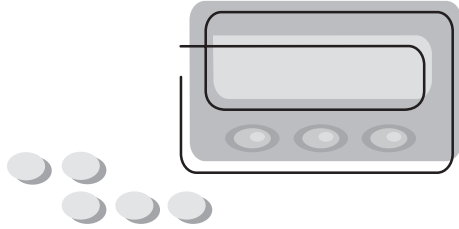
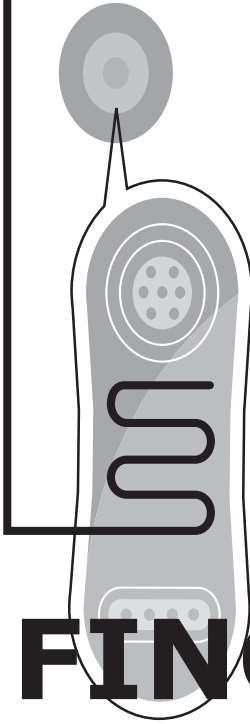


**Somerset County  
Government**



**FACTS**  
**AT YOUR**  
**FINGERTIPS**



**2015  
EDITION**

**A Resource Guide of  
County Divisions,  
Programs and  
Services**







## **Somerset County**

### **- Mission Statement -**

The County of Somerset is committed to excellence and innovation in public service, promoting the well-being of all residents and communities by providing effective, efficient and responsive leadership.



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# Government Departments

## COUNTY ADMINISTRATOR

Michael J. Amorosa  
Phone: 908-231-7040  
Fax: 908-231-1740

AdministratorsOffice@co.somerset.nj.us

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Public Information  
Police Academy  
Grants  
Greater Raritan Workforce Investment Board

## FINANCE & ADMINISTRATIVE SERVICES

Director: Nicola Trasente  
Phone: 908-231-7047 Fax: 908-575-3939  
FinanceDiv@co.somerset.nj.us

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Adjuster  
Finance/Treasurer  
Human Resources  
Management Information Services (MIS)  
Purchasing  
Records Management  
Telephone Services  
Weights & Measures

## PUBLIC WORKS

Director: Paul L. McCall  
Phone: 908-231-7024 Fax: 908-231-7170  
PublicWorks@co.somerset.nj.us

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Bridges  
Engineering/Soil Conservation  
Facilities & Services  
Recycling  
Roads  
Traffic Safety Services  
Planning  
    Cultural & Heritage  
    Solid Waste Management  
Transportation  
Vehicle & Equipment Maintenance

## HUMAN SERVICES

Director: Michael Frost  
Phone: 908-704-6300 Fax: 908-704-1629  
HumanServices@co.somerset.nj.us

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Office on Aging & Disability Services  
Community Development  
Greater Raritan One Stop Training Division  
Juvenile Institutional Services  
Mental Health Center  
Office of Operations & Planning  
PESS  
Rutgers Cooperative Extension  
Veterans Services  
Volunteer Services  
Youth Services

## PUBLIC HEALTH & SAFETY

Director: William J. Stahl  
Phone: 908-526-2500 Fax: 908-575-3933  
wstahl@co.somerset.nj.us

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911 Communications  
Emergency Management  
Health  
Emergency Services Training Academy



# **Other County Government Agencies, Institutions and Affiliates**

Prosecutor – Geoffrey D. Soriano

Interim Executive County Superintendent of Schools  
Juan Torres

Board of Elections - Jerry Midgette, Administrator

Board of Social Services  
Dominic Crisall, Director

Board of Taxation – Robert Vance, Administrator

Library Commission – Brian K. Auger, Director

Park Commission  
Raymond Brown, Secretary-Director

Vocational-Technical Schools  
Chrys Harttraft, Superintendent

Raritan Valley Community College  
Dr. Michael McDonough, President

Business Partnership of Somerset County  
Michael Kerwin, President & CEO

# ADJUSTER'S OFFICE

## **Responsible for:**

- Scheduling court hearings/assigning legal representation for those patients admitted to short and long-term care psychiatric facilities or in special psychiatric hospitals including Krol (Not Guilty By Reason of Insanity), Megan's Law Offenders and Sexually Violent Predators.
- Conducting mental health history searches of individuals seeking gun permits
- Determining settlement and support (financial responsibility) for patient cost of care in psychiatric hospitals

## **Located:**

Somerset County Administration Building  
20 Grove Street  
Somerville, NJ 08876  
Second Floor

## **Contact:**

Virginia G. Mastrogiovanni, County Adjuster  
(908) 231-7117  
Fax: (908) 429-0670  
Email: [Adjusters@co.somerset.nj.us](mailto:Adjusters@co.somerset.nj.us)

# ADMINISTRATOR'S OFFICE

## **Responsible for:**

- Day-to-day operations of Somerset County Government
- Grants (908-231-7517)
- Leadership Somerset Program
- Facts at Your Fingertips Guide  
(A Resource Guide of County Divisions, Programs and Services)

## **Located:**

Somerset County Administration Building  
20 Grove Street  
Somerville, NJ 08876  
Third Floor

## **Contact:**

Michael J. Amorosa, Administrator  
(908) 231-7040  
Linny Kosensky, Assistant to the Administrator  
(908) 231-7081  
Fax: (908) 231-1740  
Email: [Administratorsoffice@co.somerset.nj.us](mailto:Administratorsoffice@co.somerset.nj.us)

# **AGING AND DISABILITY SERVICES, OFFICE ON**

## **Responsible for:**

- **ADRC** (Aging and Disability Resource Connection): **1-888-747-1122** (Toll free number for people age 60 and above, caregivers, adults with physical disabilities and veterans)
- Maintains compliance with the Older American's Act of 1965, as amended; the Americans with Disabilities Act (ADA) and Section 504 of the Barrier Free Code in all county buildings and programs
- Information and referral services
- Care management for people age 60 and above and their caregivers, people living with disabilities and veterans
- Education for people 60 and above and their caregivers and those with disabilities
- Outreach to homebound adults to conduct home assessments
- Operating 7 multi-purpose senior centers to provide nutritious meals and social activities that stimulate the mind, body and spirit
- Meals delivered to homebound elderly
- Health and wellness activities to improve functionality and quality of life
- Advocacy and legislative presence for older adults, adults with physical disabilities and veterans
- Providing counseling/guidance on medical insurance questions/problems/issues through the State Health Insurance Assistance Program (SHIP)
- Provides routine, non-medical assistance to adults with disabilities who are employed, involved in community volunteer work, or attending school through the Personal Assistance Services Program (PASP)



## **AGING AND DISABILITY SERVICES, OFFICE ON**

*(continued)*

- Provides a daily phone call by trained staff to people who live alone and feel isolated from the community due to age, health problems or living arrangements through the Telephone Reassurance Program
- Caregiver support
- Provides support to victims and families suffering from Alzheimer's disease and related disorders such as Down syndrome and Autism through Project LifeSaver bracelet identification-tracking program aiding

### **Contracts with following agencies to provide services:**

- **Adult Day Care Center of Somerset County:** Adult Day Program
- **Catholic Charities:** Senior Shopper Program
- **Community Visiting Nurses Association:** Certified Home Health Aides and Chronic Disease Care Management programs
- **Legal Services of Northwest Jersey, Inc. (LSNWJ):** Legal Counseling
- **Somerset County Board of Social Services:** Adult Protective Services
- **Somerset County Transportation:** Assisted Transportation

### **Located:**

27 Warren Street  
Somerville, NJ 08876

### **Contact:**

Joanne Fetzko, Executive Director  
(908) 704-6346 or toll free 1-888-747-1122  
Fax:(908) 595-0194  
Website: [www.co.somerset.nj.us/hsservices/aging/index.html](http://www.co.somerset.nj.us/hsservices/aging/index.html)  
Email: [aging@co.somerset.nj.us](mailto:aging@co.somerset.nj.us) and  
[OfficefortheDisabled@co.somerset.nj.us](mailto:OfficefortheDisabled@co.somerset.nj.us)

# BOARD OF CHOSEN FREEHOLDERS

## **Responsible for:**

- The operations of county government

## **Freeholder Meeting Information:**

- Regular Freeholder meetings are held the second and fourth Tuesdays of each month at 6:30 p.m. unless otherwise advertised
- Agenda/Work Sessions are held the second and fourth Tuesdays of each month at 4:30 p.m., unless otherwise advertised
- Special meetings called and advertised as necessary

## **Located:**

Somerset County Administration Building  
20 Grove Street  
Somerville, NJ 08876  
Third Floor

## **2015 Board of Chosen Freeholders:**

Freeholders Office (908) 231-7030  
Mark Caliguire, Freeholder Director, Ext. 7038  
Patricia L. Walsh, Freeholder Deputy Director,  
Ext. 7033  
Peter S. Palmer, Freeholder, Ext. 7035  
Patrick Scaglione, Freeholder, Ext. 7034  
Brian D. Levine, Freeholder, Ext. 7036  
Michael J. Amorosa, Administrator/Clerk  
of the Board, Ext. 7040  
Kathye Quick, Deputy Clerk of the Board, Ext. 7037  
Fax: (908) 231-8754  
Email: FreeholdersOffice@co.somerset.nj.us

# BRIDGE DIVISION

**Responsible for:**

- Construction, maintenance and repair of all county bridges
- Maintenance and repair of county guiderails
- Maintenance and repair of county dams
- Maintenance and repair of county parking lots

**Located:**

Department of Public Works  
South County Facility  
410 Roycefield Road  
Hillsborough, NJ 08844

**Contact:**

Vincent Russo, Supervisor of Roads and Bridges  
(908) 541-5012  
Fax:(908) 526-2450  
Email: [Roads&Bridges@co.somerset.nj.us](mailto:Roads&Bridges@co.somerset.nj.us)

# CLERK OF THE BOARD

## **Responsible for:**

- Acting as liaison to county officials, the public, and the media
- Administrative and supervisory functions of the Board of Chosen Freeholders
- Preparing agendas
- Ensuring compliance of laws governing the county
- Preparing correspondence, legal notices, resolutions, contracts, and minutes
- Compiling information for annual county directory

## **Located:**

Somerset County Administration Building  
20 Grove Street  
Somerville, NJ 08876-1262  
Third Floor

## **Contact:**

Michael J. Amorosa, Clerk of the Board  
(908) 231-7040  
Fax: (908) 231-1740  
Kathryn Quick, Deputy Clerk of the Board  
(908) 231-7030  
Fax: (908) 231-8754

# COMMUNITY DEVELOPMENT OFFICE

## **Responsible for:**

- Community Development Block Grant (CDBG)
- HOME Investment Partnership Program
- Homelessness Trust Fund
- Homelessness Trust Fund Rental Assistance Program
- Annual Point in Time Survey
- Continuum of Care Committee

## **Located:**

27 Warren Street  
Somerville, NJ 08876  
Fourth Floor

## **Contact:**

Kimberly Cowart, Director  
(908) 541-5756  
Fax:(908) 575-3935  
Email: [CommDev@co.somerset.nj.us](mailto:CommDev@co.somerset.nj.us)

**Affordable Housing & Mt. Laurel Housing are not part of the county. Please refer callers to the Central Jersey Housing Resource Center (CJHRC) at (908) 704-8901.**

# COUNTY TOURISM

## Somerset County Business Partnership

The Somerset County Business Partnership, with the support of the Somerset County Board of Chosen Freeholders, serves as Somerset County's officially designated destination marketing organization (DMO). Its mission is to advance the local economy by sustainably promoting the area's outstanding travel products and experiences, and to offer a variety of useful services to residents, business travelers and leisure visitors. The Somerset County Visitor Information Center is located at 360 Grove Street in Bridgewater, NJ.

**Located:**

360 Grove Street  
Bridgewater, NJ 08807

**Contact:**

Jacqueline Morales, Director of Tourism  
(908) 218-4300  
Email: [jmorales@scbp.org](mailto:jmorales@scbp.org)  
Web: [www.VisitSomersetNJ.org](http://www.VisitSomersetNJ.org)

# COUNTY CLERK

## **Responsible for:**

- Filing Military Discharges and issues Veteran Identification Card
- Oaths to notaries
- Passport applications
- Processing/delivering vote by mail ballots
- Receiving petitions, designing/printing ballots for elections
- Recording land records, liens, court orders, powers of attorney, military discharges
- Tabulating election returns
- Trade Name Certificates
- Veterans Peddlers License

## **Located:**

Somerset County Administration Building  
20 Grove Street  
Somerville, NJ 08876-1262  
First Floor

## **Contact:**

Brett Radi, County Clerk  
(908) 231-7013  
Roseann Brown, Deputy Clerk  
(908) 231-7012  
Fax: (908) 253-8853  
Email: [County\\_Clerk@co.somerset.nj.us](mailto:County_Clerk@co.somerset.nj.us)

## **Hours:**

8:15 a.m. - 4:00 p.m.

***Please refer all court-related questions to 231-7014.***

# COUNTY COUNSEL

## **Responsible for:**

- General legal counsel; review and preparation of correspondence, contracts, resolutions, and other legal documentation
- County litigation matters
- Legal matters of all county departments, divisions, and offices

## **Located:**

Office of the County Counsel  
25 West High Street  
Somerville, NJ 08876

## **Contact:**

William T. Cooper III, Esquire, County Counsel  
Scott Rodgers, Deputy County Counsel  
(908) 685-0900  
Fax: (908) 722-7737  
Email: [CountyCounsel@co.somerset.nj.us](mailto:CountyCounsel@co.somerset.nj.us)



# CULTURAL & HERITAGE COMMISSION

## **Responsible for:**

- Administration of 2 grant programs: New Jersey State Council on the Arts State/County Partnership Local Arts Program Grant and Somerset County Historic Preservation Grant.
- Weekend Journey through the Past, annual countywide collaborative heritage tourism event
- Public Art Project/Gallery 24/7: Art on Traffic Control Boxes
- S.C. Teen Arts Festival & Exhibition (annual)
- Plans and sponsors Arts Outreach Programs
- Directory of county Arts & History Organizations (online resource)
- Excellence in the Arts Awards/Biennial recognition for leadership & exemplary contributions in fostering & enhancing the Fine & Performing Arts in Somerset County
- Historic Preservation and History Awards Commendation Program (Biennial)
- Offers Professional Development & Technical Assistance Workshops for staff & boards of local non-profit cultural organizations, as well as for individual artists
- Reviews Public Works Dept. and other divisions/ county projects for historic impact (Historic Sites Coordinator: Tom D'Amico - 231-7106)
- Provides changing Arts Exhibitions featuring local artists for public enjoyment in the Cultural & Heritage Gallery (County Administration Building); Student Gallery at 40 North Bridge St.

## **Located:**

Somerset County Administration Building  
20 Grove Street (Second Floor)  
Somerville, NJ 08876-1262

## **Contact:**

Patricia McGarry, Manager  
(908) 231-7110  
Fax: (908) 707-1749

# **ECONOMIC DEVELOPMENT**

## **Somerset County Business Partnership**

The Somerset County Business Partnership, with the support of the Somerset County Board of Chosen Freeholders, serves as Somerset County's economic development agency. Economic development priorities of the SCBP include delivering workforce, financial and advocacy resources to business, facilitating the re-use of significant commercial properties, and reducing the regulatory burden on business. The SCBP, in partnership with the Somerset County Board of Chosen Freeholders, has adopted a federally approved Comprehensive Economic Development Strategy to guide its efforts in promoting job creation and private sector economic investment in our community. The SCBP also maintains a One Stop Center for business and municipal assistance as a single point of contact for access to local redevelopment resources, business related incentives, and guidance in regulatory and approvals processes. The SCBP works with partners at the local, regional, state, and federal levels to help achieve a prosperous and sustainable future for Somerset County businesses and residents.

**Located:**

360 Grove Street  
Bridgewater, NJ 08807

**Contact:**

John P. Maddocks,  
Vice President, Economic Development  
(908) 218-4300  
Fax:(908) 722-7823  
Email: [info@scbp.org](mailto:info@scbp.org)  
Web: [www.scbp.org](http://www.scbp.org)

# ELECTION BOARD

## **Responsible for:**

- Maintaining and storing voting machines (Custodian of the county's voting machines)
- Overseeing all elections held in Somerset County
- Recording party affiliation declarations and changes
- Maintaining Statewide Voter Registration Database (SVRS)
- Registering voters
- Transferring and processing all voting records
- Working with the public and candidates
- Printing of poll books
- Recruits, appoints, trains and supervises district board workers
- Certifies polling places for election days (all must be ADA compliant)
- Issues challenger permits and badges
- Processing and Canvassing Mail In and Provisional Ballots
- Maintaining election district boundaries

## **Located:**

Somerset County Administration Building  
20 Grove Street  
Somerville, NJ 08876  
First Floor

## **Contact:**

Jerry L. Midgette, Esq., Administrator  
(908) 231-7092  
Fax: (908) 231-9465  
Email: ElectionBd@co.somerset.nj.us

# EMERGENCY MANAGEMENT

## **Responsible for:**

- Coordination of County resources during emergency incidents
  - Fire Coordination
  - EMS Coordination
  - CERT (Community Emergency Response Team)
  - CART (County Animal Response Team)
- Educational programs that meet state and federal mandates
- Hazardous Materials Advisory Council
- Hazardous Materials Emergency Response Team
- Search and Rescue Team

## **Physical Location:**

402 Roycefield Road  
Hillsborough, NJ 08844

## **Mailing Address:**

P.O. Box 3000  
Somerville, NJ 08876

## **Contact:**

Douglas Vornlocker, Director  
(908) 725-5070 or county Ext. 5683  
Fax: (908) 725-5077  
Email: [Emergency\\_Mgmt@co.somerset.nj.us](mailto:Emergency_Mgmt@co.somerset.nj.us)

## **Hours:**

8:00 a.m. - 4:30 p.m.

# EMERGENCY SERVICES TRAINING ACADEMY

## **Responsible for:**

- Instruction and training to all emergency services: fire, police, industry and the public
- Sponsoring educational seminars for public and private agencies

## **Programs Offered By The Academy: (To County Offices, Outside Agencies, and the Private Sector)**

- Amateur Radio
- CPR
- Emergency Medical Technician
- Firematics
- Haz-Mat (Hazardous Materials)
- Incident Management
- Rescue (Trench, High Angle)
- Water Rescue
- Confined Space
- Vehicle Extrication

## **Physical Location:**

402 Roycefield Road, Hillsborough, NJ 08844

## **Mailing Address:**

P.O. Box 3000, Somerville, NJ 08876

## **Contact:**

Alan Querec, Supervisor  
(908) 725-5070 or county Ext. 5682  
Fax: (908) 725-5077  
Email: [TrainingAcademy@co.somerset.nj.us](mailto:TrainingAcademy@co.somerset.nj.us)

## **Hours:**

8:00 a.m. - 4:30 p.m

# ENGINEERING

## **Responsible for:**

- Coordinating and overseeing construction and modification of county-owned building structures
- Construction, design, maintenance, and repair of county roads, bridges, and storm water drainage systems
- Construction and design of Park Commission facilities
- Construction contracts

## **Located:**

County Administration Building  
20 Grove Street  
Somerville, NJ 08876  
Second Floor

## **Contacts:**

Matthew D. Loper, County Engineer or  
Adam Slutsky, Assistant County Engineer  
(908) 231-7024  
Fax: (908) 231-7170  
Email: [Engineering@co.somerset.nj.us](mailto:Engineering@co.somerset.nj.us)

## **Hours:**

8:00 a.m. - 4:30 p.m.

# FACILITIES AND SERVICES

## Responsible for:

- Operation, maintenance and repair of all general County government facilities (including rented facilities) & grounds:
  - heating and cooling
  - electrical
  - emergency generators & fire alarm systems
  - plumbing
  - structural, cosmetic & furnishing components
  - building renovations and repairs
  - warehousing, shipping & receiving
  - lawn, landscape and pavement maintenance
  - parking
  - mail service
  - keys
  - snow & ice removal
  - moving of equipment, furniture & supplies
  - setups for meetings conferences, training and events
- Management of contracted services:
  - elevators
  - detection & alarm systems
  - fire suppression
  - HVAC
  - housekeeping
  - interior plantscape
  - locksmith
  - pest & weed control

## Located:

80 East High Street  
Somerville, NJ 08876

## Contact:

Carl B. Memoli, Director  
(908) 231-7001  
Fax: (908) 707-1782  
Email: [memoli@co.somerset.nj.us](mailto:memoli@co.somerset.nj.us)

## Hours:

7:00 a.m. - 4:30 p.m. Monday - Friday

# FINANCIAL SERVICES

## Responsible for:

- Financial affairs of the county
- Accounts payable & receivable
- Asset accounting
- Bonding and debt management
- Preparing county budget (annually)
- Budget information
- General ledger
- Handling, analyzing, investing, depositing, paying and controlling all monies
- Payroll
- Chargebacks for Raritan Valley Comm. College

## TREASURER

- Custodian of Funds for Somerset County Library Commission and the Somerset County Joint Insurance Fund
- General ledger and accounting services for the Improvement Authority and the County Park Commission

## IMPROVEMENT AUTHORITY

- Provides equipment lease financing and capital project funding alternatives for: municipalities, school districts, fire districts, volunteer fire & rescue and not-for-profits.

## Located:

Somerset County Administration Building  
20 Grove Street  
Somerville, NJ 08876  
Third Floor

## Contact:

Yvonne Childress, Director of Fiscal Operations -  
(908) 231-7631  
Chris Hart, Deputy Director of Fiscal Operations -  
(908) 231-7616  
Fax: (908) 575-3914  
Email: [Finance@co.somerset.nj.us](mailto:Finance@co.somerset.nj.us)

## Hours:

8:00 a.m. - 5:00 p.m.



# **GREATER RARITAN ONE STOP CAREER TRAINING SERVICES CENTER**

**(Serving Hunterdon and Somerset Counties)**

## **Responsible for:**

Providing an array of career and vocational services to eligible\* adults and youth who are unemployed/underemployed.

Services include:

- Individual career counseling and vocational guidance, provided by state certified career counselors
- Services for specialized populations including veterans, youth, 55+, ex-offenders, public assistance recipients and those living with a disability
- Aptitude, interest and skill based assessments to guide career exploration
- A resource area with free access to computers, phone, fax and copiers for active job seekers
- Workshops that provide the tools and skills needed to land a job in today's competitive market
- Workforce Learning Link services for those who are in need of Adult Basic Education, High School Equivalency, English as a Second Language and fundamental computer skills.
- Training grants that serve to upgrade skills and increase job seekers' marketability and ability to secure employment
- On-the-job-training grants that allow employers to make an investment in prospective new hires who would benefit from business-specific learning
- Targeted, on-site recruitment events that bring together job seekers and businesses who have job openings and are ready to hire
- Free labor market resources and information

*\* Eligible as determined by the Workforce Innovation and Opportunity Act and Work First New Jersey and in compliance with federal and state mandates.*

## **Located:**

27 Warren Street, Somerville, NJ 08876-1262

6 Gauntt Place, Building 2, LL, Flemington, NJ 08822

## **Contact:**

Monica Mulligan, One Stop Operator

(908) 704-6326 Fax: (908) 253-0180

Email: onestop@co.somerset.nj.us

# **GREATER RARITAN WORKFORCE INVESTMENT BOARD**

**(Serving Hunterdon and Somerset Counties)**

**Responsible for:**

The Greater Raritan Workforce Investment Board (GRWIB), in partnership with the Board of Chosen Freeholders of Hunterdon and Somerset counties, is responsible for allocating approximately \$3.5 million in federal Workforce Innovation and Opportunity Act (WIOA) and state Work First New Jersey funds to serve the education and training needs of unemployed residents so that they may secure the skills most in demand by employers. The GRWIB is composed of business, non-profit, education and other leaders in the community. Through the Greater Raritan One Stop Career Training Services Center, the regional provider of services to residents, the GRWIB has allocated funding for eligible job-seekers to engage in education and training that will result in employment. Funding is also available for individuals to secure basic-skills enhancement training and work-readiness training and education for youth ages 16-24. By identifying the needs of employers, leveraging federal and state workforce grants, working with partner organizations and setting policy direction for the Greater Raritan One Stop Career Training Services Center, the GRWIB seeks to promote economic growth and reduce worker dislocations.

**Located:**

27 Warren Street  
Somerville, NJ 08876

**Contact:**

(908) 541-5790  
Fax: (908) 253-0180  
Email: [grwib@co.somerset.nj.us](mailto:grwib@co.somerset.nj.us)  
Website: [www.grwib.com](http://www.grwib.com)

# HEALTH DIVISION

## **Responsible for:**

- Community-based public health services delivery through contracts with seven municipalities (Bedminster, Far Hills, Franklin, Manville, North Plainfield, Raritan, and Somerville)
- County Agency for Bioterrorism & General Emergency Preparedness and Response, including Medical Reserve Corps (MRC) activities
- Environmental quality assurance in Somerset County through enforcement of County Environmental Health Act (CEHA)
- Administering contracted regional Tuberculosis Control Program
- Administering Regional Chronic Disease Coalition (RCDC) of Morris and Somerset Counties

## **Located:**

Somerset County Department of Health  
27 Warren Street  
Somerville, NJ 08876  
Third Floor

## **Contact:**

Paul L. Masaba, Director/Health Officer  
(908) 231-7155  
Fax: (908) 704-8042  
Email: [HealthDept@co.somerset.nj.us](mailto:HealthDept@co.somerset.nj.us)

# HUMAN RESOURCES

## Responsible for:

- Accident Reports - (x7127)
- Attendance Program, Family and Medical Leave, Extended Sick Leave, doctor's notes, Leave Without Pay - (x6054)
- Benefits Program & Counseling - (x7506)
- Blood Drive and Flu Shots - (x7094)
- COBRA (Consolidated Omni Budget Reconciliation Act of 1985) - (x7094)
- COBRA Billing - (x7094)
- Compensation/Classification - (x6013)
- Coresource Claims - (x7506)
- Death claims - (x7506)
- Deferred Compensation - (x7506)
- Drug and Alcohol Program for Commercial Driver's License (CDL) holders - (x7127)
- Educational Reimbursement - (x6061)
- Employee Assistance Program (EAP) - (x7506)
- Grievances - (x6013)
- HAY Evaluation Program - (x6013)
- Health Fair and flu shots - (x7094)
- Health Insurance Portability and Accountability Act (HIPAA) - Health Benefit Certificates (x7506)
- Job description classification - (x6013)
- Joint Insurance Fund (JIF) - (x7506)
- Labor Negotiations - (x6013)
- NJ Division of Pension's MBOS - (x7094)
- Notary Public - free - (x6064)
- New Employee Orientation - (x7094)
- ePersonality Issues - (x7122)
- Pension System - (x6013)
- Policy and Procedures - (x6013)
- Retirement planning and counseling - (x6061)
- Right-to-Know - (x7506)
- Safety Committee, training and investigations (x7506)

# **HUMAN RESOURCES**

***(continued)***

- Service Recognition Program - (x7094)
- Training and Development - (x6061)
- Vacancy listings - (x7127)
- Workers' Compensation Program - (x7127)

**Located:**

Somerset County Administration Building  
20 Grove Street (Third Floor)  
Somerville, NJ 08876

**Contact:**

Reception Desk: (908) 231-7120

Fax: (908) 575-9309

Donna Mozet, Director (908) 231-7103

Jon Cochran, Compensation Specialist  
(908) 203-6013

Arge Mardakis, Training Manager (908) 203-6061

Faith Thomas, Worker's Compensation Specialist  
(908) 231-7127

Paul Malarcher, Benefit Manager (908) 231-7506

Mark Schaeffer, Programmer III/  
Systems Analyst (908) 231-7122

Lori Call, Office Manager (908) 231-7094

Email: [HumanResources@co.somerset.nj.us](mailto:HumanResources@co.somerset.nj.us)

# JAIL

**Responsible for:**

- Complying with court-mandated sentencing's and commitments
- Providing a safe and secure detention facility

**Located:**

40 Grove Street  
Somerville, NJ 08876

**Contact:**

Charles M. O'Neill, Warden  
(908) 231-7150, Ext. 7148  
Faxes:(908) 231-0095 & (908) 231-0156

**Hours:**

8:00 a.m. - 4:00 p.m.

**Jail Desk:**

(908) 231-7150 - 24 Hours  
Email: Jail@co.somerset.nj.us

# JUVENILE INSTITUTIONAL SERVICES

## Responsible for:

- **Juvenile Detention:** Somerset County contracts with Middlesex County for 25 beds in its 100, secure juvenile detention facility in North Brunswick. While in detention, juveniles are provided with education, crisis counseling and basic medical services. Youth may be placed in detention upon arrest or at time of disposition.
- **Home Detention Program (HDP):** Program is designed to provide an alternative to secure care for youth 12 - 18 years old. Referred by the Family Court Judge, youth are monitored 24/ 7 by electronic monitoring equipment, as well as daily face to face and phone contact. Youth are also provided with intensive case management services that connects them with school, mental health and substance abuse counseling and employment.
- **Advanced House Arrest (AHA):** Program is designed to work with youth referred by the court in order to return them safely into the community with supervision from program staff and the use of an advanced biometric voice recognition system.
- **Juvenile Justice Intensive Case Management Program (JJICM):** Program is designed to reduce the number of youth placed in detention from a Violation of Probation and to connect youth with community based services. Youth are provided with intensive case management in an effort to connect them with school, counseling, substance abuse treatment and employment.

# JUVENILE INSTITUTIONAL SERVICES

*(continued)*

- **Question & Answer Line (QAL)**, is a resource line for youth and their families who have had police and/or court contact to call in order to receive information and referrals to local services such as substance abuse treatment, mental health treatment, individual counseling and family counseling, and to assist families with navigating the various youth systems (school, courts and children's behavioral health). Youth and parents can access this line 24 hours a day, 7 days a week. All calls and e-mails will be returned within 24 hours. All calls are confidential and there is no cost or fee to the youth or family for this service. QAL can be accessed by calling 908-704-6355 or sending an email to [QAL@co.somerset.nj.us](mailto:QAL@co.somerset.nj.us)
- **Firewatch Program:** Program is designed to reduce fire-setting behavior in children from early childhood through 17 years of age using prevention, identification, education and treatment. Using trained fire service personnel affiliated with the FireWatch program, referred youth and parent sit down together with an Evaluator to conduct a fire setting behavior evaluation which makes recommendations for treatment.

**Located:**

27 Warren Street, Second Floor  
Somerville, NJ 08876-1262

**Contact:**

Monica Mulligan, Coordinator  
(908) 704-6326  
Fax: (908) 253-0180  
Email: [Juvenile@co.somerset.nj.us](mailto:Juvenile@co.somerset.nj.us)



# LIBRARY

## **Somerset County Library System:**

Brian K. Auger, County Library Administrator  
Email: [bauger@sclibnj.org](mailto:bauger@sclibnj.org)

## **Mailing Address:**

P.O. Box 6700, Bridgewater, NJ 08807  
Voice: (908) 605-6001  
Fax: (908) 707-8324  
Web site: [www.sclsnj.org](http://www.sclsnj.org)

## **Bridgewater Library:**

Edward Hoag, Area Manager  
*1 Vogt Dr., Bridgewater* (908) 526-4016, Ext. 128

## **Bound Brook Library:**

Cindy Mangel, Branch Manager  
*402 East High St, Bound Brook - (732) 356-0043*

## **Branchburg Reading Station:**

Edward Hoag, Supervisor  
*Olive Street, Neshanic Station - (908) 369-5355*

## **Hillsborough Library:**

Karen Pifher, Area Manager  
*Municipal Complex, 379 South Branch Road,  
Hillsborough - (908) 369-2200*

## **Manville Library:**

Nanette Peterson, Branch Manager  
*100 South 10th Avenue, Manville - (908) 722-9722*

## **Mary Jacobs Memorial Library:**

Rebecca Crawford, Branch Manager  
*64 Washington Street, Rocky Hill - (609) 924-7073*

## **North Plainfield Library:**

Carolyn Della Sala, Director  
*6 Rockview Ave, North Plainfield (908) 755-7909*

## **Peapack-Gladstone Library:**

Melissa Banks, Branch Manager  
*Municipal Complex, Main Street, Peapack  
(908) 234-0598*

## **Somerville Library:**

Doug Poswencyk, Branch Manager  
*35 West End Avenue, Somerville - (908) 725-1336*

## **Warren Township Library:**

Lauren Ryan, Branch Manager  
*42 Mountain Blvd., Warren Township - (908) 754-5554*

## **Washington Valley Reading Station:**

Edward Hoag, Supervisor  
*Washington Valley Road, Martinsville - (732) 356-2363*

## **Watchung Library:**

Hannah Kerwin, Branch Manager  
*12 Stirling Road, Watchung - (908) 561-0117*

*Hours vary from branch to branch.*

*Please call individual branches for hours or check the website at [sclibnj.org](http://sclibnj.org).*

# MANAGEMENT INFORMATION SERVICES (M.I.S.)

## **Responsible for:**

- Designing, developing, and maintaining computer programs and networked systems county wide.
- Develops and maintains the county's Web-site ([www.co.somerset.nj.us](http://www.co.somerset.nj.us)) and various others.
- Maintains the Geographic Information System (G.I.S.)
- Investigate and research the latest state of the art technology for possible implementation.
- Overseeing, recommending and maintaining the county network and associated equipment, locally and remotely.
- Maintains all Building to Building fiber and Wireless Communication.
- Maintaining over 1600 network users and associated equipment and software.
- Verifying purchases relating to hardware, software, and miscellaneous equipment.
- Implementing and maintaining the county's video and access control security systems.
- Designed, developed and maintains the county's Voice Over Internet Protocol (VOIP) system.
- Other supported agencies include the county Library and its remote branches, municipal health departments, county senior centers, Somerville and Raritan Boroughs and the Board of Social Services.

## **Located:**

Somerset County Administration Building, Lower Level  
20 Grove Street, Somerville, NJ 08876

## **Contact:**

Robert J. Klingel, Director (908) 231-7198  
Tom Galicki, Supervisor, Systems Engineers (908) 231-7099  
Dennis Viola, Supervisor, Programmer Analysts (908) 203-6062  
G.I.S. Coordinator (908) 231-7671  
Fax: (908) 575-3909 Help Desk - (908) 231-7077  
Email: [MISDiv@co.somerset.nj.us](mailto:MISDiv@co.somerset.nj.us)

# OFFICE OF OPERATIONS & PLANNING

## **Responsible for:**

- Administering funds for programs which work to address economic self-sufficiency, mental health, alcoholism and substance abuse issues
- Assessing human services, mental health, and substance abuse needs of county residents
- Developing needed programs and evaluating program performance
- Insuring fiscal and programmatic management for various state/ federal grants and administering federal, state and county funding to municipalities and non-profit organizations
- Planning for addressing human services, mental health and substance abuse needs within the county
- Providing education, information and referral services to residents
- Providing technical assistance to agencies and municipalities
- Responding to public inquiries, providing information to the public concerning services and events
- Coordinates planning with all divisions within the Department of Human Services

## **Councils:**

- County Youth Council
- Human Services Advisory Council (HSAC)

# OFFICE OF OPERATIONS & PLANNING

*(continued)*

- Mental Health Board (MHB)
- Professional Advisory Committee (PAC)
- Local Advisory Council on Alcoholism and Drug Abuse (LACADA)
- Providers Advisory Council on Alcoholism & Drug Abuse (PACADA)
- County Alliance Steering Subcommittee (CASS)

## **Programs:**

- Intoxicated Driver's Resource Center (IDRC) is a court ordered program for containing, educating, screening and/or referring of Driving Under the Influence offenders
- Early Intervention Program (EIP) for community based support for mental health needs

## **Located:**

27 Warren Street  
Somerville, NJ 08876

## **Contact:**

Patricia Lake (908) 704-6312  
Fax: (908) 704-1629  
E-mail: [HumanServices@co.somerset.nj.us](mailto:HumanServices@co.somerset.nj.us)

# PARK COMMISSION

## Responsible for:

- Colonial Park, Duke Island Park, East County Park, Howe Athletic Complex, Little Brook Sanctuary, Lord Stirling Park, Natirar, North Branch Park, North Branch Greenway Park, Skillman Park, Sourland Mountain Preserve, Torpey Athletic Complex, Washington Rock Park, and Washington Valley Park - (908) 722-1200
- Environmental Education Center - (908) 766-2489
- Lord Stirling Stable - (908) 766-5955
- Warrenbrook Pool - (908) 722-1200, Ext. 226
- Golf Courses: Green Knoll, Neshanic Valley, Quail Brook, Spooky Brook and Warrenbrook (908) 369-1458, Ext. 428
- Leonard J. Buck Garden - (908) 234-2677
- Rudolph van der Goot Rose Garden (732) 873-2459
- Therapeutic Recreation Programs - (908) 526-5650

## Some Activities:

Athletic Field Permits, Environmental Education programs and events, Equestrian Programs, Concerts, Dog & Horse Show Permits, Showmobile, Festivals, Flying Field, Golf Tournaments, Putting Course, Cross Country Skiing, Tennis Courts, Turkey Trot, Seasonal Special Events, Swimming, Therapeutic Recreation programs, trips, camp, and Wedding Picture Permits

## Located:

355 Milltown Road, Bridgewater, NJ 08807

## Mailing Address:

P.O. Box 5327, North Branch, NJ 08876

## Contact:

(908) 722-1200

Fax: (908) 722-6592

Web site: [www.somersetcountyparks.org](http://www.somersetcountyparks.org)

## Headquarters Office Hours:

8:00 a.m. - 4:30 p.m. (Monday - Friday) All other facilities are open seven days a week (seasonally).

# PLANNING

## **Responsible for:**

- Affordable housing studies - (x7239)
- Agricultural Development Board - (x7491)
- Approval of land dev. applications - (x7106)
- Census reports - (x7239)
- Demographic information - (x7239)
- Comprehensive Economic Development Strategy (CEDS) - (x7178)
- Energy Council - (x7021)
- Environment - (x7183)
- Farmland Preservation - (x7491)
- Highlands - (x7106)
- Highway development - (x7178)
- Historic preservation - (x7106)
- Open space - (x7491)
- General Planning information - (x7021)
- Regional forecasts - (x7239)
- Regional Center - (x7453)
- State Plan - (x7157)
- Traffic mitigation - (x7178)
- Transit improvements - (x7178)
- Wastewater management (sewer) - (x7183)
- Water supply - (x7183)
- Zoning ordinances - (x7106)

## **Located:**

Somerset County Administration Building  
20 Grove Street, Somerville, NJ 08876  
Second Floor

## **Contact:**

Walter C. Lane, AICP/PP, Director  
Anthony V. McCracken, Sr., AICP/PP, Asst. Dir.  
(908) 231-7021  
Fax: (908) 707-1749  
E-mail: [PlanningBd@co.somerset.nj.us](mailto:PlanningBd@co.somerset.nj.us)  
Website: [www.co.somerset.nj.us/planweb/index.htm](http://www.co.somerset.nj.us/planweb/index.htm)

# **PROSECUTOR**

## **(County's Chief Law Enforcement Officer)**

### **Responsible for:**

- Coordinating uniform law enforcement policy with local police departments
- County Organized Crime & Narcotics Task Force
- County Police Academy
- County S.W.A.T., Crisis Negotiation and Dive Rescue Teams
- County Vehicular Homicide Task Force and Collision Analysis Reconstruction Team
- County Arson Task Force
- DARE (Drug Abuse Resistance Education Program)
- Investigating and prosecuting criminal law violations, juvenile offenses and domestic violence
- County forensic laboratory and Crime Scene Investigation Unit
- Office of Victim-Witness Advocacy  
(908) 575-3359
- Crime Stoppers TIPS Line - 1-888-577-TIPS (8477)

### **Located:**

40 North Bridge Street, Somerville, NJ 08876

### **Contact:**

Geoffrey D. Soriano, Prosecutor

(908) 231-7100

Email: [ProsecutorsOffice@co.somerset.nj.us](mailto:ProsecutorsOffice@co.somerset.nj.us)

### **Police Academy Location:**

402 Roycefield Road, Hillsborough, NJ 08844

Located in the Somerset County Emergency Services Training Academy

(908) 541-5037

Website: [www.scpo.net](http://www.scpo.net)

# PSYCHIATRIC EMERGENCY SCREENING SERVICE (PESS)

## **Responsible for:**

- Psychiatric Evaluation  
Business Hours  
24 hours per day, 365 days per year  
(908) 526-4100
- Programs and Services
  - Psychiatric Evaluation
  - Hotline
  - Hospitalization
  - Mobile Outreach
  - Medication Evaluation
  - Emergency Mobile Outreach
  - School Consultation
  - Community Education

## **Located:**

Emergency Department  
Somerset Medical Center  
110 Rehill Ave.  
Somerville, New Jersey 08876  
(908) 526-4100

## **Contact:**

### **Emergency Contact**

908-526-4100

Pam Mastro, Administrator (908) 704-6302

Gigi Perez, Director (908) 213-6404

Email: PESS@co.somerset.nj.us



# PUBLIC INFORMATION

## **Responsible for:**

- Content and updates to county website ([www.co.somerset.nj.us](http://www.co.somerset.nj.us))
- County use of social media (Facebook, Twitter)
- Coordinating County Government Tents at annual 4-H Fair
- Coordinating National County Government Month exhibits & publicity
- Coordinating production of annual county Recycling Schedule
- Coordinating production of annual County Directory
- Coordinating displays in County Administration Building Lobby for county divisions
- Emergency public information, e.g. during severe weather
- Freeholders' e-newsletter (distributed twice monthly via email to subscribers)
- Free online email subscription service and emergency wireless-alerts service
- Information on county services (phone, mail, fax, walk-in and e-mail requests)
- Information packets to students studying county government
- Media relations and publicity for the Freeholders and county divisions
- Community outreach on behalf of the Board of Freeholders
- Overseeing county Graphics Dept. (ext. 7633)
- Overseeing county Print Shop (ext. 7267)

# **PUBLIC INFORMATION**

*(Continued)*

- Online tourism information (“Things to Do in Somerset County”)
- Special events, e.g. groundbreaking and ribbon-cutting ceremonies
- Wall of Honor – accepting photos of County residents currently serving in the military for display in the Administration Building Lobby, at the 4-H Fair and in the online Wall of Honor ([www.co.somerset.nj.us/wall/index.html](http://www.co.somerset.nj.us/wall/index.html))

**Located:**

Somerset County Administration Building, 3rd Floor  
20 Grove Street, Somerville, NJ 08876

**Contact:**

Linda Van Zandt, Director

E-mail: [publicinfo@co.somerset.nj.us](mailto:publicinfo@co.somerset.nj.us)

Website: [www.co.somerset.nj.us](http://www.co.somerset.nj.us)

Facebook: [www.facebook.com/SomersetCountyNJ](http://www.facebook.com/SomersetCountyNJ)

Twitter: [www.twitter.com/SomersetCntyNJ](http://www.twitter.com/SomersetCntyNJ)

(908) 231-7020

Fax: (908) 707-4127

# **PUBLIC SAFETY RADIO/ 9-1-1 COMMUNICATIONS**

## **Responsible for:**

- Answer and process countywide 9-1-1 calls
- Dispatch and coordinate appropriate emergency services

## **Mailing Address:**

Somerset County Dept. of Public Health and Safety  
P.O. Box 3000  
Somerville, NJ 08876

## **Contact:**

David Frauenheim, Director  
(908) 231-7126  
Fax: (908) 526-2589

## **9-1-1 Center:**

Phone: (908) 526-2500  
Fax: (908) 526-2589

## **Hours:**

8:00 a.m. - 4:30 p.m. (office)  
24/7 (9-1-1 Center)

# PURCHASING

## Responsible for:

- Coordinating, receiving and maintaining Bids/RFPs for all County Contracts of Goods and Services, as well as Professional Services. **Construction contracts should be referred to the Engineering Division - 908-231-7024.**
- All Bids/RFPs, tabulations, and historical chart of awards are posted on the County Website.
- Award recommendation of contracts to Freeholders which includes processing resolutions, certification of funds and preparing contracts; providing state contract resolutions; authorizing Extraordinary Unspecifiable Services (EUS) awards
- Administering centralized purchasing (*includes verifying quotes, processing requisitions and issuing purchase orders*)
- Coordinating on-line auction sales of surplus equipment (publishing list and sale dates).

## Located:

Somerset County Administration Building  
20 Grove Street, Somerville, NJ 08876  
Third Floor

## Contact:

Karen L. McGee, RPO, QPA Purchasing Agent  
(908) 231-7043

Jane Foti - Requisitions, State Contracts, Quotes,  
Training, Bids & RFP Support - Ext. 7045

Cindy Belanger - Jail and technical related bids,  
Specialized RFP's, Office Supplies Supervisor  
- Ext. 7188

Melissa Kosensky - Goods and Services Bids/Contract  
Management, Co-op Membership Liaison, RFP/  
Requisition Support, - Ext. 7053

Harry Cotton - Online Auction Surplus Sale Info, Office  
Supplies, Paper/Expeditor - Ext. 6027

Timothy Shipwash - Assists Purchasing Technician with  
Goods and Services Bids - Ext. 7042

All exempt service RFP's, contracts info - Ext. 7043

Email: [PurchasingDiv@co.somerset.nj.us](mailto:PurchasingDiv@co.somerset.nj.us)

Fax: (908) 575-3917

# RARITAN VALLEY COMMUNITY COLLEGE

## **Responsible for:**

- Raritan Valley Community College is a two-year institution of higher learning that provides high quality, affordable education for the residents and businesses of Somerset and Hunterdon counties. The College offers more than 90 degree and certificate programs, as well as a wide variety of noncredit professional development and personal enrichment programs. The College also offers customized training for businesses and hosts the Small Business Development Center. RVCC has 1000-seat Theatre that offers professional performances for all ages and a 100-seat Planetarium that presents star shows and provides educational training for teachers.

## **Located:**

Main Campus  
118 Lamington Road  
Branchburg, NJ 08876

## **Contact:**

The Welcome Center  
(908) 526-1200, Ext. 8400  
[www.raritanval.edu](http://www.raritanval.edu)

# RECORDS MANAGEMENT

## **Responsible for:**

- Inventory and Storage of State & County Records to enable easy access
- Retrieval & Return of Records to participating State & County Divisions in an orderly manner
- Disposal of Expired State & County Records under maximum security
  - Maintaining systematic control of records in a secure environment per State Guidelines
  - Destruction of files per State Record Retention Schedule
- Implement Electronic Data Management System in County and municipal offices
- Manage municipal shred program "Operation Secure Shred"

## **Located:**

Somerset County Court House  
20 North Bridge Street  
Somerville, NJ 08876  
Lower Level

## **Contact:**

Allen F. Kurdyla, Director  
(908) 203-6018  
Email: [RecordsMgmt@co.somerset.nj.us](mailto:RecordsMgmt@co.somerset.nj.us)

## **Hours:**

8:00 a.m. - 4:30 p.m.

# RECYCLING

**Responsible for:**

- Collecting all residential recycling materials
- Processing of recyclable materials into marketable post-consumer commodities

**Located:**

Somerset County Recycling Center  
40 Polhemus Lane  
Bridgewater, NJ 08807

**Contact:**

John T. Kendzulak, Jr., Superintendent  
(732) 469-3363  
Fax: (732) 469-6229  
Email: [RecyclingDiv@co.somerset.nj.us](mailto:RecyclingDiv@co.somerset.nj.us)

**Hours:**

7:00 a.m. - 3:30 p.m.

# **RICHARD HALL COMMUNITY MENTAL HEALTH CENTER**

## **Responsible for:**

**Assessment Center Services** are provided by a multidisciplinary team to assist all clients in the triage and scheduling of intake, and evaluation for all new services. Dispositions occur on a daily basis to determine the appropriate level of service and assist clients in getting connected to that service.

**Outpatient Adult Services** offers individual, group and family therapy, medication clinic, with specialized programs for dually diagnosed mental health and substance abuse clients (DRIOS), treatment for men seeking help in ending a cycle of abusive behavior towards their partners (OPTIONS), treatment for women seeking help in ending a cycle of abusive behavior towards their partners (WAV), forensic services provided at the County Jail, and services to victims of sexual abuse.

**Outpatient Child & Family Services** offers family, individual and group therapy. Group therapy addressing issues specific to social, emotional and developmental issues. Crisis Management Training and Consultation services to the schools, assistance from the School Crisis Response Team (TLC) in the event of a sudden unexpected loss in the school community.

**(CHAP) Children's Hope After School Program** is a highly individualized and structured after school program that will assist middle and high school youth who are: struggling behaviorally and emotionally, have a disturbance in academic and developmental progress and are experiencing conflict within their family and interpersonal relationships.



# **RICHARD HALL COMMUNITY MENTAL HEALTH CENTER**

*(Continued)*

**Medication Clinic** offers assessment and evaluation for pharmacotherapy treatment and ongoing medication monitoring when appropriate for children and adults.

**Psychiatric Rehabilitation Services** provides extensive services to those adults with serious and persistent mental illness. Three major program components: Partial Care (goal oriented, structured therapeutic environment based in Wellness and Recovery Model of care), Project Outreach (intensive case management and service linkage to the homeless mentally ill), and Supported Employment (assists individuals with severe mental illness integrate into the competitive workforce)

**Located:**

500 North Bridge St, Bridgewater, NJ 08807

**Contact:**

Nicci Spinazzola, Ed.S, LMFT, LPC, ACS,  
Executive Director

(908) 725-2800 or (888) 744-4417

Fax: (908) 725-1394

Email: [MentalHealth@co.somerset.nj.us](mailto:MentalHealth@co.somerset.nj.us)

# ROAD DIVISION

## **Responsible for:**

- Construction of county roads
- Maintenance of county roads
- Maintenance of county pump stations
- Mosquito extermination/drainage
- Retention/Detention Pond Maintenance
- Repair of county roads
- Establishing traffic controls and regulations along county road system
- Planning, designing, constructing, operating, and maintaining of county road system traffic control and safety-related devices, e.g., traffic signals, signs, and pavement markings
- Traffic safety improvement programs

## **Located:**

Department of Public Works  
South County Facility  
410 Roycefield Road  
Hillsborough, NJ 08844

## **Contact:**

Vincenzo Russo, Supervisor of Roads & Bridges  
(908) 541-5012  
Fax: (908) 526-2450  
Email: [Roads&Bridges@co.somerset.nj.us](mailto:Roads&Bridges@co.somerset.nj.us)

## **Hours:**

7:30 a.m. to 3:30 p.m.

# **RUTGERS COOPERATIVE EXTENSION**

**Part of the New Jersey Agricultural  
Experiment Station**

## **Agricultural & Resource Management (x7520)**

Agricultural, Environmental, Home Horticulture  
Information; Natural Resource Management; Master  
Gardeners and Helpline

## **Family & Community Health Sciences (x7522)**

Food, Nutrition and Healthy Lifestyle; School  
Wellness; Food Safety and Food Allergy Information  
and Education

## **4-H Youth Development (x7521)**

Youth Clubs (grades K-13); Volunteer Development;  
School Enrichment & Special Interest Programs  
(Weekend events and Camps); 4-H Fair. Focus  
areas include Science, Engineering & Technology,  
Citizenship, and Healthy Living

### **Located:**

Ted Blum 4-H Center  
310 Milltown Road, Bridgewater, NJ 08807

### **Contacts:**

Daryl L. Minch, Division Head and Family and  
Community Health Sciences Educator

(908) 526-6295 x2

Carol K. Ward, County 4-H Agent

(908) 526-6644 x1

Lisa Rothenburger, County 4-H Agent,

(908) 526-6644 x1

Nicholas Polanin, County Agricultural Agent

(908) 526-6293 x4

Pat Rector, County Environmental and

Resource Management Agent

(908) 526-6293 x4

Website: <http://somenset.njaes.rutgers.edu>

### **Hours:**

Monday - Friday - 8:30 a.m. - 4:30 p.m.

# SHERIFF

## **Responsible for:**

- Protect the lives and property of the citizens of Somerset County
- Security for the county complex and the courthouse 24 hours a day 7-days a week
- County Jail
- Transportation of inmate and juveniles for courts and various facilities
- Service of criminal and civil process
- Sheriff's Foreclosure Sales
- Bureau of Criminal Identification
- Security for Juvenile and Adult Probation Office
- Sheriff's Investigation Bureau
- Commitment hearings
- Security for Somerville Motor Vehicle Commission
- DUI Enforcement
- Medicine Collection Program
- School Resource Officer
- Sheriff's Gang and Terrorism Unit
- Sheriff's K-9 Unit (Search and Rescue Team)
- Sheriff's Special Response Team
- Child Safety Seat Unit
- Project LifeSaver
- Certified Criminal Composite Artist

## **Located:**

Somerset County Administration Building  
20 Grove Street  
Somerville, NJ 08876  
Lower Level

## **Contact:**

Frank J. Provenzano Sr., Sheriff  
(908) 231-7140  
Fax:(908) 526-2558  
Email: SheriffsOffice@co.somerset.nj.us

# SOCIAL SERVICES BOARD

## **Responsible for:**

- Adult Protective Services
- Boarding Home, Rooming House, and services to residents in Residential Health Care facilities
- Child Support and Paternity Services
- Counseling
- Home Health Aide Services
- Homelessness Prevention and Emergency Assistance
- Jersey Care Medicaid special programs
- Medicaid: community and long-term care
- NJ Family Care Medicaid Program
- Refugee Resettlement Program
- SNAP (Formerly the Food Stamps Program)
- Work First New Jersey: Temporary Assistance to Needy Families (TANF) and General Assistance including education and employment services
- 24-Hour Homeless and Adult Protective Services Hotline (1-800-287-3607)

## **Located:**

73 East High Street,  
PO Box 936, Somerville, NJ 08876  
630 Franklin Blvd., Suite 110  
PO Box 1144, Somerset, NJ 08873  
391-D Somerset Street  
North Plainfield, NJ 07060

## **Contact:**

Dominic Crisall, Director  
(908) 526-8800  
Fax: (908) 231-9010  
Email: SocialServices@co.somerset.nj.us

# SOIL CONSERVATION

**Responsible for:**

- Natural resource conservation and management information
- Technical assistance to engineers regarding erosion control plans
- Technical assistance to landowners regarding soil erosion and drainage issues

**Located:**

Somerset County 4-H Center  
308 Milltown Road  
Bridgewater, NJ 08807

**Contact:**

Frank Calo, District Manager  
(908) 526-2701  
Fax: (908) 575-3977  
Email: [SoilConservation@co.somerset.nj.us](mailto:SoilConservation@co.somerset.nj.us)

# SOLID WASTE MANAGEMENT

## **Responsible for:**

- County's Clean Communities Program (Adopt-A-Road)
- Household Hazardous Waste Disposal Program
- Planning, implementation, and monitoring of solid waste disposal methods for the county
- Recycling: Marketing of residential materials collected, educational outreach, and source reduction programs (composting)

## **Located:**

Somerset County Administration Building  
20 Grove Street  
Somerville, NJ 08876  
Second Floor

## **Contact:**

Diana E. Vigilante, Manager  
(908) 231-7681  
Melissa Harvey, Recycling Coordinator  
(908) 231-7109  
Info Line: (908) 231-7031  
Fax: (908) 707-1749  
Email: [SolidWaste@co.somerset.nj.us](mailto:SolidWaste@co.somerset.nj.us)

# EXECUTIVE COUNTY SUPERINTENDENT OF SCHOOLS

## **Responsible for:**

- Supporting the N.J. Department of Education in providing high quality educational services to all school districts and pupils in Somerset County
- Review of school budgets and grants, evaluation of districts, and regulatory oversight and technical assistance when needed
- Provide countywide staff development and assistance to school districts
- Exercises general supervision of instruction at all levels of education in the county
- Disseminates and interprets school-related information to local school districts on a daily basis
- Maintains instant communication with local school districts
- Represents the Commissioner of Education in Somerset County
- Provides services to local school districts and administrative staff exerting a broad base for leadership toward better education
- Process teacher certification applications and approves transportation contracts
- Evaluate all districts and schools with in the county
- Provides a coordinated effort for educational leadership

## **Located:**

27 Warren Street  
Somerville, NJ 08876-1262  
Fourth Floor

## **Mailing Address:**

P.O. Box 3000  
Somerville, NJ 08876-1262

## **Contact:**

Connie Richardson, Business Manager  
County Superintendent of Schools (908) 541-5700  
Fax:(908) 722-6902  
Email: SuperintendentofSchools@co.somerset.nj.us



# SURROGATE

## **Responsible for:**

- Probating wills; qualifying executors, administrators, and trustees; issuing necessary documents for administering estates
- As co-guardian of minors' estates, overseeing assets and expenditures until they reach majority.
- Processing guardianships and conservatorships for adults
- Act as deputy clerk of Superior Court in all matters arising in the Chancery Division, Probate Part
- Handling adoptions of minors and adults

## **Located:**

Somerset County Administration Building  
20 Grove Street  
Somerville, NJ 08876  
First Floor

## **Contact:**

Frank G. Bruno, Surrogate  
(908) 231-7003  
Fax: (908) 429-8765  
Email: [SurrogatesOffice@co.somerset.nj.us](mailto:SurrogatesOffice@co.somerset.nj.us)

# TAX BOARD

**Responsible for:**

- Constructing Table of Equalization, Abstract of Ratables, and computing annual tax rates
- Hearing assessment appeals filed by taxpayers and municipalities
- Maintaining all county records on property assessments
- Ordering revaluations and reassessments where needed
- Supervising municipal tax assessors

**Located:**

27 Warren Street  
P.O. Box 3000  
Somerville, NJ 08876-1262  
Fourth Floor

**Contact:**

Robert M. Vance, Tax Administrator  
(908) 541-5701  
Fax: (908) 685-0956  
Email: TaxBd@co.somerset.nj.us

# TELEPHONE SERVICES

## **Responsible for:**

- Maintaining the County switchboard
- Scheduling conference rooms in the Administration Building and 40 North Bridge Street
- Setting up telephone services for county and court departments, divisions and agencies
- Directing the public to the proper office within the county complex
- Updating online phone directory of in-house extensions

## **Located:**

Somerset County Administration Building  
20 Grove Street  
Somerville, NJ 08876  
First Floor

## **Contact:**

Angela Perkins, Supervisor  
(908) 231-7000  
Email: TelephoneServ@co.somerset.nj.us

# TRANSPORTATION DIVISION

## **Responsible for:**

- Transportation services to senior citizens and persons with disabilities
- Transportation to rural areas of Somerset County
- Transportation to the general public along designated routes

## **Located:**

Somerset County Central Maintenance Facility  
750 East Main Street  
Bridgewater, NJ 08807

## **Contact:**

Yvonne Manfra, Transportation Director  
(908) 231-7116  
Fax: (732) 805-0517  
Toll-free number: (800) 246-0527  
Email: [TransportationDiv@co.somerset.nj.us](mailto:TransportationDiv@co.somerset.nj.us)

**CAT (Community Access Transit),  
DASH (Davidson Avenue Shuttle) and  
SCOOT Bus - *Please refer calls to RideWise of  
Raritan Valley - (908) 704-1011***

# VEHICLE MAINTENANCE

## **Responsible for:**

- Provide Somerset County and its Co-op members with safe and dependable vehicles, equipment and service facilities.
- Responsible for the maintenance and operation of (6) fueling stations which include: gas, diesel, bio-diesel and propane.

## **Located:**

Somerset County Vehicle and Equipment  
Maintenance Facility  
750 East Main Street  
Bridgewater, NJ 08807

## **Contact:**

John Kendzulak, Acting Supervisor of Vehicle  
Maintenance  
(908) 231-7181  
Fax:(732) 302-1575  
Email: Vehicle\_Maint@co.somerset.nj.us

## **Motor Pool:**

Somerset County Parking Deck  
East High Street, Somerville

- Scheduling use of motor pool cars

## **Contact:**

Marsha Burke  
(908) 231-7479  
Fax: (908) 203-6025  
Email: Vehicle\_Maint@co.somerset.nj.us

# VETERANS SERVICES

## **Responsible for:**

- Burial Benefits
- Dependency and Indemnity Compensation
- Non Service Connected Pensions
- GI Bill
- Employment
- VA Insurance
- VA Home Loans
- NJ VA Health Care System
- Vocational Rehabilitation
- VA Disability Compensation

## **Located:**

27 Warren Street  
Somerville, NJ 08876  
First Floor

## **Contact:**

Peter Niemiec, Director  
(908) 704-6329  
Email: [VeteranServices@co.somerset.nj.us](mailto:VeteranServices@co.somerset.nj.us)

# VOCATIONAL/TECHNICAL SCHOOLS

**Responsible for:**

- High School offering 18 career and technical programs for full-time or shared-time county students in grades 9-12

**Located:**

Somerset County Vocational and  
Technical Schools  
14 Vogt Drive  
Bridgewater, NJ 08807-0350

**Contact:**

Chrys Harttraft, Ed.D., Superintendent  
(908) 526-8900, Ext. 7212  
Fax: (908) 704-0784  
website: [www.scvths.org](http://www.scvths.org)

***High School Guidance:***

(908) 526-8900, Ext. 7243

# **VOLUNTEER SERVICES, OFFICE OF**

## **Responsible for:**

- Recruiting people of all ages to volunteer to assist various county departments
- Assisting anyone interested in volunteering in general, non-profit organizations etc.
- Assisting county departments and non-profit organizations with projects, bulk mailings etc.

## **Manages the:**

- Retired & Senior Volunteer Program (RSVP)
- The Handyman Program
- Tutoring Program for Elementary/High School Students
- Tax Counseling Program
- Phone Alert Program
- Operation Freedom
- Money Management Program
- Fall Leaf Clean Up Program

## **Located:**

27 Warren Street  
Somerville, NJ 08876

## **Contact:**

Bill Crosby, Coordinator  
(908) 704-6358  
Rita Donald, RSVP Coordinator  
(908) 704-6338  
Email: [VolunteerSvs@co.somerset.nj.us](mailto:VolunteerSvs@co.somerset.nj.us)



# WEIGHTS AND MEASURES DIVISION

**Responsible for:**

- Inspection and certification of all commercial weighing and measuring devices
- Randomly inspect commercial packages for conformance
- Investigation of conformance with state/federal codes, regulations, and practices
- Investigate consumer complaints dealing with fraudulent business practices

**Located:**

Somerset County Administration Building  
20 Grove Street  
Somerville, NJ 08876  
Second Floor

**Contact:**

David A. Dombey, Superintendent  
(908) 231-7125  
Fax:(908) 429-0670  
Email: [Weights&Measures@co.somerset.nj.us](mailto:Weights&Measures@co.somerset.nj.us)

# YOUTH SERVICES, OFFICE OF

## **Responsible for:**

- Family Crisis Intervention Unit (FCIU)  
*Business Hours:*  
8:30 am - 8:00 pm Monday through Thursday  
8:30 am - 4:30 pm Friday - (908) 704-6330  
After hours: (908) 526-4100
- Planning and Programs (908) 704-6333
  - Youth Services Commission
  - Municipal Youth Services Commissions
  - Commission on Child Abuse and Missing Children
  - County Coordinating Intra-Agency Council
  - Juvenile Detention Alternatives Initiative
  - Juvenile Justice Multi-Disciplinary Team
  - Firewatch
- Parents as Teachers Program (908) 704-6313

## **Located:**

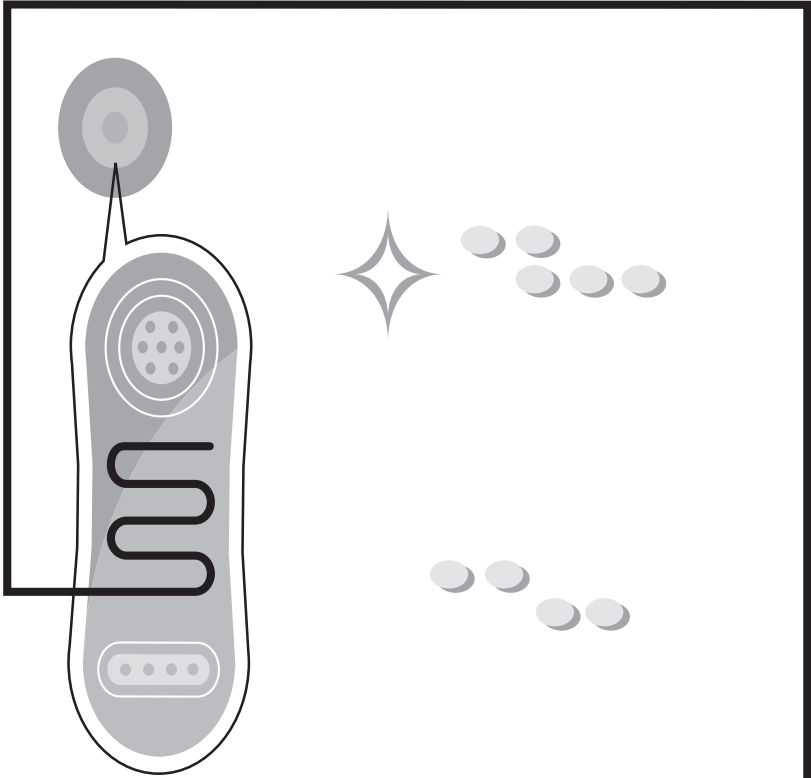
27 Warren Street  
Somerville, NJ 08876-1262

## **Contact:**

Linda M. Porcaro, Administrator  
(908) 704-6313  
Fax: (908) 253-0180  
Email: YouthServices@co.somerset.nj.us

## Notary Public

| <b><u>Division</u></b>                    | <b><u>Name</u></b>  |
|---|---|
| Adjuster . . . . .                        | Kelly Hoffman   |
| Administrator . . . . .                   | Linny Kosensky<br>Bonnie Lacamera   |
| Clerk of the Board . . . . .              | Kathye Quick<br>Tonya Jenkins<br>Samantha Tomaro  |
| County Clerk . . . . .                    | Rosanne Brown<br>Christine Heckman<br>Sarita Williams<br>Jessica DeLucia<br>Terry Hajdu-Nemeth<br>Nancy Walsh |
| Engineering . . . . .                     | Kelly Mager<br>Melanie Kowal  |
| F&S . . . . .                             | Janet Elbert  |
| Human Resources . . . . .                 | Monserrate Medina   |
| Jail . . . . .                            | Anna Mint<br>Roger Delin  |
| Office of Operations & Planning . . . . . | Tammy Wise  |
| Prosecutor . . . . .                      | Maryann Tracchio<br>Irene Doyle<br>Tom White  |
| Recycling . . . . .                       | Melania Tchir   |
| Richard Hall . . . . .                    | Pat Taylor  |
| RSVP . . . . .                            | Bill Crosby<br>Rita Donald  |
| Rutgers Co-Op . . . . .                   | Julie Augustine<br>Margaret Doyle   |
| Sheriff . . . . .                         | Frank Provenzano<br>Roy Gandolfe<br>Lisa Braun<br>Glenn Dickey  |
| Tax Board . . . . .                       | Dawn Guttschall<br>Diane Vafides  |
| Telephone Services . . . . .              | Angela Perkins<br>Bernadette Waterfield<br>Maryann Murphy   |
| Youth Services . . . . .                  | Nancy Newton  |



## **Somerset County**

### **- Mission Statement -**

*The County of Somerset is committed to excellence and innovation in public service, promoting the well-being of all residents and communities by providing effective, efficient and responsive leadership.*

**Prepared By the  
Office of The Administrator**

