CITY OF VINELAND, NJ

RESOLUTION NO. 2024-__563____

A RESOLUTION AUTHORIZING A SHARED SERVICES
AGREEMENT WITH THE COUNTY OF CUMBERLAND
FOR MEALS ON WHEELS PROGRAM SERVICES FOR
CALENDAR YEAR 2025.

WHEREAS, the Meals on Wheels Program of the County of Cumberland, Office on Aging, provides home-delivered meals daily (Monday through Friday) to senior citizens who are unable to prepare or procure meals; and

WHEREAS, the City of Vineland desires to enter into a Shared Services Agreement with the County of Cumberland for the services to be provided to the City under the Meals on Wheels Program for the period January 1, 2025 to December 31, 2025, in consideration of the payment by the City of $8,400.00 which shall be made subject to the necessary funding being appropriated in the Calendar Year 2025 Budget of the City of Vineland; now, therefore,

BE IT RESOLVED by the City Council of the City of Vineland, as follows:

1. THAT the Mayor and City Clerk are hereby authorized to execute a Shared Services Agreement between the City of Vineland and the County of Cumberland (the "Lead Agency"), for Meals on Wheels Program services for calendar year 2025, said Agreement providing for payment by the City to the County of the cost of said services in the amount of $8,400.00, the payment of which is subject to the necessary funding being appropriated in the Calendar Year 2025 Budget of the City of Vineland.

2. THAT the Lead Agency entering into contracts on behalf of the City of Vineland shall be responsible for complying with the provisions of the Local Public Contracts Law (N.J.S. 40A:ll-l et seq.) and all other provisions of the revised statutes of the State of New Jersey.

Adopted: December 10, 2024
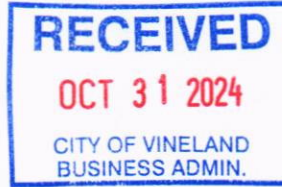
_____
President of Council   eaa

ATTEST:

_____
City Clerk   kp

BARBARA A. NEDOHON
EXECUTIVE DIRECTOR

RECEIVED
OCT 3 1 2024
CITY OF VINELAND
BUSINESS ADMIN.

ADMINISTRATION
PHONE (856) 453-2224
FAX (856) 455-1029
INFORMATION & ASSISTANCE
PHONE (856) 453-2220
FAX (856) 453-2212

October 28, 2024

Robert Dickenson, Business Administrator
City of Vineland
640 E. Wood Street
P.O. Box 1508
Vineland, NJ 08362-1508

Dear Mr. Dickenson,

The Cumberland County Office on Aging & Disabled is again requesting $8,400.00 from the City of Vineland to be included in the Fiscal Year 2025 budget as part of the Meals on Wheels program's effort on behalf of Vineland's senior citizens. This is the same amount that was budgeted in 2024 to support Vineland residents who are receiving home delivered meals. We very much appreciate the support given by the City of Vineland through the years to this program.

With the significant increase in the price of food in the aftermath of the COVID-19 pandemic, the Cumberland County Office on Aging & Disabled Services has been working diligently to continue providing Meals on Wheels services to the homebound elderly with no other community supports. I hope that the City Council members will continue to support the Meals on Wheels program. Enclosed is a Shared Services Agreement between the City of Vineland and the County of Cumberland for the period of January 1, 2025 through December 31, 2025 for the same level that was provided in 2024. Please review the agreement and if it meets with your approval, sign and return it to this office with a copy of the approving resolution from the City of Vineland. A copy of the fully executed agreement will then be sent to you along with a copy of our Board of County Commissioners resolution authorizing same.

If you have any questions, please call me at 453-2224. Thank you for your kind consideration and support.

Sincerely,

Barbara A. Nedohon
Executive Director

enclosure

cc: Joseph Sileo, Antonio Romero & Art Marchand, Commissioner Liaisons
     Kim Paulino, Senior Accountant
     Kirsten Gandy, Director, Nutrition Programs for the Elderly

File: s:/aging/admin/grants/mow/2025/VinelandLtr2025

CUMBERLAND COUNTY OFFICE ON AGING & DISABLED

<u>VINELAND SHARED SERVICES AGREEMENT</u>

The City of Vineland hereby enters into an agreement with the County of Cumberland, whereby the City of Vineland awards the Cumberland County Office on Aging & Disabled $8,400.00 for which the Office on Aging agrees to provide home delivered meals (Monday through Friday) through the Meals on Wheels Program to residents of Vineland who are unable to prepare or procure meals.   This agreement covers the period January 1, 2025 to December 31, 2025.   The Scope of Services for the Meals on Wheels Program which will deliver these meals is attached.

In witness whereof, the parties hereto have executed this agreement by affixing their signatures.

COUNTY OF CUMBERLAND

Joseph Sileo, Commissioner Director   Date
Cumberland County Board of County Commissioners

Kimberly Codispoti, Clerk to the Board   Date
Cumberland County Board of County Commissioners

CITY OF VINELAND

Name: Anthony R. Fanucci   Date
Title: Mayor

Name: Keith Petrosky, RMC   Date
Title: Municipal Clerk

CUMBERLAND COUNTY OFFICE ON AGING & DISABLED

SCOPE OF SERVICES

I.	Grantee:	Cumberland County Office on Aging & Disabled 790 E. Commerce Street Bridgeton, N.J. 08302
II.	Project Title:	Cumberland County Meals on Wheels
III.	Project Office:	800 E. Commerce Street Bridgeton, N.J. 08302 (856) 453-2159
IV.	Hours of Operation:	8:30 a.m. - 4:30 p.m., Monday through Friday
V.	Service Area:	Cumberland County
VI.	Eligible Population:	County residents, age 60+.

OBJECTIVES:

1.   To provide home delivered nutritious, hot meals to persons who are not able to prepare or procure a hot, nutritious meal in their homes.

2.   To provide for special needs of elderly through the preparation and delivery of special diet meals as required.

3.   To provide a service which fosters the ability of the client to maintain independence within his or her household.

4.   To satisfy the service needs of low income minority individuals.

5.   To make referrals to other services as required.

VIII.   Activities to be Implemented:

1.   In total, the program will deliver 35,000 nutritious meals to 200 unduplicated clients in Cumberland County on a five-day per week basis.

2.   Meals Service: Meals will be prepared and packed by a caterer, to be delivered in bulk to our Bridgeton location for distribution to our delivery drivers.

3. To satisfy the service needs of low income minority individuals, the Meals on Wheels Program will be contacting local community agencies requesting references targeting the low income minority population.   Telephone contact will be followed up on a regular basis and flyers in both English and Spanish will be mailed to those agencies.

    In addition to the above, the Meals on Wheels staff will work closely with the city housing authority and other social service agencies in obtaining referrals.

    Meals will be apportioned and packaged for delivery by the contracted caterer. One meal per day per client will be delivered.   Each meal will provide a minimum of 1/3 of the daily recommended dietary allowances as established by the Food and Nutrition Board of the National Academy of Science, National Research Council.   Menus will be planned in advance of service, certified in writing by the Dietician/Nutritionist whose services are utilized by the project. Menus will be submitted to the State Division of Senior Services for review as required.

4. Meals will be delivered by senior citizen program aides.

5. Uniform client intake procedure will be established.

6. Clients will be evaluated periodically to establish need and service priorities.

7. Nutrition assessments will be conducted for clients who have need for diet counseling and monitoring by the project Nutritionist.

8. Reports and records will be completed as required and maintained by the project office.

9. Standard Assurances:

    a. All State and local health department requirements under Chapter 12, State Sanitary Code, N.J.A.C. 8:24 will be met.

    b. The program will be carried out in accordance with all standards applicable to nutrition programs operated under Title III-C-2 of the Older Americans Act, including nutritional standards that all meals met 1/3 of the current recommended daily allowance, National Research Council, National Academy of Science.

10. Contributions: The project shall provide each client with an opportunity to contribute to the cost of this service. No older person will be denied service because of inability or unwillingness to make contribution. All contributions shall

be used to expand project services. Appropriate procedures will be established to safeguard and account for all contributions.

11.   On a regular basis, all clients will be given opportunity to complete evaluation of service received.

12.   The project will make every attempt to provide services to low income and minority individuals at least in proportion to the number of low income and minority older persons in the service area.

13.   Referrals for other services will be made to assist clients in taking advantage of benefits under other programs.

14.   All requests for service shall be recorded and those seniors who cannot be served shall be given opportunity to have access to service by being placed on a waiting list for services.

15.   Criteria for selection of clients to be served shall be established by the agency and utilized to ensure service to those most in need of service. An initial intake form will be completed for all potential clients and include information needed to determine service selection priorities.

16.   Client records shall be maintained for three years after final action or death of client. Documentation of reasons for termination shall be included in client records.

IX.   Personnel: Project staff will include project director, office clerk, and seven senior citizen program aides (job descriptions on file.)

X.   Timetable of Activities: Ongoing project implementation, monitoring evaluation.

For project operations from January 1,2025 to December 31,2025.

XI.   Extent of Agreement: This agreement represents the entire agreement between the County and the City of Vineland and supersedes all prior negotiations, representations or agreements, either written or oral for this project.