

1027 HOOPER AVENUE  
P. O. BOX 547  
TOMS RIVER, NJ 08754-0547  
2:00 PM – 1<sup>st</sup> FLOOR, BLDG 7

- I. Call to Order and Flag Salute - Chairperson
- II. Open Public Meetings Act – Chairperson
- III. Roll Call - Chairperson
- IV. Approval of the Minutes of the July 23, 2024 OCBSS Monthly Meeting - Chairperson  
Members Present: P. Hartney, B. Miles, S. Sternbach, R. Laureigh, L. Murtagh, B.J. Crea, J. Sahradnik  
Members Absent: James J. Byrnes and Andrew V. Kern  
Vote by Members Present at the 07/23/24 Board Meeting

MOTION / ROLL CALL

V. INFORMATIONAL REPORTS

- A. Employment Activity Report – (Provided at 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 at Board)
- 2. Monthly Report – (Provided at Board)
- 3. Authorization to Solicit Quotes for Housing Inspections  
Current Vendors: Rehabco / Lakewood Housing Authority for HOME and HOP  
Current Cost: Rehabco - \$150.00 initial inspection / \$75.00 re-inspection  
Lakewood Housing Authority - \$100.00 initial inspection / \$70.00 re-inspection  
Period of Agreement: 01/01/25 – 12/31/25  
Purpose: To perform required inspections of rental assisted housing for clients of the HOME and Housing Opportunities Program (HOP)
- 4. Authorization to Solicit Requests for Qualifications for Independent Auditing Services for the 2024 Audit and to Approve the Members of the Selection Review Committee and the Selection Review Criteria – (Provided at Board)
  - 1.) Motion to Approve the Selection Review Committee  
Appointees: Chaplain Miles, Mario Brown and Brian K. Wilkie, Esq.
- 5. Authorization to Solicit Quotes for Snow Removal  
Period of Agreement: 11/01/24 – 05/01/25  
Last Season's Cost: \$120.00/worker/hour – (3) three person, (2) two hour minimum  
\$150.00 per hour for Snow Blower with operator, two (2) hour minimum  
\$100.00 per hour for salt spreader  
\$275.00 per hour for Bobcat with operator, two (2) hour minimum  
OCBSS will provide calcium chloride/magnesium chloride  
Purpose: Clean snow from sidewalks, wheelchair ramps, entryways and external fire escapes in the Toms River Complex, Buildings 2, 3, 5 & 7
- 6. Authorization to Solicit Quotes for the Sewerage Lift Station  
Period of Agreement: 01/01/25 – 03/31/25  
Last Season's Cost: \$199.00 per week  
Purpose: Inspection and monthly maintenance of the Sewer Lift Station in the Toms River Complex, Building 2, 3 & 5 (Inspected one (1) time per week)
- 7. Authorization to Solicit Quotes for Backflow Preventer Devices  
Period of Agreement: 01/01/25 – 12/31/25  
Last Season's Cost: \$145.00 per device plus Township fees for the Toms River Complex, and \$145.00 per device for Manahawkin office, for a total of \$1,305.00  
Purpose: Inspect and certify three (3) backflow preventers in the Manahawkin complex.  
Note: Backflow preventer devices are inspected annually in August, so it will not be necessary to do this in Toms River, as the buildings will be demolished

8. Authorization to Solicit Quotes for Pest Control  
Location: Toms River Complex, Buildings 3, 5 & 7  
Period of Agreement: 01/01/25 – 03/31/25  
Location: 333 Haywood Road, Manahawkin, N.J.  
Period of Agreement: 01/01/25 – 12/31/25  
Last Season's Cost: \$260.00 monthly (\$3,120.00 annually)  
for Toms River Complex & Manahawkin  
Purpose: To provide monthly pest control services

B. RESOLUTIONS

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

1. a.) Salary Resolution – (Provided at Board)  
b.) Amended ACFM Salary and Benefits Resolution
2. Authorization to Submit Grant Application  
Grant: Statewide Respite Care Program  
Grantor: N.J. Dept. of Human Services, Division of Aging Services  
Period of Agreement: 01/01/25 – 12/31/25  
Amount Requested: Up to \$597,000.00 (approx. based on 2024 allocation)  
Projected Level of Service: 100 persons  
Purpose: To provide case management and purchase of respite services to caregivers of elderly and disabled persons at risk of institutionalization
3. Authorization to Submit Grant Application for Retired Senior Volunteer Program  
Grantor: AmeriCorps Seniors  
Period of Agreement: 04/01/25 – 03/31/26 (3<sup>rd</sup> year of a 3 year grant)  
Amount Requested: \$69,063.00 (Based on 2024)  
Projected Level of Service: Approximately 135 volunteers  
Purpose: To provide volunteer opportunities for persons 55 and older
4. Authorization to Submit a Grant Application for RWB Transportation  
Grantor: New Jersey Department of Health and Human Services  
Period of Agreement: 10/01/25 – 09/30/26  
Amount Requested: \$24,500.00  
Projected Level of Service: 40 unduplicated  
Purpose: Transportation services for grant recipients referred from the Ocean County Health Department and Jersey Shore University Medical Center  
Note: Authorization is requested to utilize \$6,500.00 in startup funds from Account 80.705 and replenish to Account 80.705 when the grant funds are received
5. Authorization to Enter into a Memorandum of Agreement with Ocean County Health Department Women, Infants, and Children (WIC)  
Period of Agreement: 10/01/24 – 09/30/25  
Purpose: To refer families from all three locations of the Ocean County Board of Social Services who are receiving SNAP, TANF, and/or NJFamilyCare to the Ocean County WIC Program  
Note: Request to release this Resolution prior to formal adoption
6. Authorization to Enter into One (1) Year Maintenance Agreement  
Vendor: COPYMASTER Company  
Item: Two (2) Agency Date/Time Stamp Machines  
Period of Agreement: 09/28/24 – 09/27/25  
Cost: \$284.00 total per year
7. Authorization to Enter into One (1) Year Maintenance Agreement  
Vendor: COPYMASTER Company  
Item: One (1) Agency Date/Time Stamp Machine  
Period of Agreement: 10/24/24 – 10/23/25  
Cost: \$142.00 total per year

8. Authorization to Enter into One (1) Year Maintenance Agreement  
Vendor: Pitney Bowes Inc.  
Item: One (1) Connect+/SendPro P Series Rental  
Period of Agreement: 11/19/24 – 11/18/25  
Cost: \$840.00 total per year
  9. Authorization to Enter into a One (1) Year Maintenance Agreement  
d.) Vendor: Pitney Bowes Inc.  
Item: One (1) Mail Machine Service Agreement  
Period of Agreement: 11/19/24 – 11/18/25  
Cost: \$3,944.25 total per year
  10. Authorization to Enter into a One (1) Year Maintenance Agreement  
Vendor: Quadient  
Item: One (1) Letter Opener Maintenance Agreement  
Period of Agreement: 11/22/24 – 11/21/25  
Cost: \$378.00 total per year
  11. Authorization to Contract with SHI International Corp.  
Vendor: SHI International Corp.  
Period of Agreement: 10/13/24 – 10/12/25  
Cost: \$37,984.82  
Purpose: Renewal of Mimecast Software for enhanced email security, comprehensive archiving, and uninterrupted communication, ensuring robust protection against threats and regulatory compliance for our organization  
Note: Request to release this Resolution prior to formal adoption
  12. Authorization to Contract with Comcast  
Vendor: Comcast  
Period of Agreement: 10/01/24 – 09/30/27 (36 Months)  
Cost: \$3,971.50 per month, plus one time installation costs of \$398.00  
Purpose: Internet and telephone services for the Ocean County Resource Center, 1005 Hooper Avenue, Toms River, N.J.  
Note: Request to release this Resolution prior to formal adoption
  13. Authorization to Dispose of Agency Equipment  
Authorization is requested to dispose of agency inventory items that are damaged, obsolete, irreparable, and no longer needed for agency use: Maroon chair with arms and wheels (broken); teal chair with arms and wheels (broken); blue chair with arms and wheels (torn); pink chair with wheels (stained); bases for scan guns; phaser scan guns; Dell monitors; Optiplex computers; and HP M507 Printer  
Note: Request to release this Resolution prior to formal adoption
  14. Authorization to Adopt the Resolution of Recognition for Retiring Agency Board Employee

<u>Employee/Title</u>	<u>Years of Service</u>	<u>Retirement Date</u>
Tuesday Farenga, Human Services Specialist 4	22	October 1, 2024
- 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 AND ROLL CALL
- VII. FOR YOUR INFORMATION  
September 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