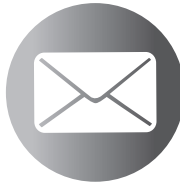


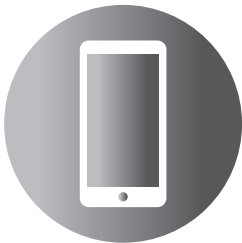
**Somerset County
Government**



FACTS AT YOUR FINGERTIPS



**2018
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

Public Information

Police Academy

Greater Raritan Workforce Development Board

FINANCE & ADMINISTRATIVE SERVICES

Director: Nicola Trasente

Phone: 908-231-7047

Fax: 908-575-3939

Email: FinanceDiv@co.somerset.nj.us

Adjuster
Finance/Treasurer
Human Resources
Information Technology
Purchasing
Records Management
Telephone Services
Weights & Measures

HUMAN SERVICES

Director: Michael Frost

Phone: 908-704-6300

Fax: 908-704-1629

Email: HumanServices@co.somerset.nj.us

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

PUBLIC WORKS

Director: Paul L. McCall

Phone: 908-231-7024

Fax: 908-231-7170

Email: PublicWorks@co.somerset.nj.us

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

PUBLIC HEALTH & SAFETY

Director: William J. Stahl

Phone: 908-526-2500

Fax: 908-575-3933

Email: wstahl@co.somerset.nj.us

911 Communications
Emergency Management
Health
Emergency Services Training Academy

Other County Government Agencies, Institutions and Affiliates

Prosecutor

Michael H. Robertson

Interim Executive County Superintendent of Schools

Roger Jinks

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 (Second Floor)
Somerville, NJ 08876

Contact:

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

ADMINISTRATOR'S OFFICE

Responsible for:

- Day-to-day operations of Somerset County Government
- 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 (Third Floor)
Somerville, NJ 08876

Contact:

Michael J. Amorosa, Administrator
Phone: (908) 231-7040

Linn Kosensky, Assistant to the Administrator
Phone: (908) 231-7081

Fax: (908) 231-1740

Email: Administratorsoffice@co.somerset.nj.us

AGING AND DISABILITY SERVICES, OFFICE ON

Responsible for:

- ADRC (Aging & 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 in-home assessments
- Operating 6 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 education and 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
- **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

Phone: (908) 704-6346 or toll-free 1-888-747-1122

Fax: (908) 595-0194

Email: OfficeAging@co.somerset.nj.us and
DisabilityServices@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 (Third Floor)
Somerville, NJ 08876

2017 Board of Chosen Freeholders:

Office: (908) 231-7030

Fax: (908) 231-8754

Email: FreeholdersOffice@co.somerset.nj.us

Patrick Scaglione, Freeholder Director Ext. 7034
Brian D. Levine, Freeholder Deputy Director Ext. 7036
Patricia L. Walsh, Freeholder Ext. 7033
Mark Caliguire, Freeholder Ext. 7038
Brian G. Gallagher, Freeholder Ext. 6016
Michael J. Amorosa, Administrator/Clerk of the Board Ext. 7040
Kathye Quick, Deputy Clerk of the Board Ext. 7037

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
Phone: (908) 541-5012
Fax: (908) 526-2450
Email: 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 (Third Floor)
Somerville, NJ 08876-1262

Contact:

Michael J. Amorosa, Clerk of the Board

Phone: (908) 231-7040

Fax: (908) 231-1740

Kathryn Quick, Deputy Clerk of the Board

Phone: (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 (Fourth Floor)
Somerville, NJ 08876

Contact:

Kimberly Cowart, Director
Phone: (908) 541-5756
Fax: (908) 575-3935
Email: 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
Phone: (908) 218-4300
Email: jmorales@scbp.org
Website: 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 (First Floor)
Somerville, NJ 08876-1262

Contact:

Steve Peter, County Clerk
Phone: (908) 231-7013

Maureen Coxwell, Deputy Clerk
Phone: (908) 231-7012

Fax: (908) 253-8853
Email: County_Clerk@co.somerset.nj.us

Hours:

8:15 a.m. - 4:00 p.m. • Monday - Friday

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

Jennifer Cottell, Deputy County Counsel

Angela Jupin, Deputy County Counsel

Phone: (908) 685-0900

Fax: (908) 722-7737

Email: CountyCounsel@co.somerset.nj.us

CULTURAL & HERITAGE COMMISSION

Responsible for:

- Administration of 3 grant programs: New Jersey State Council on the Arts State/County Partnership Local Arts Program Grant; New Jersey Historical Commission State/County History Partnership 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
- Planning/Coordination of annual S.C. Teen Arts Festival & Exhibition
- 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, public 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 Coord: Tom D'Amico 908-231-7106)
- Provides changing Art Exhibitions featuring local artists for public enjoyment in the Cultural & Heritage Gallery (County Administration Building); Student Gallery at 40 North Bridge St.
- Encouraging/supporting Creative Place-making/Public Art in local communities to enhance towns' unique identities, while expanding & broadening the public's access to art and talents of local artists
- Cooperatively planning/launching a mobile public engagement tool to expand access & education to local historic sites/history

Located:

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

Contact:

Patricia McGarry, Manager
Phone: (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. The SCBP delivers business resources to help companies retain and attract talent by creating vibrant connections among partners and promoting Somerset County, NJ as a prosperous and sustainable community in which to live, work, learn, and play. A federally approved Comprehensive Economic Development Strategy guides our efforts and connects us to the work of the Somerset County Planning Board 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.

Located:

360 Grove Street
Bridgewater, NJ 08807

Contact:

John P. Maddocks, Vice President, Economic Development
Phone: (908) 218-4300
Fax: (908) 722-7823
Email: info@scbp.org
Web: 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 (First Floor)
Somerville, NJ 08876

Contact:

Jerry L. Midgette, Esq., Administrator
Phone: (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
Phone: (908) 725-5070
Fax: (908) 725-5077
Email: Emergency_Mgmt@co.somerset.nj.us

Hours:

8:00 a.m. - 4:30 p.m. • Monday - Friday

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:

Douglas Vornlocker, Director
Phone: (908) 725-5070
Fax: (908) 725-5077
Email: TrainingAcademy@co.somerset.nj.us

Hours:

8:00 a.m. - 4:30 p.m • Monday - Friday

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 (Second Floor)
Somerville, NJ 08876

Contacts:

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

Hours:

8:00 a.m. - 4:30 p.m. • Monday - Friday

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
Phone: (908) 231-7001
Fax: (908) 707-1782
Email: 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
- Managing, planning, organizing, accounting for and controlling the County's funds
- Payroll
- Chargebacks for Raritan Valley Comm. College

TREASURER

- Custodian of Funds for Somerset County Library Commission, the Somerset County Joint Insurance Fund and the Somerset County Insurance Commission
- 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 (Third Floor)
Somerville, NJ 08876

Contact:

Yvonne Childress, Director of Fiscal Operations
Phone: (908) 231-7631

Chris Hart, Deputy Director of Fiscal Operations
Phone: (908) 231-7616

Fax: (908) 575-3914

Email: Finance@co.somerset.nj.us

Hours:

8:00 a.m. - 5:00 p.m. • Monday - Friday

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 (Lower Level), Flemington, NJ 08822

Contact:

Monica Mulligan, One Stop Operator

Phone: (908) 704-6326

Fax: (908) 253-0180

Email: onestop@co.somerset.nj.us

GREATER RARITAN WORKFORCE DEVELOPMENT BOARD

(Serving Hunterdon and Somerset Counties)

Responsible for:

The Greater Raritan Workforce Development Board (GRWDB), 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 GRWDB 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 GRWDB 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 GRWDB seeks to promote economic growth and reduce worker dislocations.

Located:

27 Warren Street (Second Floor)
Somerville, NJ 08876

Contact:

Phone: (908) 541-5790
Fax: (908) 253-0180
Email: grwib@co.somerset.nj.us
Website: 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 (Third Floor)
Somerville, NJ 08876

Contact:

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

HUMAN RESOURCES

Responsible for:

- Accident Reports Ext. 7127
- Attendance Program, Family and Medical Leave, Extended Sick Leave, doctor's notes, Leave Without Pay. Ext. 6054
- Benefits Program & Counseling Ext. 6066
- Blood Drive and Flu Shots Ext. 7094
- COBRA
(Consolidated Omni Budget Reconciliation Act of 1985) Ext. 6066
- COBRA Billing Ext. 6066
- Compensation/Classification..... Ext. 6013
- Coresource Claims..... Ext. 6066
- Death claims Ext. 6061
- Deferred Compensation Ext. 6061
- Drug and Alcohol Program for
Commercial Driver's License (CDL) holders Ext. 7127
- Educational Reimbursement..... Ext. 7122
- Employee Assistance Program (EAP) Ext. 6061
- Grievances Ext. 6013
- HAY Evaluation Program..... Ext. 6013
- Health Fair and flu shots Ext. 7094
- Health Insurance Portability and Accountability Act (HIPAA)
Health Benefit Certificates Ext. 7506
- Job description classification Ext. 6013
- Joint Insurance Fund (JIF)..... Ext. 7506
- Labor Negotiations..... Ext. 6013
- NJ Division of Pension's MBOS Ext. 7094
- Notary Public - free Ext. 6064
- New Employee Orientation Ext. 7094
- Pension System Ext. 6061
- Policy and Procedures Ext. 6061
- Retirement planning and counseling..... Ext. 6061
- Right-to-Know Ext. 7506
- Safety Committee, training and investigations..... Ext. 7506

HUMAN RESOURCES

(continued)

- Service Recognition Program Ext. 7094
- Training and Development Ext. 7094
- Vacancy Listings..... Ext. 7127
- Vista Issues..... Ext. 7122
- Workers' Compensation Program Ext. 7127

Located:

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

Contact:

Donna Mozet, Director
Phone: (908) 231-7120
Fax: (908) 575-9309
Email: HumanResources@co.somerset.nj.us

INFORMATION TECHNOLOGY (I.T.)

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) 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 municipal health departments, county senior centers, Somerville and Raritan Boroughs and the Board of Social Services.

Located:

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

Contact:

Robert J. Klingel, Director
Phone: (908) 231-7198
Fax: (908) 575-3909
Help Desk (908) 231-7077
Email: ITDiv@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
Phone: (908) 231-7150, Ext. 7148
Fax: (908) 231-0095
(908) 231-0156

Hours:

8:00 a.m. - 4:00 p.m. • Monday - Friday

Jail Desk:

24 Hours: (908) 231-7150
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.
- **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 emails 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

JUVENILE INSTITUTIONAL SERVICES

(continued)

- **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, Director
Phone: (908) 704-6326
Fax: (908) 253-0180
Email: Juvenile@co.somerset.nj.us

LIBRARY

Somerset County Library System:

Brian K. Auger, County Library Administrator

Email: bauger@sclibnj.org

Phone: (908) 605-6001

Fax: (908) 707-8324

Website: www.sclsnj.org

Mailing Address:

P.O. Box 6700, Bridgewater, NJ 08807

Bridgewater Library:

1 Vogt Dr., Bridgewater

Edward Hoag, Area Manager

(908) 526-4016, Ext. 128

Bound Brook Library:

402 East High St, Bound Brook

Cindy Mangel, Branch Manager

(732) 356-0043

Branchburg Reading Station:

Olive Street, Neshanic Station

Edward Hoag, Supervisor

(908) 369-5355

Hillsborough Library:

Municipal Complex

379 South Branch Road, Hillsborough

Karen Pifher, Area Manager

(908) 369-2200

Manville Library:

100 South 10th Avenue, Manville

Nanette Peterson, Branch Manager

(908) 722-9722

Mary Jacobs Memorial Library:

64 Washington Street, Rocky Hill

Rebecca Crawford, Branch Manager

(609) 924-7073

North Plainfield Library:

6 Rockview Ave, North Plainfield

Carolyn Della Sala, Director

(908) 755-7909

Peapack-Gladstone Library:

Municipal Complex, Main Street, Peapack

Melissa Banks, Branch Manager

(908) 234-0598

Somerville Library:

35 West End Avenue, Somerville

Doug Poswencyk, Branch Manager

(908) 725-1336

Warren Township Library:

42 Mountain Blvd., Warren Township

Lauren Ryan, Branch Manager

(908) 754-5554

Washington Valley Reading Station:

Washington Valley Road, Martinsville

Edward Hoag, Supervisor

(732) 356-2363

Watchung Library:

12 Stirling Road, Watchung

Hannah Kerwin, Branch Manager

(908) 561-0117

Hours vary from branch to branch.

Please call individual branches for hours or check the website at sclibnj.org.

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)
- 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)

OFFICE OF OPERATIONS & PLANNING

(continued)

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 (Third Floor)
Somerville, NJ 08876

Contact:

Julie DeSimone, Human Services Planning Administrator
Michael Frost, Human Services Director
Phone: (908) 704-6300
Fax: (908) 704-1629
Email: 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, Mountain View Park, Natirar Park, 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) 722-1200
- Lord Stirling Stable.....(908) 722-1200
- Warrenbrook Pool(908) 722-1200
- Golf Courses: Green Knoll, Neshanic Valley, QuailBrook, Spooky Brook and Warrenbrook.....(908) 722-1200
- Leonard J. Buck Garden(908) 722-1200
- Rudolph van der Goot Rose Garden(908) 722-1200
- 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, 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:

Phone: (908) 722-1200
Fax: (908) 722-6592
Website: 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 Ext. 7157
- Agricultural Development Board..... Ext. 7183
- Approval of land dev. applications Ext. 7106
- Census reports Ext. 7021
- Demographic information Ext. 7021
- Comprehensive Economic Development Strategy (CEDS) ... Ext. 7178
- Energy Council Ext. 7157
- Environment Ext. 7183
- Farmland Preservation..... Ext. 7183
- Highlands..... Ext. 7106
- Highway development Ext. 7178
- Historic preservation Ext. 7106
- Open space Ext. 7021
- General Planning information..... Ext. 7021
- Regional forecasts Ext. 7021
- Regional Center Ext. 7453
- State Plan Ext. 7157
- Traffic mitigation Ext. 7178
- Transit improvements Ext. 7178
- Wastewater management (sewer)..... Ext. 7183
- Water supply Ext. 7183
- Zoning ordinances Ext. 7106

Located:

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

Contact:

Walter C. Lane, AICP/PP, Director
Anthony V. McCracken, Sr., AICP/PP, Asst. Dir.
Phone: (908) 231-7021
Fax: (908) 707-1749
Email: PlanningBd@co.somerset.nj.us
Website: 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 Crime Scene Investigation Unit
- Office of Victim-Witness Advocacy.....(908) 575-3359
- Crime Stoppers TIPS Line..... 1-888-577-TIPS (8477)
- Stopit App.....Go to SCPO.net / Resources tab for more information

Located:

40 North Bridge Street
Somerville, NJ 08876

Contact:

Michael H. Robertson, Prosecutor
Phone: (908) 231-7100
Email: ProsecutorsOffice@co.somerset.nj.us

Police Academy Location:

Located in the Somerset County Emergency Services Training Academy (pg 18)
402 Roycefield Road
Hillsborough, NJ 08844
Phone: (908) 541-5037
Website: www.scpo.net

PUBLIC INFORMATION

Responsible for:

- Content and updates to county website (www.co.somerset.nj.us)
- County use of social media (Facebook, Twitter)
- Coordinating County Government Tents at annual 4-H Fair in August
- Coordinating National County Government Month exhibits & publicity in April
- 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
- Information on county services (phone, mail, fax, walk-in and email requests)
- Information packets to students studying county government
- Media relations and publicity for the Freeholders and county divisions
- Producing public-service and training videos
- Overseeing county Graphics Dept. Ext. 7633
- Overseeing county Print Shop Ext. 7267
- 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/about/wall-of-honor)

Located:

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

Contact:

Linda Van Zandt, Director
Phone: (908) 231-7020
Fax: (908) 707-4127
Email: publicinfo@co.somerset.nj.us
Website: www.co.somerset.nj.us
Facebook: www.facebook.com/SomersetCountyNJ
Twitter: www.twitter.com/SomersetCntyNJ

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
Phone: (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. • Monday - Friday (office)
24/7 (9-1-1 Center)

PUBLIC WORKS DIVISION

Responsible for:

- Manage the day-to-day Floater staffing in the Public Works Department.
- Handles the authorization of application for Street Closing/ Banner Hanging.
- Manage municipal shred program "Operation Secure Shred".
- Manage scheduling the use of motor pool cars.
- Coordinates the County disaster reimbursements with FEMA
- Manage driver's license and insurance data updates.

Located:

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

Contact:

Vivienne Jones, Assistant to the Director of Public Works
Phone: (908) 203-6018
Fax:(908) 231-7170
Email: PublicWorks@co.somerset.nj.us

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 and preparing contracts; providing state/cooperative 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).
- Lead Agency for Somerset County Cooperative Pricing System (#2SOCCP)

Located:

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

Contact:

Karen L. McGee, RPPO, QPA Purchasing Agent
Phone: (908) 231-7043

Melissa Kosensky, RPPS, QPA Assistant Purchasing Agent
Phone: (908) 231-7053

All questions regarding Bids/RFP's/Exempt Services
Phone: (908) 231-7043
Fax: (908) 575-3917
Email: PurchasingDiv@co.somerset.nj.us

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
Phone: (908) 526-1200, Ext. 8400
Website: 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

Located:

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

Contact:

Joe Meyers, Director
Phone: (908) 203-6018
Email: RecordsMgmt@co.somerset.nj.us

Hours:

8:00 a.m. - 4:30 p.m. • Monday - Friday

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
Phone: (732) 469-3363
Fax: (732) 469-6229
Email: RecyclingDiv@co.somerset.nj.us

Hours:

7:00 a.m. - 3:30 p.m. • Monday - Friday

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
Phone: (908) 725-2800 or toll-free (888) 744-4417
Fax: (908) 725-1394
Email: 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
Phone: (908) 541-5012
Fax: (908) 526-2450
Email: Roads&Bridges@co.somerset.nj.us

Hours:

7:30 a.m. to 3:30 p.m. • Monday - Friday

RUTGERS COOPERATIVE EXTENSION

Part of the New Jersey Agricultural
Experiment Station

Agricultural & Natural Resources Ext. 7520

Agriculture, Environment, Home Horticulture Information; Natural Resource Management; Rutgers Master Gardeners and Helpline

Family & Community Health Sciences Ext. 7522

Food, Nutrition and Health; School and Early Care Wellness; Worksite Wellness; Food Safety and Food Allergies; Chronic Disease Prevention; and Food Security

4-H Youth Development Ext. 7521

Youth Clubs (grades K-13); Volunteer Development; School Enrichment & Special Interest Programs; Camps; and 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
& Community Health Sciences Educator
Phone: (908) 526-6295 x2

Carol K. Ward, County 4-H Agent
Phone: (908) 526-6644 x1

Lisa Rothenburger, County 4-H Agent
Phone: (908) 526-6644 x1

Nicholas Polanin, County Agent
Phone: (908) 526-6293 x4

Patricia Rector, County Agent
Phone: (908) 526-6293 x4

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

Hours:

8:00 a.m. - 4:30 p.m. • Monday - Friday

SHERIFF

Responsible for:

- Adopt a Road Program
- American Flag Collection
- Boy Scout Explorer Group
- Bureau of Criminal Identification
- Certified Criminal Composite Artist
- Child Safety Seat Unit
- Commitment hearings
- County Jail
- Drone for search & rescue program
- DUI Enforcement
- First Aid Program
- Hero Campaign
- Honor Guard
- Inmate Weekend Work Detail
- Medicine Collection Program
- NJ State Police ICAC
- Project LifeSaver
- Protect the lives and property of the citizens of Somerset County
- School Resource Officer
- Security for Juvenile and Adult Probation Office
- Security for Somerville Motor Vehicle Commission
- Security for the county complex and the courthouse 24 hours a day 7-days a week
- Senior Safety Awareness Program
- Service of criminal and civil process
- Sheriff's Foreclosure Sales
- Sheriff's Gang and Terrorism Unit
- Sheriff's Investigation Bureau
- Sheriff's K-9 Unit (Search and Rescue Team)
- Sheriff's Special Response Team
- Transportation of inmate and juveniles for courts and various facilities
- WHALE Program

SHERIFF

(continued)

Located:

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

Contact:

Frank J. Provenzano Sr., Sheriff
Phone: (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
Phone: (908) 526-8800
Fax: (908) 707-1941
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
Phone: (908) 526-2701
Fax: (908) 575-3977
Email: 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 (Second Floor)
Somerville, NJ 08876

Contact:

Melissa Harvey, Manager
Phone: (908) 231-7109
Info Line: (908) 231-7031
Fax: (908) 707-1749
Email: 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, state reports 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
- Meets with district superintendents and school business officials for a mid-year review
- Maintains on-going communication with local school districts, publicly-funded charter schools, and approved private schools for student with disabilities
- 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
- Processes substitute teacher applications and issues substitute teaching credentials. Assists school districts and members of the public in completing applications for teacher certification
- Inspect school buildings for compliance with Federal and State statutes and Administrative Code
- Approves transportation contracts

**EXECUTIVE COUNTY
SUPERINTENDENT OF SCHOOLS**

(continued)

Located:

27 Warren Street (Fourth Floor)
Somerville, NJ 08876-1262

Mailing Address:

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

Contact:

Roger Jinks, Interim Superintendent of Schools
Phone: (908) 541-5700
Fax: (908) 722-6902
Email: lori.watson@doe.state.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 (First Floor)
Somerville, NJ 08876

Contact:

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

TAX BOARD

Responsible for:

- Construction of the Table of Equalized Values and the annual Abstract of Ratables, computation of annual tax rates for all municipalities
- 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; review, revision and correction of all assessments

Located:

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

Contact:

Robert M. Vance, Tax Administrator
Phone: (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
- Notary services

Located:

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

Contact:

Angela Perkins, Supervisor
Phone: (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:

John Adair, Transportation Director
Phone: (908) 231-7116 or toll-free: (800) 246-0527
Fax: (732) 805-0517
Email: TransportationDiv@co.somerset.nj.us

CAT (Community Access Transit), DASH (Davidson Avenue Shuttle) and SCOOT - 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 (4) fueling stations which include: gas, diesel, and propane.

Located:

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

Contact:

John Kendzulak, Supervisor of Vehicle Maintenance
Phone: (908) 231-7019
Fax: (732) 302-1575
Email: Vehicle_Maint@co.somerset.nj.us

Hours:

7:00 a.m. - 3:30 p.m. • Monday - Friday

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 (First Floor)
Somerville, NJ 08876

Contact:

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

VOCATIONAL/TECHNICAL SCHOOLS

Responsible for:

- High School offering 16 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
Phone: (908) 526-8900, Ext. 7212
Fax: (908) 704-0784
Website: www.scvths.org

High School Guidance:

Phone: (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 (First Floor)
Somerville, NJ 08876

Contact:

Bill Crosby, Coordinator
Phone: (908) 704-6358

Rita Donald, RSVP Coordinator
Phone: (908) 704-6338

Email: VolunteerSvs@co.somerset.nj.us

WEIGHTS AND MEASURES

Responsible for:

- Ensuring equity in the marketplace
- Inspecting and certifying all commercial weighing, measuring and timing devices within the county
- Performing random commodity audits for items sold by weight or measure
- Educating businesses and consumers on Weights and Measures related regulations
- Investigating consumer complaints of alleged fraudulent business practices

Located:

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

Contact:

Jeremy Eckles, Superintendent
Phone: (908) 231-7125
Fax: (908) 429-0670
Email: Weights&Measures@co.somerset.nj.us

YOUTH SERVICES, OFFICE OF

Responsible for:

- Family Crisis Intervention Unit (FCIU)(908) 704-6330

Business Hours:

8:30 am - 8:00 pm • Monday - Thursday

8:30 am - 4:30 pm • Friday

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

Located:

27 Warren Street (Second Floor)

Somerville, NJ 08876-1262

Contact:

Linda M. Porcaro, Administrator

Phone: (908) 704-6313

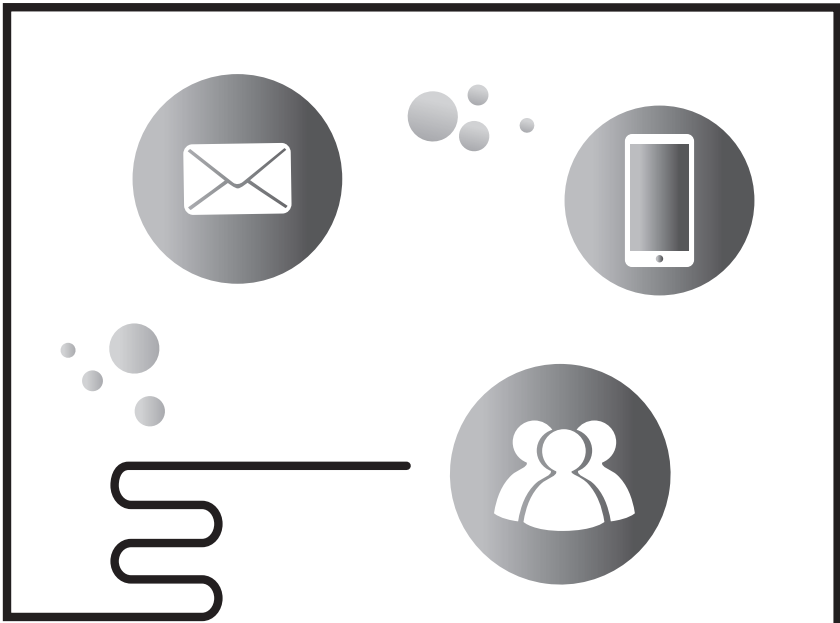
Fax: (908) 253-0180

Email: Youth@co.somerset.nj.us

Notary Public

| <u>Division</u> | <u>Name</u> |
|---------------------------------------|---|
| Adjuster | Kelly Hoffman |
| Administrator | Linny Kosensky Bonnie Lacamera |
| Aging & Disability Services | Helen O'Connor Roxanne Rica |
| Clerk of the Board | Kathye Quick Tonya Jenkins Andrea Clegg |
| County Clerk | Christine Heckman Sarita Williams Jessica DeLucia Terry Hajdu-Nemeth Janice Artfitch Kathryn Ellmer Veronica Goncalves Stephanie Moriarty Xiomara Piercey |
| Engineering | Melanie Kowal |
| F&S | Janet Elbert |
| Health | Paul Masaba |
| Human Resources | Lori Call Johnathan Rios |
| Jail | Roger Delin Frank Apisa Connie Fisher Edward Reese |
| Office of Operations & Planning | Tammy Wise |
| Prosecutor | Irene Doyle Tom White |
| Public Works | Vivienne Jones |
| Purchasing | Samantha Tomaro Melissa Kosensky |
| Recycling | Melania Tchir |
| Roads | LeighAnn Sullivan |

| | |
|--------------------------|---|
| RSVP | Bill Crosby Rita Donald |
| Rutgers Co-Op..... | Julie Polyak Marilyn Cubano |
| Sheriff | Frank Provenzano Roy Gandolfe Lisa Bron Heather Armstrong Richard Borden Barbara Bye Mike Digulio Sue Katyan |
| Tax Board | Dawn Guttschall Agnieszka Sobkowicz |
| Telephone Services | Angela Perkins Bernadette Waterfield 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
& the Graphics Department**

