporate Bidder)

Resolved that Erich K. Postler be authorized to sign and submit the Bid or
(Name of Individual)

Proposal of this Corporation for the following Project Chemung County Library Heating System Upgrades


And to include in such Bid or Proposal the certification as to non-collusion required by Section One Hundred Three – D (103-D) of the General Municipal Law as the act and deed of such Corporation, and for any inaccuracies or misstatements in such certificate this Corporate Bidder shall be liable under the penalties of perjury.

The foregoing is true and correct copy of the resolution adopted by _____
Postler & Jaeckle Corporation at

The Meeting of its Board of Directors held on the 4th Day of February, 2020.

(Last Date shall be Bid Date.)

(SEAL OF CORPORATION)


(Secretary)

BIDDER'S NAME Postler & Jaeckle Corp.

BY Erich K. Postler

Dated this 30th Day of March, 2020.

NON-COLLUSIVE BIDDING CERTIFICATE

By Submission Of This Bid or Proposal, The Bidder Certifies That:

- a) This Bid Or Proposal Has Been Independently Arrived At Without Collusion With Any Other Bidder Or With Any Competitor Or Potential Competitor;
- b) This Bid Or Proposal Has Not Been Knowingly Disclosed And Will Not Be Knowingly Disclosed, Prior To The Opening Of Bids Or Proposals For This Project, To Any Other Bidder, Competitor Or Potential Competitor;
- c) No Attempt Has Been Or Will Be Made To Induce Any Other Person, Partnership Or Corporation To Submit Or Not To Submit A Bid Or Proposal;
- d) The Person Signing This Bid Or Proposal Certifies That He Has Fully Informed Himself Regarding The Accuracy Of The Statements Contained In This Certification And Under The Penalties Of Perjury, Affirms The Truth Thereof, Such Penalties Being Applicable To The Bidder As Well As The Person Signing In His Behalf;
- e) That Attached Hereto (If Corporate Bidder) Is A Certified Copy Of Resolution Authorizing The Execution Of This Certificate By The Signator Of This Bid Or Proposal In Behalf Of The Corporate Bidder.

BIDDER'S NAME Postler & Jaeckle Corp.

INDIVIDUAL'S NAME Erich K. Postler

ADDRESS 615 South Ave.

Rochester, NY 14620



Dated 3/30/20

By _____

(Signature Of Authorized Individual)

P&J Chemung County Proposal 3/30/20

Subcontractors	Trade	Amt.
John Mills or Matco	Electrical	\$ 21,300.00
Day	Controls	\$ 19,200.00
P&J	HVAC	\$ 118,100.00
STCF	Sheet Metal	\$ 7,400.00
Mechanical Testing	Test and Balance	\$ 2,600.00
	Total	\$ 168,600.00

Manufacturer	Equipment	Amt.
Aerco	Boiler	\$ 59,400.00
	Total	\$ 59,400.00
	Grand Total	\$ 228,000.00

See revised Breakdown attached

P&J Chemung County Proposal 3/30/20

Subcontractors	Trade	Amt.
John Mills or Matco	Electrical	\$ 21,300.00
Day	Controls	\$ 19,200.00
P&J	HVAC	\$ 108,700.00
STCF	Sheet Metal	\$ 7,400.00
Mechanical Testing	Test and Balance	\$ 2,600.00
Southern Tier Insulators	Mech. Insulation	\$ 9,400.00
	Total	\$ 168,600.00

Manufacturer	Equipment	Amt.
Aerco	Boiler	\$ 59,400.00
	Total	\$ 59,400.00
	Grand Total	\$ 228,000.00



April 1, 2020

Mr. Ronald W. Shaw, MLS, MA, Director
Chemung County Library District
101 Church Street
Elmira, New York 14901

RE: Construction Administration Additional Services

Dear Mr. Shaw:

It has been a pleasure working with you on the electronic message center project for the library. This letter is regarding the additional construction administration services required to coordinate the project requirements with the contractor.

As you are aware, our original proposal limited construction administration services to two progress meetings during the construction of the sign and foundation system. Additional coordination has been required to review the sign submittals, foundation and structure information, and more recently coordination regarding the desired graphics and color selections. AJH design has also created the graphic image that is to be included in the sign design as this logo image is not currently available in a digital format required to manufacture the sign.

Considering the Construction Administration work that has been completed on behalf of the project and the addition of the graphic image for the logo I would like to petition for additional service fees to compensate for this time. AJH Design is requesting an additional \$1,200 for the construction administration previously completed as well as any additional work required to complete the project. I believe this to be a fair request and less than we have expended thus far for these services.

If you have any questions regarding this request, or the services provided and originally contracted, feel free to contact me on my mobile phone at 607-425-2407 or the number below.

Sincerely,

David R. Adams, R.A., LEED AP
AJH Design

G:\Steele Memorial Library\lt200401-Construction Administration Services.docx



March 31, 2020

Mr. Ronald Shaw
Director
Chemung County Library District
101 East Church Street
Elmira, NY 14901

RE: *Award of Bid Submission*
Chemung County Library District – Heating Upgrades
LaBella Project No. 2200063

Dear Don:

LaBella Associates is in receipt of bids for the above mentioned project. They are as follows:

Bidders	Total Gross Sum Bid
Postler & Jaeckle Corp.	\$228,000.00
Kimble Inc.	\$239,000.00
Frye and Campbell	\$269,800.00

We recommend Postler & Jaeckle Corp. at \$228,000.00 for the project. Postler & Jaeckle Corp. conforms to the bid specifications.

Ron, if you have any questions, please call.

Respectfully submitted,

LaBella Associates

A handwritten signature in black ink that reads "Craig Davis". The signature is written in a cursive style with a large, looped initial "C".

Craig Davis
Project Manager/Sr. Mechanical Engineer



The Chemung County Library District, with neighborhood libraries in Big Flats, the Bookmobile, Elmira, Horseheads, Van Etten, West Elmira, and on the web at www.cclid.lib.ny.us

To: CCLD Board of Trustees

From: Ronald W. Shaw, Director

Date: February 12, 2020

Subject: Approval of Personnel Actions

Promotions:

N/A

Change FT/PT Status:

N/A

Retirement:

N/A

End of Probationary Period- Permanent Appointment:

N/A

New Hires:

Stefan Bell- PT Library Page

Resignations:

N/A

Terminations:

N/A

Leave:

N/A

Step Increases:

Amanda Zell-FT Library Clerk to Step 9

Lynda Page- PT Library Clerk to Step 8

Brian Boynton- FT Microcomputer Specialist to Step 4

Michelle Erickson- FT Senior Library Clerk to Step 9

Isadora Morgan- PT Library Page to Step 2

Kelly Brown- FT Library Clerk to Step 7