

Milford Council on Aging Meeting Minutes
October 17, 2011

Present: Phil Caporusso, Cynthia DeLuca, Lillian Holmes, Connie Jagodzinski, Joyce Elwell, Shirley Serrano, Mike Petrucelli.
Also present were Janice Jackson and several staff members of the Senior Center.

Excused: Dick Dowin and Terri Amann.

Aldermanic Liasons: Phil Vetro was in attendance. Pam Staneski was absent.

Chairman, Lillian Holmes called the meeting to order at 5:33 p.m. She requested a motion for the adoption of the Agenda with the additions of Item B. Sprinkler System and Item C. Surveillance Cameras. Shirley Serrano so moved seconded by Phil Caporusso. A vote was taken and the motion prevailed.

Chairman Lillian Holmes then entertained a motion for the adoption of the September meeting minutes, requesting any changes additions and or deletions. Having heard none, Mike Petrucelli so moved seconded by Shirley Serrano. A vote was taken and the motion prevailed.

Chairman's Report:

The Chairman gave no formal report.

Correspondence:

A thank you letter was received from Home Care Plus to Janice Jackson, Mary Steinmetz, and Geri Dichkewich regarding Senior Health Day on September 26th. Janice also shared a flyer regarding registration with FEMA. Janice also shared articles in the Connecticut Post regarding various locations that are administering flu shots. She advised that due to other resources, there has been a reduction in shots given at the Center. Cynthia DeLuca commented that she has received positive feedback regarding the flu clinics at the Senior Center.

Treasurer's Report:

Treasurer Mike Petrucelli gave his report. After brief discussion of the status of the Center's finances the Chairman entertained a motion for referral of the Treasurer's Report to the Finance Committee. Phil Caporusso so moved and was seconded by Mike Petrucelli. Phil Caporusso noted five payrolls and payment of Worker's Comp insurance had occurred during the same period and asked if there is a way to avoid payment of both simultaneously. Phil also commented on line item #6345 noting the increase of the cost of radio lines. Shirley Serrano requested research on combined services from both AT&T and Verizon. There was a brief discussion regarding cost of services by Janice Jackson, Cynthia DeLuca and Phil Caporusso. The Chairman then requested a motion for referral of the Treasurer's Report to the Finance Committee. Phil Caporusso so moved seconded by Phil Caporusso. 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: Shirley Serrano, Chairman of the Finance Committee, reported that committee's discussion and review of the Center's City Budget Request during the Finance Committee meeting held at 5:00 p.m. this date. The details of that information would be discussed further under New Business.

Old Business:

Chairman Lillian Holmes discussed the request letter provided from the Planning and Zoning board. She requested that Janice Jackson make copies of the letter to review as part of the agenda of the November meeting but recalled that it was already included in the packet previously.

Janice presented a copy of the Center's ad for the Shriner's Foundation fundraiser. Shirley Serrano inquired as to the status of a complaint regarding the question of inadequate handicapped spots in the Center's parking lot. Janice stated that the Mayor would support the placement of additional handicap parking spots. Janice stated that she spoke to Architect, Ray Oliver. Ray explained that according to the Building Code Law one handicap space is needed for every twenty five parking spaces. The Senior Center has 158 parking spaces; therefore, it is required to have 6.3 handicap parking spaces. Presently, the Senior Center has 9 handicap parking spaces.

Executive Director's Report:

The gift cards given out at the time of hurricane/tropical storm Irene were discussed. It was requested that unused gift cards be returned to Shop Rite in order to save time.

The voucher system was then discussed. Janice Jackson and Cynthia DeLuca compared modes of permanent help vs. intermittent help and how applicants, in emergencies, may obtain help without the requirement of forms and entering the system as opposed to people who need help every month. Cynthia DeLuca and Phil Caporusso discussed gift cards as a viable response to people who need temporary help. Shirley Serrano noted the need to account for cards. Obtaining vouchers through Human Services was discussed. Janice Jackson stated that the Senior Center received \$850.00 for the stuffing of the Single Stream Recycling Program instructions.

Janice noted that Rich Torrado, Program Coordinator for the Connecticut Food Bank, announced that all food pantries must go to a "Client Choice" pantry system by the summer of 2012 in order to maintain eligibility.

Janice Jackson and Mary Steinmetz attended an informational session regarding the art of acting and thinking with a positive attitude. Janice stated that the new per diem driver is working out well. She also stated that Jim Convery and she made two trips to the DMV in Hamden due to needing a tax exempt letter and verification of insurance filing in the DMV computer system. Janice also noted that she had attended a Heating and Cooling Center meeting that the Mayor had held. She commented that the Beth El Center is a no freeze shelter that can accommodate up to 12 people over and above normal capacity when the temperatures fall below 32 degrees. Janice also noted that she attended a United Way meeting concerning unmet needs or gaps that agencies may need assistance with. Phil Caporusso, explained that there are community investment funds available and suggested that Janice send United Way a dollar amount of the cost of hiring an additional driver to transport seniors to the Center on Sunday afternoon.

Cynthia DeLuca discussed the implications of additional seniors attending activities on Sunday afternoon. Chairman Lillian Holmes suggested that the Board take Phil Caporusso's recommendations under advisement.

Janice also noted that the Mayor felt that the quote from Mr. Sign for lettering the Center's new bus was reasonable. She also discussed that the handicap spaces must be reconfigured from 9 feet to 15 feet. The Chairman requested any additional questions of Janice Jackson on the above topics and having heard none, progressed to items of new business.

New Business:

The Chairman requested a motion to adopt the proposed City budget request for 2012-2013 at a 3% increase. She requested any questions or comments and heard none. Shirley Serrano so moved seconded by Mike Petrucelli. A vote was taken and the motion prevailed.

The sprinkler system was discussed. Janice Jackson noted that its compressor is noisy and was shut off by a member during a writing class in the conference room. Sly Moura, Superintendent of Building Maintenance, was contacted at 3:00 a.m. and was at the Senior Center until 5:00 a.m. in response. Sly contacted a Fire Protection Company who came in and reset the compressor. He indicated that the Senior Center will need to pay the \$465.00 charge for that service. Janice noted that a sign was put up on the door and a lock will be installed to avoid a recurrence of this problem. Shirley Serrano suggested that a letter go out to the member advising of the hazard/cost related to this incident. Sound abatement was discussed by Phil Caporusso and Shirley Serrano. The Chairman asked for the Board's support in suggesting the bill for the Fire Protection Company and the cost of the lock be paid and that estimates be obtained for sound proofing. The Board supported her suggestion.

A surveillance camera option was discussed. Janice Jackson and Mary Steinmetz noted that a door to the outside had been found with cardboard in its lock. There was a discussion of alarm systems and other means of increased security options including surveillance cameras on exterior doors. The Chairman reviewed discussions/decisions regarding increased security and requested that the staff should tighten up personal security. Janice Jackson explained that Sly Moura will bring someone into the Senior Center from Mike's Lock and Key for an estimate on surveillance cameras. The Chairman requested other questions or additional discussion and there was no further discussion.

The Chairman questioned an item in the transportation report and it was explained by the Transportation Supervisor, that the Dodge Dakota vehicle had been repaired.

Janice Jackson thanked Mary Steinmetz for her oversight of the Center and help during her vacation.

The Chairman requested other items of business to come before the Board. Having heard none she requested a motion to adjourn. Cynthia DeLuca so moved seconded by Mike Petrucelli. A vote was taken and the motion prevailed.

The meeting adjourned at 6:44 pm.

Respectfully submitted,

Joyce Elwell, Secretary
Milford Council on Aging
Board of Directors