

**CITY OF PORT WASHINGTON  
COMMISSION ON AGING MINUTES**

**Monday, September 10, 2012**

Present: Suzanne Bruner, David Owens, Edie Webb, Steve Broyles, JoAnn Stade, Alderman Doug Biggs, and Catherine Kiener, Director; Sally Schirk-Ehrlich.

Meeting was called to order at 7:00 PM

1. A motion to approve the minutes with an addition “another attendance by Mayor Mlada” was made by Mrs. Webb with a second by Mrs. Schirk-Ehrlich. Motion carried.

2. Senior Financial Summary for August has error in Harris checking balance brought forward and the interest in the money market. Ms. Stade moved to table the item until corrections made. Motion was seconded by Mr. Owens. Motion carried.

3. Unfinished business

A. Quotes for the lower level window treatments were asked to be updated. One company was in and as of 6:50 PM the other company was not in. Ms. Stade moved to table the item until all updated quotes are received and Mr. Broyles seconded the motion. Motion carried.

B. There were over 120 served based on the number of bowls used; the weather forecast of 95 degrees kept some people home. Mrs. Brunner stated it was a successful event. The sponsors were sent thank you notes.

4. New Business

A. Alderman Biggs stated nothing new to report.

B. The building had water problem with one Air conditioner unit that Mr. Orvis, maintenance, found some debris in the line and it is functioning now. The building owner would have had a repair man check it if needed. Mr. Orvis also helped make a list of electrical items in the building due to our higher than anticipated usage.

C. The Director had 3 budgets for review by the committee. The differences were in the staffing. One budget included 4 hours per week for an additional staff to help on Mon and Tues where there are now only volunteers when they are available and the other budget included increase in Director Hours by 2 per week. The increase work, number of programs, people, etc translates to more time for tasks than the 32 hours per week. The main items in the budget were kept the same, increase in utilities based on usage, or increased per guidelines.

Alderman Biggs discussed the budget process and what the city has for state mandates. It was noted that a new line was added due to unemployment compensation for a previous assistant that can be budgeted to zero for next year. Telephone bill was discussed and there are 5 extensions at the center. There may be a savings in the phone bill. After general discussion, Alderman Biggs moved to approve a budget with no overall increase except what is covered by incremental revenue. Ms. Stade seconded the motion. Further discussion was for the Director to review the budget and make the necessary changes. Motion carried unanimously.

5. Director's Report

A. The Senior Board is reviewing membership costs for 2014 review. The Senior Board would like to see an increase via membership numbers and also hope the shared service agreement with Fredonia will be a positive for revenue.

B. Sept/Oct Events: reviewed the Technology Tea with the Library Adult Services Coordinator; Day trips with the Oct LaVerne and Shirley trip needing 10 more; Yoga has 2 sessions which is very good; and Special events include New Horizons Band and Coffee with the Mayor.

C. Staff updates: Mr. Orvis will be assisting with covering vacation time for maintenance staff at the library. Meeting adjourned at 8:30 PM.