

## **MIDDLESEX COUNTY BOARD OF SOCIAL SERVICES FEBRUARY 12, 2026 MEETING MINUTES**

Sandra Coleman 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: Sandra Coleman, Commissioner Azcona-Barber, Commissioner Koppel, Barbara Blackwell, and Eric Marozine.

Ms. Coleman expressed that she wished to relinquish her position as Board Chairperson and to open that position for new nominations since the County reappointed Barbara Blackwell and Eric Marozine to the Board following the Board's January meeting.

Eric Marozine seconded the motion. The motion was unanimously adopted.

Ms. Coleman proceeded with nominations and elections for the position of Chairperson. Mr. Marozine nominated Barbara Blackwell as Chairperson; Ms. Coleman seconded. The motion was unanimously adopted.

Ms. Coleman turned the meeting over to Ms. Blackwell.

Ms. Blackwell proceeded with nominations and elections for the position of Assistant Secretary-Treasurer, which were tabled at the January 8, 2026 Board meeting.

Ms. Coleman nominated Mr. Marozine for the position of Assistant Secretary-Treasurer; Commissioner Koppel seconded the nomination. The motion was unanimously adopted.

A motion was made by Mr. Marozine, seconded by Ms. Coleman, approving the Minutes of the previous meeting as distributed. 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 January 9, 2026 to February 12, 2026. The motion was unanimously adopted.

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

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

A motion was made by Mr. Marozine, 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 November 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 November report, the latest available, shows the WFNJ/TANF caseload in Middlesex County was 1,579 individuals. Food Stamp assistance supported 31,940 households, benefiting a total of 57,809 individuals in November. Additionally, Middlesex County recorded 830 General Assistance cases during the month of November.

Staff reports on new applications in January 2026 showed 253 TANF applications; 496 GA applications, and 1,112 applications for SNAP. SNAP recertifications totaled 2,009 in January. In January, our receptionists assisted 2,707 individuals, with 269 of them visiting the Perth Amboy office. During the month, our call center answered 10,944 calls.

A copy of the Medicaid Redetermination Report for the month of January 2026 was submitted to the Board for review. The report shows a total caseload of 39,994 individuals. Approximately 14.22 percent of our redeterminations are overdue.

### **NEW BUSINESS**

There was no public comment.

Board Counsel Kyle Trent discussed the need for Closed Sessions at Board meetings. Board members unanimously agreed that if no member of the Board has a question about items listed on the Closed Session agenda, and if Mr. Trent and Director Dara Harkay have no confidential issues to discuss in Closed Session, then the Board would not go into Closed Session.

### **CLOSED SESSION**

The Board did not go into Closed Session.

### **RESOLUTIONS**

**#26-019** Approval of payrolls from February 16, 2026 to February 28, 2026 and from March 1, 2026 to March 15, 2026

**#26-020** Confirm overtime payroll from January 1, 2026 to January 31, 2026

**#26-021** Accept proposal of Trane Building Services, 19 Chapin Road, Pinebrook, NJ, to provide annual maintenance services and repairs to the four (4) Trane rooftop HVAC units for a two (2) year term commencing March 1, 2026 at a cost of \$12,397.00 per year and to provide miscellaneous repair services not to exceed \$5,103.00 per year

**#26-022** Accept proposal of Trane Building Services, 19 Chapin Road, Pinebrook, NJ, to provide inspection, monitoring and maintenance services on the HVAC system at 181 How Lane, New Brunswick for a two (2) year term commencing March 1, 2026 at a cost of \$11,021.00 per year (Proprietary Software)

**#26-023** Authorize Adoption of 2026 Operating Budget

**#26-024** Accept proposal of Magic Touch Construction Co., Inc., 59 W. Front Street, Keyport, NJ 07735, to perform plumbing maintenance and repairs at 181 How Lane, New Brunswick, NJ 08901 at a cost not to exceed \$4,732.00 (New Jersey Cooperative Purchasing Alliance)

**#26-025** Approval of Personnel Report

#### **REQUESTS FOR LEAVES OF ABSENCE**

Ortega-Ramos, Irmaris	Human Service Specialist 4	01/06/26 – 01/12/26
Cruz, Christina	Clerk 2	12/26/25 – 07/01/26
Cancel, Dorys	Human Services Specialist 2, BL, S/E	02/02/26 – 03/02/26

#### **PERMANENT APPOINTMENTS**

Chevasco, Maria	Clerk 1, Bilingual S/E	\$47,007	02/06/26
Pagoada, Dina	Human Services Aide Bilingual, S/E	\$49,300	02/06/26

Grossweiler, Megan	Human Services Aide	\$49,300	02/06/26
Huaccaicachac, Steven	Human Services Aide Bilingual, S/E	\$49,300	02/06/26
Montepeque, Antonio	Human Services Aide Bilingual, S/E	\$49,300	02/06/26

**PROMOTION, RECLASSIFICATION, TITLE, SALARY CHANGE**

Martinez, Jaylen Perez	Clerk 1, Permanent	\$44,816	02/06/26
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**RESIGNATIONS**

Jennings, Joseph	Chief, Personnel & Labor Relations		12/31/25
Langston, Tiffany	Human Services Aide		01/16/26

**#26-026** Authorize the purchase of 64 floor mats from W.B. Mason at a cost of \$5,328.52 (New Jersey State Contract)

**#26-027** Authorize the purchase of printed envelopes of various sizes from Envelopes and Printed Products, Inc., 135 Fairview Ave., Prospect Park, N.J. 07508, for calendar year 2026 at a cumulative cost not to exceed \$75,000 (New Jersey Cooperative Purchasing Alliance)

**#26-028** Authorize the purchase of various office supplies, paper products, and janitorial supplies for calendar year 2026 at a cumulative cost not to exceed \$180,000 (New Jersey 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 Commissioner Azcona-Barber, to adopt the Consent Agenda, consisting of Resolutions #26-019 through #26-028. The motion was unanimously approved.

**PUBLIC COMMENT**

The following members of the public made comments:  
Jennifer Johnson of CWA Local 1032

**ADJOURNMENT**

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

The meeting adjourned at 10:10 a.m.

Respectfully submitted,



Dara Harkay, Director

