

## **MIDDLESEX COUNTY BOARD OF SOCIAL SERVICES**

### **DECEMBER 11, 2025 MEETING MINUTES**

Barbara Blackwell opened the meeting by reading a statement of compliance with the Open Public Meetings Act of 1975.

Roll Call was taken. The following Board Members were in attendance: Barbara Blackwell, Sandra Coleman, Suchitra Kamath, Eric Marozine, Commissioner Azcona-Barber, and Commissioner Koppel.

A motion was made by Mr. Marozine, seconded by Ms. Coleman, approving the Minutes of the previous meeting as distributed. Commissioner Azcona-Barber abstained. The motion was adopted.

A motion was made by Mr. Marozine, seconded by Ms. Coleman, ratifying transactions accomplished by direction and authority of the Director from November 14, 2025 to December 11, 2025. The motion was unanimously adopted.

A motion was made by Mr. Marozine, seconded by Commissioner Azcona-Barber approving the Treasurer's Financial Report. The motion was unanimously adopted.

A motion was made by Mr. Marozine, and seconded by Commissioner Koppel, authorizing the requisitioning of funds. The motion was unanimously adopted.

A motion was made by Mr. Marozine, and seconded by Commissioner Koppel, approving the payment of bills as listed. The motion was unanimously adopted.

#### **OLD BUSINESS**

Copies of the State Statistics Report for the month of September 2025 were submitted to the Board for review. These reports are issued by the Division of Family Development and provide statistics on the NJSNAP, TANF, GA and Child Support programs. The September report, the latest available, shows the WFNJ/TANF caseload in Middlesex County was 1,575 individuals. Food Stamp assistance supported 32,018 households, benefiting a total of 58,236 individuals in September. Additionally, Middlesex County recorded 909 General Assistance cases during the month of September.

Staff reports on new applications in November 2025 showed 236 TANF applications; 396 GA applications, and 874 applications for SNAP. SNAP recertifications totaled 1,930 in November. In November, our receptionists assisted 2,097 individuals, with 354 of them visiting the Perth Amboy office. During the month, our call center answered 7,382 calls.

A copy of the Medicaid Redetermination Report for the month of November 2025 was submitted to the Board for review. The report shows a total caseload of 40,659. Approximately 16 percent of our redeterminations are overdue.

#### **NEW BUSINESS**

There was no public comment.

A motion was made by Mr. Marozine, and seconded by Commissioner Koppel, to discuss personnel matters, the Workers' Compensation Report, Client Reimbursement, and attorney-client privileged communications in closed session. A roll call vote was taken. The motion was unanimously approved.

**RETURN TO PUBLIC SESSION**

**#25-103** Approval of payrolls from December 16, 2025 to December 31, 2025 and from January 1, 2026 to January 15, 2026

**#25-104** Confirm overtime payroll from November 1, 2025 to November 30, 2025

**#25-105** Approval to carry over unused accumulated vacation time

**#25-106** Accept proposal of Edmunds GovTech for use, support and maintenance of fund accounting system at a cost of \$8,126.53 for the period of January 1, 2026 to December 31, 2026 (proprietary software)

**#25-107** Accept proposal of SHI to upgrade and support video management software at a cost of \$15,955.85 (New Jersey Cooperative Purchasing Alliance)

**#25-108** Notice of Intent to hire Omnia Partners (f/k/a US Communities) for temporary staffing services through Acro Service Corp. (Contract #16111) from January 1, 2026 to June 30, 2026

**#25-109** Accept proposal of Coro Medical to provide three (3) Cardiac Science G5 AED units at a cost of \$5,823.90.

**#25-110** Award contract to All Around America Taxi, 172 Commercial Avenue, New Brunswick, NJ 08901, to provide transportation services to eligible residents for the period from January 1, 2026 to December 31, 2028

**#25-111** Accept proposal of Stewart and Stevenson to provide generator maintenance and service, including load bank testing, for two (2) years commencing January 1, 2026 at a total cost of \$8,994.40 (Educational Services Commission of New Jersey Co-Op)

**#25-112** Accept proposal of Viking Termite and Pest Control to provide pest control services at 181 How Lane, New Brunswick for two (2) years commencing January 1, 2026 at a total cost of \$3,936.00 (Hunterdon County Educational Services Commission Co-Op)

**#25-113** Accept proposal of Waste Management to provide weekly single-stream recycling services at 181 How Lane, New Brunswick, for a three (3) year period commencing January 1, 2026

**#25-114** Accept proposal of Wastequip to provide an 8-yard Dumpster to replace the current container at a total cost of \$3,052.00, which includes shipping

**#25-115** Accept the proposal of Fast, Fire and Safety Technologies, to provide inspection and repair services for certain fire alarms, kitchen equipment, fire extinguishers, and sprinkler systems at 181 How Lane, New Brunswick, for a period of two (2) years at a cost of \$5,396 per year (Educational Services Commission of New Jersey Co-Op)

**#25-116** Accept proposal of National Dust Control (NDC) to provide floor mat rental services at 181 How Lane for a period of two (2) years commencing January 1, 2025.

**#25-117** Accept proposal of Magic Touch Construction Co., Inc., to replace a heat panel at 181 How Lane, New Brunswick, at a cost of \$2,393.50 (New Jersey Cooperative Purchasing Alliance)

**#25-118 approval of Personnel Report**

**REQUESTS FOR LEAVES OF ABSENCE**

Rivera-Drake, Roxann	Clerk 2	12/01/25 – 12/09/25
Martinez, Denisse	Human Services Specialist 2	12/03/25 – 03/13/26
Cepeda, Dorkas	Clerk 2, Bilingual, S/E, Temporary	12/02/25 – 12/17/25
Ortega-Ramos, Irmaris	Human Services Specialist 4	12/09/25 – 01/06/26

**NEW HIRES**

Memijes, Litzy	Clerk 1, Bilingual, S/E	\$47,007	01/06/26
Bryan, Yariela M.	Human Services Specialist 3, BL, S/E	\$103,389	12/08/25
Acevedo, Michele	Clerk 1, Bilingual, S/E	\$47,007	02/06/26

**PERMANENT APPOINTMENTS**

Britos, Melanie	Human Services Aide, Bilingual, S/E	\$49,300	11/06/25
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**PROMOTION, RECLASSIFICATION, TITLE, SALARY CHANGE**

Lora-Abreu, Yulissa	Human Services Specialist 2, BL, S/E, Prov.	\$75,762	11/21/25
Tavera, Ana R.	Human Services Specialist 2, BL, S/E, Prov.	\$78,608	12/06/25
Colavito, Maria	Human Services Specialist 2, Provisional	\$81,454	12/06/25

**RESIGNATIONS**

Schmidt, Nicole	Clerk 2	12/31/25
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**#25-119** Authorize Change Order #1 to increase the contract amount by \$2,215.36 for a new total amount of \$22,143.76 for various electrical repairs at 181 How Lane, New Brunswick to be completed by Magic Touch Construction Company Inc.

**#25-120** Confirm acceptance of the proposal of Trane Building Services to complete emergency repairs to one (1) HVAC unit at 181 How Lane, New Brunswick, pursuant to the Middlesex County Board of Social Services Emergency Contracts Procedure

**#25-121** Accept proposal of Commercial Interiors Direct, Inc. to replace flooring at 181 How Lane, New Brunswick (Hunterdon County Educational Services Commission Cooperative)

**#25-122** Accept proposal of Allseating Corporation for the furnishing of various furniture at 181 How Lane, New Brunswick (State Contract)

Ms. Blackwell asked the Board members if they had questions on any Resolution. There were none.

**CONSENT AGENDA**

A motion was made by Mr. Marozine, seconded by Ms. Coleman, to adopt the Consent Agenda, consisting of Resolutions #25-103 through #25-122. The motion was unanimously approved.

**PUBLIC COMMENT**

The following member of the public offered comments:  
David Blevins

**ADJOURNMENT**

There being no further business before the Board, a motion to adjourn the meeting was made by Mr. Marozine, seconded by Ms. Coleman. The motion was unanimously adopted.

The meeting adjourned at 10:11 a.m.

Respectfully submitted,

Dara Harkay, Director

