

**CITY OF BERLIN COMMITTEE ON AGING**  
**Tuesday October 24, 2023 10:00 AM**  
**Berlin Senior Center**

**The meeting was called to order by Chairman Paul Hanan at 9:57 AM**

**Roll Call:**

**Present:** Paul Hanan, Chairman, Secretary (2026)  
Richard Van Ornum, Vice Chair (2024)  
Jimmy Jodarski (2026)  
Mary Hess (2024)  
Richard Trochinski (2025)  
Keith Hess, (2025)  
Susan Jungenberg (2026)  
Rebecca Bays, Center Director  
Kristina Boeck, Council Liaison

**Public comments:** Bays commented that the Senior Center will holding a basket raffle from the 13<sup>th</sup> to the 17<sup>th</sup> of November, to coincide with Thanksgiving. Donations to be presented by November 1. This raffle will be open to the public, and winners need not be present.

**The minutes of the September 26, 2023 meeting were approved on a motion by Jodarski/Trochinski.**

**The October expenditures were discussed. Trochinski inquired about current utility expenditures. Bays responded that “those bills go directly to the City of Berlin, the only bills the Senior Center pays are Spectrum and Culligan”. Additionally, Trochinski inquired regarding the salary payouts for the Senior Centers assistant director monies. Bays explained that there was a minor payroll issue with Jill’s hours, ... and continuing forward, “Jill will be working 10 hours per week to the end of the year” and then “back to normal”. Boeck questioned what was “back to normal”. Bays replied that the stipulated hours would return to what the original hire was quoted. Trochinski questioned the vehicle expenditures, including “oil changes and major expenditures”. Bays responded that the “breaks and pads” were replaced this year, and the “tires were replaced last year”. Additionally Bays commented that the “New Vehicle” should arrive next spring (2024). Jodarski inquired about Jill’s hours, with Bays responding, “20 hours per week, however we decide to break that up”. K Hess questioned the current line item regarding Jill’s pay rate. Bays explained that the previous assistant was at a different rate, and the transition to the new rate was overlooked when compiling the**

current expenditures as seen in this agenda. With a motion to approve the expenditures by Trochinski/Van Ornum, the approval was passed on a majority voice vote.

The October revenues were discussed. K Hess inquired if there were any “current rentals” planned for the balance of the year. Bays stated that there are “no upcoming rentals scheduled at this time”. Additionally, Bays stated that the estimated income generated in 2021/2022 was \$1500, and in 2023 the estimated amount was \$500. On a motion by Trochinski/Jodarski the revenue accounts was passed by majority voice vote.

The next discussion comprised of a “marketing update”. Bays explained to the committee the numbers presented within the agenda. The current Insight circulation order is between 400 to 500. Boeck inquired as to what was included in the Berlin Journal annual subscription. Bays explained that she updates the Journal with all current pertinent relative information, and any additional advertising would be at the Senior Centers expense. Jodarski inquired if this “what’s new at 142” advertisement was “free”, and Bays responded with a “yes”. Boeck asked Bays if there was no submission, would the Journal “fill it with something”. Bays responded with “we’ve never missed a deadline”. M Hess suggested that we place the Insight at “2<sup>nd</sup> time around”. Bays discussed the marketing information and the total votes received for the name change as they appear in the agenda. Jodarski inquired if this was a “one time thing”, & Bays responded that “I’m sure it will come up again”. Jungenberg brought up the issue of the Senior Center rental price change and marketing, questioning “how do people know it’s available for renting?” Bays explained that she is working on the issue and that it will appear in the upcoming issue of the Insight, as well as on the website. K Hess inquired as to the current status of the “woodcarvers”, and have they in fact “moved out”. Bays stated that there were 2 or 3 members that were adamantly objectionable to the new camera system, and have changed their location. Additionally Bays explained that one of the woodcarvers also ran the “craft class”, but has been replaced, with no other complaints or issues. Bays also commented that the Insight (posted on Facebook & online) calendar contains all of the regularly scheduled activities (color-coded) for the Senior Center, with special events highlighted within the Berlin Journal. M Hess commented that “Bunko” is currently being played at the “senior living” on the west side. Bays stated “it never came back after Covid”. Visitor tracking was discussed next, with Bays stating that she had “6 years of data” to compile. Jungenburg inquired as to the daily visitor headcount, with Bays commenting that she performs a physical headcount, and she does not rely solely upon the “visitors log”. K Hess commented that the visitors log, “was there 20 years ago”. Hanan stated that he believed the daily count was used for Senior Center funding from the state.

**The next item of discussion was “after hours transportation”. Bays discussed that the after hours transportation began in May 2023, with only 25 to 26 hours of use to date. Additionally, there is no current after hours transportation available from the Senior Center. Bays also discussed the topic of replacement drivers, mentioning that the “after hours” transportation is a voluntary addition to their current duties. Jungenberg commented that the after hours program should be explained to the new hires at the time of their interviews. Boeck asked if the after hours drivers were “on call” or “sit and wait”? Bays explained that the drivers are not on call, and all after hours rides must be previously scheduled.**

**New business: Jungenburg brought up the issue of Senior Center volunteers, and the difficulty of acquiring commitments. Boeck inquired as to the duties of the volunteers, & Bays stated that the volunteers “answer the phone, make phone calls, greet people, socialize with them, work on projects, make birthday calls, place trip reminder calls, VFW meeting calls, & trip organization”.**

**Old business: Trochinski made an inquiry of the camera locations. Bays stated the location of each, with the audio capability included in the camera located over the front desk. Access to the system is only available to the City Administrator, & surveillance is not monitored continuously. Boeck also interjected that the camera system was a one-time expense, and that there may be a small server fee for video storage. Bays also commented that there will be no December meeting, as it lands the day after Christmas.**

**On a motion by M Hess/Trochinski meeting was adjourned by chairman Hanan at 10:33.**

**The next scheduled meeting for the Committee on Aging is scheduled for November 28, 2023**

**Submitted by  
Paul Hanan  
COA Secretary**