

# BWVC Monthly Meeting & Executive Minutes February 25, 2014

**Attendance:** Larry Strange, Beverley Fleming, Terri Hansen, Bill Theis, Deborah Ricard, Toby Ridings, Steven Threefoot, Gerry Konzelmann, Warren Rosenkranz, Randy Hoopes, Bob Pollock, Amy Pollock.

Meeting Convened at 7:38 pm

Minutes of January 23, 2014 (Spelling: Beverley, Claney, and Ridings) accepted as presented.  
Bill Theis, Advisory Chair presented agenda as follows:

## Agenda as of February 25, 2014

### Public Session

- Acceptance of minutes
- Building Manager's Report
- Treasurer Report
- General Discussion
- Executive Session: Contracts/agreements/personnel

Public Session adjourn

### **Building Manager Report:** Beverley Fleming Building Manager Report

Rentals....Rentals for 2014 are decreased compared to 2013 due to the increase of the rental fee of rooms 1 and 2. We lost at least 6 rentals, two of whom were yearly repeat rentals.

January	RENTALS \$2790	February	RENTALS \$1490
	DONATIONS 129 40		REQUESTION \$25
	Activity 153 40		REQUEST FOR PAYMENT *20
	REQUEST FOR KEY 200 99		

Custodial hours are down due to the decrease in rentals as well. We had no rentals for February and 1 so far for March. This time last year we were well booked into June.

Inspection Time We have had the Fire Marshall inspection and the only problem was our emergency exit lights. They have been fixed with the proper batteries and all is good. I am waiting for the invoice for the batteries only from Mark Matruder.

Fire Extinguishers all inspected and updated. Consider moving extinguisher from boiler room to inside office door to boiler room.

The boiler inspector is coming Friday at 9am. I will meet him at that time.

I spoke with Delmarva and an Energy Engineer will contact me this week to schedule an energy audit of back hallway. This service is free.

Website It has been requested that there should be a place on our website that would give information about the Art on the Town, Coffeeshouse, Fearless, as well as our ongoing events, Yoga, Gigong, Tai Chi, EO Omwake Art Classes, Psychic Fair, Lindsey Mayo Photography, Eckankar. *DANNY SCHWENERS*

*also, ceiling still leaking over stage  
Patrick put in more time patching  
up where can we have someone look and repair*

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Revenue Issue..... Since I collect the checks for rentals, and most invoices are given to me, I fill out the appropriate forms for deposits and requests for payments. I have no problem with this process as I hand them over to the Treasurer or Treasurer designee, but I feel that once the forms checks, and invoices leave my hands and are given to the Treasurer or Designee, that the financial report should be the responsibility of that individual to give the financial report. That is not my forte and should not be the responsibility of the Building Manager .

## Discussion:

Larry: Danny has taken responsibility for Arden Website.

Beverley: Roof leaking and no warranty.

Toby: Six rentals lost?

Two yearly repeats rentals and four inquirer rentals: Christmas party, Birthday party, communion reception, funeral receptions. They were interested in renting January, February and one in May.

Beverley believes the rentals were lost due to increase in rental fee. However, Steven is not so sure this is the reason for decrease in rentals. Two rentals are continuous but the other four inquires never rented BWVC and therefore had no point of comparison of prices.

Steven: Wanted to know if a table of rentals and the type of events is maintained. Need data in one place. Beverley has the contracts but has not collected data in summary table format yet. Calendar has some historical information but is not all inclusive.

Bob: When the rates were raised did the committee review the comparable rates? Bill: Yes and we plan to discuss this later after the executive meeting and is considered a high priority.

Toby: Inquired as to the status/follow up on the bounced rental check. Beverley: the check was deposited late, damage rental property, contacted the renter with no positive results and then contacted Arden Treasurer, David Mickelson to handle the matter this past summer. As of now, does not know the status of this transaction. Bill will speak to David Mickelson. David, Arden Treasurer, handles it rather than BWVC Treasurer, Larry Strange, because the checks and check book is handled by Arden Treasurer not BWVC.

## Treasurer Report: Larry Strange

### **BWVC Operating Fund Analysis Feb 2014**

	FYTD	Monthly
Rentals	\$22,100.00	\$2,009.09
Custodial Payroll	\$7,964.00	\$724.00
Building Manager	\$3,300.00	\$300.00
Contract Custodial	\$2,850.00	\$259.09
Taxes	\$829.00	\$75.36
Payroll Expense	\$154.00	\$14.00
<b>Total Payroll Expense</b>	<b>\$15,097.00</b>	<b>\$1,372.45</b>
Gas	\$1,838.00	\$167.09
Supplies	\$1,176.00	\$106.91
Electric	\$996.00	\$90.55
Alarm	\$929.00	\$84.45
Phone	\$737.00	\$67.00
Misc Expense	\$326.00	\$29.64
Water	\$319.00	\$29.00
Repairs	\$104.00	\$9.45
Bank Charges	\$40.00	\$3.64
<b>Non-Payroll Operating Expenses</b>	<b>\$6,465.00</b>	<b>\$587.73</b>
<b>Total Expenses</b>	<b>\$21,562.00</b>	<b>\$1,960.18</b>
<b>Net Operating Profit/Loss</b>	<b>\$538.00</b>	<b>\$48.91</b>

## Discussion:

Larry Strange: Operating Income: Based on what Beverley said the Custodial income came back in line. However, the rental Income did not go down as it appeared because the Arden office rental check in the amount of \$2,400.00 was not included. Based on that,

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BWVC is on track to date on the Income side of the budget. Operating Expense side of budget all is where it should be to date. The Net Operating Profit to date is \$538.00. Custodial expense went down and rental income went up which resulted in realignment of BWVC budget.

Renovation: No significant activity

How is David Claney covered by insurance? Not sure because the Village pays the insurance but Larry is planning on reviewing it to gain an understanding. Steve pointed out that Patrick Barry is covered two ways: Workmen's Compensation and insurance policy.

Each committee is responsible to collect certificate of insurance and submit a copy to office for the file and Arden Audit committee will make it part of their audit procedure.

Toby: \$1,800 in renovation fund does that include Peddlers & Potions 2014 checks that you received? No. They just started to come in and they need to be processed. Not material but if included it would exceed \$2,000.

Warren: Renovation fund: what is the definition on how it can be spent?

Anything that is considered a capital or repair to the building. Historically we mixed it up which lead us to deficient. Renovation fund is a rolling balance that can be drawn down.

Steven Threefoot suggests writing the definition of Renovation fund and present/document as policy.

Deborah: Energy or rainy day fund for a specific purpose that is part of the renovation fund for large repair expenditures? Within the renovation funds can money be ear marked for specific amounts? It could be set up but it is not necessary since there are three funds already (contingency funds for the Village, \$30,000 Capital Expense/maintenance fund and renovation funds). The \$30,000 was set up based on your argument about setting funds aside for the future for repairs etc. BWVC building is the Village and there are no separate books and \$30,000 was set up for this purpose.

Warren: Carbon money for solar panels how much has been collected? Warren receives a check every six months. Since he knows the system and how to navigate it, Larry suggests that maybe he volunteers to research it. (Warren feels as though he is not a member of the committee and therefore he will not research it). It is not the credit that is reflected on the electric bill that Warren is referring to, but the check is generated based on selling the excess energy not use to the grid. Estimate \$200 to \$500 annually.

## **General Discussion:**

### **Rental Comps: Toby & Beverley**

Beverley and Toby researched rental comps for the BWVC:

Darley stone school (also known as the Claymont stone school) and they think this is good comp to BWVC building. Beautiful building that has a large room with a capacity of fifty (50) people. It rents for \$450 for five hours (the set up and clean up is the responsibility of the renter). There is limited parking available (maybe 8 to 9 cars). The rest of the parking is at the grocery store which you access by crossing a gas station in the dark and in a questionable neighborhood.

To be researched as another comp:

- 1) Masonic Hall (name unknown) located adjacent to Stanley's Tavern (Faulk Rd and Grubb Rd) and 2) Lombardi Cemetery.

### **ACRA: Terri**

Games day on Super Bowl Sunday was approximately 25 attendance. No maintenance.

### **Summer Camp**

Set up is June 21. Camp starts June 23, 2014 and runs through to July 26, 2014, Friday (one day to pack up). No activity until 6 pm (town meetings) and based on that, they would like to offer one day a week (Wednesdays) for the kids to stay later to do club like activity. The last day for rentals is June 20 and can start renting July 29 Monday. Steven suggests no rentals policy between June 23 to July 28. The first rental is Monday July 29. Beverley will put this on the website calendar.

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**Advertisement: Toby**

They are in the process of creating the 2014 Arden Directory. BWVC had one previously and assume they want to continue the advertisement. Ideas maybe list the regular renters: Kerry Orr, Eos Art etc.

Steve: The renters obtain their own ACRA advertising which is different from the community events like Buzz Coffee house.

**Coffee Money: Toby**

ACRA is holding all the money from the Arden Fair for the coffee booth. The agreement was that a portion was to go to the BWVC. ACRA is still holding the money in their checking account and an approximate amount is \$269 (the half from the net).

Bill suggests BWVC rent Terri a space and she pays rental and keeps all proceeds. Kerri is not involved with Buda Brew.

**BWVC Building Stucco: Toby**

One estimate \$12,000:

**Stucco detail per email as follows:**

From: PAJL BRADY <erin\_plaster\_stucco@yahoo.com>  
 Subject: **Re: Estimate for BWVC DE**  
 Date: December 5, 2013 8:05:59 AM EST  
 To: Toby Ridings <aalchemy@aol.com>  
 Reply-To: PAJL BRADY <erin\_plaster\_stucco@yahoo.com>

1. Power wash existing stucco
2. Finish will not have sheer
3. Color is possible in barn red with acrylic stucco, and will fade
4. Depending on weather 2 to 3 weeks

Toby

Hopefully these answers help.

Thanks

Paul Brady  
 Erin Construction, Inc.  
 1633 Schwenksville Road  
 Schwenksville, PA 19473  
 T: 610.267.0109  
 E: erin\_plaster\_stucco@yahoo.com

On Monday, December 2, 2013 11:40 AM, Toby Ridings <aalchemy@aol.com> wrote:  
 Good morning, Erin

Thank you for your estimate to apply stucco finish to Arden's Buzz Ware Village Center. The committee had a few questions regarding the estimate.

1. What sort of preparation is done to the existing exterior prior to the lath?
2. Does the finish have a sheer, a process finish coat that would allow the building to be cleaned easily (anti-graffiti)?
3. We would like the finish coat to be barn red is that available in stucco? If so is it prone to fade?
4. How long will it take to complete the job?

Thank you for your response to these questions.

Toby Ridings  
 BWVC committee

**Discussion:**

Warranty? Will look into

Referral? Toby asked for referrals and have not received them as of yet.

Clay obtained another proposal and Toby is not sure who he sent it to. Toby will locate it.

Bob: Have you obtained estimates instead of stucco for just power washed, prepped and painted? No  
 BWVC building is considered a Historical building has anyone investigated state money for funding.

Erin Construction, Inc.  
 Plastering & Stucco Contractor  
 1633 Schwenksville Road  
 Schwenksville, PA 19473  
 (610)287-0109

**Proposal**

Estimate #	Date
1511	11/8/2013

Name / Address
Clay Ridings Preferred Home Inspections

Description	Project
	Arden Township Building
	Total
SUPPLY LABOR AND MATERIALS/ Exterior Stucco Work Front, Left Side and Right Side	
1. Three Coat Stucco System Over Existing Stucco a. Install 2:3 self-flaring wire lath over existing stucco b. Install expansion bead c. Install kick-out flashings d. Apply scratch coat e. Apply brown coat f. Apply smooth finish coat g. Comprehensive caulking of stucco areas	12,000.00
<b>Total</b>	<b>\$12,000.00</b>

Thank you for the opportunity to price your work.  
 Pennsylvania Registered Contractor No. - PA048281

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Steven Threefoot: Everyone knows a proposal has been requested that the three Chairs work out solution for BWVC building? What are your views about this?

Bob does not believe the three chairs are in a position to resolve this issue. Instead, he believes the issue needs to be resolved within the BWVC committee/volunteers. Chairs approach is to resolve the financial involvement with the BWVC but he does not believe that is the issue. The issue is the courtesy of recognition of input from the other two communities. Vote does not count he believes is a very harsh statement. He would like to see a gentler way of going forward.

Terri would like to see an official tri Village effort for management and responsibility for building so it can be a true community center for all three villages. Not a community center we have the use of and no invested interest in it. This is a space we have access to but because of the tension, it makes her feel disenfranchised. As a long term Ardentown resident and an alumni of the building, which her grandparents helped pay for it, she would like to be responsible not just for management but also for fiscal matters. Terri wants to emphasize that all three villages should share equally in the financial and management.

Amy Pollock would like to be invited along with all members to attend the meeting where the three town chairs meet with Ted Rosenthal to address this matter. She feels Arden has been rude to her and dismissed her.

Adjourned 8:56 PM and will resume meeting after Executive Meeting which follows immediately.

Respectfully submitted  
Elizabeth Resko  
Arden Town Secretary

## **Executive Meeting February 25, 2014**

Liz, Here are the minutes from the executive session adjournment until adjournment.

Executive Session called to order at 9:20 by Chair Bill Theis. Personnel and contract issues were discussed. The ES was ended at 9:40 and the committee returned to open session. Two motions were made in open session. Bill Theis moved that Steven Threefoot become the Chair of the BWVC, it was seconded by Larry Strange. The vote was unanimous (Toby Ridings, Larry Strange, Randy Hoopes Steven Threefoot and Bill Theis. The second motion was made by Steven Threefoot to accept the new rental schedule discussed in ES, seconded by Bill Theis. The vote was unanimous (as above).

Before adjournment questions regarding a business model and energy credits was asked by Warren Rosenkranz. Bob Pollock made comments regarding State and County Grants for the Buzz due to its historical status. Amy Pollock repeated her displeasure with her treatment by the Ardencroft Town assembly. She also remarked that it would be courteous to recognize the volunteers to the BWVC for their contributions to the Buzz. The meeting was adjourned at 9:46.

Respectfully Submitted  
William Theis Advisory Chair