

**Specials Executive Committee Meeting
(via Email)**

Monday, August 27, 2018

Executive Committee: David A. Scharoun, Shirley Copes, Judge James H. Cecile,
Robert T Tackman, Erich W. Shafer, Pastor Phyllis Lee-Williams

Request to the Board for approval to submit a budget amendment to the HS/EHS Regional Office

On Monday, August 27, 2018 the Executive Director Joseph E. O'Hara forwarded the attached memos to the Executive Committee, via email, requesting their approval for PEACE, Inc. to submit a budget amendment to the HS/EHS Regional Office for the fiscal year 02/01/2018-01/31/2019, to allow PEACE, Inc. to replace PEACE, Inc. Head Start Sumner School boiler which is nearly 50 years old and in need of major repairs. The total cost is \$54,880.

Board Treasurer Robert Tackman made a motion for approval for PEACE, Inc. to submit a budget amendment to the Head Start Regional Office for the fiscal year 02/01/2018 – 01/31/2019. Board 1st Vice President James Cecile seconded the motion, and the motion was approved by David Scharoun, Robert Tackman, and Judge James Cecile.

This approval will be forwarded to Board President David Scharoun for his signature.

Memorandum

To: Joe O'Hara & Board of Directors

From: Anne Spicciati

Date: August 15, 2018

Re: Board approval for the application of the budget amendment

This memo is asking for the approval to submit a budget amendment to the Regional Office for the fiscal year 02/01/2018-01/31/2019. The following is the explanation of the approximate changes.

Changes:

- **Sumner Boiler - \$54,880.00** – This is for a total replacement of the Sumner boiler. We are opting to replace the boiler at this time as the Sumner boiler is very old and has had numerous problems.

HS cost - \$32,119.00

EHS cost - \$6,956.00

PEACE, Inc. cost - \$15,805.00

DAVIS MECHANICAL SERVICE, INC.

6689 Old Collamer Road
East Syracuse, NY 13057-1218
Phone: (315) 463-9999
Fax: (315) 438-8643

PROPOSAL: RC133

PHONE: 315-378-4586 DATE: June 26, 2018
E-MAIL: ned.owens@peace-caa.org

TO: P.E.A.C.E. Inc.
217 S. Salina St.
Syracuse, NY 13202
Attn: Ned Owens

JOB NAME/LOCATION: 215 Bassett/ boiler replacement

We are pleased to quote:

Supply and install- Qty 1 – Weil McLain steam boiler w/ gas burner Plus freight and applicable taxes	\$54,880.00 - full replacement
Supply, install re-gasketing all sections of Weil McLain boiler Plus freight and applicable taxes	\$16,855.00 - repair only

- Work performed during normal working hours M-F 7-3:30 AM
- Plus applicable freight on boiler
- Plus applicable taxes
- Permit included
- Clean up and passed boiler inspecting at end of project

If project being quoted is Capital Improvement, please notify us immediately, proper taxes need to be re-figured into the pricing below.

We propose hereby to furnish materials and labor - complete in accordance with the above specifications, for the sum of:

Refer to Above _____ dollars (\$ _____)

Payment to be made as follows: Net 30, plus applicable taxes.

All material is guaranteed to be as specified. All work to be done in a professional manner according to standard practices. Any alternation or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

Authorized Signature _____
Toni Thomas

Note: This proposal may be withdrawn by us, if not accepted within: 30 days.

Acceptance of Proposal: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above, plus 1.5% service charge per month or any late payments.

Signature: _____ Title: _____

Date of Acceptance: _____

Joseph E. O'Hara, Executive Director

August 29, 2018

Clinton McGrane, Regional Grants Management Officer
Department of Health and Human Services
Administration for Children and Families
26 Federal Plaza
Suite 4114
New York, NY 10278

Re: Grant No. 02CH3086
Approval of Budget Modification – Sumner Boiler

Dear Mr. McGrane:

The Board of Directors of PEACE, Inc. has reviewed and approved the proposed budget modification for the Head Start/Early Head Start program for the fiscal year 02/01/18-01/31/19.

Sincerely,



David A. Scharoun
President
PEACE, Inc.
Board of Directors



Connie Magunga <cmagunga@peace-caa.org>

Fwd: PLEASE RESPOND VIA EMAIL: Action Needed on Head Start Sumner Boiler

1 message

Anne Spicciati <aspicciati@peace-caa.org>
To: Connie Magunga <cmagunga@peace-caa.org>

Thu, Aug 30, 2018 at 2:48 PM

Original email with attachments.

----- Forwarded message -----

From: **Joe O'Hara** <johara@peace-caa.org>

Date: Mon, Aug 27, 2018 at 12:36 PM

Subject: PLEASE RESPOND VIA EMAIL: Action Needed on Head Start Sumner Boiler

To: "to: David A. Scharoun" <dscharoun1@verizon.net>, Shirley Copes <shirlgram08@gmail.com>, "Judge James H. Cecile" <jcecile@yahoo.com>, "Robert T. Tackman" <bobtodd tack@aol.com>, Erich Shafer <Eshafer@greenlakeassociates.com>

Cc: Rebekkah Heberle <rheberle@peace-caa.org>, Anne Spicciati <aspicciati@peace-caa.org>

TO: PEACE, Inc. Executive Committee Members

To expedite the process, I'm requesting a motion to approve replacement of our Sumner School Head Start boiler which is nearly 50 years old and in need of major repairs. The total cost is \$54,880.

I'm attaching a copy of the cost allocation by program usage at Sumner.

Please let us know if you need additional information.

Thanks.

Joseph E. O'Hara
Executive Director
PEACE, Inc.
217 S. Salina St.
Syracuse, NY 13202
Phones: (315)634-3712 & (315)470-3300
Fax: (315)688-0309



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Anne Spicciati
Senior Accountant
Fiscal Department
315.634.3723



2 attachments



Connie Magunga <cmagunga@peace-caa.org>

Fwd: PLEASE RESPOND VIA EMAIL: Action Needed on Head Start Sumner Boiler

1 message

Anne Spicciati <aspicciati@peace-caa.org>
To: Connie Magunga <cmagunga@peace-caa.org>

Thu, Aug 30, 2018 at 2:48 PM

----- Forwarded message -----

From: **Robert Tackman** <bobtodd tack@aol.com>
Date: Mon, Aug 27, 2018 at 12:43 PM
Subject: RE: PLEASE RESPOND VIA EMAIL: Action Needed on Head Start Sumner Boiler
To: johara@peace-caa.org, dscharoun1@verizon.net, shirlgram08@gmail.com, jcecile@yahoo.com, Eshafer@greenlakeassociates.com
Cc: rheberle@peace-caa.org, aspicciati@peace-caa.org

I motion.

Robert T. Tackman

On Monday, August 27, 2018 Joe O'Hara <johara@peace-caa.org> wrote:
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Connie Magunga <cmagunga@peace-caa.org>

Fwd: RE: PLEASE RESPOND VIA EMAIL: Action Needed on Head Start Sumner Boiler

1 message

Anne Spicciati <aspicciati@peace-caa.org>
To: Connie Magunga <cmagunga@peace-caa.org>

Thu, Aug 30, 2018 at 2:48 PM

----- Forwarded message -----

From: **james cecile** <jcecile@yahoo.com>

Date: Mon, Aug 27, 2018 at 6:24 PM

Subject: Re: RE: PLEASE RESPOND VIA EMAIL: Action Needed on Head Start Sumner Boiler

To: johara@peace-caa.org, dscharoun1@verizon.net, shirlgram08@gmail.com, Eshafer@greenlakeassociates.com, Robert Tackman <bobtoddack@aol.com>

Cc: rheberle@peace-caa.org, aspicciati@peace-caa.org

I would second the motion.

Jim

On Monday, August 27, 2018, 1:47:48 PM EDT, Robert Tackman <bobtoddack@aol.com> wrote:

I motion.

Robert T. Tackman

On Monday, August 27, 2018 Joe O'Hara <johara@peace-caa.org> wrote:

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Thu, Aug 30, 2018 at 2:47 PM

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From: Dave Scharoun <dscharoun1@verizon.net>
Date: Wed, Aug 29, 2018 at 5:56 AM
Subject: Re: RE: PLEASE RESPOND VIA EMAIL: Action Needed on Head Start Sumner Boiler
To: james cecile <jcecile@yahoo.com>, johara@peace-caa.org, shirlgram08@gmail.com, Eshafer@greenlakeassociates.com, Robert Tackman <bobtoddtack@aol.com>
Cc: rheberle@peace-caa.org, aspicciati@peace-caa.org

Sorry I didn't reply sooner but my father is in the hospital again and I haven't seen my email in a couple of days.

Bob made the motion, it was seconded by Jim and I vote in favor as well. The motion is carried.

Joe, if you need me to sign anything please give me a call.

Thanks everyone.

Dave

From: james cecile
Sent: Monday, August 27, 2018 6:24 PM
To: johara@peace-caa.org ; dscharoun1@verizon.net ; shirlgram08@gmail.com ; Eshafer@greenlakeassociates.com ; Robert Tackman
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