

2018

THE MONTGOMERY GUIDE



TO

MUNICIPAL & OTHER SERVICES

FOR RESIDENTS

January 2018 Edition

THE MONTGOMERY GUIDE & OTHER TOWNSHIP COMMUNICATIONS

This guide and other township publications are created by the staff in the Montgomery Township Clerks Office as a service to our community. The Montgomery Guide and its updates are also found on our website at www.twp.montgomery.nj.us.

Other publications include “The Montgomery Township Newsletter”, an electronic publication produced four times a year; March, June, September and December. The newsletter includes local government news including meeting dates, new ordinances, hearings, recreational offerings and school news and a community bulletin board for non-profit events. To subscribe to receive the newsletter by email, or view an archived copy, go to the township website at www.twp.montgomery.nj.us

The Montgomery Township website contains the most recent township newsletter, news bulletins, departmental and committees’ information and much more. To have an upcoming community event announcement posted on the News & Events page and in the Community Calendar, see contact below or go to the Submittal Guidelines page of the website under News and Events for instructions.

We recommend subscribing to Montgomery Township e-Bulletins to receive municipal announcements directly by email. To sign up for this free and convenient service, look for the “Sign-up for e-Bulletins” box on the right side of the township website’s home page at www.twp.montgomery.nj.us. Links to Montgomery Township social media pages are also found here.

If you are a new resident, ask for a copy of “The New Resident Packet” at the front reception desk of the municipal building at 2261 Route 206, Belle Mead, NJ.

Questions related to the above publications or general communication questions can be directed to Community Information Officer Tamara Garaffa at tgaraffa@twp.montgomery.nj.us or (908) 359-8211 ext. 207.

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INTRODUCTION

Montgomery is a thriving community with a rich history, excellent schools, diverse recreation opportunities and a collective commitment to preserving open land and protecting natural resources. The community has successfully merged rural and suburban lifestyles in a cosmopolitan region.

Located in the southern portion of Somerset County – six miles from Princeton University and roughly half way between New York City and Philadelphia – the Township is an historic 32 square mile community with an agricultural heritage. It lies in the Millstone River Valley west of the river and east of the Sourland Mountains. There are several hamlets within the Township: Blawenburg, Harlingen, Belle Mead, Skillman, Dutchtown and Zion.

Montgomery has a rich and varied history. Original settlers, mainly farmers, included those of Dutch, Flemish and Huguenot origins among others. Montgomery played a prominent role in the Revolutionary War, and indeed may be named after Richard Montgomery, a brigadier general who served with Benedict Arnold on the expedition of 1775 against Canada.

Until the mid-1900's, the Township retained its original rural origins, with very little change. At mid-century the Montgomery household population was about 2,350 people. The 1950's saw the start of new housing construction as well as the beginnings of some industry. By the 1970 Census the population was 5,103. Per the 2000 Census, the population was 17,481. According to the 2015 estimate of the U.S. Census Bureau, the population is 22,746.

Unlike the past, where farming was the dominant occupation, present day Montgomery is home to a variety of businesses and occupations but has retained its rural atmosphere. Montgomery continues to combine a unique convenience of location with the lifestyle features sought by residents and businesses.

Montgomery Township Municipal Building

2261 Van Horne Road
Route 206 North
Belle Mead NJ 08502-4012

Telephone Number: 908-359-8211

Web address: <http://www.twp.montgomery.nj.us>

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MONTGOMERY TOWNSHIP GOVERNMENT

Montgomery Township is in Somerset County, with the County seat in Somerville. An elected County Board of Chosen Freeholders exercises legislative power over the County and is charged with the management of the property, finances and affairs of the County. Freeholders are elected at-large for three-year overlapping terms. Montgomery is part of the Seventh U.S. Congressional District. The State of New Jersey is represented by two U.S. Senators.

At the state level, Montgomery Township falls within the Sixteenth Legislative District and is represented by one State Senator and two members of the General Assembly.

To find out the name of state and federal representatives and how to reach them, call the Montgomery Township Clerk's Office 908-359-8211.

MONTGOMERY TOWNSHIP COMMITTEE

Montgomery Township has a township committee form of local government, with an elected five-member Committee which is both the policy-making and administrative body of the township. Members are elected at-large, for three-year terms, on a rotating basis.

MONTGOMERY TOWNSHIP COMMITTEE MEMBERS 2018

| <u>Committee Member</u> | <u>Role</u> | <u>email address</u> |
|-------------------------|----------------|--|
| Mark Conforti | Mayor | mconforti@twp.montgomery.nj.us |
| Christine Madrid | Deputy Mayor | cmadrid@twp.montgomery.nj.us |
| Ed Trzaska | Committeeman | etrzaska@twp.montgomery.nj.us |
| Patricia Graham | Committeewoman | pgraham@twp.montgomery.nj.us |
| Sadaf F. Jaffer | Committeewoman | sjaffer@twp.montgomery.nj.us |

The Township Committee is authorized to enact ordinances, appropriate funds, adopt the municipal budget, appoint all personnel employed by the Township, appoint/confirm members of boards and commissions and protect and plan for the general welfare. Members also sit on a number of advisory committees, boards and commissions along with elected, appointed and/or citizen representatives.

At the organizational meeting on January of each year, a Mayor and a Deputy Mayor are elected from among the members of the Committee. The Mayor and Township Committee serve on a part-time basis and are paid a nominal salary. In addition to regular Committee responsibilities, the Mayor presides at meetings, and makes specific appointments to the Planning Board, Environmental Commission, and various advisory boards and committees.

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MEETINGS

Township Committee meetings are held in the Municipal Building on the first and third Thursday of the month at 7 p.m. Check the website for monthly meeting calendar and draft agenda to confirm meeting dates and times, found under “[Elected Officials](#)”. All meetings are open to the public in accordance with the New Jersey Open Public Meetings Act.

MAYOR’S OFFICE HOURS

For appointments with the Mayor, please call 908-359-8211, ext. 215.

OFFICES OF TOWNSHIP GOVERNMENT

Township records, vital statistics and copies of all ordinances and resolutions are held at the Municipal Building. Deeds are recorded at the County Clerk’s Office in Somerville, 908-231-7000.

MONTGOMERY TOWNSHIP DEPARTMENT SUPERVISORS

| Staff Member | Role | email address |
|---------------------|---------------------------------------|--|
| Donato Nieman | Administrator | dnieman@twp.montgomery.nj.us |
| Donna Kukla | Township Clerk & QPA | dkukla@twp.montgomery.nj.us |
| Roy Mondi | Construction & Fire Official | rmondi@twp.montgomery.nj.us |
| Gail Smith | Engineer | gsmith@twp.montgomery.nj.us |
| Michael Pitts | Finance CFO & Tax Collector | mpitts@twp.montgomery.nj.us |
| Stephanie Carey | Health Officer | scarey@twp.montgomery.nj.us |
| Andrea McKenna | Kid Connection Director | amckenna@twp.montgomery.nj.us <i>Kid Connection 908-359-2111</i> |
| Lori Savron | Planning Director | lsavron@twp.montgomery.nj.us |
| Captain Thomas Wain | Police Director | twain@police.montgomery.nj.us <i>908-874-3222, 9-1-1 Emergency</i> |
| Art Villano | Public Works Superintendent | avillano@twp.montgomery.nj.us |
| Joseph Kane | Public Works Assistant Superintendent | jkane@twp.montgomery.nj.us <i>Dept. of Public Works 908-874-3144</i> |
| Karen Zimmerman | Recreation Director | kzimmerman@twp.montgomery.nj.us <i>Recreation 609-466-3023</i> |
| Ryan Riccio | Tax Assessor | rriccio@twp.montgomery.nj.us |

All the department supervisors may be contacted by the email addresses above or by phone at (908) 359-8211 unless otherwise noted.

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TOWNSHIP ADMINISTRATOR

email: administration@twp.montgomery.nj.us

The Township Administrator, who reports directly to the Township Committee, supervises and coordinates all administrative departments and carries out the policies of the committee.

TOWNSHIP CLERK

email: clerk@twp.montgomery.nj.us

The Township Clerk is the official secretary of the Township and of the Township committee and keeps a record of all proceedings. The clerk has the power to take affidavits concerning Township business and may administer oaths. Every ordinance passed is recorded by the Clerk in the public record. The Clerk is appointed by the Township Committee. A Deputy Township Clerk, appointed by the Township Committee, has all the powers of the Township Clerk in the Clerk's absence or disability.

The front desk reception is also under the authority of the Township Clerk. The full responsibilities of the Township Clerk are outlined on the Township website (www.twp.montgomery.nj.us).

CONSTRUCTION/CODE

email: construction@twp.montgomery.nj.us

The Construction/Code Department is a Class I Agency with inspectors for all subcodes and oversees commercial and residential projects for plan review, permit processing and field inspections. This includes new buildings, and additions and alterations that would require building, electric, plumbing and/or fire permits.

Homeowners need to be aware that permits are required for small projects such as finished basements, raised patios, decks and tool sheds. Not having a permit creates problems, especially when the property is sold and a search reveals that work was done and no permit was obtained.

When in doubt about requirements for permits, please call our office for guidance.

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COURT – MUNICIPAL

Telephone: 908-369-3532
 Fax: 908-369-4401

The Municipal Court serving Montgomery Township is managed out of the [Hillsborough Township Municipal Court](#) at 379 South Branch Road, Hillsborough, NJ 08844.

The Court hears all motor vehicle, disorderly persons offenses, weight/measures complaints, fish and game violations, local ordinance violations and citizen complaints (e.g. simple assault, shoplifting, criminal mischief). The goal of the Court is to ensure that every person is treated with respect and given a fair trial or experience in Municipal Court. Hillsborough Court is typically held on Mondays and Tuesdays. **Please call to confirm.**

EDUCATION (Public)

Township Public Schools are operated under the authority of the State Department of Education. The Montgomery School District operates under the direction of its Board of Education which is a separate entity from the Montgomery Township Committee, which oversees local government.

Board of Education 1014 Route 601, Skillman, NJ 08558

Main Tel: (609) 466-7600 or (609) 466-7601

Main Fax: (609) 466-0944

Email: bdofed@mtsd.k12.nj.us

Website: www.mtsd.k12.nj.us

| <u>Schools</u> | <u>Telephone</u> | <u>Fax</u> |
|---------------------|--------------------------|----------------------------------|
| High School | (609) 466-7602 | (609) 466-7689 or (609) 466-0243 |
| Upper Middle School | (609) 466-7603 | (908) 874-7045 |
| Lower Middle School | (609) 466-7604 | (908) 874-4857 |
| Orchard Hill | (609) 466-7605 | (908) 359-1126 |
| Village School | (609) 466-7606 | (609) 333-0280 |
| Transportation | (609) 466-7601 ext. 7010 | |

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ENGINEERING & GIS

email: engineering@twp.montgomery.nj.us

The Department of Engineering is responsible for overseeing all township capital improvement projects, analyzing proposed designs, preparing Township mapping information, ensuring property owner/developer compliance with planning/zoning board requirements and applicable ordinances, and reviewing building permits.

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| Capital Improvement Projects | Engineering prepares contract documents for overlays and reconstruction of selected roads each year. New roads and new lots have been turning up monthly for several years now. The total length of municipal roads has more than doubled over the last decade. We also contract for drainage improvement, recreation, pathway and other capital projects. All of our projects include the required environmental permits. |
| Design Analysis | Engineering compares, quantifies and recommends design alternatives, feasibility, cost, timing and impacts for the Township Committee and other municipal departments and many of our volunteer boards and commissions. |
| Compliance | Engineering assures that the approvals and conditions of the Planning/Zoning Boards are followed, that the proper materials and construction methods are used, that traffic safety measures are in place, that testing and record drawings are provided, and that our general ordinances are honored. Bonds assuring developments can only be released or reduced if Engineering requirements are satisfied. New development roads remain private until Engineering recommends their acceptance by the Township. |
| Permit Review | We issue permits for road opening, soil disturbance, soil import/export, and residential driveways. We are generally interested in all things outside your house. Wondering if you need a permit? Call us. We prefer answering questions beforehand rather than explaining after-the-fact how a matter could have been simplified. |
| Interactive Mapping | The GIS or Geospatial Information Technology Section of the Engineering Department updates and maintains the tax maps and all other township map information and geographic databases. Examples of this information include zoning, open space, easements, road right-of-ways, sanitary sewer, storm drainage, and road signs. Interactive map applications are also developed and maintained for the use of township staff and the general public. These map applications are available on the interactive maps section of the township website. |
| Flood Hazard Area Searches | Engineering will conduct a search and provide a diagram and certification of any designated flood hazard areas on a property. |

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FIRE PREVENTION

email: firepre@twp.montgomery.nj.us

Current Fire Prevention Bureau staff is located in the **CODE ENFORCEMENT** division in the Montgomery Township Municipal Building. Office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. The Fire Official is available for any major fire emergency call-out twenty-four (24) hours every day of the year.

Our primary responsibility is enforcement of the New Jersey Uniform Fire Code and other local fire safety regulations. Major activities within the scope of this office include: Life hazards, Non-Life Hazard Inspections, Complaints, Permit Control, Smoke Detector Inspection on re-sale, Violations Notices and Penalty Notices for failure to comply with the law. We also conduct Fire Safety Presentations for Schools, businesses, and other community groups; Fire Investigations to determine origin and cause; control of false alarms and Fire Zones and Fire Prevention Week activities.

We inspect all business structures and operations throughout the Township at least once every 12 months, and certain inspections (Life Hazards) are conducted every 3 months. Allegations of fire safety violations are frequently received and usually result in spot inspections within a few hours. A Notice of Violation is issued if warranted, and a date and time for re-inspection for compliance is specified.

HEALTH DEPARTMENT

email: health@twp.montgomery.nj.us

A Health Hazard or Just a Nuisance? Our environmental inspectors are trained to investigate many types of hazardous conditions reported to us by concerned residents. Please contact us in the event you notice something that you think could be a health hazard, or a condition that, if left unattended, could jeopardize public health and safety.

Child Health Conference Do your children need immunizations or well-child checkups? The Health Department provides Child Health Conferences (clinics) in cooperation with Hillsborough Township. Eligible families with infants and/or pre-school age children can attend clinics. Call 908-725-9355 for an appointment.

Zufall Health Center A full range of health care services are available through the Zufall Health Center in Somerville. Available services include preventive care, pediatrics, cancer screenings, pregnancy testing and STD testing. Sliding scale fee schedule for those without insurance. Call 908-526-2335 to schedule an appointment.

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Does your family need health insurance?

Get affordable health insurance for your family at www.healthcare.gov. You or your children may also qualify for free health insurance through the **newly expanded NJ FamilyCare**. For enrollment information, call 1-800-701-0710 or go to www.njfamilycare.org.

Questions about applying? The Montgomery Township Health Department is an authorized NJ FamilyCare Application Assistance Center. Call 908-359-8211, ext. 245 for help with enrollment.

Free Blood Pressure Monitoring

Available through our Public Health Nurse. Call 908-359-8211 x235.

Flu Immunization Clinics

The Centers for Disease Control recommend that everyone over age 6 months get an annual flu shot. Montgomery Township offers both day and evening clinics throughout the fall. Watch for our press release/e-bulletin announcing the dates. You may also find the Health Department announcement online at: <http://www.twp.montgomery.nj.us>

On-Site Nurse

An on-site Nurse supports the Health Department in various ways including the research of communicable diseases and by providing immunizations. For additional information, please contact the Township Health Department at 908-359-8211.

Household Chemicals

Many products that are commonly used around the house contain toxic ingredients. If disposed of improperly, these chemicals could pose a public health or environmental threat. Common household chemicals that need special disposal include:

- Paints, paint-strippers, paint thinners, solvents
- Oven cleaners, floor waxes, furniture polish
- Drain cleaners, spot removers, degreasers
- Motor oil, battery acids, anti-freeze
- Photographic chemicals

Somerset County offers special Hazardous Waste disposal days throughout the year. For a schedule of Hazardous Waste disposal days, call 908-231-7031, or go to www.co.somerset.nj.us

Restaurant Inspections

All food establishments in the Township are regularly inspected by the Health Department. Look for the ratings placard by the entrance to your favorite eatery, or ask the manager for a copy of their latest inspection report – you have the right to know! If you see conditions in a food establishment that trouble you, call the Township Health Department at 908-359-8211 and tell us about it.

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Rodent and Pest Control It’s a violation of health ordinances to accumulate debris or garbage where rats could live. If you have concerns, call the Township Health Department at 908-359-8211.

Septic Systems About half of Montgomery homes are served by septic systems, not public sewers. Maintaining your septic system will add years to its life and could save you tens of thousands of dollars in repair bills. Our Septic Management licensing system helps homeowners track their system’s maintenance and helps protect water quality. We also offer a free homeowner’s manual for you with tips on proper system care and maintenance.

Well Water The Health Department recommends homeowners test their well water every 3-5 years. Testing is mandatory if you are selling or renting out your home. The Health Department has a list of state-certified water testing laboratories that can help.

PETS

Animal Control Officer If you see stray dogs or other stray domestic animals, call our animal control officer. The animal control officer will follow up on those complaints, and will try to capture the animal to reunite it with its owner. To contact the Animal Control Officer, call 908-359-4308.

Cats Licenses are required for all cats over the age of 6 months, beginning in 2016. Proof of current rabies protection is necessary to obtain a license. Rabies vaccinations cannot expire prior to October 31st of the licensing year. Licenses expire on December 31st of each year and must be renewed annually. The fee is \$10.00 per neutered/spayed cat or \$15.00 per non-neutered/spayed cat; late fees are an additional \$1.00 per month. Forms are available in the Township website for mail-in-registration, or at the Health Office.

Dogs Licenses are required for all dogs over the age of 6 months. Proof of current rabies protection is necessary to obtain a license. Rabies vaccinations cannot expire prior to October 31st of the licensing year. Licenses expire on December 31st of each year and must be renewed annually. The fee is \$20.00 for neutered/spayed or \$23.00 for non-neutered/spayed; late fees are an additional \$1.00 per month. Forms are available in the Township website for mail-in-registration, or at the Health Office.

Be a Responsible Pet Owner

- Spay or neuter your pet!
- Clean up after your dog – it’s the law!
- Keep your dog on a leash in public.
- Adopt a homeless animal! Call 908-359-4308 to learn about our available cats or dogs.

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VITAL STATISTICS

Marriages, Births & Deaths

Marriages, births and deaths are recorded in the municipality where they occurred. Certified copies of Marriages, or for home births or deaths, are available from the Registrar of Vital Statistics. If the event occurred in another municipality, or in a hospital, the Registrar can help you find where to look for a certified copy.

Marriage Licenses and Civil Unions

The Montgomery Township Registrar of Vital Statistics issues licenses for Marriages. There is a 72-hour waiting period between the time you apply and the time your license can be issued, and we are closed evenings and weekends.

Contact the Registrar to:

- Determine where you should apply for your license,
- Make an appointment to apply for your license, and
- Find out what to bring with you when you apply for a license.

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PLANNING AND ZONING DEPARTMENT email: planning@twp.montgomery.nj.us

This office supports the Planning Board, Zoning Board of Adjustment, Site Plan/Subdivision Committee, Development Review Committee and the Master Plan Committee.

This office accepts all applications for:

- Site Plans (Minor, Preliminary Major and Final Major)
- Subdivisions (Minor, Preliminary Major and Final Major)
- Variances (Use and Bulk), Interpretations and Appeals

Meeting dates for the above boards are available by contacting the Planning Department. Informal Plans (both with and without Professional Review) may be presented to the Planning Board only. There is only one general document used for these above applications, which is the Township of Montgomery Planning/Zoning Application. It is found under “Land Use” on the township website www.twp.montgomery.nj.us

This office also accepts all correspondence on behalf of any of the above Boards and Committees. On file at the office are the applications, plans, correspondence, minutes of the meetings and any other information that may pertain to the Boards or Committees. Much of this information is available to the general public.

ZONING DIVISION

This division is charged with the enforcement of the Montgomery Township Land Development Ordinance (LDO) and resolutions of the Planning Board and Zoning Board of Adjustment. This enforcement is done in cooperation with all other Township Departments. Zoning reviews building permits prior to their review by the Construction Department. We also review and issue permits for projects which do not necessarily require building permits, such as on grade patios, walkways, driveway expansion, temporary signs, sidewalk sales and home occupations. All applications to the Planning and Zoning Boards are reviewed prior to hearings.

Zoning is also the source of information for any questions citizens and interested parties may have about the Land Development Ordinance or resolutions. The Zoning Officer is authorized to interpret the LDO, although the Zoning Board of Adjustment can overrule the Zoning Officer's interpretation if an application is made to the Board and a compelling argument is presented.

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The **Planning Department** also handles all aspects related to:

- Open Space, Farmland and Historic Preservation
- Administration of affordable housing, including existing and proposed units
- Businesses considering expanding or relocating to Montgomery

Affordable Housing If you are interested in owning or renting affordable housing, please contact Ximena Calle of CGP&H, (609) 664-2782, ximena@cgph.net.

Local Business Directory Looking for a business in Montgomery? Check out the [online business directory](#) on the Township website. Planners work closely with the Economic Development Commission.

Open Space & Farmland Preservation If you are interested in preserving your property, or what restrictions may be in place on protected land, please contact Lauren Wasilauski at (908) 359-8211, ext. 343.

Historic Resources If you own a home that has been designated a local historic site, or live within a designated historic district, Planners can work closely with you in determining what restrictions may apply.

Recreational Pathways Come out and enjoy the miles of trails on Township open space. Parks and pathways maps are available on the township website under “Recreation”. Volunteers are always needed for trail building and maintenance.

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POLICE

- **Police, Fire & EMS Emergencies, dial 9-1-1**
- **Non-emergency requests for Police assistance, (908) 359-3222** (dispatched 24/7 through Somerset County Communications)
- **Police Administrative Business (908) 874-3333** (Monday – Friday, 8:00am – 4:00pm)
- **Captain Thomas Wain, Director (908) 874-3222** email: twain@police.montgomery.nj.us
- **Administrative Asst., Deborah Axtt (908) 533-9333** email: daxtt@police.montgomery.nj.us

The primary objectives of the Montgomery Township Department of Police Services are to ensure the safety of all citizens and their property, and provide services to the community through contingent tasks, education, guidance and help for those in need. It is important that all citizens be safe in their homes and businesses and that they feel free to live, work, drive and play without fear. We will provide all services with courtesy, respect and integrity.

Administrative Division Commander

Lieutenant James Gill (908) 533-9334
email: jgill@police.montgomery.nj.us

This position is responsible for supervision of all civilian personnel, Police Records, Property & Evidence, facilities management, policy development, entry level hiring & selection processes, promotional processes, technology, internal affairs and Basic & In-Service Training

Operations Division Commander

Lieutenant Kurt Rock (908) 533-9330
email: krock@police.montgomery.nj.us

This position is responsible for Patrol and Media Relations.

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Services Division Commander Lieutenant Tom Frascella (908) 533-9332
email: tfrascella@police.montgomery.nj.us

Detective Bureau The **Detective Bureau** conducts criminal investigations and conducts investigations involving applications for Firearms permits and other Township sourced permits.

Sergeant Brian Hofacker (908) 533-9192
email: bhofacker@police.montgomery.nj.us

Detective William Wilkes (908) 359-5011
email: bwilkes@police.montgomery.nj.us

Traffic Bureau The **Traffic Bureau** provides assistance in traffic related issues to the governing body, conducts investigations into serious motor vehicle collisions and assists the Engineering Department with the proper placement of signs and signals. The traffic bureau also assists citizens with traffic related complaints (speeding etc.) that occur within the township and assists residents with child car seat installations. Officers are also available to conduct child passenger safety events.

Officer Joseph Zizwarek (908) 533-9197
email: jzizwarek@police.montgomery.nj.us

Sergeant Sean Sullivan (908) 533-9336
email: ssullivan@police.montgomery.nj.us

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PUBLIC WORKS

email: dpw@twp.montgomery.nj.us

This office supervises and directs the Parks and Buildings Division, the Roads Division, the user-fee supported Sewer Division and the Container Facility. The office staff lends support to all of the Divisions. The main telephone number is 908-874-3144. The Pothole Hotline is 908-874-8947.

Parks and Buildings

e-mail: parks@twp.montgomery.nj.us

With a staff of four operators, four laborers, two custodians, and one foreman, and using environmentally friendly alternatives to indiscriminate spraying of chemical pesticides for lawns, trees and shrubs, this division presently maintains approximately 140 acres of parklands. This includes six softball fields, one volley ball court, two flag football fields, five lacrosse fields, eight tennis courts, six basketball courts, ten soccer fields, and ten playgrounds. The division also maintains operations and cleanliness of the municipally owned public buildings and grounds as well as 32 Montgomery Township pathways.

Roads

email: roads@twp.montgomery.nj.us

This division employs twelve operators, one laborer and one foreman in the maintenance of drainage ditches and other drainage facilities around town, installing driveway inlets, roadside mowing, erection and removal of snow-fence, pre-treatment (brine), salting, snow plowing, sanding and patching of roads, and other general maintenance of the roadways. The division presently maintains approximately 135 miles of roadway.

Sewer Division

email: sewer@twp.montgomery.nj.us

Sewer billing questions: tax@twp.montgomery.nj.us

Five operators, three laborers, one laboratory supervisor and one Director of Wastewater Management maintain and operate six (6) Advanced Wastewater Treatment Facilities and nine (9) Sewage Pumping Stations, along with about 43 miles of sewer lines. These operators are charged with meeting some of the most restrictive discharge limits in New Jersey for non-trout streams. The laboratory, certified by the State of New Jersey, performs many of the compliance tests.

Container Facility

The Container Facility is for Montgomery Residents only for the purpose of disposing of household items that are not recyclable, not hazardous waste and that cannot be collected by their trash hauler. More information including the calendar is available at <http://www.twp.montgomery.nj.us/departments/public-works/container-facility/>

Recycling

Public Works Superintendent Art Villano serves as the Township Recycling Coordinator. Questions regarding recycling may also be addressed to the Somerset County Recycling Center at 732-459-3363. Recycling information is available at <http://www.co.somerset.nj.us/recycle/index.html>

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RECREATION

email: recreation@twp.montgomery.nj.us

The Montgomery Recreation Department serves the needs of the community through well-balanced recreational offerings and lifelong learning. We offer over 120 programs throughout the year for seniors, adults and children. We also have an extensive summer day camp program for children from 3 years old through 9th grade. Information and class offerings are included in the Township Newsletters as well as on our website: www.montgomeryrecreation.com.

The Recreation Department is open Monday through Friday, 8:00am to 4:30pm. The **Otto Kaufman Community Center** is open Monday through Friday as follows:

Sept 1 – June 30: 8:00am to 9:00 pm
 July 1 – August 31: 8:00am to 6:00pm

and is located at: 356 Skillman Road
 Skillman, NJ 08558
 Telephone: 609-466-3023

Community School

Adults - educational, health and well-being classes:

- Fitness
- Yoga
- Tennis
- Ballroom Dance
- Couch to 5k
- Swimming

Children:

- Swim lessons/swim team/diving
- Summer day camp
- Dance
- After school classes that include karate, arts & crafts, acting, language, math, music, chess, creative writing and video animation
- Extensive summer sport camps program
- Fencing
- Yoga

Coaches Safety Clinic – twice a year to any person coaching for one of our in-town sports leagues.

Special Events

- Independence Day Celebration w/Fireworks
- Outdoor Movie Night
- Halloween Bash
- Holiday Sing-along

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Montgomery Recreation sports fields and parks may sometimes be closed due to wet weather or other unsuitable conditions. Please call hotline at 1-800-731-8412 for status.

Parks

Montgomery Veterans Park – 235 Harlingen Road, Belle Mead

- 3 softball fields
- 2 lighted basketball courts
- Sand volleyball Court
- Bicycle, jogging, walking path (approx. 1 mile in length)
- Township Recreational Pathways System
- 2 Soccer Fields
- 2 Playgrounds
- Concession Stand with Restrooms
- Picnic area, 2 pavilions and grills
- Veterans Memorial
- 911 Memorial

Arboretum Field – Harlingen Road

- 2 lacrosse Fields

Mill Pond Fields – 29 Mill Pond Road, Belle Mead

- 7 Soccer Fields
- Playground
- Concession Stand with Restrooms
- Picnic area, shade structure and grill

Harlingen Green – 37 Harlingen Road, Belle Mead

- Passive Recreation area with Gazebo

Bessie Grover Park – 20 Camp Meeting Avenue, Skillman

- Playground and Picnic Area

Hobler Park – 1645 The Great Road, Skillman

- Passive Recreation Area with Playground, Picnic Area and Gazebo

Lubas Field – 285 Route 601, Belle Mead

- Lighted Multipurposed Field
- Playground and Picnic Area

Broadway Field – 140 Broadway, Belle Mead

- Cricket Field
-

Van Horne Park – 1225 State Rd

- 2 Softball Fields
- 2 Multi-purpose Fields
- 2 Basketball Courts
- 2 Playgrounds
- Walking/Jogging Paths
- Pavilion, Grill and Restroom

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Kid Connection email: kids@twp.montgomery.nj.us

Montgomery Kid Connection is a private, non-profit program run under the auspices of the Township of Montgomery. The program is funded by tuition and is licensed by the Division of Child Protection and Permanency (formally known as DYFS). Kid Connection offers preschool, kindergarten enrichment and before/after school programs for ages 3 years (on or by October 1st) to grade 2 from 7:30am to 6:00pm.

Kid Connection offers the following 2, 3 and 5 day programs:

Preschool Classes:

- Full Day Preschool (9:15am-3:15pm)
- Half Day Preschool (AM 9:15am-11:45am/PM 12:45pm-3:15pm)
- Extended Lunch Preschool (M/W/F)

Kindergarten Enrichment – Kid Connection’s Kindergarten Enrichment Program is a full academic program offered as a complement to the Montgomery Township school district’s kindergarten program and the classes are housed in Orchard Hill Elementary School. Coupled with the public school half-day program, the Enrichment Program serves to make your child’s Kindergarten a full-day experience.

Kid Connection Preschool and Kindergarten classes are conducted by certified teachers, who are also trained in CPR and First Aid.

The Before School Program

- Pre-School 7:30 a.m. to 9:15 a.m.
- K-2 7:30 a.m. to 9:30 a.m.

The After School Program

- Pre-School 3:15 p.m. to 6:00 p.m.
- K-2 3:50 p.m. to 6:00 p.m.

Before and/or After School Programs can be added to the above Pre-School or Kindergarten Enrichment classes to create an all-day program, if needed.

Registration Information

Contact Montgomery Township Kid Connection at 908-359-2111

Program Information

Contact Montgomery Township Kid Connection at 908-359-2111

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FOOD PANTRY

The Food pantry is organized under the Recreation Department at Otto Kaufman Community Center. It is located on the Senior Center side of the Otto Kaufman Center and operates by appointment only. It is open to all Montgomery township residents who are experiencing temporary financial hardships and having difficulty making ends meet. The pantry is managed by the Montgomery Township Community Resource Manager Denise Crowley. She is responsible for connecting people in need in our community with resources available through the County and other organizations.

All visits to the Food Pantry are by appointment only to protect the privacy of all clients and to ensure that we do not interrupt senior programs. The Pantry has non-perishable food and non-food grocery items for Montgomery residents with temporary needs.

To take advantage of the Montgomery Township Food Pantry, please call or email Denise Crowley to make an appointment for an initial visit. You will need to complete an application form that will be reviewed at the initial meeting. At that time, the manager will explain how the pantry works. You will be asked to bring proof that you live in Montgomery Township as well as income documentation. While there is no income eligibility, there is an income verification process. The manager will make copies for her files.

Please be assured that outside of the Montgomery Food Pantry's administrative staff, no one will know about your participation in this program. All information generated is coded by number so your identity is always protected.

Food and non-food grocery items are provided by a very caring and generous community. Donations of food, non-food grocery items and funds are needed on a regular basis. Donations to the Montgomery Township Food Pantry are deductible in accordance with §170 of the Internal Revenue Code.

Volunteers assist throughout the year to help sort donations, stock the pantry shelves, and assist with special program support. Food Pantry visits, volunteers, and donations are by appointment only to protect the privacy of Pantry clients.

For more information you may email foodpantry@twp.montgomery.nj.us or call (609) 466-1054.

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SENIOR CENTER

The Montgomery Senior Center is for all residents of Montgomery and Rocky Hill who are age 60 or older. The Senior Center is operated through a partnership between Montgomery Township and the Somerset County Office on Aging. The center, located in the Otto Kaufman Community Center at 356 Skillman Rd., Skillman, offers a wide array of programs and activities, including lunch, and is open Monday through Friday from 9:00am to 3:00pm.

Montgomery Township covers building operations, transportation and subsidizes many of the center's activities. Somerset County provides meals and staff.

For information on activities or to make a lunch reservation, call the Senior Center at 609-466-0846 or email dcrowley@twp.montgomery.nj.us Lunch is served at 11:45 suggested donation of 2.50; reservations required. Transportation may be available from the Somerset County Division of Transportation, if you do not drive. For information on Transportation, call 908-231-7115 or 1-800-246-0527.

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TAX & FINANCE

email: tax@twp.montgomery.nj.us for Tax Collector
 email: rriccio@twp.montgomery.nj.us for Tax Assessor
 email: finance@twp.montgomery.nj.us for Finance Department

Tax Assessment The Tax Assessor's Office ensures an accurate valuation of all real property and equitable distribution of the real estate tax levy.

Tax Deductions Senior citizen and veteran's deductions require an application from the Tax Assessor's office.

Tax Collection The Tax Collector is responsible for the collection of property and sewer taxes.

Property Taxes are payable quarterly on the 1st day of February, May, August and November, after which date they are delinquent and subject to interest. Further info on this is available on the Township website.

Sewer Utility Charges Sewer utility bills are also paid at the tax collector's office. Sewer utilities are payable semiannually on March 1st and September 1st and are subject to the same rate of interest as property taxes.

Drop Box For your convenience an after-hours drop box for tax & sewer payments only has been installed at the main entrance of the Municipal Building. Payments left in the drop box will be posted as of the next business day.

Duplicate copies of your tax or sewer bill Contact the Tax Collector:

- If you are a new homeowner and did not receive your bill at the closing
- If you pay off your mortgage and will be paying your own taxes and do not have your copy of the bill
- If for any reason you do not have a copy of your tax or sewer bill.

Finance Department The Finance Department oversees cash receipts, cash disbursements, investments, budget, purchasing and payroll.

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| Cash Receipts | Monies collected by the various departments throughout the township are brought to the Finance department on a daily basis, then recorded and deposited into the Township's various bank accounts. |
| Cash Disbursements | Vouchers are processed and presented to the Township Committee at their regular sessions which occur the first and third Thursdays of each month. Payment vouchers must be presented to the Finance Department at least one week before the meeting to be processed for payment. After approval from the committee the checks are mailed to the various vendors. From the records of these payments 1099 tax forms are prepared each year. |
| Budget | The Finance Department reviews the individual department budget requests with the department head and makes any necessary adjustments. These requests are then reviewed with the Township Administrator and Committee for final approval before Introduction and Approval at the township meeting and then sent to the State. |
| Payroll | Time sheets are prepared and turned in from all departments and reviewed for any overtime or special hours. New employees are set up after receiving paperwork from personnel. After each payroll is processed, payments are made for Federal and State taxes. Once a month payments Public Employees and Police & Fire Retirement Systems are made. Quarterly and yearly reports as well as W2 tax forms are prepared here. |
| Computer/Network Technology | The Finance Department is responsible for all aspects of computerization of the Township. Included with the responsibilities is forecasting future needs of the Township and evaluating requests from the various departments for network needs. Township communications is also under the Finance department. |

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VOLUNTEER BOARDS & COMMITTEES

Montgomery Township relies heavily on the resources of its residents to fill positions on its volunteer boards and committees. The Board of Health, Economic Development Commission, Environmental Commission, Open Space Committee, Planning Board, Recreation Committee, Shade Tree Committee, and Zoning Board of Adjustment are just a few examples.

You can learn more about the work of municipal boards and committees on the township’s web site: www.twp.montgomery.nj.us (click on Boards and Commissions). The monthly regular meetings and holiday calendar is posted there under “[Elected Officials](#)” section of the website.

Montgomery residents who would like to volunteer to serve on a municipal board, commission or committee can fill out the “Municipal Volunteer Form” under ‘forms’ on the township website and email to: clerk@twp.montgomery.nj.us or send a letter of interest with their resume to the Township Clerk’s Office, 2261 Van Horne Road, Belle Mead, NJ 08502.

Although it is impossible to appoint every interested resident to a committee, resumes and letters are kept on file in the event that seats open up during the course of the year. In addition, there may be special short-term volunteer project opportunities available. For further info, call the Township Clerk’s Office at 908-359-8211.

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COUNTY & OTHER SERVICES

EMERGENCY MEDICAL SERVICES

<http://www.mems47.org>

Emergency..... 911

Non-Emergency: 908-359-3222

Montgomery EMS has approximately 50 volunteer members who are trained according to State and Federal requirements. The Squad owns three ambulances, which are housed in the EMS building on Harlingen Road in Belle Mead. The Squad is financed mainly through fund raising with a small amount allotted by the Municipal Government. Meetings are held the third Monday of the month in the EMS building, 8 Harlingen Road, Belle Mead, NJ 08502.

In addition to emergency services, the Squad provides non-emergency medical transportation (must be pre-arranged) and lends hospital equipment. Certain members are qualified to offer instruction in cardio-pulmonary resuscitation (CPR).

If you are interested in becoming a member of Montgomery EMS, call 908-359-4112, or drop by our squad building any weekday night at 7pm.

FIRE COMPANIES

Emergency.....911

Fire protection in Montgomery Township is provided by two volunteer fire companies:

Fire Company #1
 35 Griggstown Road
 P.O. Box 188
 Belle Mead, NJ 08502
 908-359-6511
<http://www.mtvfc1.org/>

Fire Company #2
 529 Route 518
 P.O. Box 267
 Blawenburg, NJ 08504
 609-466-3926
<http://www.46fire.com/>

Junior and cadet members can join as young as 14 years of age. To be able to actually fight fires, however, you must be at least 18 years of age. Interested parties can go to the local fire station between 7:00 p.m. and 10:00 p.m. on their meeting night. #1 meets on Monday nights and #2 meets on Wednesday nights.

Each fire company is administered by its own District Board of Fire commissioners. The 3rd Saturday of February, members of each Board are elected by the voters of their district. Each board annually submits the fire company's budget to the district voters, also at February elections. If the district rejects the budget, the amount to be raised by taxation in that district is determined by the Township Committee.

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CULTURAL OPPORTUNITIES

Library **Mary Jacobs Memorial Library** **609-924-7073**

A Branch of the Somerset County Library System
64 Washington Street (Route 518)
Rocky Hill, NJ 08553
www.somerset.lib.nj.us/maryjacobs.htm

The Mary Jacobs Memorial Library provides service to the residents of Montgomery Township. The Library is unique in that the building is privately owned and maintained by the Mary Jacobs Memorial Library Foundation. The Library is a branch of the Somerset County Library System; the library materials, staff and computers are paid for by the System. A free library card may be obtained by anyone who lives, works or goes to school in a member municipality.

Somerset County Library cards can be used at any of the member libraries: Bridgewater, Bound Brook, Hillsborough, North Plainfield, Peapack Gladstone, Warren Township, Watchung and the Branchburg or Washington Valley Stations.

Other Somerset County Library locations: www.somerset.lib.nj.us/locationlist.html

Culture & Heritage **Somerset County Culture & Heritage Commission** **908-231-7110**

Administers programs and services that preserve, promote and protect the culture and heritage of Somerset County. <http://www.co.somerset.nj.us/publicworks/cultural/>

History **Van Harlingen Historical Society** info@vanharlingen.org
P.O. Box 23 www.vanharlingen.org
Belle Mead, NJ 08502

The Van Harlingen Historical Society, founded in 1965, works to preserve the heritage of the Montgomery Township area to interpret the area's history through educational programs, publications, and exhibits. The Society maintains a library and archives at the 1752 Dirck Gulick House at 506 Route 601. The house and library are open to the public on the 4th Saturday, 10-12, April-November and by appointment.

The 1853 one-room Bedensville Schoolhouse was restored by the Society and is interpreted by a volunteer "school marm" for school and private groups. The schoolhouse is located on the grounds of Orchard Hill School. It is open by appointment.

Music **The Blawenburg Band** **908-475-2831**
Contact Shariff Sazzad (sharifsazzad@yahoo.com) www.blawenburgband.org

Started in 1890, the Blawenburg Band is a nonprofit organization that performs 30 times per year at nursing homes and celebrations of all types. Members rehearse Monday evenings for the enjoyment of playing music.

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SENIOR SERVICES

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| Alzheimer’s Association Central NJ Chapter | 609-514-1180 |
| Health and Senior Services | 800-367-6543 |
| Lifeline Program – is a statewide utility assistance program that offers an annual benefit of \$225.00 to people age 65 or more and certain disabled persons. It is available to utility (gas and/or electric) customers and tenants whose utilities are included in their rent. Income limits apply. | 800-792-9745 |
| Montgomery Senior Citizens Club | 609-732-4770 |
| Meals on Wheels | 908-704-6346 |
| MERWICK – Respite Care Program | 609-497-3000 |
| Additional Respite Care Services | 609-588-2902 |
| Princeton Medical Center at Princeton | 609-497-4000 |
| Princeton YMCA | 609-497-9622 |
| Princeton YWCA - Offers Arthritis and Rehabilitation Swim Therapy and Vitality in Maturity fitness classes for seniors. Located at Paul Robeson Place and Route 206, Princeton. | 609-497-2100 |
| Project Lifesaver | 908-704-6346 |
| New Jersey Register Ready – NJ Special Needs Registry | |
| Self-register at www.registerready.nj.gov | |
| Senior Center in Montgomery Township – see “Recreation Department”. | 609-466-0846 |
| Senior Health Insurance Program (SHIP) | 908-704-6346 |
| Somerset County Office on Aging | 908-704-6346 |
| Somerset Medical Center | 908-685-2200 |
| Somerset Valley YMCA (Hillsborough) | 908-369-0490 |
| State of NJ Public Guardian for Elderly Adults | 609-588-3612 |

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GENERAL INFORMATION

ELECTIONS

- General Elections** General Elections are held the first Tuesday after the first Monday in November. Polls are open from 6 a.m. to 8 p.m.
- Primary Elections** Primary Elections are held the first Tuesday after the first Monday in June. Polls are open from 6 a.m. to 8 p.m.
- School Elections** School Elections are held annually in November as part of the General Election to elect school board members.
- District Board of Fire Commissioners** Members of the two fire houses are elected by the voters in that district, who also vote on the district budget, the third Saturday in February of each year.
- Elections - Registered Voters** All Registered Voters receive a sample ballot in the mail. Please do not throw this sample ballot away as it contains valuable information about:
- where to vote
 - hours when the polls are open
 - offices to be voted on
 - candidate information
 - how to use a voting machine
 - district and municipality
 - handicapped accessibility
- The sample ballot is the verification of your bona fide residence. Contact the Somerset County Clerk’s Office (908-231-7013) or County Board of Elections (908-231-7084) if you have not received it prior to the election.

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Elections -

Registering to Vote

To vote in a specific election, you must register by at least 21 days before that election.

Who

- A U.S. citizen residing, at the time of application, in the district in which they expect to vote.
- A resident of the county for 30 days by the date of the next election.
- 18 years old or more by the date of the next election.

How

- Register in person
 - Somerset County Board of Elections, 20 Grove Street, Administration building, Somerville
 - Call this office for information and hours for registration.
- Register by mail. Applications and instructions are available at www.co.somerset.nj.us
 - Somerset County Board of elections
 - Montgomery Township Clerk’s Office

Elections – Key Contacts

Montgomery Township Clerk: 908-359-8211

2261 Van Horne Road
Route 206 North
Belle Mead, NJ 08502-4012

Somerset County Board of Elections: 908-231-7084

Administration Building
20 Grove Street
Somerville, NJ 08876-1262

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KEY CONTACTS & TELEPHONE NUMBERS

Emergency.....911

- Police
- Fire
- Medical

Police – State of NJ 908-725-0106
 Police – Montgomery Non-Emergency 908-359-3222

Utility Companies:

- Water: New Jersey American Water 1-800-272-1325
- Electric & Gas: PSE&G 1-800-436-7734
- Board of Public Utilities Customer Assistance & Complaints 1-800-624-0241

Montgomery Township:

- Affordable Housing 609-664-2782
- Court (shared with Hillsborough Court) 908-369-3532
- Health Officer 908-359-8211
- Food Pantry & Social Service Resources 609-466-1054
- Board of Education 609-466-7601
- Kid Connection 908-359-2111
- Mary Jacobs Library 609-924-7073
- Parks – Township 908-874-3144
- Montgomery Township Schools – General Number 609-466-7600
- Recreation Department 609-466-3023
 - Sports (Field Closures) Hotline: 800-731-8412
- Senior Center 609-466-0846
- Township Offices 908-359-8211
- YMCA – Princeton 609-497-9622
- YWCA – Princeton 609-497-2100
- YMCA – Hillsborough 908-369-0490

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Somerset County:

- Offices Main Number 908-231-7000
- Board of Elections 908-231-7084
- Office on Aging 908-704-6346
- Parks 908-722-1200
- Hazardous Waste 908-231-7031
- Recycle Program 732-469-3363
- County Clerk’s Office 908-231-7006

Hotlines

- AIDS 800-624-2377
- Ala-Call (Alcohol Problems) 800-322-5525
- Child Abuse 800-792-8610
- Drug Abuse 800-225-0196
- NJ 2-1-1 Information & Assistance Dial 211 or 877-652-1148
web: www.nj211.org
- Parents Anonymous / Family Hotline 800-843-5437
- Statewide Domestic Violence 800-572-7233
- Women’s Referral (health, legal, safety, services etc.) 800-572-7233

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