

City of Shelton  
Shelton Senior Center  
81 Wheeler Street  
Shelton, CT 06484  
(203) 924-9324

**Minutes**  
**Shelton Senior Commission**  
**January 14, 2014**

The January 14, 2014 Meeting of the Shelton Senior Commission was called to order by Vice-Chairman, Walter Oko at 4:00 p.m. in the conference room of the Shelton Senior Center. The pledge was recited by all present.

**Commissioners in Attendance:**

Walter Oko  
Martha Bova  
Jill Bruno  
Judson Crawford  
Cheryl Dziubina  
Margaret Keane  
William Smarz  
Roberta Sutkowski

**Also Attending**

Kathy Ramia  
Jim Kelly

**Absent**

Louise Manger

**PUBLIC PORTION**

Mr. Kelly asked the Commission if he needs permission from the Commission to apply for 503c tax exempt status for the Membership. He questioned protocol. Kathy stated she spoke to finance and they advised that the Membership apply for their own tax exempt status. Cheryl Dzubyna questioned what other senior centers do. After some discussion it was decided to put the item on the agenda for the next meeting.

**MINUTES**

A correction changing the monetary gift to St. Vincent DePaul to food donations.

**A MOTION WAS MADE BY WILLIAM SMARZ TO ACCEPT THE DECEMBER MINUTES WITH THE CORRECTION. MARTHA BOVA SECONDED. MOTION PASSED.**

**TREASURER'S REPORT**

The month end December 31, 2013 treasurer's report was read by Cheryl Dzubyna reporting a balance forward of \$20,173.51, receipts \$37.95, disbursements \$0. leaving an ending cash balance of \$20,211.46. Cheryl reported four CD's totaling 46,166.94 with a total account balance of \$66,378.40.

**A MOTION WAS MADE BY ROBERTA SUTKOWSKI TO ACCEPT THE SENIOR COMMISSION'S DECEMBER TREASURER'S REPORT. JILL BRUNO SECONDED. MOTION PASSED.**

**MEMBERSHIP TREASURER'S REPORT**

**A MOTION WAS MADE BY WILLIAM SMARZ TO ACCEPT THE MEMBERSHIP NOVEMBER AND DECEMBER TREASURER'S REPORTS. JUDSON CRAWFORD SECONDED. MOTION PASSED.**

## **DIRECTOR'S REPORT**

Kathy stated the Community Care prescription drug discount cards are available to Shelton residents. They can stop in at the Center and pick them up. There is an informational sheet which explains the program. The New Year's Eve celebration was cancelled because of the snow storm. City Hall closed the Center. The New Years and Birthday celebrations will be combined and celebrated on Friday, January 24 at noon. Tickets are available now. Kathy reported the Center will be closed on Monday, January 20, Martin Luther King Day. On January 21, Attorney Drazen will be at the center at 10:30 a.m. Dr. Sharnoff will be at the Center on Wednesday, January 22 at 10:00 a.m. for the first in a series of programs regarding proper foot care. Bridgeport Hospital blood pressure screening will take place on Monday, January 27, and the hearing maintenance will be held on Tuesday, January 28. The "Pool" Committee had its first pocket billiard "mixer" this past week. They are welcoming new players at all levels and scheduling lessons. Tickets for the Valentine Party are now on sale. The party will be held on Friday, February 7. The February birthday party will be held on Friday, February 28 and the tickets will be sold on Friday, January 24. The money wreath will be raffled at the New Years and combined January Birthday party. Monetary donations are being collected for the victims of the Howe Avenue fire. Gift card donations to Walmart, Target and Supermarkets are also requested. Kathy will be attending a seminar at Bishop Wicke on Wednesday evening. The topic is the "Sandwich Generation" Kathy is changing Diane's hours on Wednesday so Diane can close the Center while Kathy attends a Senior Service Counsel meeting on Thursday at 3:00 p.m. Kathy reported a needed repair to the refrigerator in main kitchen. The coil needs to be replaced and due to a \$500-700 repair cost Kathy had to call the Mayor for authorization. Kathy was told by the Mayor that all needed repairs will now be reported to Chris Potucek going forward. Some discussion took place regarding the refrigerator. The appliances are going on 20 years old. Kathy mentioned appliances that have been replaced and repaired. Kathy reported calling Chris for a gas smell at the Center. A service was called in to check.

**A MOTION WAS MADE BY JILL BRUNO TO ACCEPT THE DECEMBER DIRECTOR'S REPORT. JUDSON CRAWFORD SECONDED. MOTION PASSED.**

## **OLD BUSINESS**

Walter questioned Kathy if she heard from Tom Taylor regarding Doreen being allowed to take over the payroll and other jobs when Kathy is on vacation or out sick. Kathy reported that Tom has been out sick and he hasn't responded to her e-mail yet. Kathy has the letter ready for Walter and Cheryl to go to the bank and sign the signature cards. Kathy has not had time to have the company come with samples for the pictures and bronze plaques for the lobby. The vote for paying for the framing and the plaques was tabled until the next meeting when Kathy will have price quotes.

The Commission voted William Smarz as the acting Vice-chairman.

Kathy read a letter she wrote for the Commission to send to the Mayor regarding the automatic doors. Judson Crawford brought up the fact that an architect is going to be needed and maybe should be called in first. Walter Oko stated and the Commission agreed that they would like to follow the Mayors request of a letter before doing anything else. Mr. Smarz agreed with the Commission. It was decided the letter would be typed by the clerk and signed by the Commission at the next meeting.

## **NEW BUSINESS**

Budget

Kathy went through the budget with the Commission. She explained some of the part time positions and the transfer of funds from full time to part time if needed. She reported Valley Transit is not expected to increase fees. The postage account was increased due to the increase in bulk mail permit and the increase in postage stamps. Kathy reported a decrease in dues and fees. CAMA reduced its fee \$20. from \$245. to

\$215. Kathy had to increase the Maintenance account to accommodate the Wi-Fi charge of \$85. per month. The center is checking the use of Wi Fi by its members. The club uses the service when it meets once a week and a few members have been using it personally. Cheryl suggested putting the maintenance agreement for the tabbing machine into the budget. Kathy reported the gentleman returned her call for the tabbing machine. He is going to come when the students from the high school are available to be there. Kathy will contact Mrs. Riddle.

Mr. Crawford mentioned that the personnel training account hasn't been spent. Kathy reported that her training has been limited because she can't leave the building. She was told it was her job to be at the Center. Jill Bruno questioned the condition of the van and if it should be in the budget to be replaced. Kathy stated the driver position is not going to be filled. The van is used for city business such as banking, shopping and trips to city hall. Kathy explained the city has maintained and taken very good care of the van. The membership fees were discussed. Cheryl asked if the Center's membership fees were comparable to surrounding towns. Kathy stated a study was done by Joe Coleman a few years ago. Shelton's fees are lower than some Senior centers. There was some discussion regarding the membership fees and the snack bar monies being returned to the general fund. Judson questioned whether the treasurer's report was filed at City Hall. Kathy explained it is included and reviewed in the audit each year.

Kathy told the Commission she will be taking vacation the week of February 10, 2014. The budget needs to be finalized by the February 15. She asked if the meeting could be changed to February 4.

**A MOTION WAS MADE BY ROBERTA SUTKOWSKI TO CHANGE THE FEBRUARY MEETING TO FEBRUARY 4, 2014. JUDSON CRAWFORD SECONDED. MOTION PASSED.**

Walter brought up a complaint from two members that the Center door was not open at 9:00 a.m. The matter was discussed and Kathy told the Commission she spoke to the worker involved and settled the issue. The woman was rude when speaking to Kathy regarding the issue. Kathy stated the doors have been opened on time with the time clock. Cheryl requested the Commission reschedule the dinner that was cancelled in December. It was decided to wait until the March meeting so the weather will not postpone it.

**A MOTION WAS MADE BY JILL BRUNO TO ADJOURN THE MEETING AT 5:55 P.M. MARGARET KEANE SECONDED. MOTION PASSED.**

Attested to: *Corie Blanck* Date: 1/14/14