

**CLARENCE SENIOR CITIZENS, Inc.  
4600 THOMPSON ROAD  
CLARENCE, NY 14031**

**REGULAR BOARD MEETING  
Date: April 13, 2023**

**Meeting called to order at 9:00 am by Chair Lori Adams.**

**ROLL CALL**

PRESENT: Lori Adams, Jim Blum, Brendan Cullinan, Carol Gettings, Bob Hoag,  
Michael Ramaccia, Rosemond Ruhland, Paul Schulz,  
Jay Steinbrenner, Wayne West.

EXCUSED: Violet Oldenski

Executive Director: Debb Sabbatis

Town Board Liaison: Bob Geiger (in 9:05 am)

**PLEDGE OF ALLEGIANCE/MISSION STATEMENT - Jay Steinbrenner.**

**SECRETARY'S REPORT- Jim Blum**

March 9, 2023 Regular Board meeting minutes distributed. Minor corrections made.

Motion to accept draft minutes of March 9, 2023 made by Jim Blum,  
Second by Rosemond Ruhland.  
Voting to approve draft March 9 minutes aye (6) Blum, Gettings, Hoag, Ramaccia, Ruhland,  
Schulz.

Voting nay (0). Voting abstain (4) Adams, Cullinan, Steinbrenner, West.  
Motion carried.

**TREASURER'S REPORT - Bob Hoag**

Financial Reports - Comments on February Financial Reports being decent, coming strong,  
Vanguard coming back, Freezer cost about \$7,000. Activities break even.

**BOARD CHAIR REPORT - Lori Adams**

Executive Director - Candidates have been interviewed, replacement selection will be covered in  
executive session.

Annual Meeting - Thursday, March 23 - Thanks to those who showed up. It was a good meeting.

## CSCI Board April 13, 2023 - Board Approved 05112023

Next Month - Chair will be away and meeting will be handled by Vice-Chair.

**EXECUTIVE DIRECTOR'S REPORT** - Debb Sabbatis.

COF 04/13/2023

**As of 3/31/2023** - Paid members 854; Total bus mileage 28,622

**Month of March** - New members 32; Total Attendance 1,650; Activities 1,575;  
Special Events 424; Off-Site Events 93; Lunch Meals 843; Meals (frozen) 511;  
Dinners served 185; shuttle riders 85; shuttle miles 1148

**Comments** - Great that we had 32 new members last month. Review of items shows that most are increasing.

### **March Events -**

03/03 Friday Afternoon Movies  
03/06 Paula's Donuts, Coffee and Live Music (50+ attendees)  
03/07 Dinner and a Movie  
03/08 Taco Bar Lunch  
03/12 Diners at Desiderio's Dinner Theater  
03/10 FeedMore WNY Farmers Market Truck  
03/10 Friday Afternoon Movies  
03/14 Dinner and a Movie  
03/14 Pi Day  
03/14 BINGO Bash  
03/16 Blood Pressure Check - Wegman's Pharmacy  
03/17 St. Patrick's Day Luncheon - D J Biggs entertained  
03/21 Pot Luck Dinner and Movie  
03/21 Atlas of the Heart - Bob Poczik Presentation  
03/22 Safe Driver Academy (offered monthly @ \$35)  
03/23 CSCI Annual Meeting  
03/24 FeedMore WNY Farmers Market Truck  
03/24 Friday Afternoon Movies  
03/27 Monthly Birthday Celebration  
03/27 Seneca Allegheny Casino Trip  
03/28 Pizza Lunch  
03/28 Dinner and a Movie  
03/31 Friday Afternoon Movies

### **Future Events**

04/21 - Helpful Hints

04/26-28 Travel - Pennsylvania Dutch Adventure (sold out!)

May - University Express returns

05/24 - Wednesday - Health Fair indoor at Clarence Town Park Clubhouse 10 am to 1 pm  
13th year in conjunction with Akron/Newstead Senior Center.

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05/31 - Travel - Erie, Pa. Extravaganza - Visit zoo and Hagen History Center

June or July - Senior Housing Fair

06/27 - Travel - Seneca Allegheny - The Gambler Returns: A Kenny Rogers Tribute

07/12 - Travel - Dinner and Magic Show by Greg Frewan - Canada

08/19 - Saturday - Annual Basket Raffle & Chicken BBQ

Grants - New water fountain includes bottle filler feature with count of bottles filled.  
New dishwasher is on order and will be installed by Parks Department.

Staff Member Items - Extensive discussion on the need to add Group Travel Leader responsibility to "Items that Apply to All Staff Members" in the Administrative Manual and that those items could be a separate list referenced rather than being included on all job descriptions. Motion by Lori Adams to add the Group Travel Leader and revise the Administrative Manual to have one list of "Items That Apply to All Staff Members" that is referenced on each job description. Second by Wayne West. Voting to approve the motion aye (9) Blum, Cullinan, Gettings, Hoag, Ramaccia, Ruhland, Schulz, Steinbrenner, West. Voting nay (0), Voting abstain (0).

Motion carried unanimously.

Personnel Chair to provide instruction to staff for related Administrative Manual revisions.

Group Travel Leader Responsibility Policy - Can be either a volunteer or staff member. Proposal including updates from last month reviewed. Motion to approve the Policy to be added to the Policy Manual made by Lori Adams. Second by Paul Schulz.

Voting to approve the Group Travel Leader Responsibility Policy

aye (9) Blum, Cullinan, Gettings, Hoag, Ramaccia, Ruhland, Schulz, Steinbrenner, West.

Voting nay (0), Voting abstain (0).

Motion carried unanimously.

**EXECUTIVE & PEC** - Lori Adams

COF Exec & PEC 04/06/2023

Executive Committee - Met to set agenda for this Board meeting.

Performance Evaluation Committee (PEC) - Met to review progress on ED goals.

**FINANCE** - Wayne West (Bob Hoag)

COF 03/30/2023

Financials - January and February approved.

Audit - Audit was presented to the Finance Committee. The Management Letter again shows a clean opinion and a recommendation to maintain our high standards. Some unrealized loses on investments are included.

Investments - Committee decided to move investments a little including transfer funds from Information Technology to Federal Money Market and watch for a while. Looking at rates of return and costs of funds. Vanguard has recently gone up.

**MEMBERSHIP & PROGRAMS - Rosemond Ruhland**

COF 03/06/2023

Committee Report - Reviewed March Committee meeting minutes in depth.

Meeting of 04/05 /2023 will be covered next month.

**NOMINATING - Carol Gettings**

No report.

**PERSONNEL - Carol Gettings**

COF 03/09/2023

Executive Director Job Description - Proposed revisions to the Executive Director Job Description were reviewed. One issue was related to removal of Board involvement in hiring a Program Coordinator which was intended to assure that person would be a backup for the Executive Director.

Motion from the Committee to approve the proposed job description revisions.

Voting aye (8) Cullinan, Gettings, Hoag, Ramaccia, Ruhland, Schulz, Steinbrenner, West.

Voting nay (1) Blum, Voting abstain (0).

Motion carried.

Retirement Plans Policy - Related revisions to the Employee Policy Manual distributed.

**LEGISLATION & BYLAWS - Jim Blum**

No report.

**PLANNING - Jim Blum**

No report.

**OLD (unfinished) BUSINESS -**

None.

**NEW BUSINESS -**

None.

**TOWN BOARD LIAISON - Bob Geiger**

1) Dishwasher - Needed

2) Freezer - Looks good

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- 3) Starbucks - Coming to Clarence
- 4) This Little Pig - Coming to Cornerstone in the Hollow
- 5) Dollar General - Doing well
- 6) Harris Hill & Greiner - Development coming after 24 years
- 7) Tractor Supply - open
- 8) Bank @ Harris Hill & Main - Candidates
- 9) Lamplighter - On Goodrich Road north of Clarence Center - Possible new restaurant owner
- 10) Market in Hollow - Parking lot ownership issues remain
- 11) House by Senior Center - Will be torn down
- 12) Tree Planting - Program in Town

**PUBLIC COMMENTS** (received in writing)

Chair Comment - There was one Public Comment submitted at the March Board meeting.  
No action is necessary.

Public Comments - There were no Public Comments submitted at this meeting.

**EXECUTIVE SESSION -**

Motion to go into Executive Session under NYS Public Officers Law, Article 7, Section 105 (1f) of the Open Meetings Law to discuss the work history of a specific individual made by Jim Blum. Second by Bob Hoag.

Voting aye (9) Blum, Cullinan, Gettings, Hoag, Ramaccia, Ruhland, Schulz, Steinbrenner, West.

Voting nay (0), Voting abstain (0).

Motion carried unanimously.

Motion to go out of Executive Session made by Jim Blum. Second by Brendan Cullinan.

Voting aye (9) Blum, Cullinan, Gettings, Hoag, Ramaccia, Ruhland, Schulz, Steinbrenner, West.

Voting nay (0), Voting abstain (0).

Motion carried unanimously.

**NEW BUSINESS** - Motion by Jim Blum to approve hire of Heather Kraemer at an annual salary of less than the budgeted amount as Executive Director. Second by Jay Steinbrenner.

Voting aye (9) Blum, Cullinan, Gettings, Hoag, Ramaccia, Ruhland, Schulz, Steinbrenner, West.

Voting nay (0), Voting abstain (0).

Motion carried unanimously.

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**ADJOURNMENT** - There being no other business, Chair adjourned the meeting at 10:40 am.

**TRAINING SESSION** - Performance Evaluation Policy for Executive Director

**TOWN HAPPENINGS** - Bob Geiger - (covered earlier)

**NEXT REGULAR MEETING** - Thursday, May 11, 2023

Jim Blum, Secretary