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DESK

REFERENCE

Edison: Know Your
Township - 1979

KNOW YOUR TOWNSHIP: LEAGUE OF WOMEN VOTERS

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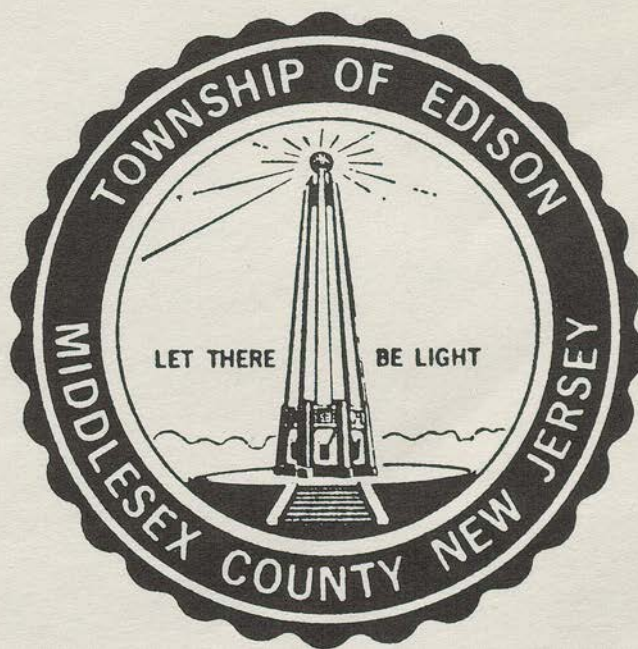
EDISON TWP. FREE PUBLIC LIBRARY

| Municipal Meetings | Executive Session | Regular Session | Place | Time | Open to Public |
|----------------------------|---|--|---|-----------------------------------|-----------------------|
| Board of Education | Thursday before 2nd Monday in Superintendent's office | 2nd Monday | Alternates J.P. Stevens and Edison High Schools | 8 p.m. | Yes |
| Board of Health | none | meets 4 times a year | Municipal Building | After Council session | Yes |
| Housing Authority | 2nd Tuesday | 2nd Tuesday | Community Room of Julius Engel Apartments | 7:30 p.m.-exec. 8:00 p.m.-reg. | Yes |
| Library Board | | 1st Tuesday | Main or North Edison Library | 4 p.m. | Yes |
| Municipal Council | 2nd and 4th Monday | 2nd and 4th Wednesday | Municipal Building | 8 p.m. | Yes |
| Municipal Court | | Mondays-9 a.m. Thursdays-7 p.m. 1st Tues.-7 p.m. | Municipal Building | | Yes |
| Planning Board | 3rd Monday | 3rd Wednesday | Municipal Building | 8 p.m. | Yes |
| Rent Control Board | 1st Tuesday | 1st Tuesday | Municipal Building | 7:30 p.m.-exec. 8:00 p.m.-reg. | Yes |
| Zoning Board of Adjustment | 7:30 p.m. on meeting nights | 3rd Tuesday and usually one other Tuesday each month | Municipal Building | 8 p.m. | Yes |

1979

EDISON

NEW JERSEY



Know Your Township

League of Women Voters
Of Edison Township

561-1034

Printed By



St. George Press INC.

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\$1.90 plus tax

CENSUS COMPARISON

HN 2/28/81

1980 vs. 1970

MIDDLESEX COUNTY

| Municipality | 1980 Census | 1970 Census | Difference | |
|------------------|-------------|-------------|------------|-----------|
| Carteret | 20,598 | 23,137 | 2,539 | DECREASE |
| Cranbury | 1,927 | 2,253 | 326 | DECREASE |
| Dunellen | 6,593 | 7,072 | 479 | DECREASE |
| East Brunswick | 37,711 | 34,166 | 3,545 | INCREASE |
| Edison | 70,193 | 67,120 | 3,073 | INCREASE |
| Helmetta | 955 | 955 | 0 | NO CHANGE |
| Highland Park | 13,396 | 14,385 | 989 | DECREASE |
| Jamesburg | 4,114 | 4,584 | 470 | DECREASE |
| Metuchen | 13,762 | 16,031 | 2,269 | DECREASE |
| Middlesex | 13,480 | 15,038 | 1,558 | DECREASE |
| Milltown | 7,136 | 6,470 | 666 | INCREASE |
| Monroe | 15,858 | 9,138 | 6,720 | INCREASE |
| New Brunswick | 41,442 | 41,885 | 443 | DECREASE |
| North Brunswick | 22,220 | 16,691 | 5,529 | INCREASE |
| Old Bridge | 51,515 | 48,715 | 2,800 | INCREASE |
| Perth Amboy | 38,951 | 38,798 | 153 | INCREASE |
| Piscataway | 42,223 | 36,418 | 5,805 | INCREASE |
| Plainsboro | 5,605 | 1,648 | 3,957 | INCREASE |
| Sayreville | 29,969 | 32,508 | 2,539 | DECREASE |
| South Amboy | 8,322 | 9,338 | 1,016 | DECREASE |
| South Brunswick | 17,127 | 14,058 | 3,069 | INCREASE |
| South Plainfield | 20,521 | 21,142 | 621 | DECREASE |
| South River | 14,361 | 15,428 | 1,067 | DECREASE |
| Spotswood | 7,840 | 7,891 | 51 | DECREASE |
| Woodbridge | 90,074 | 98,944 | 8,870 | DECREASE |
| County Totals: | 595,893 | 583,813 | 12,080 | INCREASE |

SOMERSET COUNTY

| | | | | |
|-------------------|---------|---------|-------|----------|
| Bedminster | 2,469 | 2,597 | 128 | DECREASE |
| Bernards | 12,920 | 13,305 | 385 | DECREASE |
| Bernardsville | 6,715 | 6,652 | 63 | INCREASE |
| Bound Brook | 9,710 | 10,450 | 740 | DECREASE |
| Branchburg | 7,846 | 5,742 | 2,104 | INCREASE |
| Bridgewater | 29,175 | 30,235 | 1,060 | DECREASE |
| Far Hills | 677 | 780 | 103 | DECREASE |
| Franklin | 31,358 | 30,389 | 969 | INCREASE |
| Green Brook | 4,640 | 4,302 | 338 | INCREASE |
| Hillsborough | 19,061 | 11,061 | 8,000 | DECREASE |
| Manville | 11,278 | 13,029 | 1,751 | DECREASE |
| Millstone | 530 | 630 | 100 | DECREASE |
| Montgomery | 7,360 | 6,353 | 1,007 | INCREASE |
| North Plainfield | 19,108 | 21,796 | 2,688 | DECREASE |
| Peapack-Gladstone | 2,038 | 1,924 | 114 | INCREASE |
| Raritan | 6,128 | 6,691 | 563 | DECREASE |
| Rocky Hill | 717 | 917 | 200 | DECREASE |
| Somerville | 11,973 | 13,652 | 1,679 | DECREASE |
| South Bound Brook | 4,331 | 4,525 | 194 | DECREASE |
| Warren | 9,805 | 8,592 | 213 | INCREASE |
| Watchung | 5,290 | 4,750 | 540 | INCREASE |
| County Totals: | 203,129 | 198,372 | 4,757 | INCREASE |

FOREWORD

Know Your Township, Edison, New Jersey, is presented to the public by the League of Women Voters of Edison. **Know Your Township** is a source of factual information about Edison's government, public services, and community life. The material was collected by League members through research, attendance at public meetings and conferences with township officials.

The League hopes readers will find the book interesting and informative and that they will be stimulated to take a more active part in local government.

The League of Women Voters of Edison thanks the many township officials who have contributed generously of their time, advice and knowledge of township government, in preparation of this book. The League also wishes to acknowledge the many hours of work contributed by its members.

This edition is a revision of the League's 1971, 1963 and 1954 **Know Your Township** publications. Additional copies may be purchased by calling the League of Women Voters of Edison, 561-1034.

THE LEAGUE OF WOMEN VOTERS

The purpose of the League of Women Voters is to promote political responsibility through informed and active participation of all citizens in government and politics. The League is nonpartisan; it does not support or oppose any candidate or any political party. The national League of Women Voters was founded in 1920; the Edison League in 1953. Full membership is open to all citizens of voting age.

QUICK FACTS ABOUT EDISON

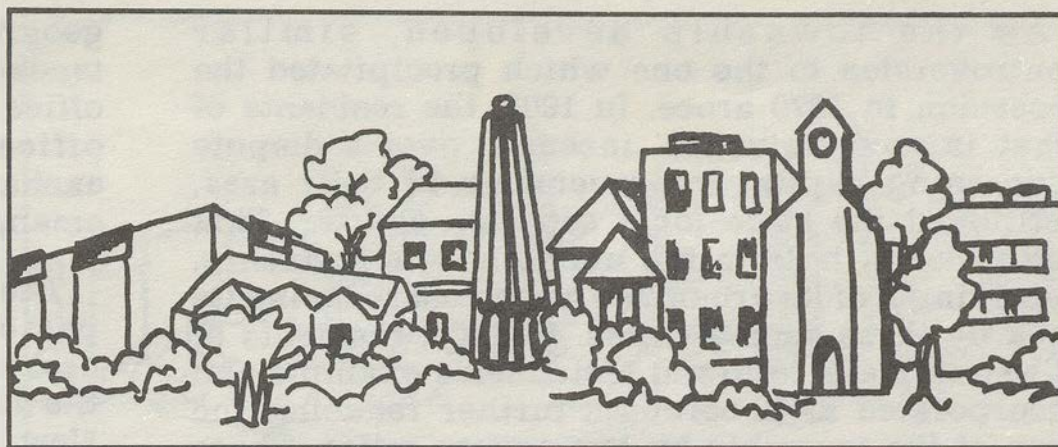
| | |
|---------------------------------|---|
| Incorporated: | March 17, 1870 |
| County: | Middlesex |
| Area: | 32 square miles |
| Population (est. 1978) | 77,320 |
| Distance to New York City: | approximately 35 miles |
| Form of government: | Mayor-Council |
| Location of Municipal Building: | Woodbridge and Plainfield Avenues at present, Route 27 and Talmadge Road in 1980 |
| Area Code: | 201 |
| Zip Code: | 08817 |
| Official Newspapers: | <i>The News Tribune</i> , Woodbridge <i>The Home News</i> , New Brunswick |

TABLE OF CONTENTS

| Chapters | Page |
|--|--------------------|
| 1. History and Development | 1 |
| 2. Form of Government | 3 |
| 3. Department of Administration | 5 |
| 4. Department of Finance | 7 |
| 5. Department of Public Safety | 10 |
| 6. Department of Law and the Municipal Court | 12 |
| 7. Department of Public Works | 13 |
| 8. Department of Parks and Public Buildings, and Recreation | 15 |
| 9. Department of Health and Human Resources | 16 |
| 10. Planning and Zoning | 19 |
| 11. Rent Control Board and Other Municipal Services | 21 |
| 12. Housing Authority and Urban Renewal | 23 |
| 13. Schools | 25 |
| 14. Free Public Library | 31 |
| 15. First Aid Squads and Civil Defense | 33 |
| 16. Political Organizations | 34 |
| 17. Elections, Voter Registration, and Voting | 35 |
| 18. Township Ordinances of Interest | 37 |
| Directories | |
| Houses of Worship | 39 |
| Municipal Meetings | Inside front cover |
| Municipal Officials | 40 |
| Helpful Information | Outside back cover |

1

History and Development



Edison Township has existed as an independent municipality for over 100 years, but people have inhabited the area since prehistoric times. Stone relics, skulls and bone fragments from the Stone Age have been discovered throughout central Jersey, including the area around Piscatawaytown. The Lenni-Lenape Indians (called Delawares by European settlers) lived in settlements overlooking the Raritan River and made a trail along it to the inlet of the Atlantic Ocean where Perth Amboy now stands.

The first European colonists in the area were Dutch, who pushed outward from Cape Cod to the Delaware River. In 1651 a large tract of land, from the Raritan River to the Passaic River, was deeded by the Dutch king to one Augustine Heermans.

As a result of war between England and Holland during the seventeenth century, all of New York and New Jersey were finally ceded to the English in 1674 after shifting back and forth between the two countries for almost a decade. In 1666, a grant was made to a group of English settlers for a tract of land extending from the Raritan River to the Rahway River. Two townships, named Woodbridge and Piscataqua (later Piscataway) were formed, with the dividing line running in a north-south direction through the center of what is now Edison. Middlesex County was created in 1682 by the General Assembly of East Jersey, convened at Elizabeth.

In 1681, a group of settlers bought approximately 10,000 acres of land from the Indians and established a ferry across the Raritan River near the old Albany Street bridge in New Brunswick. The ferry later became a vital link in the road from Trenton to New York, and Piscataway, located at the intersection of the river road and the ferry, became an established community. When Somerset County was created from Middlesex in 1683, Piscataway became the seat of the court for both counties.

The first church building in Edison was built in 1689 by the Second Baptist Church in New Jersey, on the site of the present Stelton Baptist Church. In the same year the first school teacher came into the township and in 1695 the first school was built.

Edison's earliest public road, which is still in use, was Old Post Road. George Washington traveled along it on his way to New York City for his inauguration as president. In 1702, New Jersey

became a united royal colony under the administration of the Governor of New York, with Perth Amboy chosen as one of its capitals. As anti-crown sentiments increased during the eighteenth century, Middlesex County was sharply divided between loyalists and patriots. In 1774, county committees met in New Brunswick as the first Provincial Congress, where they condemned the British Parliament for its act against the colonists and appointed the five delegates to the Continental Congress held that year.

There were no major battles fought here during the Revolution, but skirmishes took place in Fords, Bonhamtown and along the road now called Woodbridge Avenue. The whole area was crossed and recrossed by both armies as they advanced and retreated through the disputed territory.

After the Revolution, the entire area began to develop rapidly. The ferry across the Raritan was replaced by a bridge and, in the first half of the nineteenth century, rail lines were laid through the township. Railroad stations were built at Stelton and Menlo Park in the 1870's and small villages developed around them. The township was now a prosperous farming community dotted with a few small villages, a situation which remained relatively unchanged until the Second World War.

In 1870, a group of disgruntled residents petitioned the state legislature to grant independence from Woodbridge and Piscataway Townships. They won and on March 17, 1870, the boundary lines were redrawn to create a new municipality: Raritan Township. The name was chosen from three proposals — Raritan, Metuchen and Washington.

Raritan Township continued to develop, on a neighborhood basis rather than as a central community. In 1875, a building combining dwelling, store, post office and depot was built by the side of the railroad in Stelton. Until the 1950's this building served as the Stelton Railroad Station. Meanwhile at the northern end of the township, Thomas Edison was at work in his Menlo Park laboratory where he perfected the incandescent lamp in 1879.

In 1900 the first trolley line was laid. The Lehigh Valley and Reading Railroads laid tracks in the township to provide freight service and factories began to spring up along the lines.

As the township developed, similar controversies to the one which precipitated the secession in 1870 arose. In 1900, the residents of what is now Metuchen, incensed over a dispute concerning capital improvements in their area, petitioned the state for a separate charter. This action left a hole in the middle of the township, depriving it of its urbanized heart, and reducing its area by three square miles. In 1905, residents of Highland Park followed Metuchen's example and incorporated as a borough, further reducing the area of the township by two square miles. These citizens felt they were paying more in taxes to the township than they were receiving in services.

During World War I, the national government bought approximately four and one half square miles from the township for use as a major munitions-producing center — Raritan Arsenal. Additional acreage was purchased by the government during World War II for the Camp Kilmer site. Both these facilities have been closed and some of the land returned to public use.

The original form of government in the township was a three-member committee. In 1927, a commission form of government was adopted, giving all authority to five commissioners. The present form of government, Mayor-Council, was adopted in the general election of November, 1956, and took effect on January 1, 1958. Because two other municipalities in New Jersey were named Raritan, the voters decided in 1954 to change the name of the township to Edison in honor of the inventor who had worked here.

Edison Today

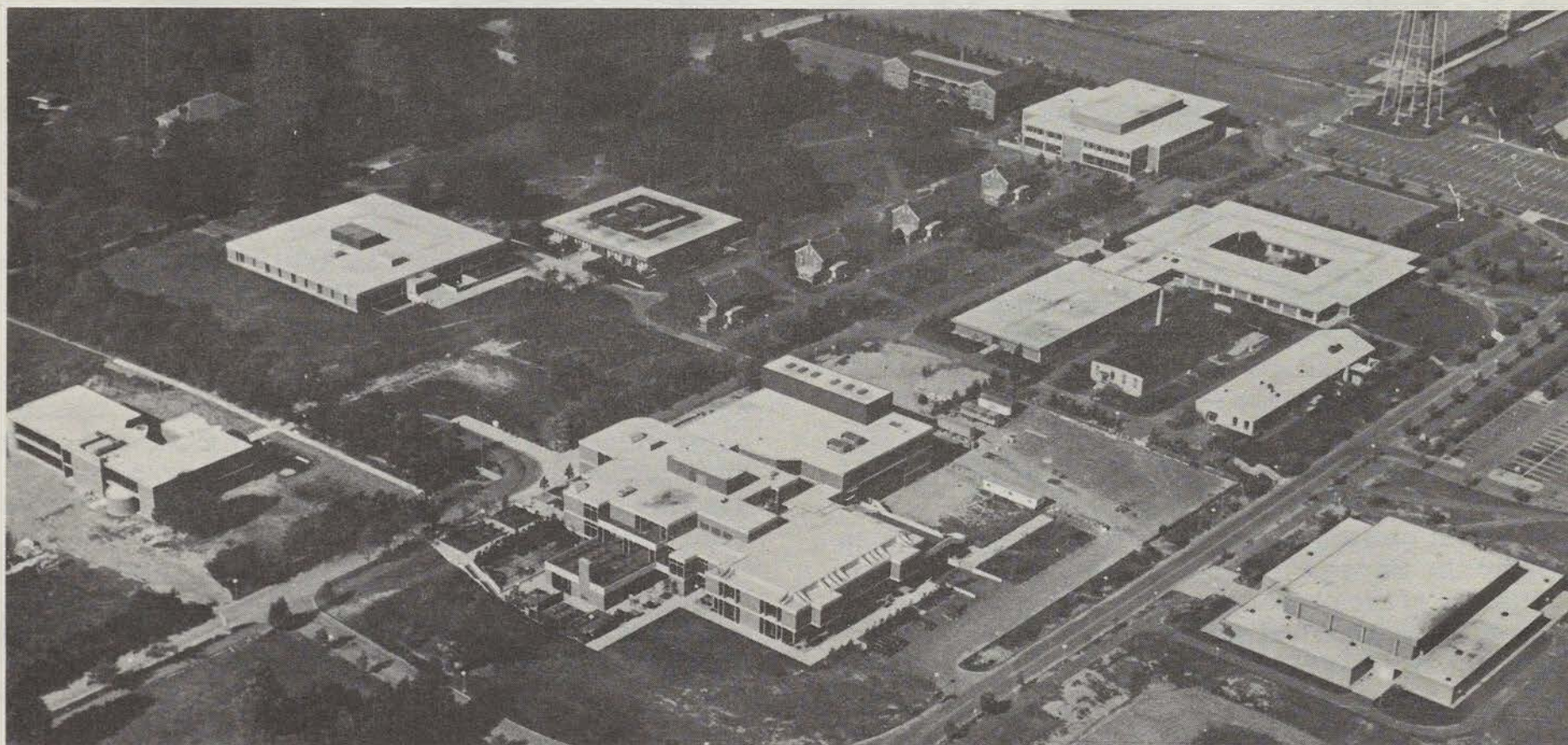
Because the township developed as separate neighborhoods and villages, and because it lacks a

geographical center, the sense of township unity tends to be weak. Until 1967, when the central post office was built, Edison was served by eleven post offices. It still encompasses ten telephone exchanges. Local newspaper and radio coverage emanate from two nearby municipalities.

The township has grown tremendously in the past 50 years and several factors point to continued development. All major north-south highways in the state traverse Edison. The intersections of the New Jersey Turnpike, Interstate 287 and the Garden State Parkway provide easy access to and from the township. Middlesex County College, a community college, is located and expanding on land formerly part of Raritan Arsenal. A major portion of those lands is being developed as a manufacturing and warehousing center. Portions of Camp Kilmer are also being developed as an industrial park. The U.S. Government deeded another portion of Camp Kilmer, located off Central Avenue, to Edison as a park in November, 1971.

From a rural-residential community in the 1920s, Edison has burgeoned into a major population, commercial and industrial center. It is the second most populous municipality in the county and ranks fourth in area. A variety of industries are located here, ranging from automotive assembly to electronics, cosmetics, chemicals, machine tool and dies, plastics, textiles, building materials, consumer appliances, trucking and warehousing.

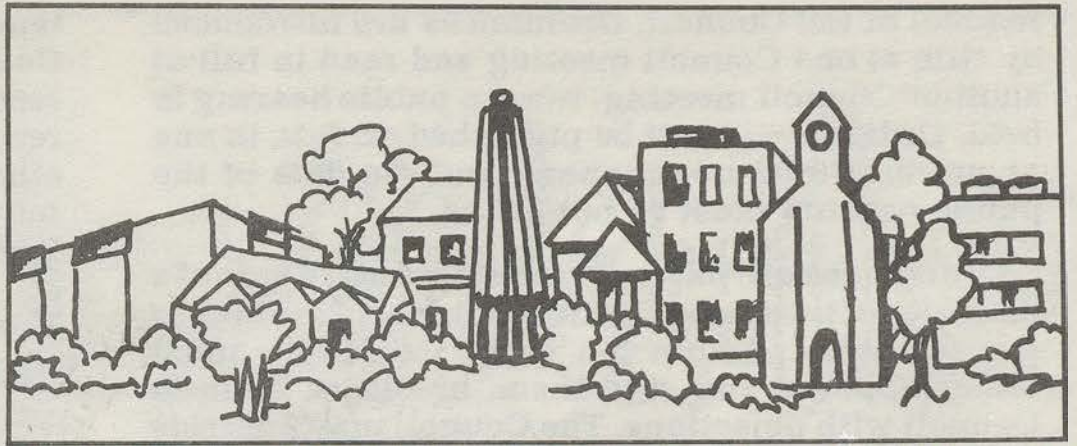
In 1920, Edison's population was 5,419; in 1978, the township's estimated population was 77,320.



Aerial view of Middlesex County College.

Photo courtesy of Middlesex County College

2 Form Of Government



In New Jersey, the State Legislature has turned over great authority and powers to the municipalities. The Township of Edison is governed by a "strong" Mayor-Council form of government, based on Plan "E" of the New Jersey Optional Municipal Charter Law of 1950. This law, also known as the Faulkner Act, grants municipalities the right to adopt certain forms of government, outlines the procedures for adoption, and gives details of the functions and duties of the government. Plan "E" of the Mayor-Council form provides for a mayor and seven council members to be elected at large, on a partisan basis, for staggered terms of four years.

History

Since its incorporation in 1870, Edison Township has had three forms of government: a Township Committee from 1870 to 1927, a Township Commission from 1927 to 1957, and the current Mayor-Council from 1958 to the present time.

In 1955, under the provisions of the Optional Municipal Charter Law, a referendum for a study of the structure of the local government was approved by the voters and a five-member Charter Commission was elected to make the study and present recommendations. The Charter Commission recommended the adoption of the Mayor-Council Plan "E", which the voters approved at the November, 1956, general election. The first election for mayor and seven council members was held in November, 1957, and the new form of government took effect on January 1, 1958. The Charter for Edison's form of government is on file with the Township Clerk in the Municipal Building.

The Mayor

The Mayor is the chief executive officer of the township who administers all laws and policies. This officer has powers of appointment and removal of the Business Administrator and department heads with Council approval. Council may, by a two-thirds vote, override the Mayor's decision to remove a department official. With the assistance of the Business Administrator, the Mayor supervises the work of all departments. The Mayor, with the aid of the Business Administrator, prepares the annual budget and submits it to Council for approval.

The Mayor may attend and participate in Council meetings, but does not preside. The Mayor has no vote, except to break a tie on filling a vacancy on the Council. Recommendations for action in the public interest may be made by the Mayor, who has veto power. The Mayor must make an annual report on the state of the municipality to Council and the public.

The Council

The Council has the legislative and policy making power of the township and passes all the laws. Council appoints the Township Clerk, who serves as the Clerk of the Council. At Council's organizational meeting during the first week in January, Council members elect the Council president, who presides at all meetings and has a vote, but no additional powers.

The regular public meetings of the Council are held in the Municipal Building on the second and fourth Wednesdays of each month at 8 p.m. The executive sessions are held on the second and fourth Mondays at the same location. The public is encouraged to attend all meetings of this and all other public boards and councils through the provisions of the Open Public Meetings Act of 1975. Special Council meetings may be called by the Mayor or at the request of any three council members.

Council must approve all appointments made by the Mayor and must pass on the annual budget submitted by the Mayor. By majority vote, the Council may reduce any item in the budget, or by a two-thirds vote, may increase any item.

By ordinance, Council sets the salaries and outlines the duties and functions of all officials, boards and commissions and may establish, alter or abolish any office, board, or commission, except those who receive their powers directly from the state, such as the Board of Education and the Board of Health. It has the power to investigate the conduct of any department, officer, or agency, and may remove any appointed official, for cause, after a public hearing.

Making Laws

Local laws are called ordinances. All ordinances are drafted by the Township Attorney, upon

request of the Council. Ordinances are introduced by title at one Council meeting and read in full at another Council meeting, when a public hearing is held. Ordinances must be published, in full, in one or more official newspapers, and the date of the public hearing must be published.

Ordinances are passed by an affirmative vote of a majority of the whole Council and sent to the Mayor for signature. Within ten days, the Mayor must either approve and sign them, or return them to Council with objections. The Council may override a veto with a two-thirds vote. If the Mayor fails to act within ten days, the ordinance becomes a law. In May, 1971, Council passed a resolution authorizing the Mayor to sign a contract to codify local laws, the first codification of local ordinances in the 100 year history of the township. Each time an ordinance is passed, the codification is updated.

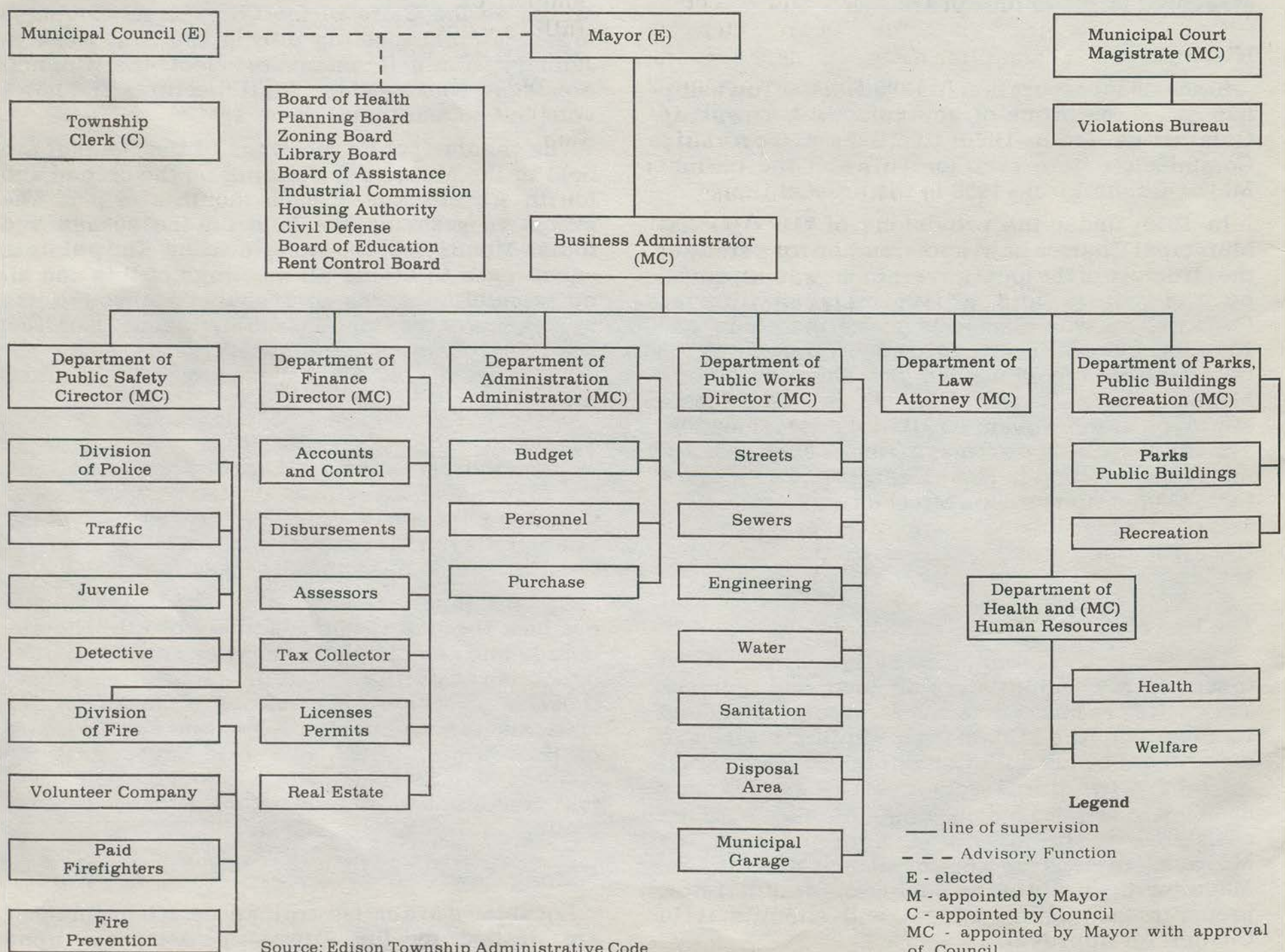
The Township Clerk

The Township Clerk is appointed by and responsible to the Council. The Clerk is appointed for a one-year term. After five consecutive terms,

tenure is automatic. The Clerk acts as Clerk of the Council and records all ordinances and resolutions. The Clerk has custody of all township records except those committed by ordinance to other officials. The Clerk performs the duties required by the state election laws and issues state licenses and certificates.

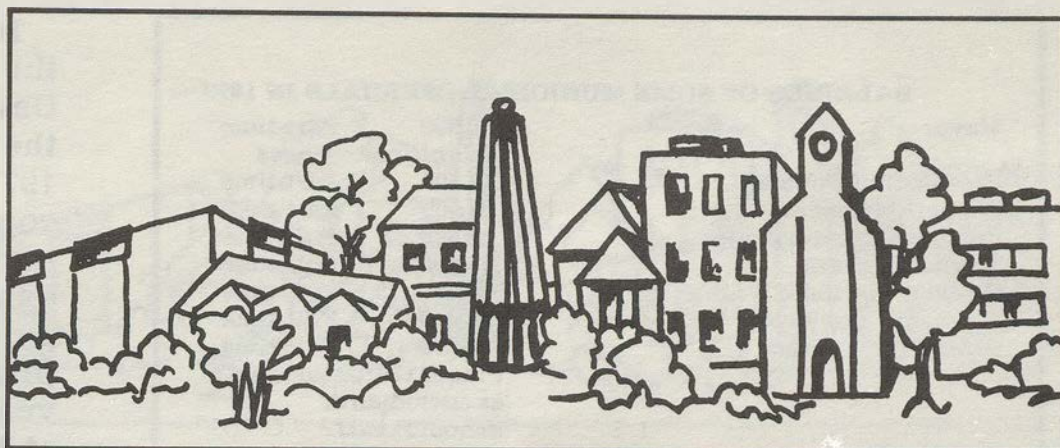
The Administrative Code

One of the first acts of the Council upon taking office in January, 1958, was the passage of an Administrative Code for the organization and administration of the local government. This code established seven departments but was amended by Council in February, 1970, to combine the Department of Parks and Public Buildings with the Department of Health, Welfare and Recreation. In 1979 this department was again divided into the Department of Health and Human Resources and the Department of Parks, Public Buildings and Recreation. Each department is headed by a director. State law and the local Administrative Code provide for certain non-departmental agencies and boards.



3

Department Of Administration



BUSINESS ADMINISTRATOR

The most important innovation in the "strong" Mayor-Council form of government is the inclusion of a Department of Administration, headed by a director called the Business Administrator. The Business Administrator is appointed by the Mayor, with the consent of Council, for a term of four years, on the basis of administrative and executive experience and education.

The Business Administrator assists the Mayor in the preparation of the budget, administers a central purchasing system, and develops and directs a personnel system. This officer coordinates the operation and administration of departments, offices, and agencies in township government; prescribes regulations for the efficient operation of the government; and supervises the administration of each of the departments. The Business Administrator is the township liaison with the New Jersey State Department of Community Affairs to which local governments may turn for such services as help in applying for federal grants, technical advice, and specialized training.

Purchasing

The Business Administrator acts as the township purchasing agent and administers a central purchasing system. The head of each department requisitions needed items. The Business Administrator checks the funds available to a department and sends out a purchase order. Upon receipt of the items, the township pays the vendor.

With certain exceptions, bids must be received on items over \$2500. Sealed bids are submitted to the Business Administrator and opened in the presence of the department head affected. The purchase order is then awarded to the lowest responsible bidder.

Central purchasing allows printed forms and other office supplies to be purchased in large quantities, affecting substantial savings.

Personnel

Council determines the need for jobs, sets salaries and working conditions and may, where

permitted by New Jersey laws, recruit non-residents. The Business Administrator serves as personnel director. It is the duty of this official to assist in the recruitment of qualified persons for township employment, prepare and maintain a job classification plan, establish and maintain a roster of all persons in the local government, establish an in-service training program and maintain a continuous study of the operation and effect of personnel methods and practices.

In Edison, department heads may hire their own employees. In 1979, the township employed 640 full-time and 200 part-time employees. The police officers and fire fighters on the full-time roster participate in a state-aided and state-administered retirement plan. Other local government employees participate in a retirement plan, which is not state-aided. The New Jersey Legislature has given local government the power to adopt civil service by referendum. As of 1979, Edison had not done so. In 1959, Council passed an ordinance establishing position classification definitions and a pay-plan schedule. This schedule was last amended in 1976, and it will be reevaluated in 1979. Salaries range from a minimum of \$4800 to a maximum of \$17,000. Employees whose salaries exceed this latter figure are termed unclassified. Schedule "B" of the ordinance provides for employees paid on an hourly session basis; in 1979, the hourly salary range was from \$5.42 to \$6.88 per hour. The ordinance does not apply to the Division of Police.



SALARIES OF SOME MUNICIPAL OFFICIALS IN 1979

| | | |
|--|---|-----------|
| Mayor | \$ 6,000 | Part-time |
| | Plus office expenses | |
| President of Council | 2,500 | Part-time |
| Council Members | 2,000 | Part-time |
| Business Administrator | 28,970 | Full-time |
| Township Clerk | 18,000 | Full-time |
| Director of Public Works | 27,281 | Full-time |
| Township Engineer | 27,615 | Full-time |
| Director of Finance | 20,799 | Full-time |
| | Plus \$4100 for serving as custodian of School Funds. | |
| Municipal Attorney | 22,500 | Part-time |
| | Plus fees and charges. | |
| Municipal Magistrate | 14,602 | Part-time |
| Legal Advisors | | |
| Planning Board | 2,500 | Part-time |
| Zoning Board | 3,000 | Part-time |
| of Adjustment | | |
| Rent Control Board | 1,800 | Part-time |
| Director of Parks, Public Buildings and Recreation | 18,000 | Full-time |
| Assessor | 23,094 | Full-time |
| Secretary, Zoning Board of Adjustment | 2,387 | Part-time |
| Secretary, Planning Board | 3,938 | Part-time |
| Secretary, Rent Control Board | 1,269 | Part-time |
| Chief of Police | 32,601 | Full-time |
| Chief of Fire | 32,601 | Full-time |
| Director of Public Safety | Mayor serves without additional compensation | |
| Health Officer | 29,476 | Full-time |

In 1978-79, the township received \$533,000 from the Federal government under the Community Development Block Grant program, authorized by the Housing and Community Development Act of 1977. This program provides money to local communities for activities which provide "decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate-income." The program requires citizen participation, a three year community development plan, and a housing assistance plan.

1978 EXPENDITURES

| | |
|--------------|-------------------------------------|
| \$ 2,841,031 | Public Works Department |
| 3,722,642 | Police (1) |
| 2,323,983 | Fire (2) |
| 473,889 | Administration, Finance Department |
| 1,338,682 | Parks, Recreation, Public Buildings |
| 75,800 | Law Dept. |
| 283,984 | Health, Welfare |
| 134,328 | Municipal Administration (3) |
| 116,899 | Courts |
| 485,244 | Library |
| 2,097,398 | CETA (4) |
| 3,522,098 | Statutory Expenses (5) |

\$17,415,978 TOTAL

- (1) \$1,300,112 of the \$3,722,642 is Revenue Sharing Funds.
- (2) \$444,315 of the \$2,323,983 is Revenue Sharing Funds.
- (3) The Planning, Zoning and Rent Control Boards fall within this category.
- (4) Comprehensive Employment and Training Act provides revenues to create job opportunities.
- (5) Statutory Expenses include Debt Service, Trust Account, Capital Improvements.

BUDGET

The fiscal year of all New Jersey local governments is the calendar year. During the months from January to March, when the budget is adopted, the township is run on a temporary budget of 25% of the previous year's budget. All budget changes are retroactive to January 1.

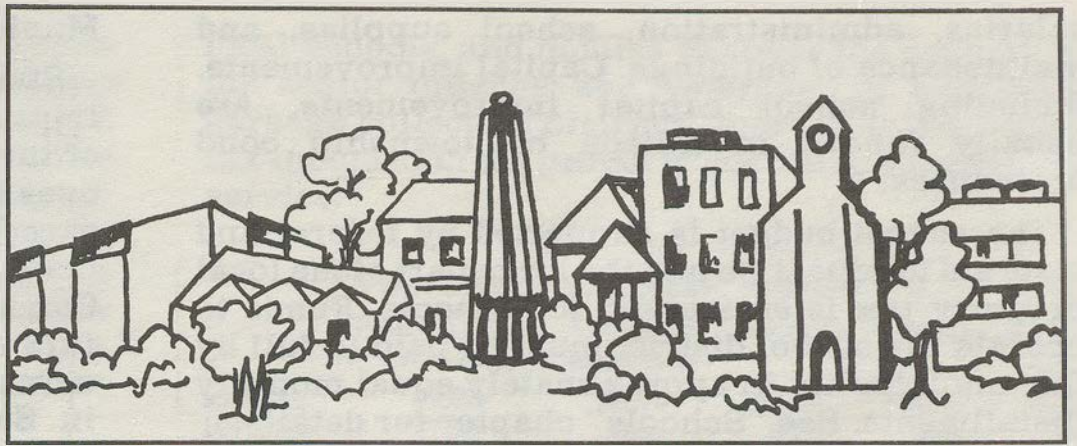
Budget requests are submitted to the Business Administrator, who acts as the budget officer. In November, the Mayor, with the Business Administrator, holds public meetings with each department head to consider requests. From these meetings, the Mayor and Business Administrator prepare the budget, and submit it to Council for approval. The budget must contain a detailed analysis of expenditures and revenue.

The first reading is held in January, after which the budget is sent to Trenton to the New Jersey Division of Local Finance of the Department of Community Affairs. State law requires the budget be published in full in a local newspaper, including the date of the public hearing. The public hearing is held in March, at the time of the second reading of the budget ordinance. The budget is adopted by a majority vote of Council. Any item may be reduced by a majority vote, or increased by a two-thirds vote of the Council.

Not all of the money collected by the township is used for municipal purposes. The township serves as a collecting agent for the local school district and for the county government.



4 Department of Finance



The Department of Finance is organized into six divisions:

- Division of Accounts and Control
- Division of Custody and Disbursement
- Division of Assessments
- Division of Tax Collection
- Division of Licenses and Permits
- Division of Real Estate

The Department of Finance is administered by the Director of Finance, who is the Township's chief financial officer. Since 1972, the state has had a program for the certification of Municipal Finance Directors, sponsored by the State Department of Community Affairs, Rutgers University and the Municipal Finance Officers Association of New Jersey. Edison's Administrative Code requires training or experience in governmental finance and fiscal management

The Finance Director is responsible for all financial activities other than those which are the responsibility of the Business Administrator: budget preparation and administration of purchasing. The Finance Director is responsible for the accounting, pre-auditing and control of all township revenues and expenditures; for the custody, receipt and disbursement of all township funds; for the safety of township investments, for management of the township debt; for the development of fiscal policy for recommendation to the Mayor; and for safeguarding the township's financial interests. Edison's current Director of Finance is also serving as municipal Treasurer and Custodian of School Funds.

Division of Accounts and Control

This division is headed by a Supervisor of Accounts, who is responsible for the operation of the computer system that has replaced former manual and accounting machine methods. The computer is a leased IBM 370-125. Edison was one of the first municipalities in New Jersey to install a sophisticated computer and to use a Management Information System. The computer is used by the school district, police and Township Engineer, in addition to the divisions of the Department of Finance.

The Division of Accounts and Control maintains the central books of accounts and disbursements, controls budgetary expenditures, and maintains a central payroll system, including keeping Social

Security, pension and insurance records, union and organized group data, in addition to CETA (Comprehensive Employment Training Act) information.

Division of Custody and Disbursement

This division is headed by the Director of Finance, who has charge of the receipt, custody, deposit and disbursement of township funds. The division renders regular accounting of cash receipts and disbursements; deposits funds in designated banks; and has custody of investments and safekeeping of bonds and notes.

By virtue of being appointed Custodian of School Funds, the Director of Finance is also responsible for the safekeeping of the township's school district monies.

The Budgets

Edison monies support four budgets: the municipal services budget, the local school budget, part of the county services budget and a capital improvement budget. The Edison **municipal services budget** is prepared by the Mayor and the Business Administrator, approved by the state Division of Local Finance, and adopted by the Municipal Council after a public hearing. This budget includes expenditures for salaries and expenses of the local elected and appointed officials, administration, court, police, fire, recreation, health, libraries, public works and for payment of principal and interest on bonds for municipal improvements and for the school debt. In addition to the local property tax, the municipal services budget is supported in part by local miscellaneous revenue such as fees for building permits, tax searches, disposal area use, and trailer courts; municipal court fines; alcoholic beverage and other licenses; interest on investments and property sales. State and federal aid includes road and health aid, revenue sharing from the state income tax funds, CETA funds and government grants (national and State).

By state law, as of 1976, the township cannot increase its municipal budget more than 5% in a year. These budget caps were enacted to insure property tax relief, along with the enactment of the state income tax.

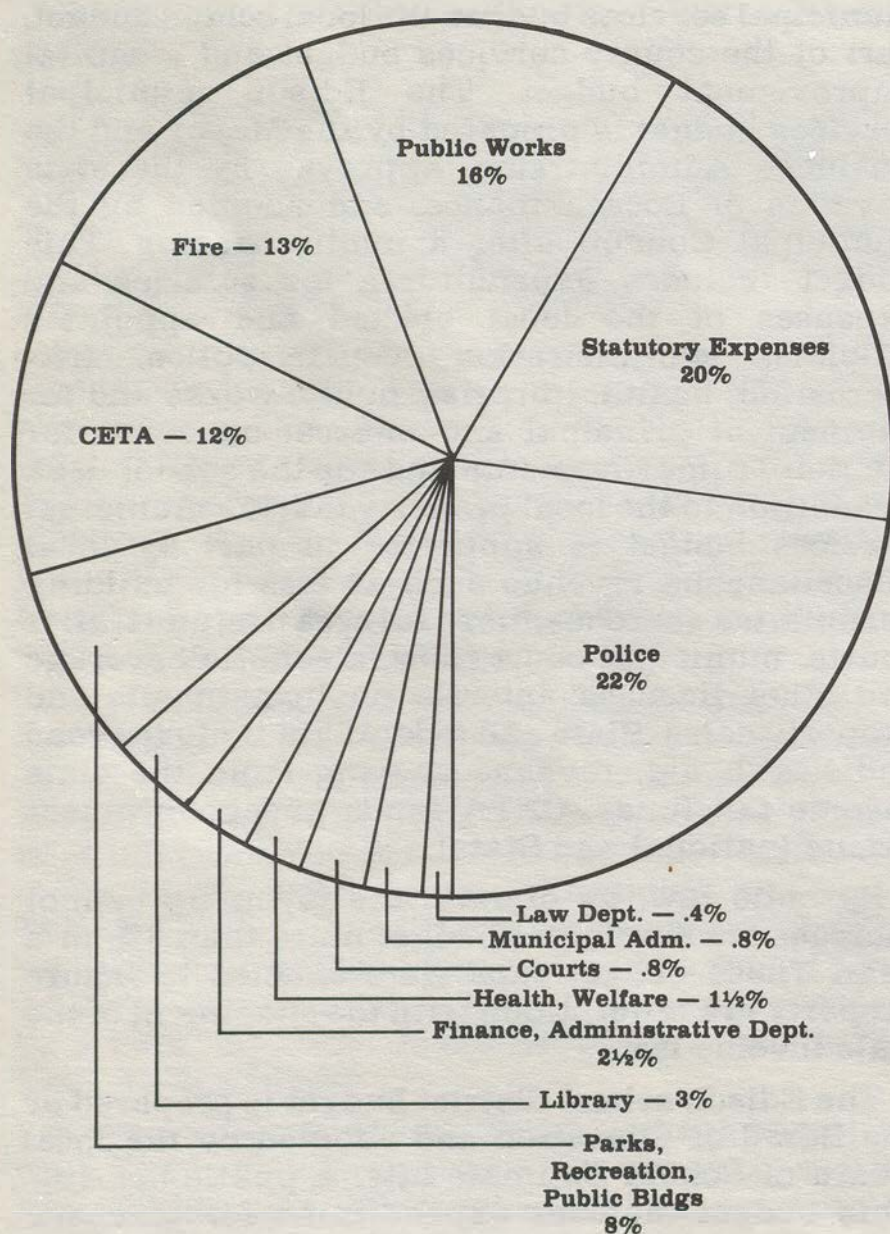
The Edison **school district budget** is prepared by the Board of Education and adopted by the local Board of School Estimate after a public hearing. This budget includes expenditures for teachers'

salaries, administration, school supplies, and maintenance of buildings. Capital improvements, including school capital improvements, are usually funded in Edison by township bond ordinances.

The school budget is supported by federal and state aid to education and the large part of the local property tax is earmarked for schools. Funds to operate the school district must be paid in full by the municipality in approximately equal monthly installments. See "Schools" chapter for details.

The county budget is prepared by the county Budget Director, approved by the state Division of Local Government Services and adopted by the county Board of Chosen Freeholders after a public hearing in New Brunswick. The county budget provides for such services as health and welfare, highways and bridges, justice, vocational schools and the county college and county parks. The bulk of county revenue comes from part of the local property tax. The county's Board of Taxation is responsible for the fair apportionment of the county's tax burden among the 25 municipalities in Middlesex County, on the basis of the true or adjusted value of the real property. Each municipality bills the local property owner for one's share of the county tax. The county tax must be paid in full to the county by each municipality.

**TOWNSHIP EXPENDITURES
1978**



Municipal and School Debts

State law limits the municipal debt for capital improvements to 3½ percent of the equalized value of the real property of the township, as averaged over the past three years. This debt limit may be exceeded only with the consent of the Division of Local Finance of the New Jersey Department of Community Affairs. Edison's municipal debt in 1978 was \$17 million, of which \$7 million is for the new municipal complex scheduled for completion in September, 1979. Since our equalized value presently is \$1.175 billion, our debt limit is \$41 million.

Before an ordinance authorizing the sale of bonds can be adopted by the Municipal Council, it must be advertised and a public hearing held. Of the 25 municipalities in Middlesex County, Edison was the first to receive an AA credit rating in 1972 by Moody's Investors Service and also by Standard and Poor. Now Edison is one of four county communities with such a rating.

The school debt is considered a municipal obligation and an item for school debt is included in the municipal services budget. State law provides that a school debt may not exceed 4 percent of the total equalized valuation of the township real estate as averaged over the last three years, except with the consent of the state Commissioner of Education and the state Division of Local Finance, and until it is submitted and approved at a public referendum. The current school debt is about \$19 million. We are allowed to assume up to \$47 million in debt, so we are under 50% of our allowance.

Division of Assessments

In 1963, the township's Administrative Code was amended to replace the part-time Board of Tax Assessors with a full-time Assessor who is head of the Division of Assessments. The Tax Assessor is permitted two Assistant Assessors and as of 1978, there is one Assistant Assessor, a clerical staff and a field investigator. The Tax Assessor and Assistant Assessor are appointed by the Mayor with the consent of Council. The Tax Assessor's term is concurrent with the Mayor's. Municipal tax assessors, who formerly had to meet no qualifications at all, are now required by state law to attend courses or pass an exam covering the same material. Assessors certified in this manner who serve four years have tenure. Edison's present Tax Assessor has tenure.

The Division of Assessments assigns a value to real property in Edison for tax and assessment purposes; prepares the tax lists; maintains adequate assessment records for each parcel of real property; has custody of an up-to-date tax map; and makes appraisals for any township purpose.

Assessment Practices

Each piece of real property in the township is assigned a value for tax purposes by the Tax Assessor. Assessments are made on land and on improvements or buildings on each parcel of land.

There are provisions for appeal. Property was revalued in 1963 and in 1971 by professional reappraisal firms. The target ratio of assessed value to true value for this county is now 100%. The following classes of property are tax exempt: federal, state, county, municipal, school, church, cemetery, and veterans' buildings. State law allows qualified veterans, widows of veterans and senior citizens exemptions on their property tax bills. Application for tax exemptions may be made at the Tax Assessor's office.

REAL PROPERTY ASSESSED VALUE, EDISON, 1978

| Classification | Assessed Value |
|------------------------|----------------|
| Class 1 Vacant | \$22,651,000 |
| Class 2 Residential | \$535,409,200 |
| Class 3A Regular Farm* | \$750,500 |
| Class 3B Farmland* | \$82,700 |
| Class 4A Commercial** | \$112,082,100 |
| Class 4B Industrial** | \$262,446,600 |
| Class 4C Apartments** | \$69,882,700 |

* To qualify for a farmland assessment, certain criteria must be met, such as amount of land and its usage.

**Class 4 includes income producing properties, which is why apartments fall under this heading.

The total figure comes to \$1,003,407,000 as of 1/10/78. Almost 50% of the value comes from residential, about 44% from income producing properties.

Tax Rate

The Tax Assessor calculates the tax rate on real property by dividing the net ratables of the township by the budgets' requirements for property tax revenues. The tax rate is expressed as the percentage each taxpayer will pay per \$100 of the assessed valuation of the property owned by the taxpayer.

The Board of Assessments for Local Improvements

This Board is appointed by the Municipal Council when necessary for assessment for local improvements such as sidewalks, curbs, gutters and sewers which will be paid for by the benefitting property owners. The board consists of three members who function according to state law and determine how much each property owner will be assessed for a particular improvement. The 1978 assessment budget was \$937,000; in 1971 it was \$180,000.

Division of Tax Collection

The Tax Collector is head of this division. This officer mails property tax bills and maintains tax accounting records, computes water and sewer charges for the Department of Public Works, collects the tax monies, conducts property tax sales, and collects revenue for certain licenses and permits. A property owner receives one property tax bill which includes taxes for four distinct purposes: municipal services, county services,

local schools, and monies to cover the deductions for senior citizens and veterans. In municipal garbage collection districts, there is an additional tax included in the property tax bill to support this service.

PROPERTY TAX RATES, EDISON, N.J.

| | Non-garbage total rate | Garbage total rate | Schools | County | Local |
|---------|---------------------------|-----------------------|---------|--------|--------|
| 1960(A) | \$9.62 | \$9.76 | \$5.96 | \$2.00 | \$1.66 |
| 1970(B) | 7.75 | 8.08 | 5.59 | 1.44 | .58 |
| 1978(C) | 3.67 | 3.84 | 2.59 | .92 | .16 |

(A) 25% true value assessed

(B) 50% true value assessed

(C) 100% true value assessed

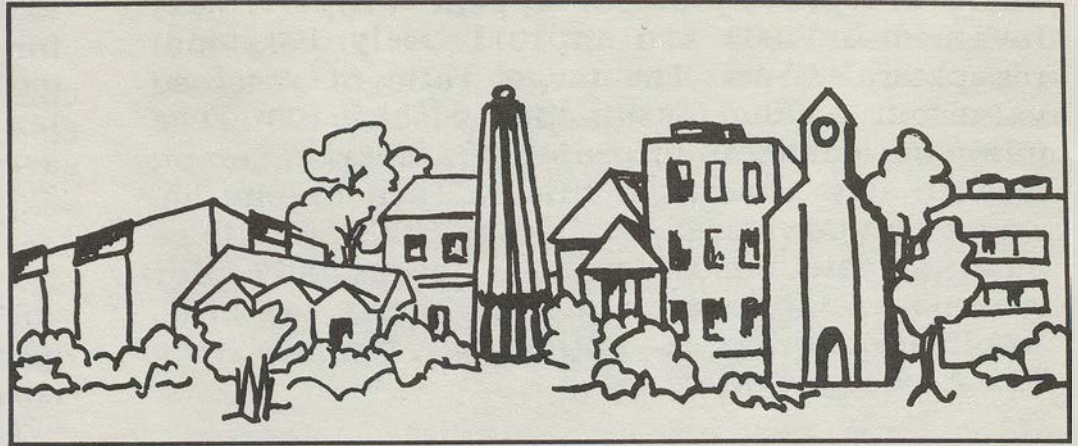
Division of Licenses and Permits

This division, headed by the Supervisor of Licenses, processes all applications for licenses and permits, except those which are handled by the Board of Health and the Township Clerk as defined by state law. See "Helpful Information."

Division of Real Estate

The Supervisor of Real Estate is head of this division which is responsible for the management and sale of all township-owned property. Property acquired by foreclosure for non-payment of taxes is the responsibility of the tax collector. Once the land is sold it is the responsibility of the Division of Real Estate. Lien foreclosures are the responsibility of the Tax Collector. By state law, if taxes on property are not paid before July 1st of the following year, the property must be sold at a tax sale. If no bids are forthcoming, the township places a tax lien on the property, which the owner has two years to redeem. The township must foreclose if not redeemed within the two years. If the property is needed for municipal use, the township may retain it or if not needed, it may be sold. When a reasonable bid is made, the property is put up for public auction and sold to the highest bidder.

5 Department of Public Safety



The Department of Public Safety consists of the Division of Police and the Division of Fire. The Mayor is Acting Director of Public Safety.

Division of Police

Administration and Organization

The Edison Township Police Department is headquartered in the Municipal Building on Plainfield Avenue. The Division is administered by the Chief of Police, who is appointed from the ranks by the Mayor and approved by the Municipal Council. Within the Division of Police there are three major bureaus: uniform, detective, and traffic. Each of these bureaus is headed by a captain.

The Division of Police consists of over 145 policemen, one policewoman, two dog handlers and canines. Police appointments are made by the Director of Public Safety, after recommendation by the Chief of Police. The state sets basic physical requirements. Applicants must be between 18-30, and able to pass a physical examination. A high school diploma is mandatory in Edison Township. All police are trained for a period of 16 weeks at the State Police Academy at Sea Girt or the Middlesex County Training Center behind Middlesex County College. Edison also has a trained volunteer Auxiliary Police Corps.

Following a probationary period, state law decrees that tenure is automatic upon permanent appointment. Police officers are eligible for retirement after 25 years of service and at the age of 51, and are included in a state pension plan. All promotions within the department are made by the Mayor on the basis of seniority and merit.

There are on-going in-service training programs at the local, state, and federal levels. Edison's tactical squad, the first in the county, now consists of over 60 people. Grants have been received for use of civilians at the desk so more police can be on the streets; for computerization; for counselors at the juvenile aid bureau, as well as for continuous training of personnel. The work schedule of the Edison police force enables constant coverage of the township by overlapping shifts. Every time a police car responds to an incident, a report is filed for accurate records of controlled incidents.

The major duties of the department include crime prevention and detection, law enforcement, traffic regulation, and drug prevention. A teletype machine and monthly and annual reports facilitate communication. The police department assists the schools in safety education. School crossings are patrolled by over 60 school guards and by uniformed police officers at main highway crossings. Police present programs to PTAs, service clubs, and students on crime and drug prevention.

Equipment

There are over 30 fully equipped cars and one traffic truck in Edison. In addition, a specially designed truck, containing fingerprinting, photographic, and clerical equipment, is utilized by the Bureau of Criminal Investigation. The marked police cars are equipped with three-way radios, sirens, flashers, first-aid kits and flares.

Jail

There are six jail cells in the basement of the Municipal Building. These cells are used primarily for the detention of persons before hearings. Law violators are sent to the County Workhouse or in the event of a grand jury case, to the county jail. Juveniles are sent to the juvenile detention center.

Division of Fire

Within the Department of Public Safety, the Division of Fire has the responsibility for protection against loss of life and property, by fire or disaster.

Administration and Organization

The Chief of Fire is appointed by the Mayor, approved by the Municipal Council, and is responsible to the Mayor. The Chief of Fire is in charge of the personnel and equipment of the Division of Fire, directs the over-all management of the fire department and prepares and submits budget requests to the Mayor. The Chief of Fire also performs the duties of Fire Marshal, and is responsible for the strict enforcement of all laws and regulations relating to fire prevention. The Chief is assisted by a Deputy Chief and a Captain who heads the Fire Prevention Bureau.

Edison Township has both paid and volunteer firefighters. There are approximately 102 paid firefighters and 250 volunteers. There are six fire houses in Edison Township, within five fire precincts, located in the following areas:

- Precinct 1 — Raritan Engine
Company #1 — Plainfield Avenue
Raritan Engine Company #1
Route 27 and Langstaff Avenue
- Precinct 2 — Edison Volunteer Fire
Company #1 — Route 27 near
Parsonage Road
- Precinct 3 — Raritan Engine Company #2
Amboy Avenue
- Precinct 4 — H.K. Volunteer Fire
Company #1 — 849 New Dover Road
- Precinct 5 — Oak Tree Volunteer Fire
Company #1 — Beverly Street

The head of each fire precinct is the chief of the individual volunteer fire department and acts as assistant to the Fire Chief, and is responsible for fire-fighting within the precinct.

Personnel

Volunteer firefighters must be citizens, residents of the township, between the ages of 18-40 and able to pass a physical examination. The head of each precinct is responsible for setting other qualifications and for training requirements.

Paid firefighters must be citizens, between the ages of 28-35, able to pass an extensive physical examination, and must qualify for the New Jersey State Pension Fund. Every paid firefighter comes from the volunteer ranks. A broad educational and experiential background is preferred. The present chief encourages continuing study, for which the firefighters are reimbursed.

Every firefighter, paid and volunteer, is given a training course in all phases of fire protection. There is an eight-week initial training period and a six month probationary period for paid firefighters. In-service programs are frequent and mandatory, and drills are held periodically. Paid firefighters work 42 hours a week, on an eight-week cycle. There are 17 paid firefighters on duty at all times.

There are promotions and pension plans for paid firefighters, who attain tenure after the probationary period, and who are eligible for retirement after 25 years in the department.

The Fire Chief is selected from the ranks, on the basis of administrative and educational background and fire-fighting experience.

Equipment

There are 25 pieces of modern equipment, including 13 pumpers. The water capacity of Edison Township exceeds the minimum requirements of the American Insurance Association.

Functions

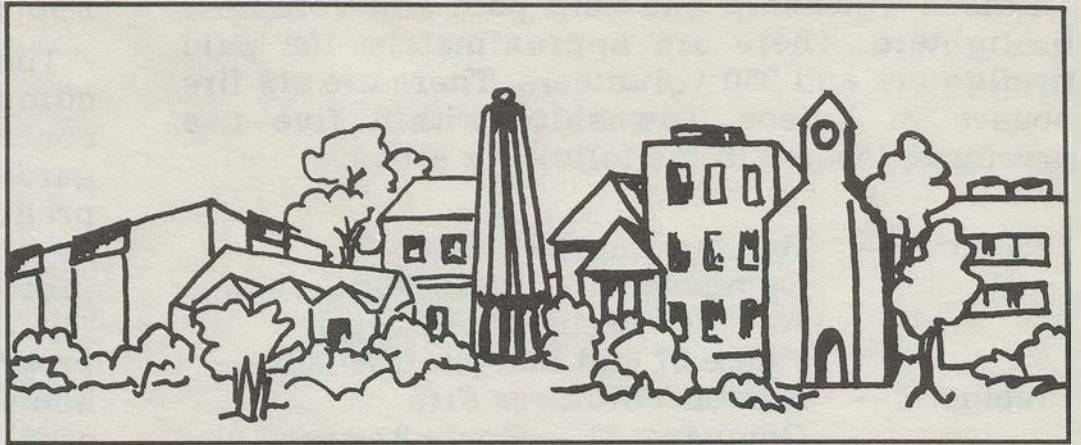
The Fire Prevention Bureau is responsible for a comprehensive fire inspection program, concentrating on mercantile establishments, garden apartments, and industries. In 1978, a new program was added. At the owners' request, fire department members enter private homes to provide suggestions on fire safety and prevention. The Bureau also provides in-service training programs at the township hospital, and nursing homes, speakers for schools and service clubs, and decals to designate the homes of invalids. The department also dispatches ambulance calls.

The Division of Fire is responsible for 32 square miles, including ten miles of New Jersey Turnpike and ten miles of Route 287. It responded to 2300 fire alarms in 1977. In addition to being responsible for Edison Township, the Division of Fire also has a mutual aid policy with all surrounding municipalities and is often called upon for assistance.



6

Department of Law and Municipal Court



Department of Law

The Department of Law is headed by a part-time Township Attorney, whose title in the local administrative code is "Director of Law." All matters which are legal in nature are directed to this officer, who represents the township in litigation, administrative proceedings, and various other legal matters. The Township Attorney is also legal advisor to the Mayor, Council, and department heads in all municipal matters.

The Township Attorney's duties include: attendance at Council meetings, drafting of new ordinances, amendments of ordinances, and preparing resolutions, deeds and other legal documents. The Township Attorney is appointed by the Mayor for a four year term. The annual retainer is approximately \$23,000. For items not covered in the township ordinance listing the responsibilities of the Township Attorney, additional fees are paid for vouchers submitted.

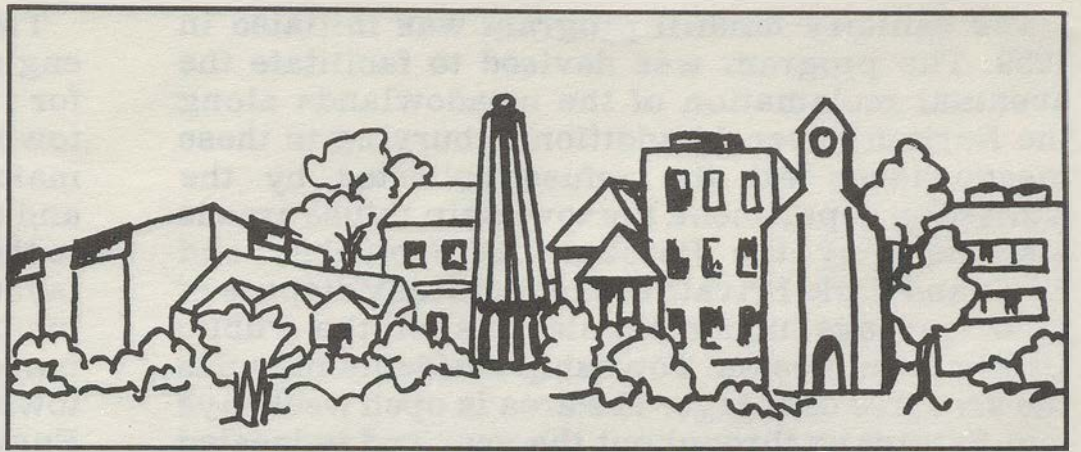
The Municipal Prosecutor is also in the Department of Law, under the supervision of the director. The local prosecutor's duties are confined to the presentation of cases on behalf of the State, municipality or complainant in the municipal court.

Municipal Court

Edison Township's Municipal Court is the local level of the judicial structure of the state. It has criminal jurisdiction only and handles such cases as traffic violations, disorderly persons charges, violation of certain hunting and fishing laws and violations of certain criminal laws, if the defendant waives indictment. The court is regulated by a state statute passed in 1947, after New Jersey adopted the new State Constitution, which sets the requirements for the judge or magistrate and determines the court's exact jurisdiction. The operations of the court fall under the supervision of the Supreme Court of New Jersey. The state statute requires that a magistrate be a lawyer, but need not be a resident of the municipality. However, a municipal magistrate cannot appear before another magistrate as a counsel for the defense. Rules of the State Supreme Court restrict the magistrate even further. They state that one may not practice criminal law in any court while magistrate, nor participate in politics, nonpartisan or otherwise.

Edison has a part-time magistrate, appointed by the Mayor with the consent of Council for a three-year term.

7 Department of Public Works



This department is responsible for the township's roads, sewers, water, sanitation, building inspection, and plumbing inspection. In addition, it runs a sanitary landfill operation, the municipal garage, and an engineering office. The Director of Public Works, whose term is concurrent with that of the Mayor, heads a staff including nine division supervisors.

Roads

Edison Township has a total of 267.4 miles of roads. Of these, 5.2 miles represent the New Jersey Turnpike, 9.6 miles are state roads, 25.5 miles are county roads, leaving a total of 227.1 miles to be maintained by the township.

The Road Department is responsible for maintenance of all existing roads. This includes snow removal, repairs, and necessary improvements. The township owns graders, rollers, trucks, and snow plows for these purposes.

New road construction is submitted to private contractors on a bid basis. However, the Department of Public Works, through the Township Engineer's office, sets specifications for new road construction, width of streets, sidewalks, curbing and parking. The final responsibility for new roads rests with this department. State aid is available for new road construction. The amount is determined by a formula based on the total number of miles of roads in the township.

Sewers

About 80 percent of the geographical area of Edison Township and 90 percent of its population are served by storm and sanitary sewers. The installation of sewers is paid partially by the benefitting property owners and partially from general tax revenues. Ultimate disposal of sewage for most of the township is accomplished by a tie-in to the Middlesex County Sewage Authority's trunk sewer line. The township owns and operates 16 pumping stations, with three more in operation, but not yet owned by the township. One major trunk line remains to be added before the entire township will be serviced by sanitary sewers.

Water

The Water Department is divided into two sections: water accounting, which keeps all records on water consumption; and water generating and distribution, which is responsible for the physical operation.

The township Water Department, the Edison Water Company, serves about one-third of the area and one-half of the population of Edison. The Water Department is responsible for installation of meters, water main extensions, repairs and replacement of faulty lines, and the operation and maintenance of seven pumping stations. The main source of water is the Elizabethtown Water Company, with the township's system of wells as a secondary source. All expenses of running the water department are paid by the users, with no revenue being taken from the general tax funds.

Residents of areas not served by the municipal water department purchase water directly from the Elizabethtown Water Company or the Middlesex Water Company. Rates are set by the Public Utility Commission.

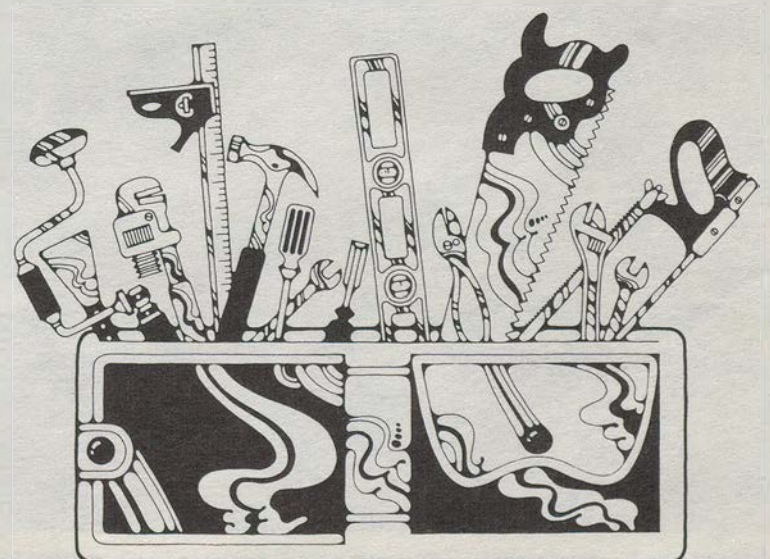
Gas, Telephone and Electric

New Jersey Bell supplies telephone service to Edison Township and Public Service Company supplies electricity. Gas is provided by Elizabethtown Gas Company and Public Service Company. These utilities are under the direct control of the N.J. Public Utility Commission.

Sanitation

The sanitation division is responsible for street cleaning, and refuse and garbage collection.

About two-thirds of the township is included in the municipal garbage district (actually eleven districts). All costs of operation of the garbage district are borne by the users. Other areas of the township are serviced by private collectors who are paid by the users. Garbage must be collected at least twice a week.



The sanitary landfill program was initiated in 1959. The program was devised to facilitate the eventual reclamation of the meadowlands along the Raritan River. In addition to burying in these meadowlands all the refuse collected by the sanitation department, the township refuse area is also used by the Boroughs of Metuchen and Highland Park. Private scavengers may dispose of their garbage under regulations of the Public Utility Commission. Township residents may use the area free of charge. The area is open weekdays and Saturdays throughout the year and is located on Meadow Road.

The Municipal Garage is located on New Durham Road. All maintenance and repairs on all township vehicles are done here. The Municipal Glass Recycling Center is also located at this site.

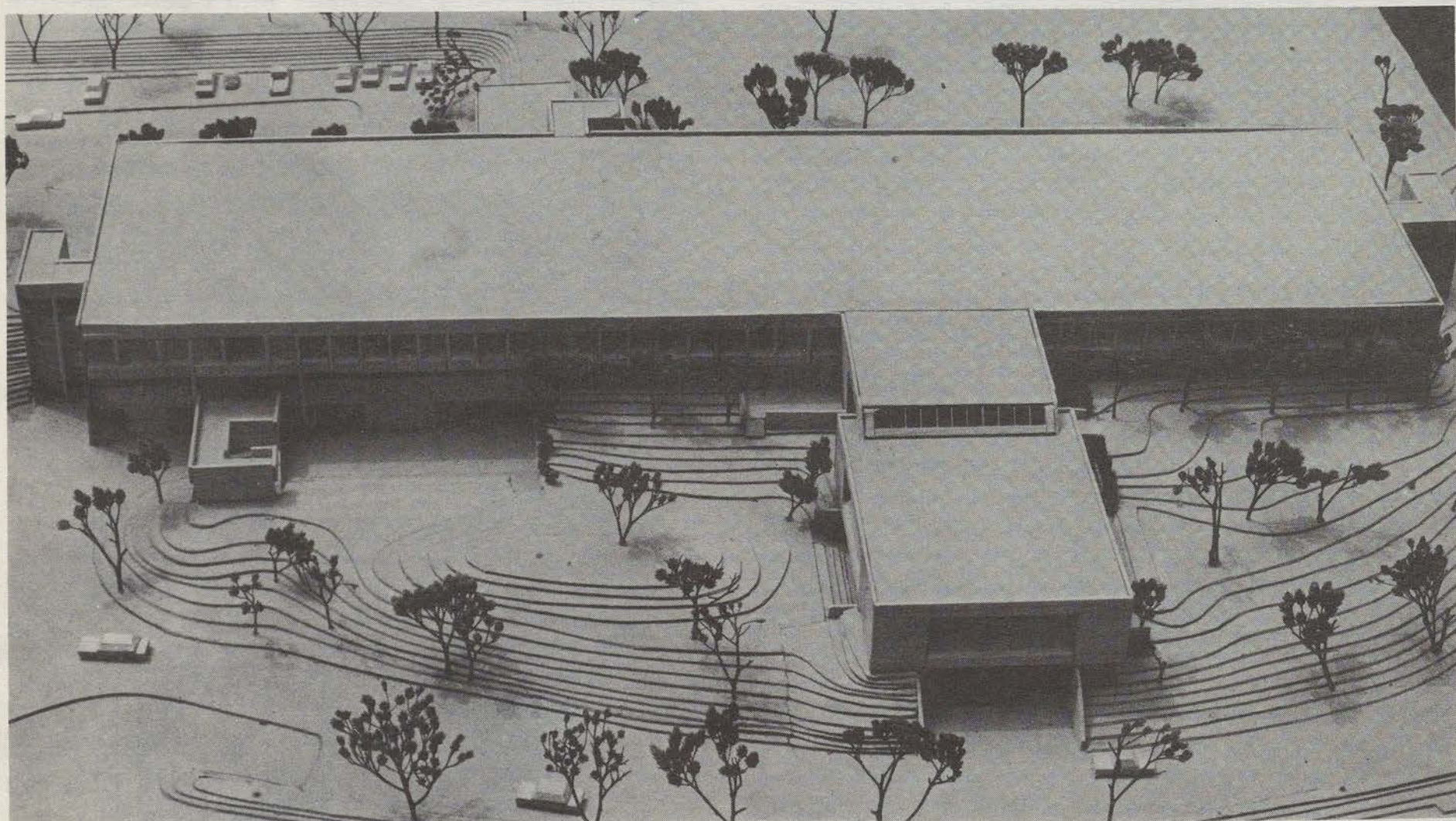
Engineering and Inspection

The Township Engineer is appointed by the Mayor with the consent of the Council. This officer must be qualified by training and experience and licensed in the state of New Jersey.

The Township Engineer's office does all engineering for the township, including designs for improvements and property surveys of township lands. The Division of Engineering maintains records of township properties, utilities, and capital improvements, and acts as consultant to the Planning Board for approval of roads, street layouts, and sewers. It inspects improvements to insure that specifications are met, and maintains maps of the township. All physical changes in the township must receive the approval of the Engineer's office.

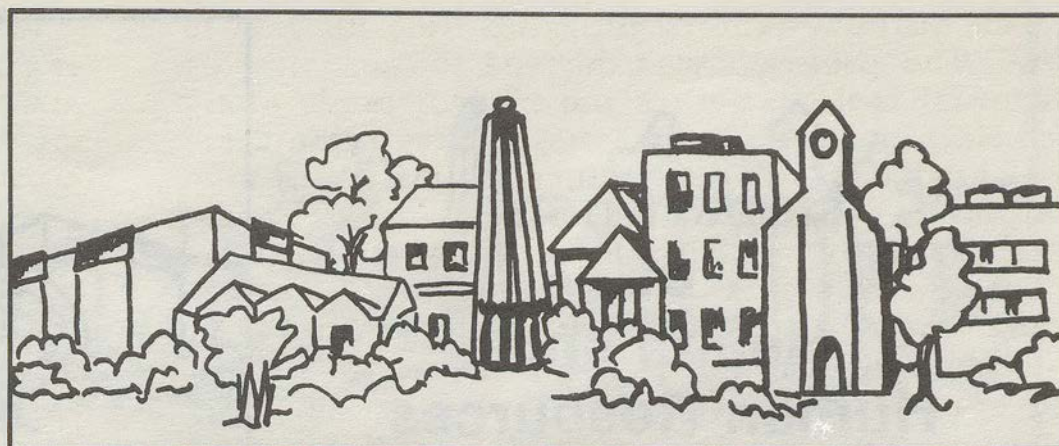
Inspection of new building in Edison is conducted by the Building Inspector, the Plumbing Inspector and their staff. Edison uses the National Standard Plumbing Code and the Uniform State Construction Code known as BOCA (Building Officials Code of America). Electrical inspection is handled by a private firm through a contract with the township.

Safe-and-sanitary conditions and density are regulated and enforced by the Board of Health.



Architectural rendering of proposed municipal complex on Route 27.

8 Department of Parks, Public Buildings and Recreation



Public Buildings

The public buildings for which this department is responsible include the Municipal Building, the firehouses, the libraries, the Health Center, the Animal Shelter and Old Town Hall, (which clubs may use for meetings). The present Municipal Building was completed in 1954. The township purchased 8.1 acres of land at Camp Kilmer from G.S.A (Federal General Services Administration) for the new municipal complex, off Route 27, near Talmadge Road. The proposed completion date is September, 1979.

Edison Parks and Playgrounds

The township maintains 33 playgrounds under the supervision of the Recreation Department. Fourteen of these playgrounds are located on or in public school or parochial school grounds and are in full operation for eight weeks during the summer months. The program offerings are mailed in the spring for summer programs and in the fall for the winter programs.

During the summer months the department offers activities that include arts and crafts, games, contests and tournaments on the playgrounds, with mini trips that include Boy Scout Museum, Terri-Lou Zoo as well as trips to Great Adventure, Dorney Park and Broadway shows. All six secondary schools are open evenings for open gym activities. Other evening activities include cheerleading and twirling classes, ceramics for adults, men and women's softball leagues and over 200 teams in Junior league and Little League for both boys and girls. Boating is also available at the Edison Boat Dock located at the foot of Meadow Road. Licenses to use this dock are available at the office of Licenses and Permits in the Municipal Building with a \$2.00 fee for residents and a \$15.00 fee for non-residents.

The township now has seven senior citizens clubs serving different areas in the township. These clubs meet once a week for business and social events. Other activities include outreach for the isolated, homebound and handicapped seniors, including home visitation, information and assistance on social security, and food stamps. The nutrition project for the elderly provides fun, food and friendship. If transportation is needed, the number to call is 287-1454. For information concerning transportation to doctors, dentists,

hospitals, food and clothing, legal services and advocacy, the number to call is 287-0900. Free mini-bus service operates over scheduled routes for meetings and shopping.

Cultural Enrichment Programs for youngsters Grades K to 6 are offered after school at most elementary schools throughout Edison. Along with a Pre-School program classes are offered in art, gymnastics, cooking, music, plant world, flower arranging, magic and many others. Trips to Broadway plays are also offered. Gyms at the junior high schools are open certain evenings for teen social and recreational activities.

The Handicapped Program is a year round program providing a summer day camp at the Cerebral Palsy Center and Saturday morning activity at Stelton School. In the winter months, a pilot project for adults will be conducted in conjunction with the Edison Adult School of Education offering classes in physical education, plant life, art, music appreciation and woodworking.

Other Recreational Facilities

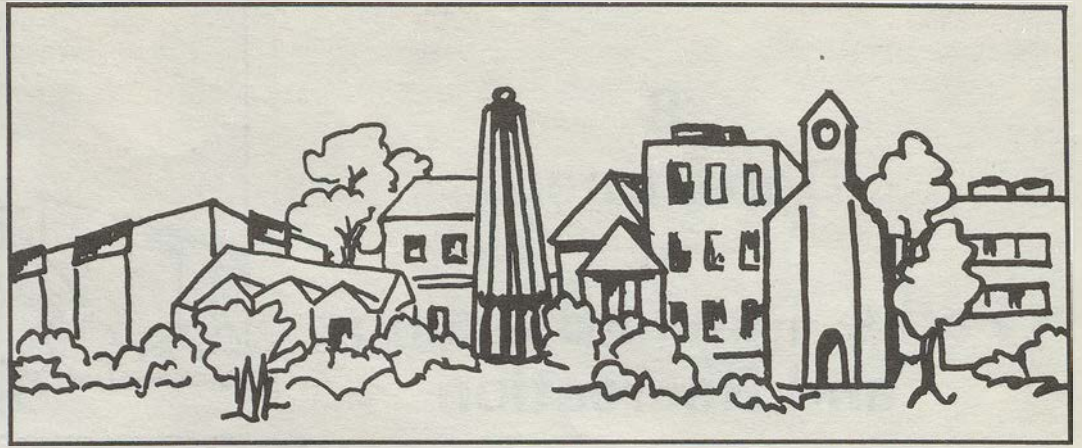
Roosevelt Park, a 208 acre county park, is located within Edison, off Route 1 between Parsonage Road and Grandview Avenue. The facilities of the park, including play equipment, lake, stadium, tennis courts, and picnic equipment, are available to township residents. The county sponsors a wide variety of activities in the park, including plays and concerts during the summer and ice-skating and sledding in the winter. The Kiddie-Keep-Well Camp, Scout areas, Roosevelt Hospital and the Cerebral Palsy Center are also located there.

A 161 acre county park is being developed behind Middlesex County College. At present 46 acres are developed with 16 tennis courts, two softball fields, one hard ball field, a soccer field and a track. Future development and a name await the action of the Board of Freeholders.

The state maintains a 30 acre park and a small museum at the Edison Tower off Route 27 on Christie Street. Admission is charged to visit the museum. The grounds, however, are not available for recreation or picnics.

Two private country clubs with golf courses and many private swim clubs are located in the township.

9 Department of Health and Human Resources



This department was created in January, 1979 by dividing the Department of Parks and Public Buildings, Health, and Welfare and Recreation into two departments. The Department of Health and Human Resources occupies the Edison Health Center, 80 Idlewild Road.

The executive official of the Division of Health is the municipal Health Officer who is licensed by the state. This officer has supervision over all officers and employees of the Board of Health and enforces local health ordinances and the state sanitary code.

Board of Health

State law requires every municipality to have a Board of Health. The Edison Board of Health is comprised of the seven members of the Municipal Council. State law directs local boards to enforce the state sanitary code, and enact ordinances and prescribe penalties necessary for the protection, preservation and promotion of the public health. The Board of Health meets four times a year, with the meeting dates announced in the newspapers in January.

Edison Health Code

In 1961, the Edison Board of Health passed a comprehensive health code. It regulates most conditions of health, such as environmental sanitation, sewerage, garbage, water supply, pollution, swimming pools, communicable diseases, dog control, food establishments, motels, apartment buildings and trailers. In 1970, the Board adopted an air pollution code with penalties of \$5 to \$500 and/or up to 30 days. The township is continually updating this entire health code. The township also has a clear packaging ordinance for fish, poultry and meat.

Personnel and Duties

Edison's Health Officer performs all the administrative duties of the department; enforces the health code and the state sanitary code; conducts inspection of food establishments, dairies, water supplies, and septic tanks; analyzes water and milk; supervises weed control; oversees nurses; conducts the annual dog census; prosecutes violators and promotes public health.

In addition, the director acts as the Registrar of Vital Statistics. This officer also keeps records of births, deaths, and marriages, and issues licenses or certificates concerning them. In the event of an

emergency, the Health Officer is also the relocation officer.

Personnel employed by the department are: health officer, administrative assistant-deputy registrar, office supervisor, four clerk typists, three sanitary inspectors, one field investigator, nine public health nurses, municipal dog warden, assistant dog warden, two dog handlers, ten part-time physicians, one dental consultant, one optometrist, one mobile health unit driver, one maintenance person, two part-time veterinarians, one part-time rabies control officer, one housing inspector, one consulting veterinarian, and other part-time personnel as the need arises.

The public school health program is conducted by the Board of Education and is included in their budget. See "Schools" chapter, Health Services.

Dog Warden

In view of the increased demand for animal services, a Municipal Animal Shelter has been constructed. The shelter is located on Talmadge Road at the junction of Edison and South Plainfield. Twenty-four hour emergency service is maintained by the dog warden and the full-time staff. The Animal Shelter has its own vehicle and is self-sustaining through licenses, fees and fines.

Edison Health Center.

The Edison Health Center, 80 Idlewild Road, was opened in December, 1960. The Health Center provides offices for the Department of Health and Human Resources; Child Health Clinic; examining room; Audiometric Testing Room and a laboratory.

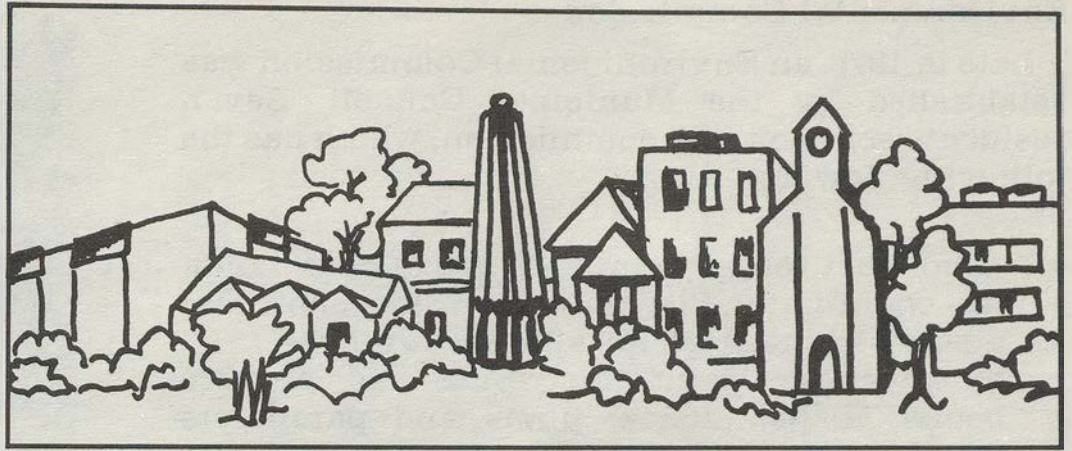
The department offers examinations, immunizations and guidance for infants and pre-school children who cannot otherwise obtain these services; preventive inoculations, including those needed for overseas travel; female cancer detection clinics; audio-visual screening; tuberculosis skin testing, colon rectal clinics, pulmonary function testing, diabetes screening and dental and eyeglass programs for senior citizens. Applications for the dental clinic at John F. Kennedy Medical Center are available and are processed at the Health Center.

Other Health Services

The department furnishes the medical and nursing service in all six parochial schools located in Edison, as well as the health supervision

11

Rent Control Board and Other Municipal Services



The Edison Township Rent Control Ordinance was passed by the Edison Township Council in April 1973, at a time when apartment construction was at a standstill and the vacancy rate in apartments was very low. Coverage of the ordinance extends generally to multiple dwellings of three or more units (excluding hotels and motels) and trailers in trailer parks. The ordinance established a Rent Control Board consisting of five members serving three year terms. Board members are appointed by the Mayor and approved by the Council. The Board meets the first Wednesday of each month at 8 p.m. in the Council Chambers at the Municipal Building.

The ordinance provides for the automatic pass-through of both a limited annual rent increase and the annual increase in property taxes. Landlords may also apply to the Rent Control Board for additional surcharges to cover financial hardship or the cost of capital improvements. Applications for surcharges are processed by the Rent Control Board which holds hearings on these and other matters.

The Board can and does pass rules and regulations to aid in its ability to administer rent control. The Board also hears questions on rental issues from either tenants or landlords and aids them in understanding and interpreting the rent control ordinance.

In August 1976, the Township Council passed a Multiple Dwelling Registration Ordinance to prevent abuse of the rent control ordinance by having landlords record their rents. The Secretary of the Rent Control Board and the Township Clerk are responsible for receiving multiple dwelling registrations which must be filed by landlords of eligible units by January 15 every year. These registration forms contain all rental data including base rent and various increases and surcharges for each apartment. This data is available to the public at the Township Clerk's office. Landlords who willfully violate either ordinance are subject to penalties imposed by the Municipal Court.

Office of Consumer Protection

This office is under the auspices of the New Jersey Division of Law and Public Safety. Its primary function is to enforce the N.J. Consumer

Fraud Act (NJSA 56:8-1 to 8-20) enacted as of June, 1974. This act, along with the specific rules and regulations, concerns consumer fraud, its prevention and provides for penalties for violations.

Edison's municipal office handles consumer complaints directly from Edison residents and by referral from the state and county office. Complaints against businesses located in Edison are also handled here.

The office is staffed by two co-directors who are certified by written exam by the state, and who serve without compensation. They share these responsibilities: investigation of all complaints, maintenance of speakers' bureau, promotion and participation in all educational activities to promote consumer rights, and participation in task forces run by the N.J. Division of Consumer Protection.

Shade Tree Commission

Three Edison residents are appointed by the Mayor with the approval of Council to oversee the selection of shade trees in subdivisions, with the assistance of the Director of Public Works.

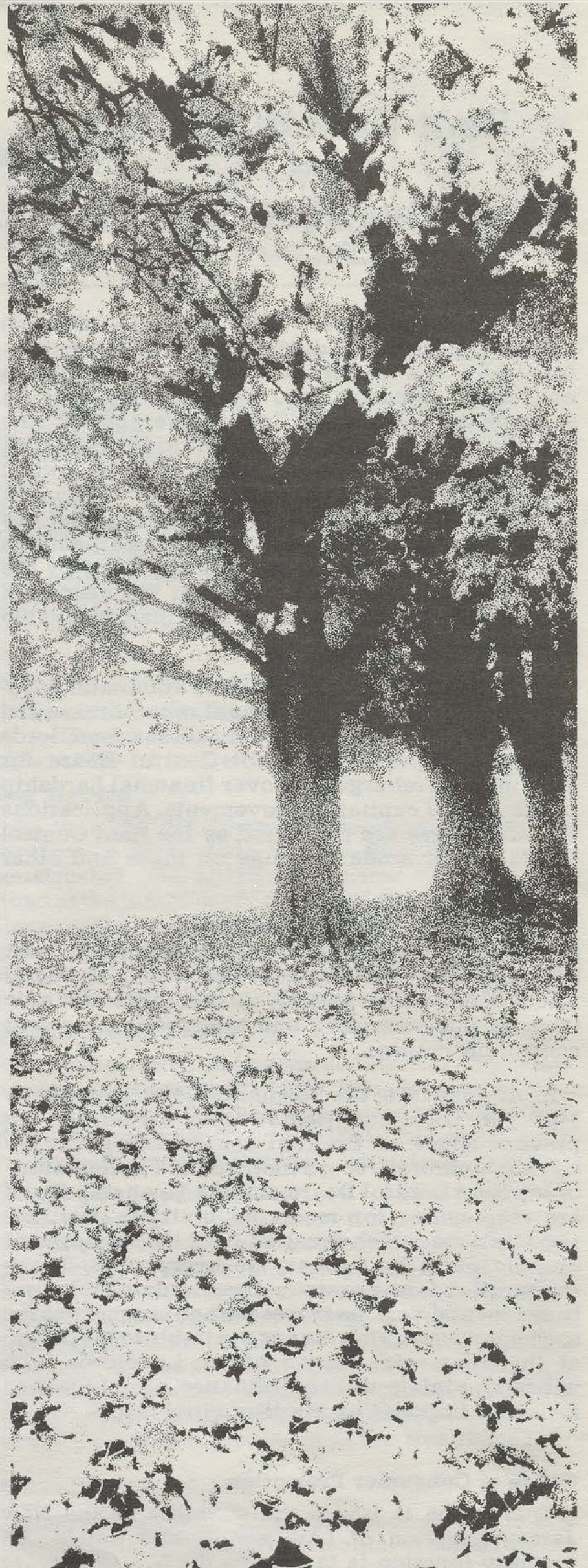
Cable Television Committee

In 1978, the Municipal Council awarded a franchise to the Raritan Cablevision Company, for installation of cable television. Prior to this action a committee of nine township residents had studied federal and state statutes and administrative codes to recommend articles for the implementing ordinance.

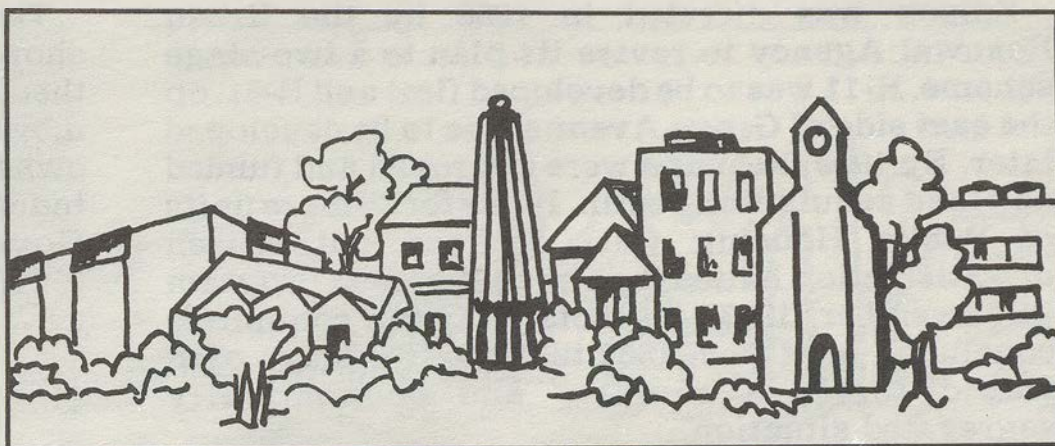
Environmental Commission

Late in 1978, an Environmental Commission was established by the Municipal Council. Seven residents serve on this commission, which has the following powers:

- to conduct research into the use of open lands
- to coordinate the activities of unofficial agencies organized for similar purposes
- to advertise, print, distribute and prepare books, maps, charts, plans and pamphlets which in its judgment it deems necessary for its purposes within the limits of the funds appropriated to it
- to keep an index of all open lands, publicly and privately owned, including marshlands, swamps and other wetlands
- to recommend to the Planning Board plans and programs for inclusion in the master plan for the development and use of such lands
- to acquire lands subject to the prior approval of the Planning Board and the Township Council in the name of the township by gift, pledges, grants, bequest or lease



12 Housing Authority and Urban Renewal



Housing Authority

The Edison Authority was established in 1954 by municipal ordinance, as provided for in the New Jersey Local Housing Authorities Law, for the purpose of solving problems of substandard housing in the township. An "authority" is a public corporation with the power to levy and collect service charges, issue revenue bonds, and operate independently. It does not have the power to levy taxes. The Edison Housing Authority has a dual function: administering Edison's Urban Renewal Program and administering the township Public Housing program.

The Edison Housing Authority consists of six Commissioners who serve without pay. Five of these are appointed by the Mayor with the approval of the Municipal Council and serve for overlapping five-year terms. The sixth is appointed by the Commissioner of the New Jersey Department of Community Affairs and serves at the pleasure of the state Commissioner. Only one of the six Commissioners may be a township employee.

The Commissioners elect their own chairperson and other officers, hire an attorney, and appoint an Executive Director, who is salaried and hires the staff. The Director and the staff receive their salaries from both Urban Renewal and Public Housing funds in proportion to their assigned responsibilities. Housing Authority employees operate under the New Jersey civil service system.

The main office of the Edison Housing Authority is located in the Community Center building at Julius C. Engel Gardens. Other offices, including that of the Public Housing Manager, are located at North Edison Gardens. The Housing Authority holds regular monthly meetings at the Julius C. Engel Gardens Community Center on the second Tuesday evening of each month. Caucus meetings, open to the public, are held before the public meeting at 7:30 p.m.

Public Housing

Edison has two Public Housing projects, both garden apartments, with a total of 160 units. North Edison Gardens, located near the intersection of Inman and Grove Avenues and bounded on three sides by the Urban Renewal Area, has 90 units of

varying size, some with as many as five bedrooms. The first 60 units were built in 1959, largely to provide needed relocation space for township families being displaced by Urban Renewal. In 1963, 30 additional units were completed, as was another project, Julius C. Engel Gardens, located on Willard Dunham Drive near Main Street and Woodbridge Avenue. Forty-eight of the 70 units in Julius C. Engel Gardens are designated for senior citizens. Construction of all public housing was financed through authority-issued bonds, with payment of interest and principal guaranteed by the Federal Public Housing Administration. Operating funds consist of rental monies received.

Eligibility for rental in public housing is determined according to Edison's Public Housing rental policy. Tenants are required to sign leases and are charged rents based on their incomes.

Urban Renewal

Edison's Urban Renewal program was begun by the Housing Authority in 1955. Redevelopment was proposed for 171 acres in the vicinity of Inman and Grove Avenues, now designated Tract R-61. The program is funded two-thirds by Federal loan and one-third by cash or "in-kind" contributions from the township, such as road, sewer, and school construction and donation of township-owned land.

The Housing Authority first obtained a federal grant (no repayment) through the Urban Renewal Agency for preliminary studies to determine the project's feasibility. They then hired a planning firm to study the proposed area and draw redevelopment plans. At the same time, they applied to the Public Housing Administration, a separate federal agency, for an FHA loan to build 100 units of public housing. This was needed to help satisfy the federal requirement of providing within the township for relocation of displaced families. The loan, granted in 1956, insufficient for 100 units, financed the construction of only 60 units.

The first Urban Renewal plans submitted by the Housing Authority to the Urban Renewal Agency were rejected on the grounds of insufficient provision for family relocation. At the time the Federal government was having problems funding Urban Renewal projects.

Edison was directed in 1958 by the Urban Renewal Agency to revise its plan to a two-stage scheme. R-11 was to be developed first and R-61, on the east side of Grove Avenue was to be developed later. By 1959 the plans were approved and funded and land acquisition begun. Plans for 30 more units of Public Housing were realized but citizen dissatisfaction halted the Urban Renewal program in November, 1963. A special Mayor's committee concluded in March, 1964 that the two stage plan would foster a racially and economically segregated situation.

The Urban Renewal area will also have a small shopping facility, 245 single family houses (30 of these will be available for special low income mortgage financing), 317 units of townhouses to be owned and managed as a cooperative and a light industrial area on the north side of Inman Avenue. Government mortgage financing for the townhouses will help low income families.

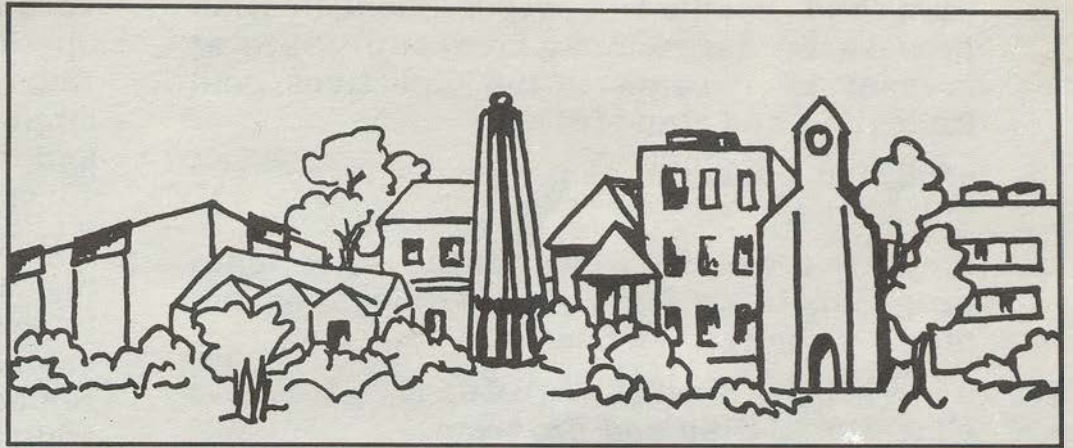


In October 1964, the federal government approved the development of the two tracts as one. New studies, surveys, plan amendments, and applications were prepared and citizens groups developed Urban Renewal Guidelines aimed at fostering integrated housing and citizen involvement in the program. In 1967 the new plan was submitted. The initial loan was secured in 1969.

FHA, URA, and PHA were consolidated into a cabinet-level department, HUD, the Housing and Urban Development Department in 1970. Also in this year, Edison's Mayor appointed three new members, all from the Citizen's Advisory Committee, to fill Housing Authority vacancies.

Land acquisition began, many parcels having to go into condemnation, and relocation started. A construction firm was engaged and an objection to the choice lodged with HUD halted all activity for a year. In 1973 all funds for Urban Renewal were frozen and the contract with the construction firm was broken. In 1975, FCH was hired as sponsor of the project and Lehigh Construction Company was selected to build the Urban Renewal project. Early in 1977 the site plan was submitted to the Edison Planning Board, which approved it with a time table. The groundbreaking for the senior citizen five story high-rise elevator building was in October 1978. It will have 240 units and the projected completion is in 1980.

13 Schools



The New Jersey Legislature is required by the Constitution of New Jersey to "provide for the maintenance and support of a thorough and efficient system of free public schools" for all children between the ages of five and 18 years. The local Board of Education is directly responsible for the operation of the schools in the local district.

State Department of Education

The state Department of Education is composed of a state Board of Education, a policy-making body, and a Commissioner of Education, who serves as the general supervisor over all schools which receive any state funds. Members of the state Board and the Commissioner of Education are appointed by the Governor with the advice and consent of the State Senate. The state Board of Education sets standards for teachers, approves building plans for new schools, and supervises the execution of state requirements in respect to the curriculum and other educational matters. The federal government exercises no educational supervision.

County Superintendent

The county superintendent, an agent of the state Department of Education, serves as a link between the state and the local school district. As a result of the State Department of Education's decentralization plan, the county superintendent and staff have the responsibility of serving as monitoring agents as well as to provide educational assistance to local school boards. One superintendent for each county is appointed by the Commissioner of Education; the appointment is confirmed by the state Board of Education.

Board of Education: Edison Township

Edison Township is classified as a Type I school district in accordance with the provisions of Title 18A. A Type I school district provides for an appointed board of education. In Edison there are seven non-paid members of the board who are appointed by the Mayor for staggered terms of three years each.

The Board of Education holds its regular public meeting on the second Monday of each month at 8:00 p.m., alternating between Edison High School and John P. Stevens High School. In compliance with the *Open Public Meetings Act of 1975* (Sunshine Law), all caucus meetings are open to public observation. These meetings are usually

held at the superintendent's office at 8:00 p.m. on the Thursday preceding the regular public meeting.

In addition, the Board of Education must hold an annual organizational meeting on May 16. At this meeting the board must elect a president and vice-president. The board is also required by law to re-adopt its bylaws and policies, as well as approve its educational program for the year. The custodian of school monies (part-time), auditors, board attorney (part-time), bond depositories, board of school estimate representatives, and delegates to the New Jersey School Board Association are appointed at this meeting. The board also recognizes the various employee associations and designates the newspapers to carry all official and legal school notices.

Authority and Powers of the Board

The local school district was created by the New Jersey Legislature as a unit for exercise of local authority and initiative. It derives its authority from acts of the New Jersey Legislature, and can perform only those acts for which some authority exists, expressly stated or implied, in *Title 18A — Education, New Jersey Statutes Annotated*, or in the rules and regulations of the State Board of Education, i.e., New Jersey Administrative Code.

The Edison Board of Education, as a policy-making body, has the responsibility to ensure that the laws of Title 18A, the regulations of the New Jersey Administrative Code, as well as the decisions of the Commissioner of Education, are implemented in the district. It further has the responsibility to determine district educational goals, and adopt policies for their implementation and the successful operation of the school system.

The *Public Schools Education Act of 1975 — Chapter 212 (Thorough and Efficient Legislation)* further affects the responsibilities of the local Board of Education in that this legislation provides a definition, a funding formula and a governance structure for a "thorough and efficient system" of education. Specifically, it requires that each board of education:

1. plan and conduct a goal-setting process with community involvement,
2. plan and conduct an objectives/goal indicators and standards setting process,

3. plan and conduct a needs identification process by assessing where pupils are at present in relation to the objectives/goal indicators and standards.
4. establish educational programs to achieve objectives,
5. measure the effectiveness of the educational programs in achieving those objectives and making changes as needed,
6. develop a budget annually for the educational plan and program.

The New Jersey Administrative Code further defines when and how the aforementioned six stages are to be implemented.

Schools and School Population

The Edison school district is comprised of 14 elementary schools (K-6), four junior-high schools (7-9), and two senior-high schools (10-12). The total enrollment in Edison Township public schools approximates 12,000. In addition to this number, about 350 students attend one of the county vocational schools. Approximately 70 percent of those graduating go on to further academic or technical education.

School Programs

The Edison school system provides for a comprehensive educational program, K-12. The kindergarten level, while retaining the self-contained classroom concept, provides a formal reading and mathematics program. Grades 1-3 experience two types of classroom organization. While some schools retain the self-contained organizational concept, there is provision for grouping within the class and/or cross-grade placement. A few schools additionally utilize a semi-departmental program wherein students are grouped for Language Arts and/or Mathematics and change teachers for instruction in these subjects. Grades 4-6 follow a departmental organization with teacher specialization and instructional grouping on a grade-level and/or cross-grade basis. In addition there is specialized assistance for those students needing remediation or acceleration in Language Arts and/or Mathematics.

Grades 7-9 provide an educational program based on the needs, abilities and achievements of the students. Essentially there are four levels of progression, each emphasizing the basic skill (Language Arts and Math) needs of the student at that level. In addition, all junior-high students take a quarter of Art, Music, Home Economics and Industrial Arts.

The senior-high school program is varied to meet the aspirations as well as basic skill needs of the students. An individual may opt for a straight academic plan, college prep liberal arts or college prep for a specific field such as business or medical. Secretarial and general business programs are available as well as an extensive

vocational education program including the opportunity for a work-study curriculum in the 12th grade. Regardless of program, special emphasis is placed on acquiring the language arts and mathematic skills fundamental to functioning successfully in today's society.

Reading Centers at both the junior- and senior-high schools provide students with the opportunity to work with reading specialists on an individual basis. This program emphasizes corrective, remedial or enrichment work. Students in need of additional math help, or interested in furthering their math knowledge, can do so in the Math Lab at each senior-high school.

Each junior- and senior-high school has a variety of club and sport activities, both intramural and interscholastic, available to all students. A cultural arts curriculum is also an integral part of the entire educational program, K-12, as is health and physical education.

Central Staff

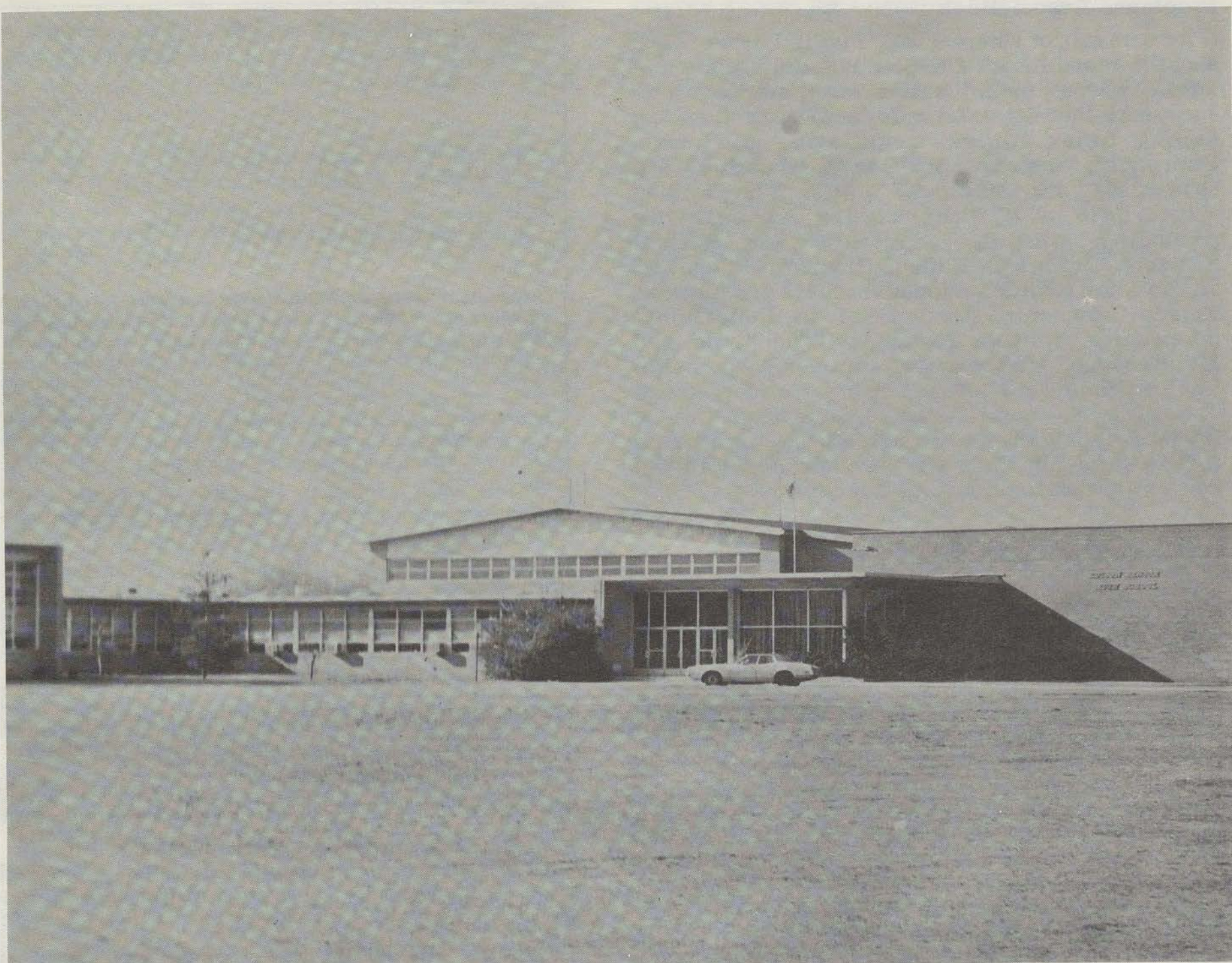
The Superintendent is appointed by a majority roll call vote of the Board of Education. He/she must have a valid New Jersey School Administrator's Certificate, but he/she need not be a resident of Edison. Tenure is granted after three years in the position.

It is the policy of the Edison Board of Education that the organizational structure be one of unit control. The line of authority and responsibility flows directly from the Board of Education to the Superintendent.

The Superintendent is responsible to the Board for the organization, operation, and evaluation of the total school program — the Superintendent shall serve as educational advisor to the Board, educational leader of the schools and the chief operating officer of the district.

A line position to the Superintendent is the Assistant Superintendent for Curriculum and Instruction, who has the overall responsibility for both the regular and special instructional program, K-12, as well as Adult and Continuing Education and Special Services. A second Assistant Superintendent for Administration and Personnel, a line position, is responsible to the Superintendent.

The Board Secretary/Business Manager and Assistant Business Manager round out the management team. A board secretary is mandated by statute and is required to perform the duties and functions assigned to him/her by Title 18A. He/she is appointed annually by a majority roll call vote of the full membership of the board. In general, the Board Secretary/Business Manager has the responsibility to serve as general accountant and financial monitor, record all proceedings of the Board, handle correspondence, and has the charge and care of the school buildings and property of the district. The latter duty includes the supervision of all building plans and specifications as well as bids.



*Edison H.S.
Blvd. of Eagles
(off Colton Road)*

Other central office administrative and supervisory staff include directors for Special Services, Adult and Continuing Education, and Maintenance; the Transportation Coordinator; and elementary and secondary instructional supervisors.

Certified School Staff

The Edison Board of Education employs a certified school staff of approximately 950 including principals, vice-principals, guidance personnel, work-study coordinators, librarians, nurses, regular and special education teachers. Certification requirements are set by state law. In addition to meeting the state certification requirements, approximately 46% of the staff have completed graduate level studies at or above the master's degree level. Salaries and benefits rank in the top ten per cent of the state. Additional compensation is granted for positions such as department heads, coaches and club sponsors.

The Board also maintains an on-call substitute-teacher roster of about 200. These substitutes are certified and are compensated on a per diem basis.

Auxiliary Staff

The Edison Board of Education employs a staff of certified paraprofessionals to assist teachers at the elementary-school level and in special education. Library and cafeteria aides are also employed at the elementary level. In addition, a few part-time library, clerical, laboratory and health aides are employed at the junior-high school level.

Custodians and maintenance personnel serve to keep the buildings and grounds in good condition and repair. A staff of secretaries and clerks are also employed at the Superintendent's Office as well as at each school.

Other auxiliary employees consist of data processing personnel, attendance officers, and transportation personnel.

Employee Associations

As a result of Chapter 303, Public Laws of 1968 and the more recent Chapter 123, Public Laws of 1974, boards of education are mandated to recognize the right of employees to organize for, among other things, negotiating purposes. Currently, the Edison Board of Education recognizes six employee units. The Edison Principals and Supervisors Association (including guidance counselors and Special Services personnel), Edison Township Education Association (which includes teachers and nurses), Edison Township Association of Educational Secretaries, Edison Township Custodians and Maintenance Association, Edison Township Paraprofessional Association, and Edison Township Library Aides Association. These various units are the exclusive bargaining units for their membership and as such negotiate all contracts with the Board of Education.

State and Local Curriculum Requirements

New Jersey imposes minimum curriculum requirements for both the elementary and secondary schools in Title 18A. For the elementary grades these are: at least 2½ hours per week of health, safety, and physical education; and courses in the civics, geography and history of New Jersey. Health safety and physical education, including a course in the nature/effect of narcotics and alcohol; and two years of American History, including a course in the Constitution of the United States are required in the high schools.

The State further requires a minimum of 180 school days per year, a minimum of 92 credits for graduation, and the observance of certain holidays.

Additionally, remedial services in reading and mathematics are required for all students who fall below the state and district minimum standards in basic skills. (State Compensatory Education.)

The Edison Board of Education, by the powers vested in it by Title 18A, has the authority and responsibility to impose additional curriculum requirements. On the elementary level, all students must take language arts, mathematics, social studies, science/health, art/music/physical education — each year they are in school. The same requirements follow at the junior-high level with the addition of home economics and industrial arts courses. A foreign language is offered for advanced students.

In grades 9-12 all students must carry a minimum of six (6) subjects per year in grades 9 through 11 and a minimum of four (4) subjects in grade 12. In order to graduate, a student must earn 115 credits (minimum) which shall include successful completion of the following courses:

Title of Course

Number of Years

| | |
|-------------------------------|----------------------------------|
| English | 4 |
| World History | 1 |
| U.S. History | 2 |
| Science | 2 |
| Mathematics | 2* |
| Health and Physical Education | Each year a student is enrolled. |

*Students must take a Math course in grades 9 and 10. All students are required to take a Math test at the end of the 10th grade. Students who do not achieve the minimum acceptable standard on this test will be required to take and successfully complete a third-year math course. At the end of the 11th grade, all students are required to take the *State Minimum Basic Skills Test*. Students who do not achieve the minimum acceptable standard on this test will be required to take and successfully complete a senior-year math course.

Testing

A regular schedule of pupil testing is followed in the Edison public schools. The tests include: school readiness survey test administered to youngsters prior to their kindergarten year; achievement tests — grades kindergarten through 10; aptitude tests — grades four, seven, eight and nine; and a vocational interest inventory test — grade 10.

Additionally, students are required to take the *State Minimum Basic Skills Test* in grades three, six, nine and eleven.

Students planning to attend college take the SAT (College Boards) test in their junior and/or senior year.

Advance Placement tests, for college credit, in various subject areas are offered to eligible students.

Special Services

The Special Services Department is responsible for fulfilling the requirements of the Federal Public Law 94-142 entitled, *Education for All Handicapped Children's Act* and the subsequent revision of Chapter 28 of the New Jersey Administrative Code in 1977.

The state requires that all handicapped children, grades K-12, (permissive-preschool) be identified and classified, with appropriate educational programs provided.

The Edison Special Services Department is staffed by a director, supervisor; a required number of child study teams consisting of psychologists, social workers and learning consultants; one consulting psychiatrist; speech therapists; and approximately 38 special education teachers — complemented by about 14 per diem supplemental teachers. The latter instructional staff also works with students who need extra assistance but whose status does not warrant classification.

Some additional responsibilities of special services are to identify the academically talented, provide for the home instruction program, and provide for out-of-district placement, when necessary.

Special Education programs are conducted in several of the Edison elementary and secondary schools and students participate in the regular curriculum where feasible.

Health Services

The Edison school district health-service program is staffed by five part-time physicians and about 20 certified school nurses. The health services team has the responsibility to see to the implementation of Chapter 14 of the *State Sanitary Code: Immunization of Pupils in Schools, 1975* which requires that all students give proof of immunization against DPT, measles, rubella and polio. Additionally, the state requires the administration of an intradermal tuberculin test to students in grade eight and all new students, grades 9-12.

Each kindergarten registrant is required to have a physical prior to entering school. Students in grades 2, 5, 8, 11 and new students are also required to have a physical examination by their own or school physician. The team physician provides the physicals for all candidates for athletic teams.

School nurses conduct an annual vision screening and audiometric testing program for grades K-6, 8 and 11. A strep disease control program is in effect for all grades, under the supervision of the nurses. Other health service responsibilities are to maintain health records on all students, administer first aid, examine students for scoliosis and in general handle any health crisis within the building.

Summer School Program

The Edison Board of Education provides a summer school program consisting of courses for: failure make-up, improvement of grades, remediation, and enrichment. These courses are offered at no cost to students residing in Edison.

Adult and Continuing Education

The Adult and Continuing Education program is offered in Edison on a self-sustaining financial basis. The program is available to all adult residents of the district. It is designed to appeal to the vocational, avocational, cultural and aesthetic interests of the adult members of the community and to serve the civic needs of the foreign-born as well. Approximately 100 courses are offered and classes are held in the evenings at both Edison and J.P. Stevens high schools. There is a small tuition

charge except for township residents 62 years or older.

In addition, a tuition-free high school equivalency program and an adult basic education program are offered to adult residents of Edison.

School District Finances and Budget

The Edison Township public schools are financed primarily by local real estate taxes — approximately 85% of the budget. State aid plus minimal federal aid provide the additional revenues.

The Board of Education must approve all expenditures of school funds and is responsible for maintaining bookkeeping procedures consistent with state regulations, and for providing an official audit of all school funds by a qualified public accountant in accordance with the state compulsory adult program.

The Board is also empowered to invest funds held in reserve in order to obtain a maximum return without jeopardy to the principal amount.

The Board of Education is mandated to prepare annually an itemized budget. As an integral part of *Chapter 212 — "Thorough and Efficient"* legislation, the net current expense budget cannot be increased beyond a percentage figure determined by a formula devised by the State Department of Education. This percentage figure is referred to as the "cap" figure. For the 1979-80 school year, the Edison school district had a 4.8% cap. Additionally, the amount of state aid the school district will receive is affected by the "Thorough and Efficient" legislation.

Both the cap figure and amount of state aid vary from year to year dependent upon several factors, among which are the increase in statewide property values and the relationship of a district's per pupil expenditure to that of the state average.

Budget Procedures

The Board of Education must prepare, adopt and submit an itemized budget to the County Superintendent of Schools by January 15th. By March 6th, the budget must be submitted to each member of the Board of School Estimate. The Board of School Estimate consists of the Mayor, two appointed members of the Council and two appointed members of the Board of Education.

Public hearings on the proposed budget are held by the Board of School Estimate after the budget is advertised and the date of such public hearing is published in at least one newspaper. March 19th is the last day for a public hearing on the budget. The Board of School Estimate has the power to pass or reject the school budget.

Edison Township School Expenditures

The proposed 1979-80 school budget approximates \$31 million with distribution as follows:

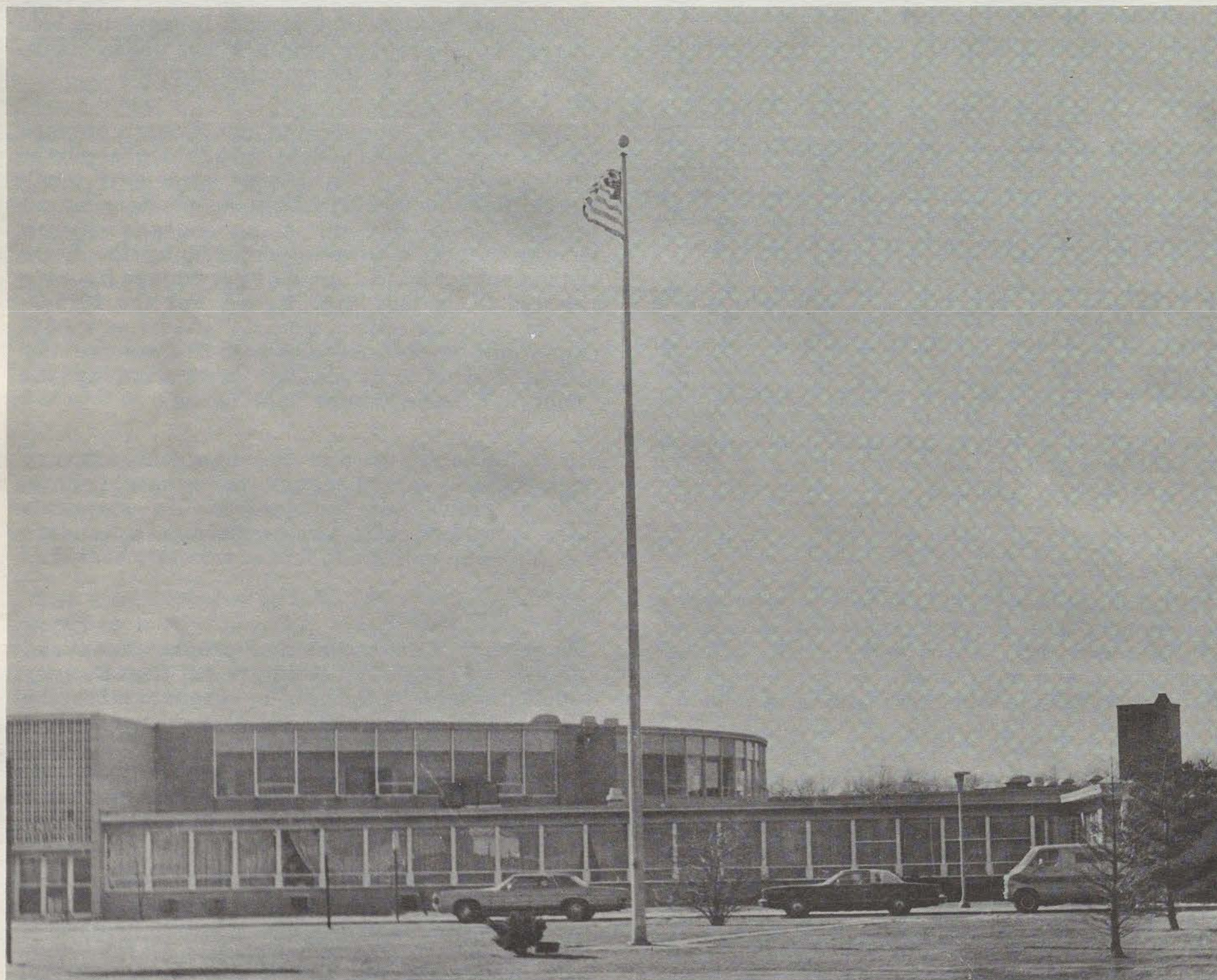
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|------------------------------------|--------|
| (1) Administration | 2.3% |
| (2) Instructional Salaries | 64.9%* |
| (3) Instructional Materials | 3.0% |
| (4) Health and Attendance | 1.8% |
| (5) Transportation | 3.7% |
| (6) Operation of Plant | 8.4% |
| (7) Maintenance of Plant | 1.9% |
| (8) Fixed Charges | 9.4% |
| (9) Student Body Activities | 1.1% |
| (10) Capital Outlay | 1% |
| (11) Miscellaneous | 3.4% |

(Includes Federal and State
Projects and Adult Education)

*Includes salaries for school administrators, teachers, supervisors, school secretaries/clerks and other school-related instructional staff.

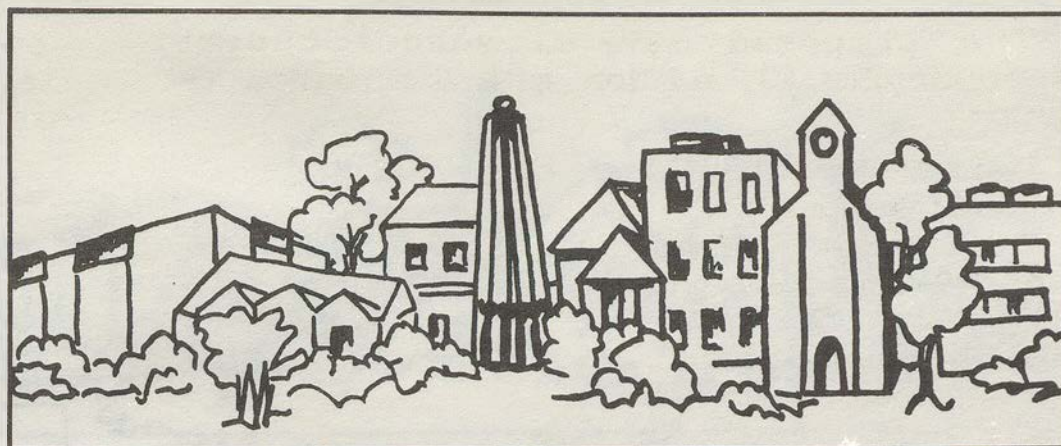
Parent-Teacher Association

Every public school has a Parent-Teacher Association which functions independently, carrying out its own programs and projects. All local PTA units, as well as the Superintendent, the Board of Education, and the Edison Teachers Education Association participate in the Edison Township Council of PTAs, which provides for greater communication, cooperation, and coordination between school and home.



J.P. Stevens
Hawks Court
(off Grove Avenue)

14 Free Public Library



The library system in Edison Township consists of a main library, two branch libraries, and a bookmobile:

Main Library, 340 Plainfield Ave. 287-2298
North Edison Branch, Library Place & Grove Ave.
548-3045
Clara Barton Branch, Hoover & Pleasant Aves.
738-0096

The first library in the township was opened by the Raritan Township Free Public Library Association on January 29, 1927. The library began with 246 books donated by township residents and was located in a rented store at Woodbridge Avenue and Thomas Street. A library referendum was approved by the voters in November 1928, and the library became the municipal library on January 1, 1929.

In 1931, the library moved to Woodbridge Avenue and Myrtle Street. Library service was extended to the Clara Barton and Oak Tree Firehouses as of January 1932 and to the Henry Street Firehouse and the Menlo Park section in 1937. In May 1938 the library moved to the second floor of the Municipal Building and remained there until March 1959 when it was moved to temporary quarters at 238 Plainfield Avenue.

In January 1965 the library moved into a new two-story building at 340 Plainfield Avenue. The lower level was completed in 1967. This building now houses the main library. A bookmobile garage and meeting room were added to the main library in 1975.

The Clara Barton Branch, located at Pleasant and Hoover Avenues, was opened in November 1969. Renovations and improvements to the lower level were completed in 1971. In 1978, the Township Council approved bonding for the cost of a new building for the Clara Barton branch.

The North Edison Branch, located at Grove Avenue and Library Place, was opened in October 1971. An expansion project begun in 1978 is expected to be completed in October 1979.

In August 1973 a bookmobile was purchased with revenue sharing funds. The bookmobile stops weekly at 17 locations throughout the township.

Board of Trustees

Responsibility for library policies and for selection of the Library Director rests with the Board of Trustees. The Board consists of seven members: The Mayor, the Superintendent of Schools, and five citizen members, each serving staggered five-year terms. The Board of Trustees meets on the first Tuesday of each month.

Library Director

The Library Director administers the library in accordance with the policies set by the Trustees and, subject to approval, selects the staff and prepares the budget.

Library Staff

As of November 1978, the library staff consisted of 28 full-time, 29 part-time, and six C.E.T.A.-funded employees. Included in these are a Library Director, an Assistant Director, two Branch Librarians, a Bookmobile Librarian, two Children's Librarians, a Young Adult Librarian, a Cataloguer, and an Acquisitions Librarian.

Borrowers

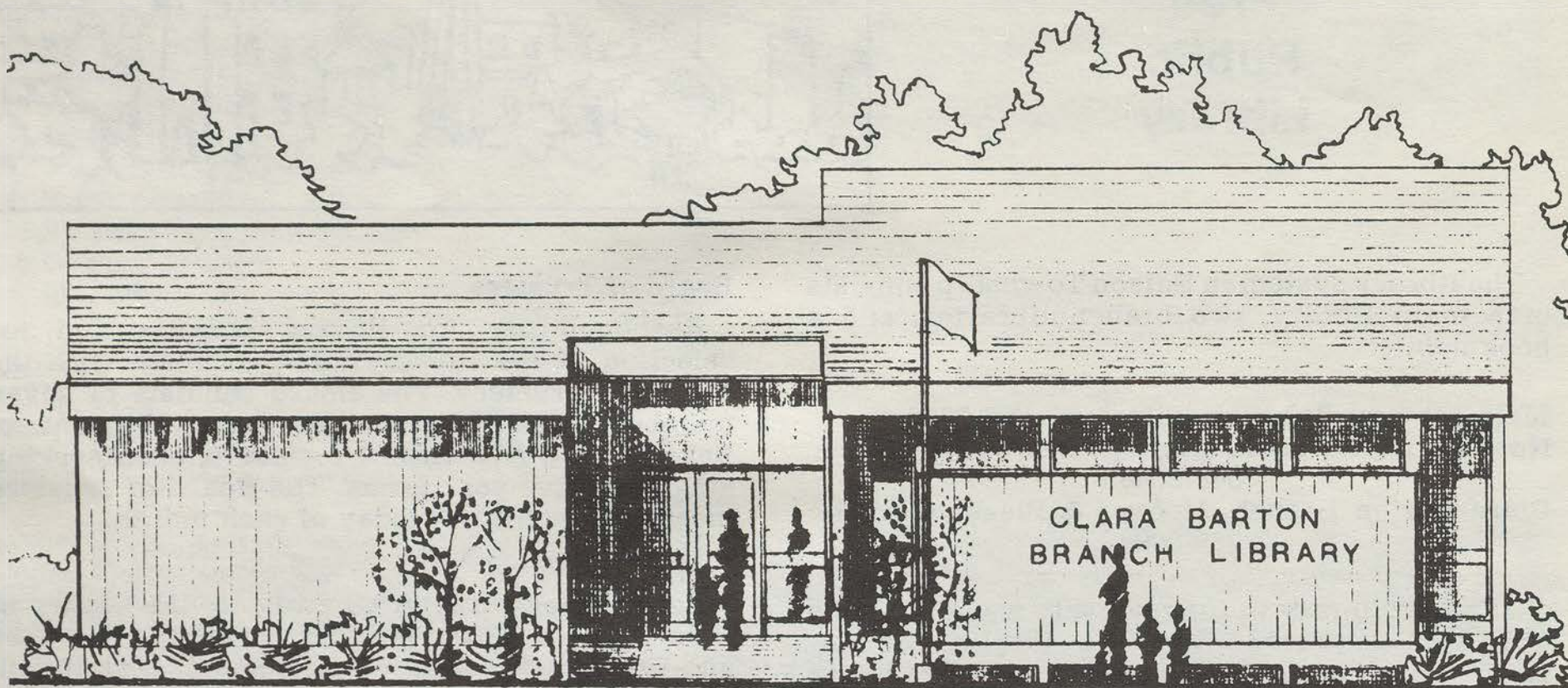
All persons who live, work, attend school, or own property in Edison Township may apply for a library card free of charge. In addition, reciprocal borrowing privileges are available with Woodbridge Township, Perth Amboy, and South Amboy libraries.

Collection

The library's collection consists of books, magazines, cassettes, microfilm, filmstrips, newspapers, and pamphlets. Audio-visual equipment holdings include cassette players, filmstrip viewers, 16 mm film projectors, microfilm reader-printers, and portable videotape equipment.

| Branch | COLLECTION* | | | |
|--------------|-------------|------------------------|-----------|---------------------|
| | Books | Magazine Subscriptions | Cassettes | Filmstrips and Kits |
| Main Library | 68,032 | 221 | 419 | 370 |
| Clara Barton | 24,471 | 45 | 301 | 18 |
| North Edison | 35,786 | 85 | 370 | 153 |
| Bookmobile | 4,942 | 11 | --- | --- |
| | 134,231 | 362 | 1,090 | 541 |

*as of December 31, 1977



Architects rendering of proposed Clara Barton Branch Library
 Courtesy of Charles Fitch & Associates Architect

Services

The library provides the following services:

1. Programs for children, young adults and adults. These programs are described in a monthly program calendar.
2. Reference service, either in person or by telephone.
3. Newspaper file and indexing of news pertinent to Edison from the *Home News* and the *News Tribune*.
4. Community Organization File.
5. 16 mm films available through inter-library loan.
6. Shut-in book delivery for qualifying residents.
7. Use of meeting rooms for community groups and Edison Adult School.
8. Booklists on new books and special subjects.
9. Library orientation for school classes and special groups.
10. Use of photocopiers.

Circulation

Most books circulate for four weeks and may be renewed for an additional two week period. Books on reserve, magazines, and pamphlets circulate for two weeks and are not renewable. Cassettes, filmstrips, filmstrip kits, cassette players, and filmstrip viewers circulate for one week. Fines are charged for overdue materials.

Budget

The funds for the operation of the library are included in the annual budget of the township. The 1978 library budget was:

| | |
|----------------------|--------------|
| Salaries | \$380,744.26 |
| Other Expenses | 94,500.00 |

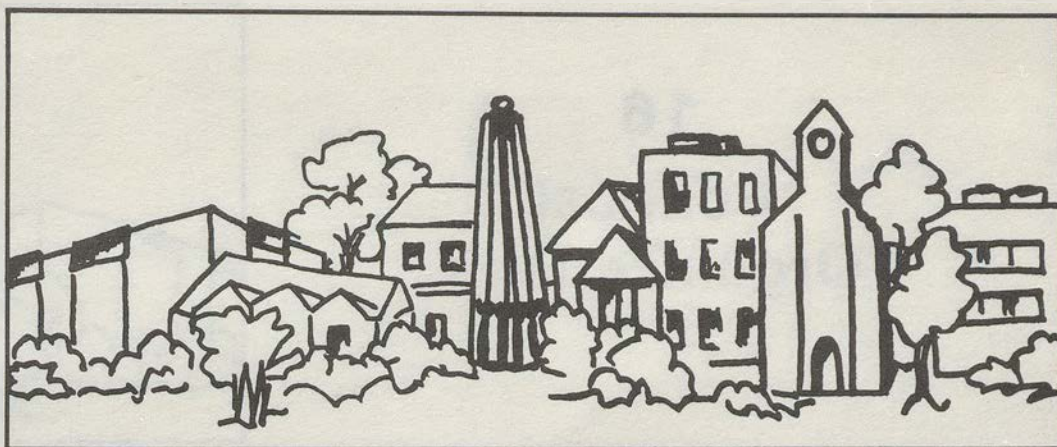
The library also receives State Aid funds. Accumulated state aid money will be used to finance the current North Edison Branch expansion project.

Administrative Code and Council Meeting Minutes

The Main Library maintains an up-to-date copy of the Administrative Code and has the minutes of Municipal Council meetings dating back to January 1977.

15

First Aid Squads and Civil Defense



First Aid Squads

There are three first aid squads in Edison Township, each responsible for a section of the township. All members are volunteers and have completed standard and advanced first aid courses.

Squad #1 is located at 33 Lakeview Boulevard, near the Municipal Building. In 1978 there were 64 regular members, six cadets and a ladies' auxiliary of 12 members. The squad owns three ambulances, one collision emergency truck, one utility vehicle and two boats.

Squad #2 is located at 75 Route 27, north of Parsonage Road. In 1978, there were 41 senior members and 15 cadets. The squad owns three ambulances and a heavy duty rescue truck.

Squad #3 is located at 1079 Amboy Avenue. As of 1978, the squad had 27 senior members and no cadets. The squad owns three ambulances.

Ambulance and first aid services are provided free of charge. In addition, the squads will lend to residents wheel chairs, crutches, and other convalescent equipment.

The first aid squads are part of civil defense through Fire Central, by coordination with the county and the hospitals. The squads are members of the New Jersey First Aid Council

The first aid squads are supported by contributions from the community and by the municipal government. In 1978, the municipal budget provided \$10,000 to each squad.

The following are 1978 first aid statistics:

| | Calls | Miles | Volunteer Hours |
|----------|--------------|---------------|--------------------|
| Squad #1 | 3,700 (est.) | 55,000 (est.) | 15,000 (est.) |
| Squad #2 | 1,347 | 12,164 | 3,988 |
| Squad #3 | 1,571 | 17,834 | 4,596 |

Civil Defense

In 1955, the State of New Jersey Civil Defense and Disaster Control Plan was enacted. With this plan, the definition of civil defense was broadened to include local disasters as well as enemy attacks.

Three levels of civil defense organization were defined: municipal, county, and state. The State Civil Defense Director is responsible to the Chief of Staff, Department of Defense.

The mayor of each municipality must appoint a Civil Defense Council and Director of Civil Defense. In Edison Township the Civil Defense Council consists of the Director, every municipal department head and an industrial coordinator. The Director of Civil Defense is responsible for planning and coordinating disaster control operations. Each council member heads a particular phase of the civil defense and disaster control program.

The civil defense program is funded by the municipality. In 1978, \$7,925 was budgeted for salaries, and the purchasing and maintenance of equipment.



16

Political Organizations



Political Parties

A "political party" as defined by state law is a party which polled for members of the General Assembly at least 10% of the total vote cast in the state in the last year in which members of the General Assembly were elected. At present only the Republican and Democratic parties qualify.

Party Organization

The organization and regulation of political parties in New Jersey are provided for in the state election laws, Title 19. The law establishes municipal, county, and state committees within the party which perform the necessary party work and shape the party platforms.

National Party Committees

Committeemen and committeewomen represent each state party organization. Functions are determined by party's bylaws; committees call national party conventions.

State Party Committees

One committeeman and woman from each county, are elected in gubernatorial years at the Primary Election. Term: 4 years. Principal functions: maintain party organization; call state party conventions; recommend candidates; choose

two members of party's national committee; collect and disburse funds. Chairperson of each state committee nominates one member of each county Board of Elections each year to serve for a two-year term.

County Party Committees

One committeeman and woman are elected at the Primary Election from each unit of representation (one or more election districts as determined in the party's bylaws). Term: 1 year. Principal functions: maintain party organization; recommend candidates; receive and disburse funds. Chairperson may appoint challengers for elections.

Municipal Party Committees

Consist of members of the County Committee resident in the municipality. Members promote party interests by working to increase party membership, getting out the vote, checking voting lists, acting as challengers at the polls. A chairperson is elected after the Primary Election, but does not need to be an elected committeeman or woman.

Source: League of Women Voters CITIZEN'S HANDBOOK, 1979.

YOUR REPRESENTATIVES IN GOVERNMENT

VOTING ADDRESS

Local Election District

Edison

Middlesex County

New Jersey

18th Assembly District

18th Senate District

United States

15th Congressional District

Government

Mayor

seven council members

seven Freeholders

two Assembly members

one Senator

Governor

one member of House of

Representative

two Senators

President and Vice President

REPRESENTATIVES

Political Party

committeeman

committeewoman

Municipal Party

Committee

County Party Committee

State Party Committee

one committeeman and one committeewoman from each county

National Party Committee

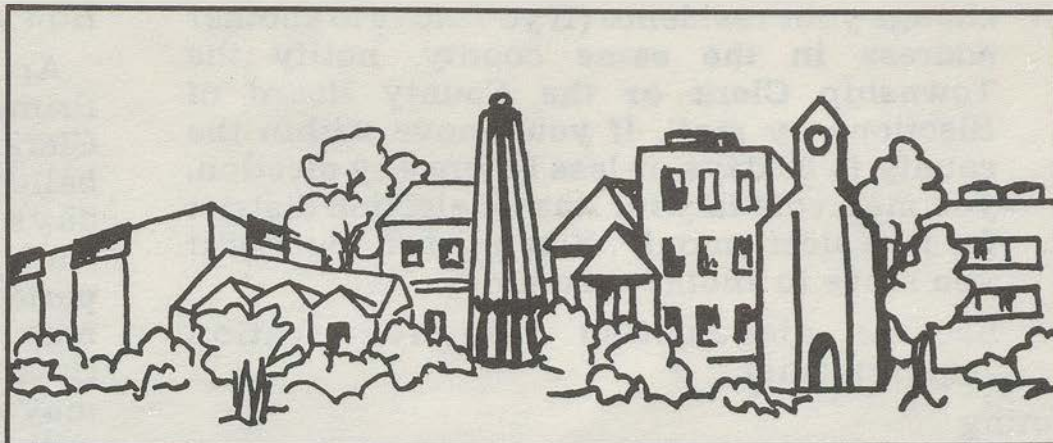
one committeeman and one committeewoman representing the state party organization

National Party Convention

delegates and alternates elected at the Primary

17

Elections



General Election

First Tuesday after the first Monday in November. Elections for national, state, county and local officials and referenda on public questions are held at the November election. The only municipal officials elected in Edison are the Mayor and seven Council members, all elected at large. They are elected in the odd-numbered years, for four-year terms. The Mayor and three Council members are elected at one election, and the other four Council members at the General Election two years later.

Primary Election

Generally first Tuesday after first Monday in June. The Primary is an election to:

- nominate party candidates to be on the General Election ballot,
- elect county committeemen and committeewomen from their respective election districts,
- elect state committee members in gubernatorial years,
- elect delegates and alternates to the national party conventions in Presidential years.

In a primary you may vote only one party's ballot. After your first vote in a primary election, you are considered a member of the party whose ballot you voted. You may change the party of your choice by declaring your party of current choice with your county or township clerk at least 50 days before the primary election.

Administration of Elections

District Board of Elections

Four members, two Democrats and two Republicans, for each election district, are appointed by the County Election Board upon recommendation of the municipal party committee for a term of one year. Members of the District Election Board are not required to live in the district where they serve. The District Board of Elections conducts the elections at the polling place. In 1978, there were 57 election districts in Edison. Between 500 and 600 registered voters should reside in each election district. The Municipal Council establishes the boundaries of the election districts, after recommendation by the Township Clerk. The Township Clerk is the chief Elections Officer for Edison Township.

County Board of Elections

Two Democrats and two Republicans are appointed by the Governor upon nomination by party officials, for two-year terms. The County Election Board sets up the machinery for voting and is responsible for the administration of the elections and has the authority to settle controversial questions connected with elections. The County Clerk, elected for a five-year term, assists in the administration of elections.

Voter Registration

Registration is required in order to vote in New Jersey.

To register, a prospective voter must be:

- a U.S. citizen residing, at the time you apply, in the district in which you expect to vote
- a resident of the county for 30 days by the date of the next election
- 18 years old or more by the date of the next election
- neither an idiot nor insane nor disqualified for certain crimes.

How to register:

Register in person at the Middlesex County Board of Elections, 313 State Street, Perth Amboy; or at the County Administration Building, New Brunswick; or at the Office of the Township Clerk, Municipal Building, Edison.

Register by mail. You may obtain a registration card and instructions from your county clerk, or from the League of Women Voters of New Jersey.

To register, the prospective voter signs a registration form, or makes a mark. No declaration of party preference is made at the time of registration.

To vote in a specific election, you must be registered at least 29 days before that election.

When to re-register:

Registration is permanent, but you must re-register if you:

- fail to vote in any election for four consecutive years
- change your name (if within 28 days before an election, you may vote in that election by signing both old and new names)

- change your residence (If you move to another address in the same county, notify the Township Clerk or the County Board of Elections by mail. If your move within the county is 28 days or less before any election, you may vote in your former election district for that election only. You must re-register if you move to another county.)
- become disqualified (see registration requirements)

Voting

Voting is in person, unless qualified for an absentee ballot. A sample ballot is mailed to all registered voters eight days before Primary and General Elections, giving polling places, hours, instructions for use of the voting machine, and listing the candidates for each office and the public questions. Positions of names and parties is established by drawing lots. There is space on the voting machine for a "write-in" vote.

Who Needs an Absentee Ballot

Registered voters who cannot vote in person because:

- they expect to be absent from the state on election day
- of illness or physical disability
- of resident attendance at school, college or university
- of observance of a religious holiday
- of hours and nature of employment

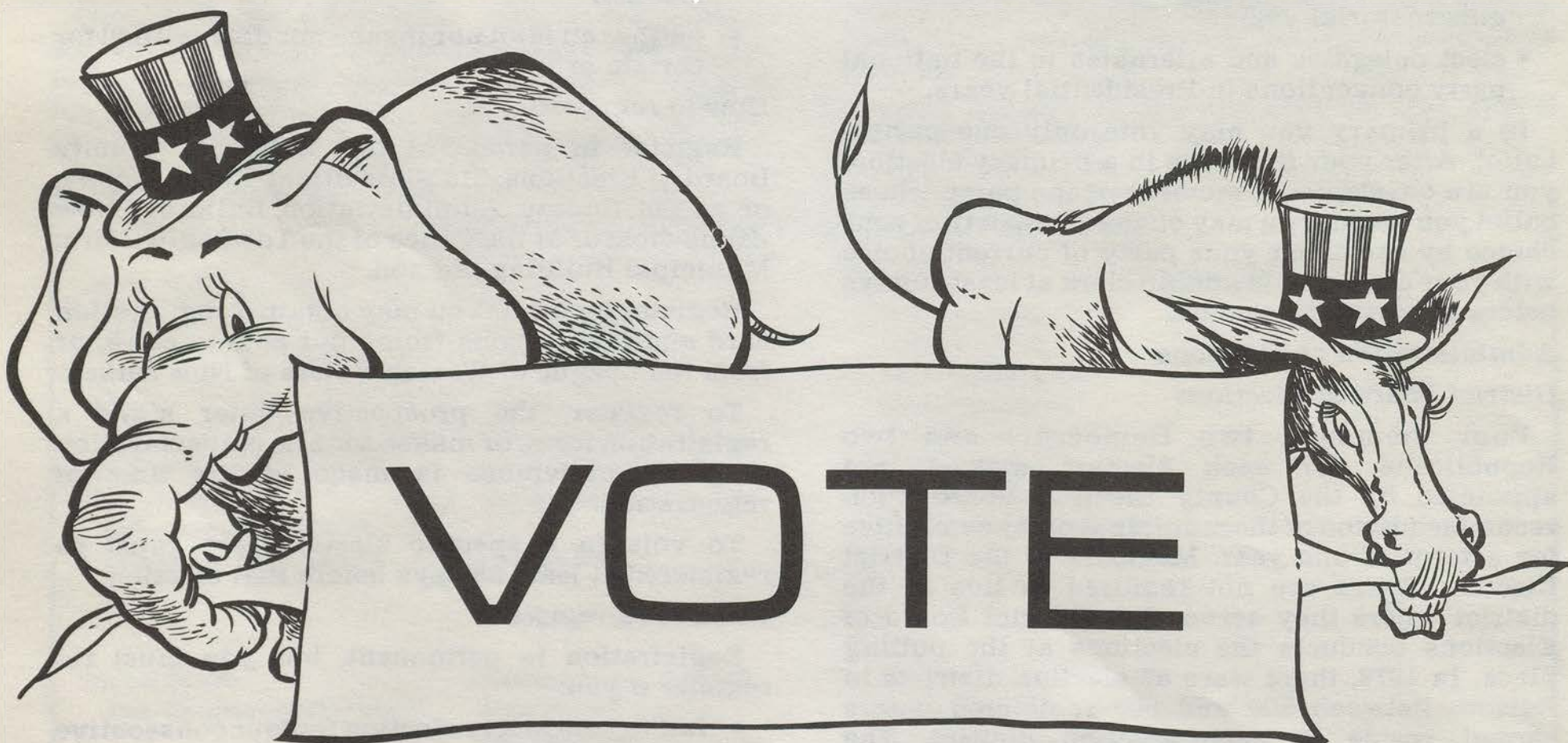
How to Vote Absentee

Apply in person or by mail to County Clerk for Primary and General Elections; apply to Township Clerk for Municipal Elections. Applications for ballot must be received by mail no later than seven days preceding election, except for these *emergency provisions*: within the seven day period, and until 3 p.m. the day before election, you may vote absentee *in person* at the office of the County Clerk. If you are ill or incapacitated, you may send someone as your messenger with written authorization to obtain your ballot and return it to the County Clerk's office. **NO ONE RECEIVING AN ABSENTEE BALLOT SHALL BE PERMITTED TO VOTE AT THEIR POLLING PLACE.**

Residents who have requested the Post Office to redirect mail to another address during the time of mailing sample ballots, should inform the County Board of Elections because sample ballots cannot be forwarded.

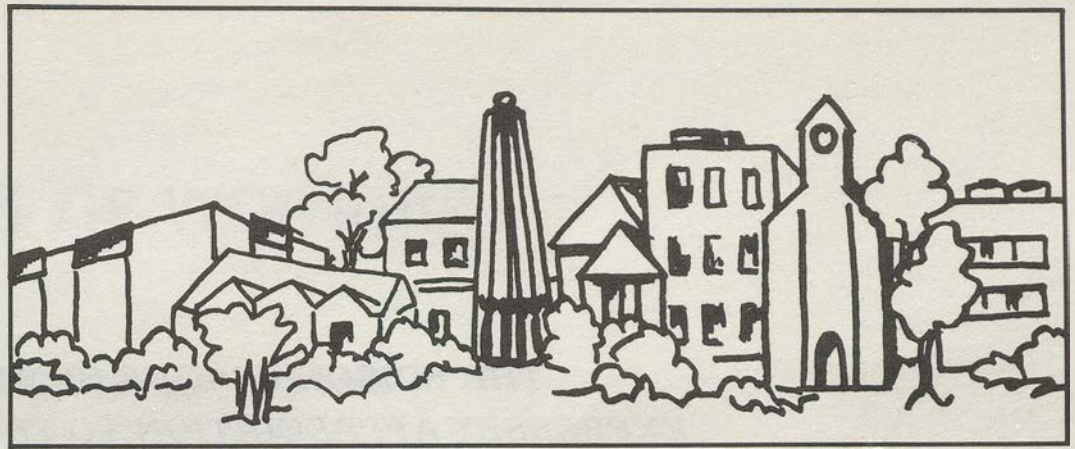
Removed Resident Presidential Ballot

A registered voter moving from the state or to another county may use an Absentee Presidential Ballot to vote at your former address for President and Vice-President **ONLY**, if unable to establish residence requirements at your new address.



18

Township Ordinances of Interest



Trailers:

77-2 A license is required for trailer parks; fees; applications.

77-8 Locating trailers outside parks restricted
B. Emergency or temporary stopping or parking is permitted on any street, alley or highway for not longer than one hour, subject to any other and further prohibitions, regulations or limitations imposed by the traffic and parking regulations or ordinances for that street, alley or highway.

Pools:

36-230 License required.

No person, firm or corporation shall construct, install, establish, or maintain in the Township of Edison a residential swimming pool unless licensed to do so by the Division of Licenses after approval by the Health Officer of Edison.

36-233 Location.

No pool shall be constructed or installed nearer than 6 feet from any property line or nearer to the street line on which said property fronts than the main front wall of the dwelling erected thereon. No such pool shall be constructed or installed on any lot except in connection with a dwelling constructed on said lot.

36-234 Fencing

Every such pool referred to in this Article shall be fully enclosed by a suitable fence with a gate capable of being locked when the pool is not in use. Such a fence must be 4-foot height minimum.

Litter:

31-27 Use of undesignated disposal areas prohibited.

The use and maintenance of any area or areas for dumping, disposing of or accumulating refuse, rubbish, garbage, ashes, decaying or vegetable substance or other spoiled matter, debris or other waste materials, other than as designated and permitted above is hereby deemed and declared a detriment to the public health, a nuisance and unlawful.

Trees:

78-1 Practices prohibited in public places.

Cut, trim, break, climb with spike, destroy the roots in any way injure or spray with any chemical, remove any living tree or shrub or injure and misuse any structure or device placed to support or protect such trees or shrubs.

62-1 Snow and Ice Removal

The owner or owners, occupant or occupants, tenant or tenants of premises abutting or bordering upon any street in the Township shall remove all snow and ice from the abutting sidewalks of such streets or, in the event of ice which may be so frozen as to make removal impracticable, shall cause the same to be thoroughly covered with sand or ashes, within 12 hours of daylight after the same shall fall or be formed thereon.

Dogs:

36-141 Barking Dogs

No person shall keep, harbor or maintain any dog which habitually barks or cries so as to disturb the public peace or the comfort and repose of any person in the vicinity.

36-137 Running at large prohibited.

No dog shall run at large at any time.

36-138 Dogs off premises to be leashed.

36-140 Nuisances by dogs on private property.

No owner of any dog shall suffer or permit it to soil or defile or do any injury or damage to any lawn, shrubbery, flowers, grounds, trees or any property of persons other than the owner.

36-142 Responsibility for the owner for damage.

The owner or custodian of any dog shall be responsible for any damage done by the dog.

NOISE:

36-103

It shall be unlawful for any person to make, continue or cause to be made any loud unnecessary or unusual noise or any noise which either annoys, disturbs, injures or endangers the comfort, health, peace or safety of others.

FIREARMS:

27-1

The discharge of any firearms, crossbow, slingshot, air gun, spring gun, gas gun or weapon of any other kind, nature and description shall be and hereby is prohibited except upon a licensed pistol, rifle or firearm range and under the supervision of the Police Department of the Township of Edison.

27-2

Exception as to peace officers.

State statutes take precedence over municipal law in all cases.

**THE EDISON LEAGUE OF WOMEN VOTERS
EXPRESSES APPRECIATION TO THE FOLLOWING BANKS
FOR THEIR CONTRIBUTIONS:**

City Federal Savings and Loan Association
*100 Parsonage Road
Edison, N.J.*

First Natioanl State Bank - Edison
*Route 27 and Stony Road
Edison, N.J.*

First Savings and Loan Association of New Brunswick
*Highway 27 and Prospect Street
Edison, N.J.*

Natioanl State Bank of Elizabeth
*1871 State Highway 27
Edison, N.J.*

Perth Amboy Savings Institution
*1197 Amboy Avenue
Edison, N.J.*

HOUSES OF WORSHIP

Church of Christ — Marina Drive 572-0919
Church of the Guardian Angels — 37 Plainfield Avenue 985-7565
Church of The Nazarene — 80 Jefferson Boulevard 985-7097
Community Presbyterian Church — 76 Glenville Road, Box #374 287-1666
Edison Jewish Community Center - Congregation Beth El — 91 Jefferson Boulevard 985-7272
Grace Reformed Church — Woodbridge Avenue 287-2141
Mt. Pleasant Baptist Church — Grove Avenue
Mt. Zion Free Will Baptist Church — Beaver Street, North Edison Gardens
New Dover United Methodist Church — 690 New Dover Road 381-9478
Oak Tree Presbyterian Church — 455 Plainfield Road 549-4178
Our Lady of Peace Roman Catholic Church — Amboy Avenue, Edison, P.O. Box 7, Fords 738-7940
Our Saviour's Lutheran Church — 50 Calvert Avenue East 549-6054
Piscatawaytown Baptist Church — 2193 Woodbridge Avenue 985-6717
Raritan Valley Baptist Church — 592 Old Post Road 287-5442
St. Helena's Roman Catholic Church — 950 Grove Avenue 494-3399
St. James Episcopal Church — 2136 Woodbridge Avenue 985-2023, 5552
St. Matthew's Roman Catholic Church — 81 Seymour Avenue, Box #226 985-5063
St. Nicholas Byzantine Catholic Center — James Street 494-9886
St. Paul's Lutheran Church — 445 Old Post Road 287-0888
St. Stephen's Lutheran Church — 120 Pleasant Avenue 738-0087
St. Theresa's Roman Catholic Church — Fox Road 572-9897
Stelton Baptist Church — 334 Plainfield Avenue 985-1484
Temple Emanu-El — 100 James Street 549-4442
The Church of Jesus Christ — 20 Knapp Avenue 985-5120
Wesley United Methodist Church — 5053 Woodbridge Avenue 738-0232

THIS LIST COMPRISES HOUSES OF WORSHIP IN EDISON. FOR THOSE IN NEIGHBORING COMMUNITIES, CONSULT THE TELEPHONE DIRECTORY.

MUNICIPAL OFFICIALS

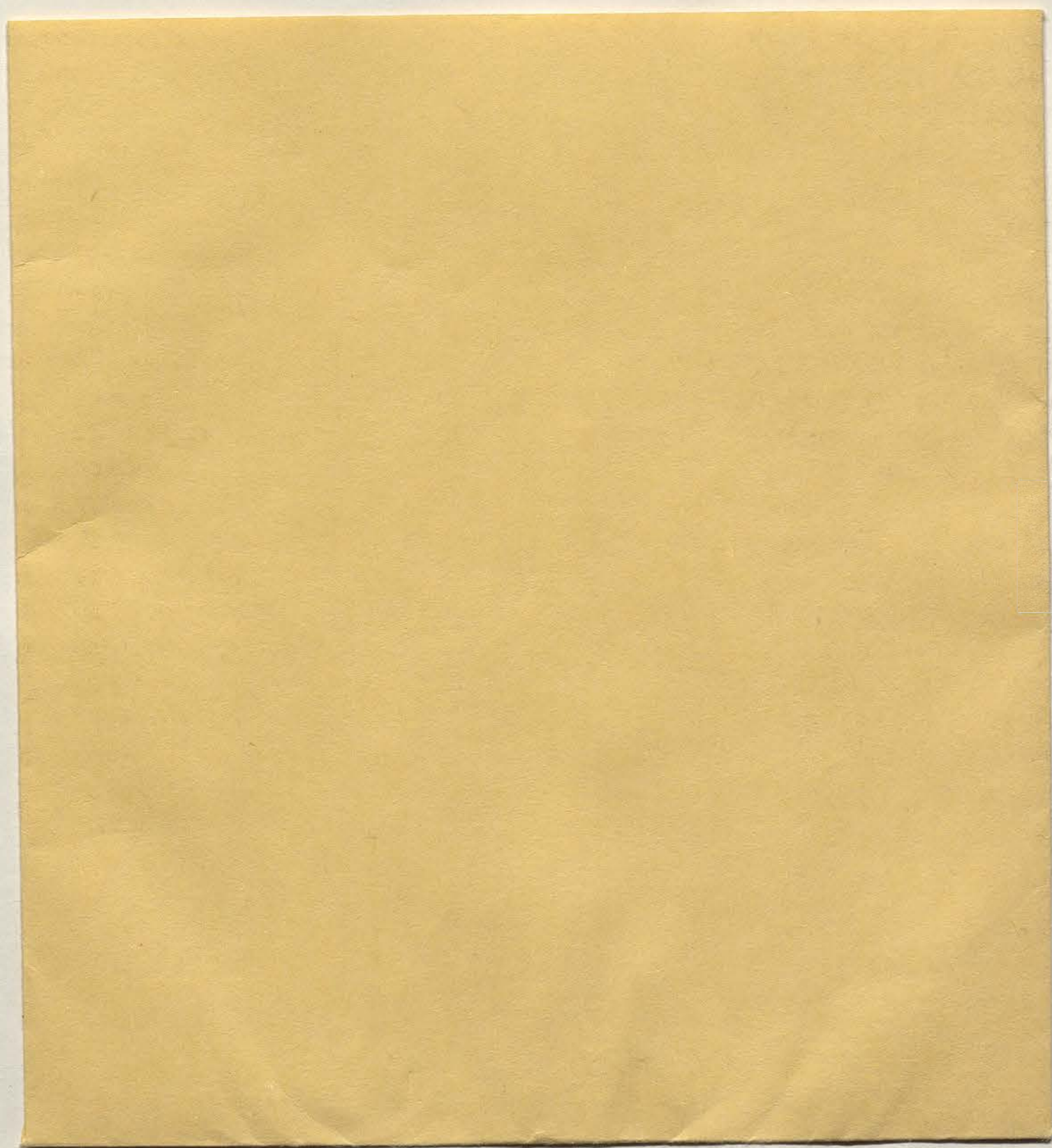
as of January, 1979

MAYOR Anthony Yelencsics
COUNCIL MEMBERS

Dorothy Drwal, *President*
George Asprocolas
Lewis Bloom
Margery Golin

John Hogan
James Mack
Angelo Orlando

BUSINESS ADMINISTRATOR John Delesandro
DIRECTOR OF FINANCE John Fox
DIRECTOR OF PUBLIC WORKS Julius Deri
TOWNSHIP CLERK Lucille Tucker
TOWNSHIP ENGINEER William Lund
TAX ASSESSOR John Mooney
TAX COLLECTOR Gary Farinich
BUILDING INSPECTOR James Rossi
PLUMBING INSPECTOR Louis Rohland
SUPERVISOR LICENSES AND PERMITS William Raymond
DIRECTOR OF PARKS, PUBLIC BUILDINGS AND RECREATION Harold McAvoy
DIRECTOR OF HEALTH AND HUMAN RESOURCES Dr. Peter Capparelli
TOWNSHIP ATTORNEY Peter De Sarno
MAGISTRATE Paul Anderson
MUNICIPAL PROSECUTOR Mark Epstein
PLANNING BOARD William Bohn, *Chairperson*
ZONING BOARD OF ADJUSTMENT Henry Cackowski, *Chairperson*
HOUSING AUTHORITY Leo Carpenter III, *Chairperson*
SUPERINTENDENT OF SCHOOLS Charles Boyle
BOARD OF EDUCATION Dennis O'Shea, *President*
LIBRARY DIRECTOR Aurora Bacon
POLICE CHIEF William Fisher
FIRE CHIEF H. Ray Vliet



FOR INFORMATION ON:**CALL**

| | | |
|---------------------------------------|----------------------------------|--------------------|
| Municipal Building | | 287-0900 |
| Bills and Accounts | Collector | |
| Birth Certificates | Health Center | |
| Boat Basin License | Division of Licenses and Permits | |
| Building Permit | Division of Licenses and Permits | |
| Death Certificate | Health Center | |
| Dog License | Division of Licenses and Permits | |
| Elections (Local) | Township Clerk | |
| Electrical Permit | Division of Licenses and Permits | |
| Fishing License | Division of Licenses and Permits | |
| Immunization Clinics | Health Center | |
| Marriage Licenses and Certificates | Health Center | |
| Moving Permits | Division of Licenses and Permits | |
| Rabies Clinic | Health Center | |
| Recreation | 2965 Woodbridge Avenue | |
| Sewers | Division of Sewers | |
| Senior Citizen Programs | 2965 Woodbridge Avenue | |
| Swimming Pool Licenses | Division of Licenses and Permits | |
| Tax Assessments | Tax Collector | |
| Violations Bureau | | |
| Voting and Registration | Township Clerk | |
| Welfare | Health Center | |
| Board of Education | | 287-1545 |
| Board of Elections (County) | New Brunswick | 745-3471 |
| | Perth Amboy | 442-0510 |
| Driver's License | Motor Vehicle Office | 549-0081 |
| | Metuchen | |
| Fires (to report) | | 287-0100 |
| Homemaker Service of Middlesex County | | 249-4066 |
| Legal Assistance (County Office) | 78 Carroll Place | 249-7600 |
| | New Brunswick | |
| Library | Main | 287-2298 |
| | Clara Barton | 738-0096 |
| | North Edison | 548-3045 |
| Meals on Wheels | P.O. Box 12 | ext. 340, 634-4500 |
| | Metuchen, N.J. | |
| Mental Health | 267 Amboy Avenue | 549-8400 |
| (Rutgers Community) | Metuchen | |
| Motor Vehicle Inspection Stations | | 382-5151 |
| Middlesex County Government | J.F.K. Square | 745-3080 |
| Passports | County Offices | |
| Police | Municipal Building | 287-0700 |
| Post Office | | 287-4311 |
| Rescue Squad | | 287-0100 |
| Superintendent of Schools | 2825 Woodbridge Avenue | 548-2184 |
| School Closing or Delayed Opening | Announced on WCTC, 1450 AM | |
| Tenants Association | | 738-1587 |
| Transportation | | |
| Bus | Transport of New Jersey | 247-8800 |
| Railroad | Conrail - commuter | 548-1413 |
| | Amtrak - long distance | 800-523-5700 |
| Airplane | Newark Airport | |
| | (call individual airlines) | |
| Additional Copies of this Book | League of Women Voters | 561-1034 |
| and yearly updated officials list | | |