

1027 HOOPER AVENUE  
TOMS RIVER, N.J. 08754-0547  
2:00 P.M. – 1<sup>st</sup> FLOOR, BUILDING 7

- I. Call to Order and Flag Salute - Chairperson
- II. Open Public Meetings Act - Chairperson
- III. Roll Call
- IV. Approval of Minutes of September 24, 2024 OCBSS Monthly Meeting

Members Present: P. Hartney, B. Miles, S. Sternbach, R. Laureigh, J. Byrnes, A. Kern,  
B.J. Crea, J. Sahradnik, Esq.

Members Absent: Commissioner F. Sadeghi and L. Murtagh

Vote by Members Present at the September 24, 2024 Board Meeting

MOTION / ROLL CALL

V. INFORMATIONAL REPORTS

- A. Employment Activity Report – (Provided for Board)

VI. CONSENT AGENDA

A. MOTIONS

All matters listed below are considered routine and shall be enacted by one motion. Should any member of the Board or the Public seek separate discussion of any item, that item shall be removed and discussed separately.

- 1. Affirmative Action Statistical Report – (Provided for Board)

- 2. Monthly Report – (Provided for Board)

- 3. Ratification of Chairperson’s Authorization to Change Position Title

Position No. / Position Title: From: RSV001 Social Worker

To: RSV001 Social Service Aide/Social Service Technician

- 4. Authorization to Change Position Title

Position No. / Position Title: From: FSS142: Receptionist/Senior Receptionist

To: FSS142: Receptionist/Senior Receptionist/  
Receptionist Bilingual Spanish and English/  
Senior Receptionist Bilingual Spanish and English

- 5. Authorization to Change Position Title

Position No. / Position Title: From: FSS554 Receptionist /Senior Receptionist

To: FSS554 Receptionist/Senior Receptionist/  
Receptionist Bilingual Spanish and English/  
Senior Receptionist Bilingual Spanish and English

- 6. Authorization to Solicit Quotes

Banking Depository Services for Administrative/Payroll, Zero Balance and other Agency Program Accounts for the period of One Year Agreement 02/01/25 – 01/31/26 with the Board’s exclusive option to renew the agreement for two additional one-year extensions from 02/01/26 – 01/31/27 and 02/01/27 – 01/31/28.

- 7. Authorization for Line Item Transfers in the 2024 Budget

<u>From</u>	<u>To</u>	<u>Amount</u>
a.) 62.106 Accumulated Sick Leave, Retirement *DFD approval is not required	64.104 Postage Shipping & Handling	\$100,000.00

<u>From</u>	<u>To</u>	<u>Amount</u>
b.) 62.101 Workers’ Comp Insurance *DFD approval is not required	61.214 Professional Attorney Services	\$65,000.00



<u>From</u>	<u>To</u>	<u>Amount</u>
c.) 64.108 Robbery & Theft, Other Insurance *DFD approval is not required	61.214 Professional Attorney Services	\$20,000.00

B. RESOLUTIONS

Authorization is requested for Director and/or Chairperson or Vice Chairperson to enter into contract with the following entities/vendors. Contracts, where applicable, are subject to 30 day cancellation and are also subject to the availability and appropriation annually of adequate funds to meet Board's obligations. Authorization also requested to open a bank account when appropriate, accept funds, deposit funds into bank account, when appropriate, disburse funds, and list for ratification.

1. a. Salary Resolution – (Provided at Board)  
b. Authorization to Amend the 2024 Exclude ACFME Salary Resolution – (Provided at Board)
2. Ratification of Chairperson's Authorization to Replace Brian Wilkie with John Brady for the Selection Review Committee to Evaluate the Responses to the Request for Qualifications for Special Counsel  
Selection Review Committee Special Counsel Appointees: John Brady, Peter M. Hartney, John Tritto
3. Authorization to Adopt the Resolution to Waive the County Residency Requirements for Associate Counsel/Senior Associate Counsel and Board Counsel Employment Positions
4. Ratification of Chairperson's Authorization to Accept Additional Funds for the Respite Care Program  
Entity: Ocean County Office of Senior Services  
Period of Agreement: 01/01/24 – 12/31/24  
Additional Grant Amount: \$46,651.00  
New Total: \$186,651.00  
Note: The additional funds will be used to complete home modifications including wheelchair ramps for our citizens.  
Request to release this Resolution prior to formal adoption
5. Authorization to Renew the Linkage Agreement with Jersey Shore University Medical Center HIV Prevention & Treatment Programs  
Period of Agreement: 01/01/25 – 12/31/25  
Amount Requested: - 0 -  
Purpose: To acknowledge that persons living with HIV disease will be referred for prevention and treatment whenever appropriate and in accordance with each agency's admission/residence requirements between both parties and to provide service for which they are eligible.
6. Authorization to Dispose of Requests for Qualifications and Authorization to Enter into Contract for Auditing Services – (Recommendation Memo Provided at Board)  
Vendor: Holman Frenia Allison, P.C.  
Service: Audit Firm to Perform OCBSS 2024 Audit  
Period of Agreement: 12/01/24 – 11/30/25  
Proposed Cost: \$104,820.30
7. Authorization to Dispose of Quotes for Pest Control and Enter into Contract  
Vendor: Ocean Pest Consultants  
Period of Agreement: 01/01/25 – 12/31/25  
Cost: \$ 500.00 monthly (\$6,000.00 annually)  
Purpose: To provide monthly pest control services  
Locations: Toms River, Buildings 3, 5, and 7, and Manahawkin  
Note: The Toms River contract may be terminated upon thirty (30) days' written notice to terminate, without penalty, due to the move to the new building.  
Request to release this Resolution prior to formal adoption
8. Authorization to Enter into a One (1) Year Maintenance Agreement  
Vendor: LexisNexis  
Period of Agreement: 01/01/25 – 12/31/25 (Third (3<sup>rd</sup>) year of a three (3) year subscription)  
Cost: \$4,140.00 annually  
Purpose: Online Legal Research including two (2) attorney ID's & six (6) support staff ID's



9. Authorization to Enter into a One (1) Year Maintenance Agreement  
Vendor: Pitney Bowes, Inc.  
Item: One (1) Relay 4500 (TI) + Vertical Power Stacker  
Period of Agreement: 01/01/25 – 12/31/25  
Cost: \$1,770.30 annually
10. Authorization to Enter into a One (1) Year Maintenance Agreement  
Vendor: Pitney Bowes, Inc.  
Item: One (1) Relay 4500 (TI) + Vertical Power Stacker  
Period of Agreement: 01/01/25 – 12/31/25  
Cost: \$1,770.30 annually
11. Authorization to Enter into a One (1) Year Maintenance Agreement  
Vendor: Pitney Bowes, Inc.  
Item: One (1) Relay 4500 (TI) + Vertical Power Stacker  
Period of Agreement: 01/01/25 – 12/31/25  
Cost: \$1,770.30 annually
12. Authorization to Continue to Pay Employees Monthly for Mileage Reimbursement and Ratify at the Monthly Board Meeting  
NOTE: Vouchers will continue to be submitted in accordance with the established agency procedures
13. Authorization to Renew Participation Agreement with New Jersey Housing and Mortgage Finance Agency (NJHMFA)  
Period of Agreement: 01/01/25 - 12/31/25  
Cost: None  
(The participation fee, payable to NJFMFA, is \$1,000.00 annually which is budgeted into the Homeless and Housing Insecurity Services Grant – Social Services for the Homeless Program (SSH))  
Purpose: Participation in the New Jersey Homeless Management Information System Collaborative (NJHMIS/HMIS) is required by DFD for agencies receiving Social Services for the Homeless (SSH) dollars.
14. Authorization to Dispose of Agency Equipment  
Authorization is requested to dispose of agency inventory items that are damaged, obsolete, irreparable and no longer need for agency use: Black ergonomic chair with arms and wheels; Red Kodak camera; and blue chair with arms and wheels.
15. Ocean County Overdose Fatality Review Program Affiliation Agreement  
Purpose: To identify gaps in public systems; that if strengthened, could prevent future deaths from drug overdose. The program will assist with determining where to focus resources to adjust negative health trends related to substance use, and inform localized prevention, treatment and recovery support efforts.  
Period of Agreement: Two (2) year agreement
16. Authorization to Contract with the Following Vendor  
Vendor: Udemy  
Item: Two (2) year annual Enterprise Plan Subscription  
Period of Agreement: 12/26/25 – 12/26/27  
Cost: \$12,789.00  
Purpose: To continue access to a wide range of online courses aimed at enhancing the skills, productivity, and overall performance for agency staff.  
Note: Request to release this Resolution prior to formal adoption
17. Authorization to Contract with the Following Vendor:  
Vendor: ePlus  
Item: Managed Services and Smartnet Coverage Year Two (2) of Three (3)  
Period of Agreement: 12/1/24 – 11/30/25  
Cost: \$72,327.00  
Purpose: Service agreements for Updates to Cisco Software and Replacement of Cisco Equipment Network Hardware Failure.  
Note: Request to release this Resolution prior to formal adoption



18. Authorization to Contract with the Following Vendor  
Vendor: SHI International Corp.  
Item: Seven (7) Licenses for SolarWinds Dameware Mini Remote Control  
Period of Agreement: 01/24/25 - 01/24/26  
Cost: \$54.51 each, Totaling \$381.57  
Purpose: IT Technician Endpoint Control and Management.  
Note: Request to release this Resolution prior to formal adoption
19. Authorization to Contract with the Following Vendor  
Vendor: SHI International Corp.  
Item: Tailor Made PowerVault  
Period of Agreement: One (1) Time Purchase  
Cost: \$57,314.00  
Purpose: To provide fault tolerance for virtual machines and new servers at 1005 Hooper Ave.  
Note: Request to release this Resolution prior to formal adoption
20. Authorization to Contract with the Following Vendor  
Vendor: SHI International Corp.  
Item: On-Site Shred Services  
Period of Agreement: One (1) Time Purchase  
Cost: \$5,712.16  
Purpose: To approve procurement of on-site services for secure destruction of hard drives and EBT tapes, ensuring compliance with data security and disposal requirements and regulations.  
Note: Request to release this Resolution prior to formal adoption
21. Pen and Ink Correction to Resolution 2024-09-17  
Incorrectly reads: BOSS Tag# 13227  
Needs to correctly reflect: BOSS Tag# 13327
22. Authorization to Dispose of Quotes for Snow Removal and Enter into Contract  
Vendor: PNG Landscape Design  
Period of Agreement: 11/01/24 - 05/01/25  
Cost: \$120.00 per hour for snow shoveler  
\$150.00 per hour for snowblower & operator  
\$275.00 per hour for bobcat & operator  
\$300.00 per ton/bulk salting  
Purpose: Snow removal of sidewalks, ramps & entryways for 1027 Hooper Avenue, Toms River, Building 2, 3, 5 & 7.  
Note: The Board will provide calcium chloride/magnesium chloride
23. Authorization to Purchase a 2024 Ford Transit 350 High Roof Cargo Van  
Vendor: All American Auto Group  
Cost: \$57,185.00, plus tags and fees, for a total not to exceed \$60,000.00  
Purpose: For use by our Maintenance Department to transport items  
Note: To be purchased under Ocean County Cooperative Purchasing Agreement, Contract No. B2024-140.  
Request to release this Resolution prior to formal adoption
24. Authorization to Dispose of Quotes for the Sewer Lift Station and Enter into Contract  
Vendor: Atlantic Sitton Services  
Period of Agreement: 01/01/24 – 12/31/25  
Cost: \$225.00 per week (\$11,700.00 annually)  
Purpose: To perform weekly inspections and monthly maintenance of the sewer lift station  
Location: Toms River, Buildings 2, 3 & 5  
Note: This contract may be terminated upon thirty (30) days' written notice to terminate, without penalty, due to the move to the new building.  
Request to release this Resolution prior to formal adoption
25. Authorization to Execute and Enter into Shared Services Agreement with the County of Ocean  
Period of Agreement: Month to Month  
Purpose: Board's rental and use of office space and related services in County owned Buildings 3, 5 and 7 at the 1027 Hooper Avenue, Toms River office complex.  
Note: Authorization is requested to release Resolution prior to formal adoption

- C. MONTHLY BILLS
1. Abstention List
  2. Bill Lists Mailed to Board Members
  3. Bill Lists for ratification distributed at meeting

END OF CONSENT AGENDA – MOTION/ROLL CALL

- VII. For Your Information – BOSS Buzz and the November OCBSS Outreach Mobile Unit Calendar
- VIII. Comments from the Board
- IX. Comments from the Public - Public comments are permitted at this time and limited to five (5) minutes per speaker.
- X. Resolution to Hold Executive Session
- XI. Final Executive Matters for Action in Open Session
- XII. Adjournment