

Milford Council on Aging Meeting Minutes
June 13, 2011

Members present: Phil Caporusso, Cynthia DeLuca, Lillian Holmes, Dick Dowin, Joyce Elwell, Connie Jagodzinski, and Mike Petrucelli.

Absent: Terri Amann and Shirley Serrano

Aldermanic Liasons: Aldermanic liaisons Pam Staneski and Phil Vetro were absent.

Also in attendance were Janice Jackson and other staff members of the Senior Center.

The meeting was called to order by Chairman Lillian Holmes at 5:30 p.m. The Chairman called for a motion for acceptance and approval of the May 9, 2011 meeting minutes while requesting any questions or changes. Connie Jagodzinski commented that she did not believe that she said "certain members" in the quotation of her comment on page 3 of the minutes, and felt that she stated that "some members" struggle to be able to pay for lunches. The change was noted by the secretary who agreed to amend the minutes to reflect the correction. Additionally, Cynthia DeLuca requested the elimination of the sentence "Mike Petrucelli moved to limit the increase to \$2.75 for full meals and \$1.25 for a sandwich" on page 4 because after some discussion, it was determined to be confusing and redundant. The Secretary noted the request and agreed to amend the minutes to reflect the change. The Chairman entertained a motion for re-statement of the minutes accordingly and acceptance of the corrected meeting minutes. Mike Petrucelli so moved seconded by Dick Dowin. A vote was taken and the motion prevailed.

Chairman's Report and Correspondence:

The Chairman discussed two items of correspondence.

Janice Jackson shared the invitation to Atria Assisted Living Facility's twelfth anniversary celebration which she attended. She noted that a donation to the Senior Center was received from Atria. Janice also discussed a well written article by Eleanor Turkington about an Ahrens program participant and his spouse who had served as a volunteer in the program.

Treasurer's Report:

Treasurer Mike Petrucelli gave his report. He pointed out that fourteen thousand dollars (\$14,000.00) was spent for flu shots as a reimbursable expense and that there was a two thousand dollar (\$2,000.00) negative cash flow as a result. The Chairman requested any comments or questions and having heard none, requested a motion for referral of the Treasurer's Report to the Finance committee. Phil Caporusso so moved seconded by Mike Petrucelli. A vote was taken and the motion prevailed.

Committee Reports:

Personnel Committee: Cynthia DeLuca, Chairman of the Personnel Committee reported that there had been no meeting.

Finance Committee: In Chairman Shirley Serrano's absence it was reported that there had been no meeting of the Finance Committee.

Chairman Lillian Holmes requested that the agenda be revised to reflect review of the July and August Board meeting schedule as an item of new business.

Old Business:

Human Resources Manager, Sharon Szturma, discussed the Bill of Rights as reviewed with assistant City Attorney, Deborah Kelly. She stated that Attorney Kelly generally recommended that the Senior Center use the complete language presented with addition of a paragraph of explanation. It was discussed that the complete language should be used irrespective of the fact that the Bill was intended to pertain to elderly housing circumstances. Janice Jackson reported that the Bill of Rights is scheduled to go into effect as of October 1, 2011. The Chairman requested any questions or comments regarding the language and then suggested a motion for adoption of the Bill of Rights be entertained in September.

Executive Director's Report

Janice Jackson discussed the annual volunteer's luncheon and the success of the event having awarded recognition to eighty (80) volunteers. She also reported that the postal worker's food drive collected slightly less than previous years as expected due to the downturn in the economy. Janice also advised that the Center had purchased a washer and dryer at a "scratch and dent" reduction in price.

Janice also reported that she, Geri Dichkewich, Mary Steinmetz and various members of the Center's model train club attended the Golden Spikes model train ceremony. Janice further reported that she and Sharon Stzurma reviewed twenty-three applications for the replacement of the transportation supervisor upon her resignation and that a replacement had been hired for that position as well as two assistants. Janice also reported that there had been a farewell luncheon for Manny Torrado and Bob Jessel.

Janice Jackson discussed the increase of \$250.00 in the accountant's fee per his new agreement. The terms of the agreement were discussed in detail and Janice advised that Mary Allen had reviewed the agreement and compared it to last year's. There was discussion regarding the various disclaimers, the language allowing for referral to third parties in certain circumstances and the timing of payment of accounting fees. Phil Caporusso discussed the payment terms and the applicability to the standard payment process and the Board did not find the language pertinent to payment of fees to be problematic.

Janice Jackson discussed the need to repair the 2008 Ford vehicle and stated that the cost would be one thousand six hundred and sixty four dollars and ninety-six cents (\$1,664.96). She advised that there were no funds available in the public works department for the parts but she stated that department would do the repair work. Mike Petrucelli commented that the repairs should be done for safety purposes.

Janice also advised that kitchen manager Wendy Ferraro requested that the Center purchase additional refrigeration for under the counters for the purposes of storing the increased amount of fresh produce used. The cost for the refrigerator would be two thousand three hundred and seventeen dollars and nineteen cents (\$2,317.19). After some discussion it was decided that the vote on the purchase would be taken after the summer as the request was not urgent. Janice Jackson stated she would ask Wendy Ferraro to attend the September Board meeting to provide information on the need for additional refrigeration space. Cynthia Deluca commented that if the refrigeration is needed it should be purchased. She then moved to give authority to Wendy Ferraro to purchase the refrigeration at this time at the stated or a lower than the stated price. Phil Caporusso seconded the motion, a vote was taken and the motion prevailed.

Janice Jackson also mentioned a request from an employee's niece for the Center to participate in fundraising for Camp Rising Sun by holding a can and bottle drive in the parking lot next to the commuter area. The employee did not believe that the fundraiser would interfere with parking. There was no objection to the request.

Janice also mentioned her discussion with the Mayor regarding the conversion of Milford's recycling program to a single stream process. She stated that the Mayor suggested that seniors could earn one thousand dollars for the Center by stuffing the seventeen thousand (17,000) information bags needed regarding the program. The option was discussed generally.

The Chairman requested any other questions of Janice Jackson and having heard none moved on to new business.

New Business

Chairman Lillian Holmes entertained a motion to dispense with the July and August Board meetings as had been the custom in recent years, barring any need to meet in an emergency. Cynthia DeLuca so moved seconded by Mike Petrucelli, a vote was taken and the motion prevailed.

Having requested any other items of new business and having heard none the Chairman entertained a motion to go into executive session at 6:15 pm for the purpose of discussion of past transportation data and issues pertaining to members' residency. Connie Jagodzinski so moved seconded by Phil Caporusso, a vote was taken and the motion prevailed. Executive session commenced for the stated purposes at 6:16 pm.

The Chairman called for a motion to come out of executive session at 7:16 pm.

The motion was heard voted upon and passed unanimously.

The Chairman then called for a motion to adjourn. Connie Jagodzinski so moved seconded by Mike Petrucelli. A vote was taken and the motion prevailed. The meeting adjourned at 7:17 pm.

Respectfully submitted,

Joyce Elwell
Secretary, Milford Council on Aging