

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

**Minutes
Shelton Senior Commission
February 4, 2014
Special Meeting**

The February 4, 2014 Meeting of the Shelton Senior Commission was called to order by Vice-Chairman, Walter Oko at 4:05 p.m. in the conference room of the Shelton Senior Center. The pledge was recited by all present.

Commissioners in Attendance:

Walter Oko
Judson Crawford
Cheryl Dziubina
Margaret Keane
William Smarz
Roberta Sutkowski

Also Attending

Kathy Ramia

Absent

Martha Bova
Jill Bruno
Louise Manger

PUBLIC PORTION

None

MINUTES

Correction to the minutes. Under New Business: The line following, Kathy reported a decrease in dues and fees should read: One of the fees was reduced to \$20. Kathy reduced the budget request was reduced from \$245.00 to \$215.00.

A MOTION WAS MADE BY ROBERTA SUTKOWSKI TO ACCEPT THE JANUARY MINUTES WITH THE CORRECTION. JUDSON CRAWFORD SECONDED. MOTION PASSED.

TREASURER'S REPORT

The month end January 31, 2014 treasurer's report was read by Cheryl Dziubina reporting a balance forward of \$20,211.48, receipts \$2.54, disbursements \$7.36 leaving an ending cash balance of \$20,206.64. Cheryl reported four CD's totaling 46,166.94 with

a total account balance of \$66,373.58.

A MOTION WAS MADE BY ROBERTA SUTKOWSKI TO ACCEPT THE SENIOR COMMISSION'S JANUARY TREASURER'S REPORT. MARGARET KEANE SECONDED. MOTION PASSED.

MEMBERSHIP TREASURER'S REPORT

No report.

DIRECTOR'S REPORT

The New Years and Birthday celebrations were celebrated on Friday, January 24.

The celebration went very well and Kathy received many compliments on the luncheon. Kathy and the staff served the extra tray of prime rib for lunch the next day only charging senior \$1.00 for the sides. This was a very nice treat for the members.

The Shelton Herald covered the event and there was a very nice article with pictures in the paper. Kathy posted the article. Attorney Drazen will be at the Center on Tuesday, February 18, to discuss asset protection. Dr. Sharnoff will be present his rescheduled talk on the importance of proper foot care on Wednesday, February 19. Bridgeport blood pressure screening will take place on Monday, February 24, and hearing maintenance will be present on February 25. The "Pool" committee had a great turn out for their pocket billiard "mixer". Eighteen people attended and some are returning to play pool. Tickets are now on sale for the Valentine Party to be held Friday, February 7, and the February Birthday Party to be held on February 18. The money wreath raffle netted \$262 and the hurri"can" and Swedish weave blanket netted \$187.00 for the membership. \$56.50 was collected for the Howe Avenue Relief Fund. The donations will be taken to Webster Bank. The next raffle, a hand-made quilt made by the center quilting class will begin selling tickets on Thursday, February 6. The quilt is on display in the main room. The refrigerator in the main kitchen has been repaired and the purchase order submitted. A request for a repair to the maintenance department for the dishwasher has not been checked out yet. Kathy has to request repairs through maintenance now and this has left the Center without a dishwasher going on two weeks. Plastic utensils are being used until the dishwasher can be fixed. The city yard has been called to fix the brakes on the van. The staff provided the members with a surprise Chinese New Year lunch. Claudia, staff and volunteers prepared a chicken stir fry with rice and everyone received a fortune cookie. A new organ instructor has been hired and class will begin on Thursday. Kathy is looking into member interest in bridge lessons. She has found someone to teach once a week if the interest is there.

Kathy is going to be asking for additional volunteers for the kitchen and snack bar. She also needs help with the newsletter mailing. Due to the weather only one volunteer could help with the newsletter last month. Chris Potucek presented an estimate of \$1,950.00 for the refinishing of the main wood floor. They will do what is called buff sand, vacuum and tack rag the floor then apply a heavy coat of water based urethane. Doreen is going to submit a purchase order. Kathy asked the Commission if they would pay from their funds

if the Mayor refuses the purchase order. The floor has not been refinished since it was put in after the damage from the broken pipes. There was also some discussion on the care of the outside grounds. Kathy reported that the bushes were only trimmed once and no mulch was put down also limited weeding was done. This work was previously done by a private contractor. Kathy also reported an estimate for the reframing of the founder's portraits. The estimate was \$366.18 for each portrait. The estimate is from Frame Creations in Huntington Center. Kathy presented the sample to the Commission. The estimate includes the plaques with the name, founder and the year the Center was established.

A MOTION WAS MADE BY CHERYL TO ACCEPT THE ESTIMATE GIVEN FOR THE PORTRAITS AND ALLOW KATHY TO GO AHEAD WITH THE REFRAMING OF THE PORTRAITS. ROBERTA SUTKOWKI SECONDED. MOTION PASSED.

Kathy made the needed corrections and omissions to the "Senior to Go Guide" and sent them in. The Valley Senior Council Education Committee will present an "Entitlement Update" on the age and income guidelines are for state and federal programs. This educational seminar will be held at the Shelton Senior Center on Wednesday, April 9, at 5:30 p.m. It is open to professionals and the public. Kathy has met with the Valley Caregivers Committee regarding workshops for 2014. All but two workshops will be held at the Shelton Center. One will be held at Griffin Hospital and the other at Seymour Senior Center. Derby and Ansonia showed no interest in hosting a workshop for their members.

Kathy has been scheduled to go before the Board of A&T to present the request for transfer of funds on Thursday, February 27. She will submit an Addendum to the letter of transfer for an additional 10,000.00 to part-time payroll. Doreen's salary was charged to the Part Time Parks & Rec. account instead of the Senior Center's account.

The high school volunteers will be coming on the last Tuesday in February along with the repair man and the newsletters to learn how to run the tabbing machine.

Kathy has sent an e-mailed Tom Taylor to follow up on the last two e-mails regarding Doreen's and Sue's positions. She notified him that she will be on vacation the week of February 10th and payroll is due on February 11. Kathy let him know that he needs to approve the payroll and submit it to Melissa in payroll.

Kathy reported the Center will be closed Wednesday, February 12 and Monday, February 17 for holidays.

A MOTION WAS MADE BY MARGARET TO ACCEPT THE JANUARY DIRECTOR'S REPORT. ROBERTA SUTKOWSKI SECONDED. MOTION PASSED.

OLD BUSINESS

The letter to the Mayor regarding the automatic doors was reviewed and corrections were made. The Commission signed the letter and Cheryl Dziubina will bring the letter to City Hall.

NEW BUSINESS

Budget

Kathy presented the correction to the budget to the Commission.

- Page 16-06 The part time payroll was changed to reflect the organ instructor, additional yoga class and increase for secretary to commission.
- Page 16-13 The yearly maintenance agreement of \$500. for the tabbing machine was added to equipment repair.
- Page 16-16 The monthly WiFi charges of \$85.00 X 12 were added.
- Page 16-4 Reflects the changes for part-time employees to \$88,400.00 and postage to \$6,900., due to the increase in postage and the bulk mailing fee.

A MOTION WAS MADE BY ROBERTA SUTKOWSKI TO ACCEPT THE BUDGET AS PRESENTED. WILLIAM SMARZ SECONDED. MOTION PASSED.

The budget is due next Friday and Doreen will bring it to city hall on Friday.

Kathy told the Commission that Sue would be taking over the flickering light program because the volunteer is no longer available. The Center will keep the program open for another year then re-evaluate. The cell phone recycle program has also been discontinued due to lack of volunteers. The city yard will take the remaining cell phones collected. Kathy assured the Commission that she felt confident that her staff could handle any situation while she is on vacation. She feels that Doreen, Sue, Chris and Diane are all trained to handle any emergency should one arise at the Center. She is notifying Tom Taylor that Doreen is in charge and Diane will change her hours so someone is at the Center until 4:30 p.m.

Kathy also told the Commission that she was told to call Dean Cawthra not highways and bridges or maintenance for snow plowing.

A MOTION WAS MADE BY JUDSON CRWAFORD TO ADJOURN THE MEETING AT 5:30 P.M. MARGARET KEANE SECONDED. MOTION PASSED.

Attested to: Corie Blanck Date: 2/5/14