

1027 HOOPER AVENUE
TOMS RIVER, NJ 08754-0547
2:00 PM – 1st FLOOR, BUILDING 7

- I. Call to Order/Flag Salute – (Chairperson)
- II. Open Public Meetings Act – (Chairperson)
- III. Roll Call – (Chairperson)
- IV. Adopt & Present Resolution/Certificate of Recognition to Retiring Agency Board Employees – (Chairperson)

<u>Employee/Title</u>	<u>Years of Service</u>	<u>Retirement Date</u>
Michele Egbert, Human Services Specialist 2	23	May 1, 2025 (Mailing)
Julie West-Bethune, Clerk 1	10	May 1, 2025

- V. Approval of the March 25, 2025 OCBSS Monthly Meeting Minutes – (Emailed)
Members present: P. Hartney, B. Miles, S. Sternbach, R. Laureigh, J. Byrnes, A. Kern,
L. Murtagh, V. Haines, J. Sahradnik

Member absent: J. Byrnes
Vote by Members Present at March 25, 2025 Board meeting
MOTION / ROLL CALL

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. Authorization to Solicit Bids and Re-Solicit Bids as needed for Transportation Services
Period of Agreement: 07/01/25 – 06/30/26, with the Board’s exclusive option to extend
For an additional one (1) year period from 07/01/26 – 06/30/27
- 4. Authorization to Solicit Bids and Re-Solicit Bids as needed for Temporary Shelter for Agency Clients
Period of Agreement: 10/01/25 – 09/30/27

B. RESOLUTIONS

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

- 1. Salary Resolutions – (Provided for Board)
 - a. Salary Resolution
 - b. Ratification of Chairperson’s Authorization to Amend 2025 Exclude Minimum Salary Resolution
Adding position 02653@ Personnel Officer, \$97,000.00
 - c. Amend 2025 Exclude ACFME Salary Resolution for 2025
- 2. Pen & Ink Correction to Exclude ACFME Salary and Benefits Resolution
Resolution 2024-11-29(B) incorrectly reflects: Linda Pagnotta, Assist. Personnel Technician, \$57,795.00
Needs to correctly reflect: Linda Pagnotta, Assist. Personnel Technician, \$59,875.00
- 3. Ratification of Chairperson’s Authorization to Pay Additional Funds for the Annual Retired and Senior Volunteer Program (RSVP) Recognition Luncheon
Event: Annual Retired and Senior Volunteer Program (RSVP) Recognition Luncheon
Event Date: May 15, 2025
Additional Cost: 20% Service Charge of \$539.00
Banquet Facility: The Clarion Hotel

4. Authorization to Execute the Second (2nd) Additional One (1) Month Extension of the Lease Agreement for Continued Occupancy of the Toms River Office Complex
Vendor: The County of Ocean County
Period of Agreement: 05/01/25 – 05/31/25
Cost: Rent and all other charges shall continue as were in effect on January 1, 2025
Note: Request to release this Resolution prior to formal adoption
5. Authorization to Close Inactive OceanFirst Bank Accounts, and Move Any Remaining Funds To the WFNJ Assistance Account at OceanFirst Bank and Administrative Account at TD Bank
Note: The Emergency Rental Relief Program account is now inactive, as we no longer administer the program; and Reach Omega Checking account funds now flow through the WFNJ Assistance Account
Note: Request to Release this Resolution prior to formal adoption
6. Authorization to Contract with the Following Vendor
Vendor: SHI International Corp.
Item: Nine (9) Switches, Model Number Catalyst 9300 48port POE+
Period of Agreement: One (1) Time Purchase
Cost: \$94,709.08
Purpose: To replace end-of-life switches in the Manahawkin and Lakewood Offices
Note: Request to Release this Resolution prior to formal adoption
7. Authorization to Modify the Period of Agreement with the Following Vendor
Vendor: KT's Office Services
Item: eFax Corporate
Prior Authorized Period of Agreement: 01/01/25 – 12/31/25
New Period of Agreement: 05/01/25 – 04/30/26
Cost: \$8,622.00, with overages charged annually at \$.094 per page
Purpose: To procure eFax solutions for twenty (20) fax lines
Note: Request to Release this Resolution prior to formal adoption
8. Authorization to Contract with the Following Vendor
Vendor: SHI International Corp.
Item: Webex Software
Period of Agreement: 06/14/25 – 06/13/26
Cost: \$493.05
Purpose: Webex Software Renewal for Agency Meetings
Note: Request to Release this Resolution prior to formal adoption
9. Authorization to Contract with the Following Vendor
Vendor: Comcast Business
Item: 100 block of Direct Inward Dialing (DID) Telephone Numbers
Period of Agreement: To be Determined – Contingent on the move date to the Ocean County Resource Center
Cost: \$20.00 per month
Purpose: To provide an additional range of available direct-dialing phone numbers within The Ocean County Resource Center
Note: Request to Release this Resolution prior to formal adoption
10. Authorization to Contract with the Following Vendor
Vendor: SHI International Corp.
Item: Fifty (50) OptiPlex Micro (Plus 7020) Computers & Twelve (12) Dell Latitude 7650 Laptops
Period of Agreement: One (1) Time Purchase
Cost: \$71,463.94
Purpose: To replace outdated computers that are not compatible with Windows 11
Note: Request to Release this Resolution prior to formal adoption
11. Grant: HOME Tenant Based Rental Assistance
Grantor: Housing & Urban Development via County Planning Board
Period of Agreement: Federal Fiscal Year 2025
Amount Requested: \$500,000.00 (Based on 2024)
Purpose: Two (2) year rent subsidy, case management to eligible families — approximately twenty (20) households

12. Authorization to Enter into a One (1) Year Maintenance Agreement for the Following
Vendor: Toshiba Business Solutions
Items: One (1) Entrust Datacard Sigma DS3 Duplex Printer, One (1) Card Exchange Producer Business Edition Identity Software, One (1) Canon T3 Camera, and One (1) Signature Pad
On-Site Hardware, Software Parts & Labor
Period of Agreement: 06/09/25 – 06/08/26
Cost: \$955.13
Purpose: One (1) Entrust Datacard Sigma DS3 Duplex Printer, One (1) Card Exchange Producer Business Edition Identity Software, One (1) Canon T3 Camera, and One (1) Signature Pad
On-Site Hardware, Software Parts & Labor
13. Authorization to Enter into a One (1) Year Maintenance Agreement for the Following
Vendor: Pitney Bowes
Items: One (1) Folding Machine Relay 3000
(Includes: Relay 3-4 Inserting System and Vertical Power Stacker)
Period of Agreement: 06/27/25 – 06/26/26
Cost: \$2,023.06 annually
14. Authorization to Enter into a One (1) Year Maintenance Agreement for the Following
Vendor: COPYMASTER Company
Items: One (1) Agency Date/Time Stamp Machine
Period of Agreement: 07/01/25 – 06/30/26
Cost: \$149.00 annually
15. Authorization to Enter into a Forty-Eight (48) Month Leasing Agreement for the Following
Vendor: Kyocera Document Solutions
Items: One (1) TASKAlfa 8353ci Multi-Function Photocopier for Administrative Services:
60,000 B/W copies per month & 10,000 color copies per month
Period of Agreement: To Be Determined – Contingent on the move date to the
Ocean County Resource Center
Cost: \$1,056.29 monthly (\$50,701.92 in total over forty-eight (48) months)
Overages billed @ \$0.0046 per B/W copy & \$0.0435 per color copy
16. Authorization to Enter into a Forty-Eight (48) Month Leasing Agreement for the Following
Vendor: Kyocera Document Solutions
Items: One (1) TASKAlfa 5004i Multi-Function Photocopier for Income Maintenance:
20,000 B/W copies per month
Period of Agreement: To Be Determined – Contingent on the Move Date to the
Ocean County Resource Center
Cost: \$241.41 monthly (\$11,587.68 in total over forty-eight (48) months)
Overages billed @ \$0.0046 per B/W copy
17. Authorization to Enter into a Forty-Eight (48) Month Leasing Agreement for the Following
Vendor: Kyocera Document Solutions
Items: One (1) TASKAlfa 7004 Multi-Function Photocopier for EA/Special Projects:
30,000 B/W copies per month
Period of Agreement: To Be Determined – Contingent on the Move Date to the
Ocean County Resource Center
Cost: \$335.16 monthly (\$16,087.68 in total over forty-eight (48) months)
Overages billed @ \$0.0046 per B/W copy
18. Authorization to Enter into a Forty-Eight (48) Month Leasing Agreement for the Following
Vendor: Kyocera Document Solutions
Items: One (1) TASKAlfa 7054ci Multi-Function Photocopier for Child Support:
10,000 B/W copies per month & 10,000 color copies per month
Period of Agreement: To Be Determined – Contingent on the move date to the
Ocean County Resource Center
Cost: \$772.55 monthly (\$37,082.40 in total over forty-eight (48) months)
Overages billed @ \$0.0046 per B/W copy & \$0.0435 per color copy

19. Authorization to Enter into a Forty-Eight (48) Month Leasing Agreement for the Following Vendor: Kyocera Document Solutions
Items: One (1) TASKAlfa 5004i Multi-Function Photocopier for Adult Medicaid:
20,000 B/W copies per month
Period of Agreement: To Be Determined – Contingent on the move date to the Ocean County Resource Center
Cost: \$241.41 monthly (\$11,587.68 in total over forty-eight (48) months)
Overages billed @ \$0.0046 per B/W copy
20. Authorization to Enter into a Forty-Eight (48) Month Leasing Agreement for the Following Vendor: Kyocera Document Solutions
Items: One (1) TASKAlfa 7004 Multi-Function Photocopier for APS/CCW:
30,000 B/W copies per month
Period of Agreement: To Be Determined - Contingent on the move date to the Ocean County Resource Center
Cost: \$335.16 monthly (\$16,087.68 in total over forty-eight (48) months)
21. Authorization to Enter into a Forty-Eight (48) Month Leasing Agreement for the Following Vendor: Kyocera Document Solutions
Items: One (1) TASKAlfa 5004i Multi-Function Photocopier for Recovery/Investigations:
20,000 B/W copies per month
Period of Agreement: To Be Determined – Contingent on the move date to the Ocean County Resource Center
Cost: \$241.41 monthly (\$11,587.68 in total over forty-eight (48) months)
Overages billed @ \$0.0046 per B/W copy
22. Authorization to Enter into a Forty-Eight (48) Month Leasing Agreement for the Following Vendor: Kyocera Document Solutions
Items: One (1) TASKAlfa 5004i Multi-Function Photocopier for Fiscal:
20,000 B/W copies per month
Period of Agreement: To Be Determined – Contingent on the move date to the Ocean County Resource Center
Cost: \$241.41 monthly (\$11,587.68 in total over forty-eight (48) months)
Overages billed @ \$0.0046 per B/W copy
23. Authorization to Enter into a Forty-Eight (48) Month Leasing Agreement for the Following Vendor: Kyocera Document Solutions
Items: One (1) TASKAlfa 5004i Multi-Function Photocopier for NJ Family Care:
20,000 B/W copies per month
Period of Agreement: To Be Determined – Contingent on the move date to the Ocean County Resource Center
Cost: \$241.41 monthly (\$11,587.68 in total over forty-eight (48) months)
Overages billed @ \$0.0046 per B/W copy
24. Authorization to Enter into a Forty-Eight (48) Month Leasing Agreement for the Following Vendor: Kyocera Document Solutions
Items: One (1) TASKAlfa 5004i Multi-Function Photocopier for NJ Family Care:
20,000 B/W copies per month
Period of Agreement: To Be Determined – Contingent on the move date to the Ocean County Resource Center
Cost: \$241.41 monthly (\$11,587.68 in total over forty-eight (48) months)
Overages billed @ \$0.0046 per B/W copy
25. Authorization to Enter into a Forty-Eight (48) Month Leasing Agreement for the Following Vendor: Kyocera Document Solutions
Items: One (1) TASKAlfa 5004i Multi-Function Photocopier for Director's Office:
20,000 B/W copies per month & 10,000 color copies per month
Period of Agreement: To Be Determined – Contingent on the move date to the Ocean County Resource Center
Cost: \$872.29 monthly (\$41,869.92 in total over forty-eight (48) months)
Overages billed @ \$0.0046 per B/W copy & \$0.0435 per color copy

26. 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: Plexiglass, door slabs, large bulletin boards, wall panels, plastic chairmats, small desktops, corner desktops, half wall panels, brochure holders, blue chair w/wheels and arms (broken), black Vari Desk (broken), black Monroe 8145X adding machine (broken), beige Monroe 8145 adding machine (broken), beige two (2) door cabinet (no longer needed), beige two (2) door cabinet (broken), and beige two (2) drawer cabinet (no longer needed).
Note: Request to Release this Resolution prior to formal adoption

C. MONTHLY BILLS

1. Abstention List;
2. Bill Lists Provided in Board Packets to Board Members
3. Bill Lists for Ratification, distributed at meeting

END OF CONSENT AGENDA – MOTION / ROLL CALL

VII. For Your Information

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