

OCEAN COUNTY BOARD OF SOCIAL SERVICES
OPEN PUBLIC AGENDA

SEPTEMBER 22, 2026

OCEAN COUNTY RESOURCE CENTER
1005 HOOPER AVENUE
P.O. BOX 547
TOMS RIVER, NEW JERSEY 08753
2:00 p.m.

- I. Call to Order and Flag Salute - Chairperson
- II. Open Public Meetings Act – Chairperson
- III. Roll Call
- IV. Induction of New Board Member – B. Wilkie, Esq.
- V. Adopt and Present the Resolution of Recognition for Employee of the Quarter (4th Quarter) - J. Hagendoorn

MOTION / ROLL CALL

- VI. Approval of the Minutes of the August 25, 2026 OCBSS Monthly Meeting
Members Present: P. Hartney, B. Miles, S. Sternbach, C. Thomas-Henkel, J. Byrnes, K. Isnardi,
Commissioner J. Bacchione, Commissioner R. Arace, J. Sahradnik

Members Absent:

Vote by Members Present at the August 25, 2026 Board Meeting

MOTION / ROLL CALL

- VII. INFORMATIONAL REPORTS
Employment Activity Report – (Provided at Board)

VIII. 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 Pest Control
Location: 333 Haywood Road, Manahawkin, N.J.
Period of Agreement: 01/01/27 – 12/31/27
Purpose: To provide monthly pest control services
4. Authorization to Solicit Requests for Qualifications for Independent Auditing Services for the 2026 Audit and to Approve the Members of the Selection Review Committee and the Selection Review Criteria – (Provided for Board)
A.) Motion to Approve the Selection Review Committee
Appointees: Chaplain Miles, Mario Brown and Brian K. Wilkie, Esq.

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 cancellation on 30 days notice and are also subject to the availability and appropriation annually of adequate funds to meet board's obligations. Authorization is also requested to open a bank account when appropriate, accept funds, deposit funds into a bank account, when appropriate, disburse funds, and list for Board ratification.

- 1.) a. Salary Resolution – (Provided before Board)
b. 2026 Amended Salary & Benefits Resolution for Excluded Administrative Staff
c. 2026 Amended Salary & Benefits Resolution for Excluded Administrative, Clerical, Fiscal & Maintenance Employees
- 2.) Authorization to Exercise the Board's Exclusive Option to Extend the Agreements with the Banking Institutions for the Board's Bank Accounts for the Second (2nd) of Two (2) One (1) Year Extensions
Vendors: TD Bank and Ocean First Bank
Period of Agreement: 02/01/27 – 01/31/28
- 3.) Pen & Ink Correction to Remove Employee from the Exclude Salary Resolution 2025-11-03(D)
Cumberton, Steven Bldg. Maint./Sec. Guard \$52,428.62 -0- \$52,428.62
- 4.) Authorization to Dispose of Quotes & Enter into Agreement for Housing Inspections
Current Vendors: Rehabco / Lakewood Housing Authority for HOME and HOPWA
Current Costs: Rehabco - \$150.00 initial inspection / \$75.00 re-inspection
Lakewood Housing Authority - \$110.00 initial inspection / \$77.00 re-inspection
Period of Agreement: 01/01/27 – 12/31/27
Purpose: To perform required inspections of rental-assisted housing for clients of the HOME and Housing Opportunities Program with Aids (HOPWA)
Note: Request to release this Resolution prior to formal adoption

- 5.) Authorization to Amend the Contract with ePlus
Vendor: ePlus
Item: SmartNet Coverage for Catalyst 9500
Period of Agreement: 12/01/26 – 11/30/27
Additional Cost: \$2,842.50
Total Cost: \$37,777.06
Purpose: Service agreements for updates to Cisco Software
Note: The contract was approved at the August 2026 Board for \$34,934.56. Inadvertently, it did not include the service agreement for the Catalyst 9500, which increased the total price to \$37,777.06.
Request to release this Resolution prior to formal adoption
- 6.) Authorization to Contract with the Following Vendor
Vendor: Udemy
Item: Two (2) year annual Enterprise Plan subscription
Period of Agreement: 12/26/26 – 12/25/28
Cost: \$13,428.45
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
- 7.) Authorization to Contract with the Following Vendor
Vendor: SHI International, Corp.
Item: Netbox Cloud - Starter Tier
Period of Agreement: 12/17/26 – 12/16/27
Cost: \$7,869.14
Purpose: To provide a centralized system of records for documenting and managing the organization's network infrastructure
Note: Request to release this Resolution prior to formal adoption
- 8.) Grantor: Division of Community Resources, Department of Community Affairs
Grant: Low Income Home Energy Assistance Program (LIHEAP) – CWA Administration Grant
Period of Agreement: 10/01/26 – 09/30/27
Amount Requested: \$25,064.00 (Based on the 2026-2027 Award Letter)
Purpose: To provide funding to assist the LIHEAP project to complete the necessary paperwork to issue Home Energy Assistance Automatic payment to eligible clients participating in the Supplemental Nutrition Assistance Program (SNAP)
Note: Request to release this Resolution prior to formal adoption
- 9.) Authorization to Enter into Agreement for Language Interpreter Services
Vendor: Language Line Solutions
Item: Language Interpreter Services
Period of Agreement: 11/01/26 – 10/31/27
Amount Requested: \$15,000.00
Purpose: To provide interpreter services to Agency clients at approximately \$15,000.00 per year
- 10.) Authorization to Enter into a One (1) Year Maintenance Agreement
Vendor: Quadient
Period of Agreement: 11/23/26 – 11/22/27
Cost: \$378.00 annually
Purpose: One (1) Letter Opener
Note: Request to release this Resolution prior to formal adoption
- 11.) Authorization to Enter into a One (1) Year Maintenance Agreement
Vendor: COPYMASTER Company
Period of Agreement: 11/18/26 – 11/17/27
Cost: \$155.00 annually
Purpose: One (1) Agency Date/Time Stamp
Note: Request to release this Resolution prior to formal adoption
- 12.) Authorization to Enter into a One (1) Year Maintenance Agreement
Vendor: COPYMASTER Company
Period of Agreement: 11/18/26 – 11/17/27
Cost: \$155.00 annually
Purpose: One (1) Agency Date/Time Stamp
Note: Request to release this Resolution prior to formal adoption
- 13.) Authorization to Enter into a One (1) Year Maintenance Agreement
Vendor: COPYMASTER Company
Period of Agreement: 01/06/27 – 01/05/28
Cost: \$160.00 annually
Purpose: One (1) Agency Date/Time Stamp Machine
Note: Request to release this Resolution prior to formal adoption

- 14.) Authorization to Enter into a One (1) Year Rental Agreement
Vendor: Pitney Bowes, Inc.
Items: One (1) MailCenter Meter
Period of Agreement: (To Be Determined) Contingent on the Replacement Date of the New Postage Machine
Cost: \$793.44 annually
Note: Request to release this Resolution prior to formal adoption
- 15.) Authorization to Enter into an Intergovernmental Agreement
Agreement: County Housing Assistance and Weather-Related Funds
Period of Agreement: 01/01/27 – 12/31/27
Amount Requested: \$17,239.00 (County Housing Assistance)
\$15,169.00 (Weather-Related Funding)
(The approximate amount based on the 2026 grant)
Purpose: To provide back rent/mortgage, security/utility deposits, and emergency shelter for eligible families/individuals
Note: Request to release this Resolution prior to formal adoption
- 16.) Authorization to Enter into an Agreement
Grant: Salvation Army
Period of Agreement: 01/01/27 – 12/31/27
Cost: \$15,500.00 (of which a minimum of \$12,000.00 is to be used for purchase of service and \$3,500.00 is to be used for Administrative Costs)
Purpose: Provide funding to Salvation Army to provide at least 166 nights of shelter for persons not otherwise eligible for Agency programs
Projected Level of Service: Approximately, 58 clients
Note: Request to release this Resolution prior to formal adoption
- 17.) Authorization to Enter into an Intergovernmental Agreement for Uniform Interstate Family Support Act (UIFSA)
Period of Agreement: 01/01/27 – 12/31/27
Cost: None
Purpose: Provides child support services and legal representation to eligible persons for and against persons residing out of state as provided by the Uniform Interstate Family Support Act (UIFSA 2008). Persons seeking child support for and against persons residing in other states
Projected Level of Service: Approximately 300 cases per year
Note: Request to release this Resolution prior to formal adoption
- 18.) Authorization to Purchase Postage Machine
Vendor: Pitney Bowes, Inc. (NJ State Contract T0200-A41258)
Items: Send Pro Mail Center 3000 Mailing Solution (Includes 10 lb. platform scale with stand; 220 LPM & Weigh-on-the-Weigh (WOW) 105 LPM Base; 15 inch color touch operating screen; USPS Compliant Mailcenter Meter; and drop stacker)
Period of Agreement: Date Contingent on Vendor's Installation Schedule
Cost: \$21,620.75 (One-time purchase)
Note: This replaces the prior July 2026 Board listing for a Quadient Mail Machine, as Quadient's price increased above what was approved at Board, and Pitney Bowes subsequently quoted a lower price. All pricing includes delivery, installation, and training, with old equipment removed by Pitney Bowes at no charge. The warranty includes one (1) year of maintenance and installation at no extra cost.
Request to release this Resolution prior to formal adoption
- 19.) 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: Desks; thermal scanner system, incl. television; teal chairs with arms and wheels; plexiglass panels; and space heaters.
Note: Request to release this Resolution prior to formal adoption
- 20.) Resolution of Recognition – (Provided before Board)
National Family Caregiver Month – November, 2026
Note: Request to release this 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
- D. COMMENTS FROM THE PUBLIC – Public Comments are permitted at this time for the Consent Agenda and limited to five (5) minutes per speaker.

END OF CONSENT AGENDA – MOTION / ROLL CALL

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SEPTEMBER 22, 2026

- IX. For Your Information
- X. Comments from the Board
- XI. Comments from the Public - Public comments are permitted at this time and limited to five (5) minutes per speaker
- XII. Resolution to Hold Executive Session
- XIII. Final Executive Matters for Action in Open Session
- XIV. Adjournment