

**BWVC Regular Meeting Minutes**  
**7:30 PM, Monday, May 17, 2021**

*The meeting was opened with the governor's proclamation that municipal meetings can be conducted via video conference. All in attendance via video conference were in official meeting attendance.*

**Attendance:** Maria Burslem, Pam Cohen, Betty O'Regan, Toby Ridings, Shari Phalen, Ken Rosenberg, Debbi Sheiker, Mary Young, Katey Scobell.

**Guests:** Clair Consavage

**Proposed Agenda:** Reviewed and approved.

**Minutes:** April 19, 2021 Regular Meeting Minutes were approved.

Betty opened the meeting by introducing Katey as a new ad hoc, resident guest.

Clair Consavage joined us as a guest to discuss the ACRA summer program.

- Most of the staff/volunteers are vaccinated.
  - Additional staff has been added to support the children with a little more separation between groups and activities.
  - Many of the staff/volunteers have been working the educational environment during COVID-19, so they have experience with these protocols.
- Masks will be worn at all times, although there will be mask-free areas in the outdoors. Two zones will be maintained and there will be early communication with the parents on the masking issue. This will be strictly maintained.
- Tents to the outdoors are still under consideration.
- Wipes will be available for children at all times and will also be used to wipe down toys and surfaces regularly.
  - Jeremy would like to pick up the work for supporting the ACRA program;
    - Bathroom cleaning, set-up, trash, wipe down, clean up, etc.
    - Pam has requested a list of items for Jeremy.
    - Compensation will be a flat rate of \$500.
- ACRA is working with the Swim Guild to see if Fridays can be used for pool days in lieu of field trips.
- Capacity for the summer program will be +/- 55 attendees. This should correspond appropriately to the capacity levels available at the BWVC.
  - Daily 25 to 30; Pre-school – 8; Room 3 will be used for pre-school.
- 3 foosball tables;
  - ACRA is considering putting plexi panels between for social distancing
- The committee requested that Room 1 be left flexible to be used for other meetings at the BWVC during the summer program. Clair agreed to this concept.
- Fridays the BWVC will be open in the event of inclement weather.
- ACRA needs to submit their sponsor form to the BWVC.
- Clair requested a specification on the air purification system to include in their communications to the parents.
  - It was also suggested that the Air Purification System manual be added to OneNote.
- Last day of the program will be Friday, 7/30.

- It was requested that ACRA breakdown as much as possible on that Friday and finish on 7/31 in preparation for another event scheduled for the afternoon of 7/31.

**Building Manager's Report:** *See Building Managers Program Report for information presented. Some of the information provided is recapped, as follows:*

- Forest Committee, Arden Bookies, and the Monday Art Sessions have commenced to take place at the BWVC.
  - Calendar has been updated with these events.
- 4 rental deposits have been received.
- A new rental inquiry for a home schooling program was discussed.
  - Scheduled from 9/21 to 6/22/22.
  - The facility would be used all day during the weekdays using a large open space and green space for out door play.
  - Toby expressed a concern about other rentals because of supplies, use of the facility, etc.
  - It was agreed to get more information from this group. And the request has been tabled until more information is available.
- Security Instruments Estimate
  - Phone/Radio Communication - \$1585 Set-up plus \$26/month.
  - Cellular Communication - \$1365 set up plus \$35/month.
  - Need to determine what is required from an emergency communication perspective to move forward with either estimate.
  - The phone currently does not work in inclement weather.
    - Pam will contact Jeffrey Politis to discuss and verify need.
- Face coverings
  - Pam asked the committee what she should do if someone refuses to wear a mask.
    - It was discussed that she should offer them a mask and indicate that it is a state mandate.
    - If necessary, the police could be called in.

**Program Manager's Report:** *See Program Report for information presented. Some of the information provided is recapped, as follows:*

- Coffee House
  - 78 guests
  - They are interested in continuing outdoors during the summer, weather permitting.
    - This was approved by the committee.
  - \$397 in donations were received.
- Art Loop
  - 5/7/21 – Phoenix Ridings presented a multi-media contemporary art exhibit titled 'Humanness'.
    - \$900 sold/ 10% will go to the BWVC.
    - 72 guests.
    - \$48 in donations collected.
- Strength and Mobility
  - Commenced using the BWVC on 5/4/21.
- Art Studio
  - Commenced using the BWVC on 5/4/21.
  - A write-up will be run in the Page for next month.

- Jeanne Orr would like to do a health and wellness program for veterans, inviting them in for art night.
  - The committee will remind her to have a donation jar for participants.
- Arden Bookies
  - The Bookies met in May.
    - Donations: \$33.
    - The committee asked if they can set-up for their meetings on their own. Betty agreed that this could be accommodated.
- Electric
  - Joe Cheiffo will remove the fluorescent lighting at this stage this week in preparation of the installation of the new dropped ceiling.
- PPP
  - 11 vendors have responded to a survey that was sent out by Toby.
    - 6 people were interested in participating this year.
    - 1 hard 'no'.
    - 4 maybes.
    - The Arden Fair will be held.
      - Betty will try to get additional information from Pat Toman on the details.
  - It was suggested that the PPP Sub-committee make recommendations as to how this event could go forward.

#### **Chairperson's Report:**

- **Verizon Repair:**
  - They are responsible for the wires outside; not the inside wiring
    - We need to discuss further with them to understand fully where the problems lie before incurring any expense.
- **Sunshine Law:**
  - The committee was reminded that chain emails resulting in committee actions are prohibited.
    - The committee can share via email for informational purposes, only. The emails should contain the following verbiage:
    - 'The information provided is for informational purposes, only. Do not respond.'
- **OneNote**
  - The committee was reminded that all policies and procedures should be online.
  - Ken offered assistance to anyone needing help in inputting procedural information.
  - Future Item:
    - Should we establish a separate sub-committee to review content for safety?
- **Key Entry System**
  - This item was tabled for future discussion.
- **Agenda Items for Next Meeting**
  - Frank Vincent would like to meet with the committee to discuss future coffee house events/procedures.
  - Skip Bailey would like to meet with the committee to discuss the following:
    - Approval process for expenditures.
    - Reporting requirements.
    - Funding sources.

- Katey has an idea for a children's art show. She will provide a write-up on this to the committee for discussion.
- Lease – Awakened Heart
  - Storage
- Lease – AB&L
- **Website**
  - Ken indicated that Larry Strange is not interested in hosting the website after September.
    - Ken will talk with Rob Whitehead to see if he is able to do the hosting and the associated costs.

Motion to adjourn at 9:25 PM was approved.

Respectfully submitted,  
Mary Young, BWVC Secretary

Buzz Managers Report May 17, 2021

**Community Events:** Forest Committee, Bookies, Art Class, Buzz Committee are so far the meetings that have come back to in person and zoom meetings.

All events requested are updated on calendar.

**Rentals:** Out of the 5 inquiries, 4 made reservations and/or deposits. Caroline Farr will be setting up a series of her dog training classes in May and June. More scheduled for September and October.

Discuss Michelle Claussen's school. 20 students from Sept 2021 – May 2022. Attached is webmail. Left another message to make sure they have not found a suitable place yet.

ASHI rental in on Thursday, May 20.

**Operating:** Toby and myself met with Security Instruments. Attached is a copy of the estimate. I still must set up a second bid with Secure Tech.

Had another zoom training with Ken Rosenberg. I think I got it!! He helped me get the Bookies link and book schedule on calendar.

**Marketing:** Booths corner brochures were taken. Hopefully, for future rentals. Will drop off Brew Ha Ha this week. There are brochures on the counter now.

**Discussion:** Need to discuss what to do about face coverings. Not sure how we want to handle this with indoor activities. I make sure with rentals that covid regulations have been gone over and that the rentals understand if they do not comply it will put us all in jeopardy for future rentals and meetings.

**Solar Reading:** 47603 05.11.2021

Thanks for allowing me to present this report.

Respectfully,

Pam Cohen



309 West Newport Pike, , Wilmington, DE, 19804  
Phone 302-633-5621 Fax 302-994-9405

# RIDER

Reference Number SICQ18988

Date Monday, May 3, 2021

Fire Alarm & Intrusion System-AES Radio  
Communication-Option 1

Subscriber:
<b>Buzz Ware Village Center</b> Pam Cohen 2119 The Highway Wilmington, DE 19810  <b>Phone</b> 302-332-6033 <b>Fax</b>

Site Information
<b>Buzz Ware Village Center</b> Pam Cohen 2119 The Highway Wilmington, DE 19810  <b>Phone</b> 302-332-6033 <b>Fax</b>

Sales Representative	P.O. Number	Attach to Parent Agreement Dated
Michael DiBenedetto		

Here is the quote you requested.

We are pleased to offer the following proposal for an AES Radio system that will communicate burglar and fire alarm signals to our central station instead of the phone lines you are currently using. Once in service, both phone lines can be cancelled thus producing a monthly savings.

- 1) The AES IntelliNet radio will have a full data card installed which will identify the specific fire alarm or intrusion device/address that has tripped. The existing intrusion alarm control panel must have a digital dialer installed that communicates in either Contact-ID or Modem IIIa2 format.
- 2) 120VAC duplex outlet is required for the AES radio. The outlet for AES must be dedicated for the radio or shared with the radio and fire control panel only. The power cable is required to be run in conduit so the outlet should be placed as close to the radio location as possible or additional charges may apply.
- 3) A U.L. listed duplex outlet cover is required to be installed.
- 4) The radio system may require an exterior antenna to be installed within 25 feet of the radio. A low profile antenna will be used where feasible but it may still be visible from the outside. If the low profile antenna does not have adequate signal strength, a larger exterior antenna may be required.
- 5) The radio requires specific signal strength in order to meet NFPA standards. Every effort will be made to confirm there is adequate signal strength prior to installation of the radio but radio communication is susceptible to outside factors that may not be readily apparent during installation.
- 6) Building materials can adversely affect radio reception. In general the radio antenna should be placed as high as possible, above grade and away from metal structures.
- 7) The AES IntelliNet Transceiver is a part of Security Instrument's private wireless network and shall remain the property of Security Instrument.

Qty	Description	Unit Price	Ext. Price
<b>AES UL LISTED FIRE RADIO</b>			
1	1 IntelliNet 2.0 Fire Subscriber, 8 Supervised Zones with 7794A Full Data Card, AES-IntelliPro and integrated onboard Local Annunciator, Red Metal Enclosure		
2	1 16.5 Volt AC 40 VA Class 2 Transformer		
3	1 Enclosure for Class 2 Transformer		
4	1 Universal 12v 12ah Battery		
5	1 Laird Technologies Phantom Antenna		
6	1 Cable Assembly; 10 Ft. RG-58 BNC male ?N male		
7	1 Installation Technician		
<b>CENTRAL STATION RECURRING SERVICES</b>			
8	1 Advanced Signaling Service - AES UL Radio	\$26.00	\$26.00

NOTE: The AES transceiver is part of Security Instruments private multi-path, self-healing, wireless mesh network and shall remain the property of SI.

<b>Investment for Above Specified Work</b>	<b>Total</b>	<b>\$1,585.00</b>
The total up front investment for equipment, material, installation, and or services as specified herein would be <b>\$1,585.00</b> PLUS an additional <b>\$26.00</b> per month for Central Station Services as specified above payable quarterly in advance or in accordance with your present billing cycle.	<b>Tax</b>	<b>\$0.00</b>
	<b>Grand Total</b>	<b>\$1,585.00</b>
	<b>Down Payment</b>	<b>\$0.00</b>
	<b>Balance Due</b>	<b>\$1,585.00</b>

- Existing intrusion alarm control panel must have a digital dialer installed that communicates in either Contact-ID or Modem IIIa2 format.
- 120VAC duplex outlet is required for the AES radio.
- The radio system may require an exterior antenna to be installed within 25 feet of the radio. A low profile antenna will be used where feasible but it may still be visible from the outside. If the low profile antenna does not have adequate signal strenght a larger exterior antenna may be required.
- Every effort will be made to confirm there is adequate signal strenght prior to installation of the radio but radio communication is susceptible to outside factors that may not be readily apparent during installation.
- Building materials can adversely affect radio reception. In general the radio antenna should be placed as high as possible, above grade and away from metal structures.
- Optional communication supervision would require a local (non-transmitting) input to be programmed on the existing intrusion alarm system. Unless specified in the scope of work the programming of the local input will need to be completed by the company who installed and/or services the existing intrusion alarm control panel and the cost for this programming is not included in this proposal.
- The AES IntelliNet Transceiver is part of Security Instrument's private wireless network and shall remain the property of Security Instrument. The service also includes a parts and repairs service plan covering the AES radio for normal wear and tear.

The following items have been EXCLUDED from our pricing:

- Painting and patching where necessary.
- Control wiring (Electrical, HVAC, etc) unless otherwise noted
- Labor and/or material necessary to bring existing installations in compliance with local or national electrical code
- Lightning protection (Other than the supplied surge protection devices listed in the equipment list)
- Overtime or work hours outside of our normal work week (Monday thru Friday)

- Upon approval by Subscriber, this RIDER shall be made part of the active Alarm Installation/ Service Agreement (Herein known as the Parent Agreement) between Security Instrument Corp. (Herein known as SI) and Subscriber as referenced herein. All terms and conditions as described in the Parent Agreement. shall be in full force and effect except as modified herein: and the sums to be paid by Subscriber specified in this Rider are in addition to the sums required to be paid under the Parent Agreement.
- Prices quoted are firm for (60) days.
- The length of term for this Rider and the Parent Agreement shall be extended by 5 Years.

By: \_\_\_\_\_  
Security Instrument Representative Date

By: \_\_\_\_\_  
Approval of Subscriber Date

05/17/2021

**BWVC PROGRAM REPORT BETWEEN: 4/19/21 - 5/17/21**

**Friday Night Programming:**

**Coffee House Friday May 14th-** Over 78 guests attended Coffee House under the stars. Happiness prevailed over the audience as a wide variety of performers offered up songs of joy and also sadness over recent losses. Frank is interested in continuing outdoors during the summer. Donations collected \$397.00.

**Art Loop Arden, Friday May 7th 6PM-8PM** – Phoenix Ridings, featured artist. Humanness: Over 140 self portraits spanning a period of 3 years. Self reflective, vulnerable and bold were adjectives used to describe her exhibit. She made creative use of the Buzz Ware plants, trees, upholstered furnishings, and a unique floor treatment. Art sold \$900.00, 10% will be donated from the artist to BWVC programing account. There were 72 guests on opening night. The exhibit remained during coffee house with continued interest. The refreshment table was outside and well stocked. Supplies of food and beverage Costs \$123.41. There was surplus that will be used for next month. Donations collected \$48.00.

**Mobility Class: Tuesdays and Thursdays – Starting back at the Buzz on May 4th.** Cecilia also wishes to keep track of donations to ensure the program is revenue neutral. Skip will forward details to her and us monthly.

**Art studio at the Buzz** – Jeanne Orr, organizer. Monday nights. Jeanne Orr, sponsor. 7-9PM. Studio re-opened 4th.

**Arden Bookies-** Community book club. Second Monday of the month. Met in the building and on zoom. Requested a screen, projector and cables for zoom. Donations \$35.00

**Community event requests:** None

**ACRA:** Clare Consavage will meet with us to review plans for ACRA Co-op 2021.

**PPP:** I conducted a survey of 35 vendors for their opinion for participating in this years fair. Results were about 50-50 for participation from the 11 that responded. Open discussion needed.

**Exterior lights on BWVC:** Still considering outlets with lights for the entry walk-way.

I spoke with Joe Cheifo about the removal of the florescent lights. He plans to remove them this week Tuesday or Wednesday.

**Advertising for BWVC rentals:**

Respectfully submitted,

Toby Ridings