

Milford Council on Aging  
Meeting Minutes  
December 12, 2011

**Present:** Terri Amman, Phil Caporusso, Cynthia DeLuca, , Dick Dowin, Lillian Holmes, Connie Jagodzinski, Joyce Elwell, Mike Petrucelli and Shirley Serrano.

**Aldermanic Liaisons:** Paula Smith and Bryan Anderson.

Also present were Janice Jackson and several staff members of the Senior Center.

Chairman Lillian Holmes called the meeting to order at 5:05 p.m. and requested a motion for reordering of the agenda by moving item 7a to item #1 to accommodate the center's accountant, Michael Solakian, in presentation of the audit. Mike Petrucelli so moved and was seconded by Connie Jagodzinski. A vote was taken and the motion prevailed.

Mr. Solakian presented the June 30, 2011 audit. He stated that there were no items of concern, no significant deficiencies and no material weaknesses. He discussed that there had been nothing noteworthy that had transpired, financially. He discussed that from a liquidity standpoint, a non profit organization is usually one month ahead in its operating expenses and noted that the Senior Center has 2.5-3 months of operating expenses and is in a break even situation. Chairman Lillian Holmes requested any questions of the accountant. Having heard none Michael Solakian's report was completed.

The Board moved on to items of the agenda as listed. The Chairman requested a motion for approval of the November 14, 2011 meeting minutes, requesting any questions, additions and deletions. The Chairman requested two items of clarification from the Secretary regarding specific sentences in the minutes and received explanations. Mike Petrucelli then moved to accept the minutes and was seconded by Cynthia DeLuca. A vote was taken and the motion prevailed.

**Chairman's Report:**

The Chairman passed out a written acknowledgement for inclusion in the minutes listing department heads and assistants who submit their reports faithfully throughout the year. (See acknowledgement/list attached). She thanked all listed for their work and contribution to the Center and also acknowledged the work and contribution of time of the Aldermanic Liaisons.

### Correspondence:

Janice Jackson shared a letter from Lisa Diamond Graham, Executive Director of the Human Services Department thanking Janice Jackson and Al Salamanca, Food Bank Manager, for all their generosity and support concerning food for the holiday.

According to Ms. Graham, 400 families were provided with turkeys and all the trimmings. Cynthia DeLuca noted that she thanked Shop Rite for all they do.

By consent of the Board the agenda was re-ordered to accommodate the arrival of representatives of the Milford Young Women's Club. Item 7b was re-ordered to be taken presently.

Telka DiFate introduced members of the Young Women's Club. The members gave a brief presentation regarding their fundraisers and activities. The Club then gifted ten lap blankets to the Center, made by its members, for seniors such as wheelchair bound members in need. The Board thanked the members for their presentation and gifts.

### Treasurer's Report:

Treasurer Mike Petrucelli gave his report. There was some discussion as to why the Community Development Block Grant monies have not been received as a result of the Community Development Agency not receiving their funding as yet. The Chairman requested any questions regarding the Treasurer's Report and having heard none requested a motion for referral of the report to the Finance committee. Cynthia DeLuca so moved and was seconded by Phil Caporusso. A vote was taken and the motion prevailed.

### Committee Reports:

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

Shirley Serrano, Chairman of the Finance Committee, stated that there had been no Finance Committee meeting.

### Old Business: None

### Executive Director's Report:

Janice Jackson stated that she attended the Collaborative for Residential and Integrity for the Disabled and Elderly (C-Ride) meeting. She explained that troubled and hoarding cases were discussed. Janice reported that she also attended the "Neighborly Way Program" at the United Way, a new program Lynda Mettler wishes to start in Milford concerning volunteers visiting isolated elderly people.

Janice Jackson also reported that she interviewed a college student (David Rosenberg) interested in volunteering during his January vacation.

Janice shared a letter from the United Way regarding \$35.00 tickets for a fundraiser on January 21, 2012 at Loralton Hall. Janice also stated that she and Rose Kristie worked on an on-line grant and received \$1,000.00 from Wal-Marts for the Food Bank. Janice also reported that twenty four employees made contributions to the United Way of Milford.

Janice discussed that Mike's Lock and Key gave an estimate of approximately \$6,100.00 for security cameras. Mike Petrucelli suggested Rite Way Alarm Company for an additional quote. It was decided that the Board members will discuss estimates for the security camera system during the January 9, 2012 Board meeting. The Chairman requested any questions regarding the Executive Director's report or other reports in the packet. She then gave accolades to Janice and staff regarding securing of the on-line grant.

Paula Smith of Milford's 3rd district and Bryan Anderson of the 5<sup>th</sup> district introduced themselves as the new Aldermanic Liaisons. The Chairman then thanked Connie Jagodzinski for her service as a board member, noting she is retiring her service on the Board. The Chairman requested any other items of business to come before the Board. Having heard none, she then requested a motion to adjourn. Mike Petrucelli so moved seconded by Connie Jagodzinski.

The meeting adjourned at 5:45 p.m.

Respectfully submitted,

Joyce Elwell, Secretary  
Milford Council on Aging