

2012

**THE MONTGOMERY GUIDE**



TO

**MUNICIPAL & OTHER SERVICES**

**FOR RESIDENTS**

## **THE MONTGOMERY GUIDE & OTHER TOWNSHIP COMMUNICATIONS**

This guide and other township publications are created by the communications team in the Montgomery Township Clerks Office as a service to our community.

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, go to the township website at [www.twp.montgomery.nj.us](http://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 Bulletins page and in the Community Calendar, see contact below or go to the Bulletins page of the website 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, click on the green envelope logo on the right side of the township website’s home page at [www.twp.montgomery.nj.us](http://www.twp.montgomery.nj.us)

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 Rt. 206, Belle Mead, NJ, or look for it on-line.

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](mailto: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 2010 U.S. Census Bureau, the population is 22,254.

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 2012

<u>Committee Member</u>	<u>Role</u>	<u>email address</u>
Ed Trzaska	Mayor	<a href="mailto:etrzaska@twp.montgomery.nj.us">etrzaska@twp.montgomery.nj.us</a>
Patricia Graham	Deputy Mayor	<a href="mailto:pgraham@twp.montgomery.nj.us">pgraham@twp.montgomery.nj.us</a>
Mark Conforti	Committeeman	<a href="mailto:mconforti@twp.montgomery.nj.us">mconforti@twp.montgomery.nj.us</a>
Rich Smith	Committeeman	<a href="mailto:rsmith@twp.montgomery.nj.us">rsmith@twp.montgomery.nj.us</a>
Christine Madrid	Committeewoman	<a href="mailto:cmadrid@twp.montgomery.nj.us">cmadrid@twp.montgomery.nj.us</a>

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, signs checks and vouchers 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, typically 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	Clerk	dkukla@twp.montgomery.nj.us
Roy Mondri	Acting Construction Official	rmondri@twp.montgomery.nj.us
Gail Smith	Engineer	gsmith@twp.montgomery.nj.us
Walter Sheppard	Finance CFO	wsheppard@twp.montgomery.nj.us
Stephanie Carey	Health Officer	scarey@twp.montgomery.nj.us
Laure Scasserra	Kid Connection Director	lscasserra@twp.montgomery.nj.us <i>Kid Connection 908-359-2111</i>
Lori Savron	Planning Director	lsavron@twp.montgomery.nj.us
Captain Robert Palmer	Police Director	rpalmer@police.montgomery.nj.us <i>908-359-2311, 9-1-1 Emergency</i>
Art Villano	Public Works Superintendent	avillano@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](mailto: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. The Administrator may be removed from office by a two-thirds vote of the governing body with three months notice or immediately by resolution of the Township Committee and payment of three months salary.

## TOWNSHIP CLERK

email: [clerk@twp.montgomery.nj.us](mailto: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, and after five years of continuous service, becomes a tenured employee. A Deputy Township Clerk, appointed by the Township Committee, has all the powers of the Township Clerk in the Clerk's absence or disability.

Township communications and the front desk reception are 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](http://www.twp.montgomery.nj.us)).

## CONSTRUCTION/CODE

email: [construction@twp.montgomery.nj.us](mailto: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** (effective January 2012) 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

**Web:** [bdofed@mtsd.k12.nj.us](mailto:bdofed@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/CAD

email: [engineering@twp.montgomery.nj.us](mailto: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.

### **Interactive Mapping**

The Engineering Department updates and maintains the Tax Map and many other Township maps. A great deal of work goes into keeping maps current with so many new roads and lots created in the last 10 years. We have maps available for inspection and for sale that show approved developments, zoning, voting districts, water mains and hydrants, sanitary sewers, and road names. We can create custom maps (there is a fee) which can include aerial photographic features and land contours. Maps are available showing a wide range of geographies (i.e. Census Data). These geographic information system or GIS maps are dynamic and allow users to view areas, search for data, and print the mapping one creates. Visit our GIS pages on the Township website ([www.twp.montgomery.nj.us](http://www.twp.montgomery.nj.us)) and test your cartographic talent. Under Engineering you will find a link to interactive mapping where you can review a wide variety of population data and geographic information about Montgomery Township, New Jersey.

### **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.

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## FIRE PREVENTION

email: [firepre@twp.montgomery.nj.us](mailto: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](mailto: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** Are you uninsured? 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.
- Women's Health** Services are available through the Women's Health and Counseling Center in Somerville. Available services include cancer screenings, pregnancy testing and STD testing. Call 908-526-2335 to schedule an appointment.
- Adolescent Health Services** Services are available for youth ages 12-25 through HiTOPS, Inc. The Princeton facility offers confidential services at a reduced fee/sliding scale. Call 609-683-5155 for an appointment.

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**Sliding Scale Clinics for the Uninsured**

Help is available at Somerset Family Practice in Somerville (908-685-2900) and through Princeton Healthcare Systems (609-497-3045).

**Do your kids need health insurance?**

Get low-cost health insurance for your kids (up to age 18) through NJ FamilyCare. For enrollment information, call 1-800-701-0710 or go to [njfamilycare.org](http://njfamilycare.org). Need help with the application? The Montgomery Township Health Department is an authorized Application Assistance Center. Call 908-359-8211, ext. 245 for help with enrollment.

**Free Blood Pressure Monitoring**

Blood pressure checks are offered at the Otto Kaufmann Community Center on the **second Monday of the month at 9:45 a.m.** This life-saving service is offered by Montgomery EMS volunteers. No appointment needed!

**Flu and Pneumococcal Immunization Clinic**

Seniors (over age 62) and Montgomery Township residents with chronic illnesses can attend the annual immunization clinic. The clinic is held in the fall. Watch for our press release announcing the date. You may also find the Health Department announcement online at: <http://www.twp.montgomery.nj.us>

**Household Chemicals**

Many products that are commonly used around the house contain toxic ingredients. If disposal 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](http://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. We have 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 few years. 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** The Montgomery Township Board of Health Code requires all domestic cats to be immunized against rabies. Lost or unidentified cats make up the majority of "visitors" to our animal shelter, so protect your cat by keeping it inside and/or putting ID on her collar!

**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 31<sup>st</sup> of the licensing year. Licenses expire on January 31<sup>st</sup> of each year and must be renewed annually. The fee is \$15.00 for neutered/spayed or \$18.00 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! See our available adoptable animals at [www.petfinder.org](http://www.petfinder.org)

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## VITAL STATISTICS

### **Marriages, Births & Deaths**

Marriages/Civil Unions, births and deaths are recorded in the municipality where they occurred. Certified copies of Marriages and Civil Unions, 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 and Civil Unions. 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 if you meet certain residency requirements, and if you do not, where you should apply,
- 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](mailto: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](http://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 Dorothy Lawlor of CGP&H, (609) 371-1937, ext. 22.

**Local Business Director** 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 Historic Resources** 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.

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**

email: [email@police.montgomery.nj.us](mailto:email@police.montgomery.nj.us)

- **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 – 4:30pm)
- **Captain/Police Director Robert Palmer (908) 359-2311**

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.

**Service Division** Lt. Guy Fillebrown, Commander (908) 874-3222

**Services** is responsible for:

- Support Services
- Records
- Communication Staff
- Criminal Investigation
- Internal Affairs
- Traffic Bureau
- Community Policing

**Traffic Safety Bureau** Sgt. Kurt Rock, Supervisor (908) 359-3333 ext. 159

**Traffic Safety 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.

**Operations Division** Lt. James Curry, Commander (908) 359-5011

**Operations** is responsible for:

- Patrol
- Media Relations

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## PUBLIC WORKS

This office supervises and directs the Parks and Buildings Division, the Roads Division, and the user-fee supported Sewer Division. 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](mailto:parks@twp.montgomery.nj.us)

With a staff of three operators, two 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](mailto:roads@twp.montgomery.nj.us)

This division employs eleven operators 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, 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](mailto:sewer@twp.montgomery.nj.us)

Sewer billing questions: [tax@twp.montgomery.nj.us](mailto:tax@twp.montgomery.nj.us)

Eight operators, one laboratory supervisor and one Chief Operator maintain and operate eight (8) 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.

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## RECREATION

email: [recreation@twp.montgomery.nj.us](mailto: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. The Recreation Department runs trips to many great locations including Broadway shows, sporting events, museums, spring recess trips, shopping and more. We also have an extensive summer day camp program for children from 3 years old through 9th grade. Information and upcoming calendar is included in the Township Newsletter emailed quarterly. Subscribe at [www.montgomery.nj.us](http://www.montgomery.nj.us).

The Recreation Department is open Monday through Friday, 8:00 a.m. to 4:30pm. The **Otto Kaufman Community Center** is open Monday through Friday from 8:00am to 9:00 p.m. 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
- Language
- Fencing
- Ballroom Dance
- Piano & Keyboard
- 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
- SAT Preparation

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

#### Holiday Celebration Events

- Independence Day Celebration w/Fireworks
- Halloween Bash
- Turkey Trot
- Holiday Sing-along
- Santa Calling Program

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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 1-800-731-1812 for status.

**Parks**

**Montgomery Park** – Harlingen Road

- 3 softball fields
- 2 lighted basketball courts
- 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 and 2 pavilions

**Arboretum Field** – Harlingen Road

- 2 lacrosse Fields

**Millpond Fields**

- 7 Soccer Fields
- Playground
- Concession Stand with Restrooms

**Harlingen Green** – Harlingen Road

- Passive Recreation area with Gazebo

**Bessie Grover Park** – Camp Meeting Avenue

- Playground
- Picnic Area

**Hobler Park** – The Great Road

- Passive Recreation Area with Playground and Picnic Area

**Lubas Field** – Route 601

- Lighted Softball Field
- Playground
- Picnic Area

**Broadway Field** – Reading Boulevard

- 2 Softball / Little League Fields

**Van Horne Park**

- 2 Softball Fields
- 2 Multi-purpose Fields
- 2 Basketball Courts
- 2 Playgrounds
- Walking/Jogging Paths
- 1 Pavilion & Restroom

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**Kid Connection** email: [kids@twp.montgomery.nj.us](mailto:kids@twp.montgomery.nj.us)

Montgomery Kid Connection is a private, non-profit program that is run under the auspices of the Montgomery Township Recreation Department. The program is funded by tuition, and is licensed by the Division of Youth and Family Services.

Kid Connection is designed for working parents, as well as parents who want their children to experience a preschool environment. All Kid Connection classes are conducted by certified teachers, who are also trained in CPR and First Aid.

**Preschool Classes** – for ages 3 and 4 years old. Child must be 3 or 4 by October 1<sup>st</sup> of the school year.

**Kindergarten Enrichment** – Children who are registered in the Montgomery Township Kindergarten program are eligible to extend their day by enrolling in our Kindergarten Enrichment program, which is designed to complement the A.M. and P.M. sessions.

**The Before School Program** (7:30 a.m. to 9:15 a.m.)

**The After School Program** (3:15 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.

To make use of the Montgomery Township Food Pantry, an appointment is needed for an initial visit with the food Pantry Manager. You must bring proof that you live in Montgomery and documentation of your income and expenses. (While there is no income eligibility, there is an income verification process.) When you come in for the appointment, the manager will help you complete some forms, make copies of your documentation and will explain how to use the pantry. The pantry operates by appointment only to protect individuals' privacy.

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](mailto:foodpantry@twp.montgomery.nj.us) or call (609) 466-1054.

## 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 1:00pm.

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](mailto:dcrowley@twp.montgomery.nj.us) Lunch is served at noon for a nominal fee; 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](mailto:tax@twp.montgomery.nj.us) for Tax Collector  
 email: [riccio@twp.montgomery.nj.us](mailto:riccio@twp.montgomery.nj.us) for Tax Assessor  
 email: [finance@twp.montgomery.nj.us](mailto: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 through out the township are brought to the Finance department on a daily basis, then recorded and deposited into the Township's various bank accounts. These monies are then invested for future use, by calling surrounding banks looking for the highest available rate on a given day.

**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 it is 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.

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## **VOLUNTEER BOARDS & COMMITTEES**

Montgomery Township relies heavily on the wonderful intellectual 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](http://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](mailto: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, extra 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

**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.

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).

### 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 3<sup>rd</sup> 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](http://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](http://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**

P.O. Box 23                      [info@vanharlingen.org](mailto:info@vanharlingen.org)  
Belle Mead, NJ 08502                      [www.vanharlingen.org](http://www.vanharlingen.org)

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 4<sup>th</sup> 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](http://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

<b>Alzheimer’s Association Central NJ Chapter</b>	609-514-1180
<b>Health and Senior Services</b>	800-367-6543
<b>Lifeline Program</b> – 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
<b>Montgomery Senior Citizens Club</b>	609-732-4770
<b>Meals on Wheels</b>	908-704-6346
<b>MERWICK – Respite Care Program</b>	609-497-3000
<b>Additional Respite Care Services</b>	609-588-2902
<b>Princeton Medical Center at Princeton</b>	609-497-4000
<b>Princeton YMCA</b>	609-497-9622
<b>Princeton YWCA</b> - 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
<b>Project Lifesaver</b>	908-704-6346
<b>New Jersey Register Ready – NJ Special Needs Registry</b> Self-register at <a href="http://www.registerready.nj.gov">www.registerready.nj.gov</a>	
<b>Senior Center in Montgomery Township</b> – see “Recreation Department”.	609-466-0846
<b>Senior Health Insurance Program (SHIP)</b>	908-704-6346
<b>Somerset County Office on Aging</b>	908-704-6346
<b>Somerset Medical Center</b>	908-685-2200
<b>Somerset Valley YMCA (Hillsborough)</b>	908-369-0490
<b>State of NJ Public Guardian for Elderly Adults</b>	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. An election to nominate party candidates for the General Election, to elect county committeemen or women for their respective election districts and state committee members in gubernatorial years, and delegates and alternates to the national conventions in Presidential years.
- School Elections**                    School Elections are held annually in April to elect school board members and to vote on the proposed school budget.
- District Board of Fire Commissioners**                    Members of the two fire houses are elected by the voters in that district 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 or electronic punch card device
  - 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, or
  - Montgomery Township Clerk’s Office, 2261 Van Horne Road, Route 206 North, Belle Mead.
  - Call these office for information and hours for registration.
- Register on-line at the Somerset County web site: [www.co.somerset.nj.us](http://www.co.somerset.nj.us) (go to Voter Information).
- Register by mail. Applications and instructions are available at:
  - Somerset County Board of elections, or
  - Montgomery Township Clerk’s Office

**Elections – Key Contacts**

**Montgomery Township Clerk’s Office: 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
- Complaints – Board of Public Utilities 1-973-648-2350

### Montgomery Township:

- Affordable Housing 609-371-1937 ext. 22
- 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](http://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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