



Washington Township Government, Long Valley



WWW.WTMORRIS.ORG

WWW.WTMORRIS.ORG

OFFICE HOURS: 8:00 AM-4:00 PM

Visit the calendar on the Township Website for details about office hours throughout the year.

Summer Hours: From June-Aug. Township Offices will be open from 7:30 AM-5:00 PM and closed on Friday's.

Extended Hours: Township Offices are open the first Monday of each month until 6 PM, except for June, July, and August.

Shortened Hours: Township Offices will close early one day each month. Except June, July, and August.

TOWSHIP OFFICE LOCATIONS

MUNICIPAL BUILDING 43 Schooley's Mountain Road 908-876-3315 Offices: Administration. Clerk. Tax Collector, Tax Assessor, Court, Building, Health, Planning & Zoning, Finance, Senior Transportation, Meals on Wheels. A drop box is located at the front door and checked each work day.

> **DPW & RECYCLING** 54 Rock Road 908-876-3382

RECREATION

50 Rock Road 908-876-5941 Offices: Recreation, Senior Programs

POLICE

1 E. Springtown Road 908-876-3232 Non Emergency 911 Emergency Offices: Police. Office of Emergency Management, 24 hour medicine drop

ELECTED OFFICIALS & GOVERINING BODY

Mayor Bill Roehrich broehrich@wtmorris.net 908-852-6266

Vice Mayor Ken Short kshort@wtmorris.net 908-850-0107

Committeeman Don Babb dbabb@wtmorris.net 908-876-3014

Committeeman James LiaBraaten iliabraaten@wtmorris.net 908-832-9506

Committeeman Matt Murello mmurello@wtmorris.net 908-876-3315

Township Administrator Andrew Coppola acoppola@wtmorris.net 908-876-3315 x1222

Municipal Clerk Nina DiGregorio ndigregorio@wtmorris.net 908-876-3315 x1225

TOWNSHIP COMMITTEE MEETINGS

Regular Monthly Committee Meetings-3rd Monday of each Month, 7:30 PM at the Municipal Building

Monthly Work Sessions—Wednesday prior to the Regular Meeting, 7:30 PM at the Municipal Building

Agendas and meeting minutes can be found on the website.

Please visit the Township calendar on the website to verify meeting dates and times as schedule changes could occur.

STAY INFORMED

The Township shares information and communicates in many ways.

Township Website: www.wtmorris.org

The Observer Tribune & Daily Record Newspaper

Long Valley Patch: www.longvalley.patch.com

Facebook: Washington Township Government, Long Valley

Police Facebook : Washington Township Police Department

Twitter: @WashingtonTwp

Police Department Twitter: @WTPDMC

WRNJ Radio: 1510 AM. 104.7 FM. 94.7 FM

Nixle Text Message Alerts. Sign up by sending a text message containing Washington Townships Zip Code (07853) to 888777.

For spoken alerts on your mobile phone, register up to 3 mobile phone numbers per household at www.morrisoem.org and select Emergency Alert System. Create an account and register your mobile numbers. This information comes from Morris County OEM.

Visit the Township Website—Often!

- Property Tax Online Payment Portal ٠
- Online Non Emergency Services Request Portal
- Township Code Book.
- Department Contact Information Volunteer Applications for Boards & • Committees
- Raffle Applications
- Meeting Agendas & Minutes
- Announcements •



- ٠ Calendar •
- News
- Forms & Documents • ٠
 - Community Links & Information



Morris County Government Resources morriscountynj.gov General Information 973-285-6000 10 Court Street Morristown, NJ 07960

County Administrator	973-285-6040
Superior Court	
Office of Aging, Disabilities & Community Programming	
Adult Protective Services	973-326-7282
Morris Area Para Transit System (MAPS)	
Senior Nutrition Program	
Office on the Disabled	
Veterans Service Office	
Board of Chosen Freeholders	
Child Advocacy Center	
Community Development	
County Adjuster	
County Clerk	
Court Administration	
Educational Services Commission	
Board of Elections	
Emergency Management	
Engineering	
Finance	
Health Management	
Housing Authority	973-540-0389
Dept. of Human Services	973-285-6868
Library Services	973-285-6930
Employment & Training Services	973-285-6875
Mosquito Control	973-285-6450
Municipal Utilities	
Hazardous Waste Disposal	973-829-8006
Recycling	973-285-8394
Solid Waste	973-285-8390
Offices of Temporary Assistance	
Park Commission	973-326-7600
Park Police	973-326-7632
Dept. of Planning & Public Works	
Planning Board	973-829-8120
Road & Bridge Maintenance	973-285-6760
Shade Tree	
Sheriff's Office	
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Weights & Measures	
Youth Shelter	973-285-2970

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ANIMAL CONTROL 908-876-3232 X0

Contact Animal Control for domestic animals at large, human or domestic animal exposure to possible rabid animal.

Pest & Animal Assistance.

For squirrel and other nuisance wildlife, contact Cliffwood Predator Control at 908-852-6993, Nuisance Wildlife Control at 908-832-2114, All Seasons Pest Control 908-850-8206, or a service of your choice.

For dead deer, please notify the Washington Township Police Dept. At 908-876-3232 and press 0.

For bears, coyotes, and foxes contact the NJ Dept. of Fish & Wildlife at 877-927-6337. If you find a dead crow on your property, please notify the Health Dept. during the week or Police Department on the weekend.



ANIMAL LICENSING Register with Tax Collectors Office 908-876-3845

All dogs & cats over the age of 7 months must be licensed per state ordinance. Licenses must be renewed annually by January 31, or late fees will be assessed. Proof of rabies vaccinations is required. Rabies vaccinations must be valid through Nov. 1 of the licensing year. Annual rabies clinic takes place each January, contact Health Dept. for dates & information. Report unlicensed animals to the Health Department.



BUILDING DEPARTMENT 908-876-4711 Neil Ruggiero, Code Enforcement / Construction Official nruggiero@wtmorris.net

The Building Department provides assistance to residents and commercial contractors engaged in construction, remodeling and repair within Washington Township. The building department also serves the residents of Mansfield Township, Warren County. The office enforces compliance with all State rules and regulations regarding construction.

The Building department issues permits and conducts inspections for construction, repairs and renovations, additions, electric and gas service upgrades, demolition, roofing, siding, swimming pools, sheds, replacement of hot water heaters and removal of tanks, etc.

To schedule an inspection, please know your permit number and contact Tom Timlin or Patty Cotter at 908-876-4711.

Visit the Township website for forms and information regarding your project.

The Building Dept. is located on the ground floor of the Municipal Building, 43 Schooley's Mtn. Rd.

COMMUNITY ORGANIZATION INFORMATION



<u>WT Long Valley Dog Park</u> The dog park is located on Rt. 517, and run by volunteers. Dogs must be registered to use the park. Register at the Clerk's Office. Forms can be found on the Township website.

WT Community Garden

The community garden is located in Palmer Park on Bartley Road, and run by volunteers. Membership applications and information can be found at : wtcommunitygarden.jimdo.com

Garden Club of Long Valley thegardencluboflongvalley.shutterfly.com

> Long Valley Arts Center / Teen Center 214 W. Mill Rd. fuzzboxtc@gmail.com

The Fuzzbox Teen Center is open to teen residents, grade 7-12. The Teen Center is open from 7 PM—11 PM most Friday nights.

WT Historical Society

908-876-9696 info@wthsnj.org wthsnj.org

Long Valley Woman's Club

(Evening Membership Club) LVwomansclubeveiningmembership.webs.com Long Valley Junior Women's Club Ivjuniors.org

Musconetcong Watershed Association musconetcong.org

Long Valley Mom's Club longvalleymomsclub@yahoo.com

Long Valley Food Pantry/Long Valley Community Assistance Program (LVCAP) 39 Bartley Road Longvalleycap.wix.com/foodpantry

Children's Enrichment Program www.childrensenrichmentprogram.org

American Veterans Association of

<u>Washington Township</u> Contact Forrest 'Woody' Burgener at 908-876-3640 for more information.

Chester/Long Valley Rotary Club

Members meet Thursdays at 11:30 AM. Visit the website for more information: rotaryclubofchestrlongvalleynj.org

Cub Scouts/Boy Scouts

There are several troops in town, contact email addresses can be found on the Township website under the Community Tab.

Girl Scouts

There are several local troops in town. Visit the Girl Scout website for more information www.lvgirlscouts.com or email info@lvgirlscouts.com

> WT Land Trust wtlandtrust@gmail.com

<u>Chester Lions Club</u> www.chesterlionsclubnj.com

TRASH & UTILITIES

Residents are encouraged to research their options on service providers. New residents can obtain a list of service providers from real estate agents and neighbors.

Trash Pickup

This service is not provided by the Municipality and must be contracted privately. A few companies:

 Raritan Valley Disposal
 908-534-4004

 Sanico
 908-475-3300

 Waste Management
 908-879-5616

 Global
 908-684-8813

Utilities

These services are not provide by the Municipality and must be contracted privately. Some common options:

908-876-3145
908 852-3622
908-689-3355
800-242-5830
800-662-3115

CONSERVATION EASEMENTS

Conservation Easements are owned by the Township. They are a means to protect plant and animal habitats, wetlands, and steep slopes among other natural features.

If you have a Conservation Easement it should appear on your plot plan and in your Deed. Newer properties have conservation easement markers on the property. Conservation Easements are inspected by the town for compliance. Failure to comply can result in fines.

Visit the Township website for more information about Conservation Easement compliance.

CLEAN WATER FOR OUR TOWN

Storm water, resulting from rain and snow, is the source of fresh water that feeds our streams, rivers, lakes and underwater aquifers. As a water source, storm water must be clean and in good supply to protect our drinking water supplies.

Residents can reduce the amount of storm water by planting groundcover, trees, gardens, vegetated borders, and watering lawns only when necessary. Residents can help reduce the amount of pollution in runoff with buffers, and avoiding the use of pesticides, and preventing objects and fluids from draining into storm water grates. Visit the Township website for more information about Clean Water.

ANNUAL EVENTS

Check the Township website calendar for dates and details of events. At printing time the following events were being scheduled:

April—December: Long Valley Green Market

April: Paper Shredding Event for Residents

May: Memorial Day Celebration

July: Community Night Out

September: Fireworks Celebration

December: Tree Lighting & Holiday Celebration

January 2017: Annual Reorganization Meeting

January 2017: Rabies Clinic

WASHINGTON TOWNSHIP PUBLIC LIBRARY

37 E. Springtown Road 908-876-3596 www.wtpl.org

The library is open from 10 am—9 pm, Monday through Thursday, and 10 am—5 pm on Friday and Saturday.

Visit the library website at www.wtpl.org to view a schedule of programs available to all residents.

MUNICIPAL CLERK

908-876-3315 x1225 Nina DiGregorio, Municipal Clerk ndigregorio@wtmorris.net

The Municipal Clerk is the Public Records Official and the Election Official. The offices also handle: Bingo & Raffle Licenses, Liquor Licenses, Taxi & Limo Licenses, Peddler & Solicitor Licenses, Permits for Social Affairs, Voter Registration, Dog Park Registration.

Contact the Morris County Clerk for Deed information. Morriscountyclerk.org

Many forms and applications can be found on the Township website.

OPEN PUBLIC RECORDS ACT (OPRA)

OPRA is the State statute that governs the public's access to government records in New Jersey. OPRA request forms can be found on line at the Township website or in the Clerk's Office in the Municipal Building.

ELECTIONS

Primary: June 7 General: November 8

For information about elections visit www.morriselections.org. Voter registration forms are available on the Township website or in the Clerk's Office.

MUNICIPAL COURT

908-876-3852 Jan Simonetti, Court Administrator jsimonetti@wtmorris.net

The Washington Township Municipal Court is a traffic and criminal court. All fines may be paid at the Violations Bureau located in the Municipal Building at the rear of the court room. Payments can also be made at www.njmcdirect.com.

Civil cases must be directed to the Morris County Court House, Morristown, NJ.

PARKS & RECREATION

908-876-5941 Darlene Hatcher, Recreation Director dhatcher@wtmorris.net

The Recreation Dept. offers residents diverse programs for leisure pursuits and provides safe playable parks and recreation fields throughout the town. Visit the Township website for calendar and description of all programs. If you would like to be added to the Recreation email list send your email address to recreation@wtmorris.net

FINANCE OFFICE

908-876-3315 X1232 Kevin Lifer, CFO klifer@wtmorris.net

The Finance Dept. is responsible for the preparation, supervision, and maintenance of all the financial records of Washington Township, as well as payroll and disbursement

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DEPARTMENT OF PUBLIC WORKS

54 Rock Road 908-876-3382 Scott Frech, Superintendent sfrech@wtmorris.net

The Washington Township DPW maintains the approx. 150 miles of Township roadways.

Morris County maintains County Roads (Schooley's Mtn. Rd., East Mill, West Mill, Fairmount, Bartley). (973) 285-6760.

Visit Township website for info on Street Opening Permits, Driveway Permits, and Storm Water Pollution. Website will also provide information about Christmas tree recycling, paper shredding events, and other related information.

Mailbox Policy details can be found on the website. Contact the DPW if your mailbox was damaged during a storm. A DPW representative will inspect to determine if mailbox was damaged by a plow or by the weight of snow being moved.

BOARD OF HEALTH

The Board of Health enforces all Township ordinances which relate to public health or nuisances, septic systems, radon, water, food establishment inspections, etc., and makes all necessary rules and regulations for the protection of the health of the inhabitants of the Township.

The Board of Health meets on the 4th Tuesday of the month, 7:30 pm at the Municipal Building. Visit the Township website calendar to confirm meeting times and agendas. FIRE PREVENTION William Heerwagen, Fire Prevention Official 908-876-8637 wheerwagen@wtmorris.net

The Fire Prevention Office is responsible for the enforcement of the NJ Uniform Fire Code. Every commercial building and business in the township must be inspected annually to insure compliance. Public events must also comply with fire code. If you are hosting/holding a large gathering, tricky tray, or other event you must notify the Fire Prevention Department.

Fire Prevention documents and applications can be found on line at the Township website.

HEALTH DEPARTMENT

Cris Cooke-Gibbs, Health Officer Gail Johnson, Public Health Nurse 908-876-3650 health@wtmorris.net

Visit the Township website for screening and clinic dates/times. Forms and documents can also be found on the Township website as well as information about lead paint, mercury thermometer disposal, Lyme disease, and rabies.

Contact the Health Dept. for Food Handlers Testing and Licensing, Radon Testing Kits, Water Testing, Certificates of Potability, and Septic Systems.

<u>Vital Statistics.</u> For information regarding birth, civil union, marriage, and death records, contact the Registrar at 908-876-3650.

Families seeking medical care for their children should contact the Public Health Nurse.

TOWNSHIP & DISTRICT SCHOOLS

Washington Township Schools www.wtschools.org Board of Education 53 West Mill Rd. 908-876-3616

Superintendent Jeffery Mohre 908-876-4172

Flocktown/Kossmann School 90 Flocktown Rd. Grade K-2 908-850-1010 Grade 3-5 908-852-1376

Old Farmers Road School 51 Old Farmers Rd. Grade K-5 908-876-3865

Benedict Cucinella School 470 Naughright Rd. Grade K-5 908-850-3161

Long Valley Middle School 51 West Mill Rd. Grade 6-8 908-876-3434

West Morris Regional High School District www.wmrhsd.org Board of Education 10 S. Four Bridges Rd., Chester 908-879-8861

Superintendent Michael Ben-David 908-879-6404





FIRE COMPANIES & FIRST AID SQUAD

Call 911 in an emergency.

Visible building numbers are required on all homes.

Township emergency responders are all volunteers. Their dedication and time are essential for emergency services to function in Washington Township.

Fire Companies and the First Aid Squad welcome volunteers. Please contact one of the organizations to learn more.

Schooley's Mountain Fire Company Chief: Dave Cooke 908-852-0857 mail@35fire.org Www.35fire.org

Long Valley Fire Company Chief : Kevin Herbst 908-876-3325 longvalleyfire@embarqmail.com Www.36fire.org

> Fairmount Fire Company Chief: Tom Granat 908-876-3387 granat@34fire.org Www.34fire.org



Long Valley First Aid Squad Chief: Garrett Lare 908-876-4567 Www.lvfas.org

COMMITTEES

Agricultural Advisory Board

Board of Health 4th Tues. 7:30 PM Municipal Bldg.

Except July, Aug, Nov, Dec.

Economic Sustainability

Environmental Commission 1st Mon. 7:30 PM Municipal Bldg.

Historic Preservation Commission

1st Wed. 7:30 PM Municipal Bldg. Work Session 3rd Wed odd # months

Library Board of Trustees

1st Tues. 7 PM Library

Municipal Utilities Authority 1st Wed. 7 PM MUA

Open Space Committee

Planning Board 2nd Mon. 7:30 PM Municipal Bldg.

Recreation Committee 1st Mon. 6:30 PM Sr. Center

Shade Tree Committee 2nd Tues. 7:30 PM, Municipal Bldg.

Zoning Board of Adjustment

1st Wed. 7 PM. Municipal Bldg.

The Township has a number of committees, run by volunteers, to assist in the business of the Township. If you are interested in volunteering for a Committee, complete a **Boards & Committee Volunteer Application** from the Township website or visit the Clerk's Office in the Municipal Building. Meetings are open to the public. Please confirm meeting dates/times as schedules can change due to Committee business volume.



ANNUAL BUDGET

Approximately 16% of the annual tax bill pays for Municipal Services. Public Budget Meetings are held in February to discuss department expenses, projects and goals. Meeting dates are posted on the Township Website.

For information and details about the remaining portion of your taxes:

Regional School Taxes are formulated by the West Morris Regional High School District. www.wmrshd.org

Local School Taxes are compiled by the Washington Township Board of Education. www.wtschools.org

County Open Space Taxes . Visit the Morris County Website for details. www.co.morris.nj.us

Library Taxes. Visit the library website for more details. www.wtpl.org

PARKS & FIELDS

Township Parks and Fields are maintained by the DPW.

No dogs are allowed at Township Parks or fields.

Cataract Park. (Schooley's Mtn. Rd.) Hikina Califon Park. (Califon Rd.). Softball, Soccer, Lacrosse, Playground, Fishing Cobblestone Field. (Cobblestone Rd.) Baseball, Soccer, Lacrosse Kohler's Pond. (Rock Rd.). Fishing Palmer Park. (Bartley Rd.) Soccer, Baseball, Softball, Picnic Area, Walking Path, Playground, Community Garden Rock Spring Park. (E. Springtown Rd.) Softball, Baseball, Vollevball, Soccer, Football, Lacrosse, Tennis, Basketball, Picnic Area, Playground, Senior Center, Library. Harrington Park. (Rock Rd.) Lacrosse,

Harrington Park. (Rock Rd.) Lacrosse Soccer, Walking Path



BOARD OF EDUCATION FIELDS www.wtschools.org

Fields maintained by WT BOE.

Flocktown School. (Flocktown Rd.), Soccer, Softball, Basketball, Playground

Long Valley Middle School (W. Mill Rd.) Soccer, Softball, Basketball

Old Farmers Rd. School (Old Farmers Rd.) Soccer, Softball, Playground

COUNTY PARKS

973-326-7600 www.morrisparks.net

Maintained by Morris County Park Commission.

<u>Schooley's Mtn. Park.</u> (Camp Washington Rd.) Softball, Baseball, Hiking, Fishing, Picnic Area, Sledding, Scott Park. (E. Mill Rd.) Fishing

STATE PARKS

www.state.nj.us

Maintained by NJ State Dept. of Environmental Protection.

Hacklebarney (Hackelbarney Rd.) Hiking, Fishing.

POLICE DEPARTMENT

1 E. Springtown Rd. Chief Jeffrey Almer www.wtpdmorris.org

908-876-3232 non emergency 911 emergency 908-876-8308 Traffic Bureau 908-876-8315 Firearm Application 908-876-8310 Police Records

Visit the Police Dept. website for officer contact information, programs and assistance offered, firearm and alarm applications, and other Township safety information.

Contact Chester First Aid for child safety seat information. 908-879-5560.

No nighttime parking on Township roadways Nov. 1 through April 15.

Free Medication Drop Box in the Police Dept. lobby, available 24 hours a day.

RECYCLING

54 Rock Road 908-876-3382 Roger Read, Coordinator recycling@wtmorris.net

Hours Sat. 8:00 AM—12:00 PM, and 1st, Wed. of each month 8:00 AM—12:00 PM. Call to confirm hours!

Single stream recycling at the Recycling Center. Visit the website for list of acceptable / unacceptable items. Containers over 25 lbs. will not be lifted by the staff. Staff has the authority to refuse such containers. Materials must be properly prepared or they will not be accepted.

Leaves & Brush for non commercial residents of 2 acres or less are accepted Sept. 1 through Dec. 31 during regular recycling hours. Must be bagged. Brush not to exceed 3in diameter and 3ft in length, tied and bundled. Do not put leaves in street, summonses may be issued.

Electronic waste is accepted at the Recycling Center. Limit 2 items per week. Visit the website for list of acceptable/ unacceptable items. No assistance is available to unload ewaste items.

Clean Communities is a statewide litter abatement program. Contact the Recycling Dept. if your organization would like to participate.

Other recycling resources to research:

- Raimo of Stanhope. 973-347-4545
- Morris County Transfer Station, Gold Mine Rd. Flanders. 973-829-8006
- Morris Habitat for Humanity Restore, Randolph 973-366-3358
- Furnishing Solutions (benefits Homeless Solutions), Morris Plains. 973-998-322.info@furnishingsolutions.org
- Medicine disposal @ Police Dept.
- Eyeglass & Hearing Aid Drop @ Municipal Building and Schooley's Mtn. Fire House

SENIOR PROGRAMS

908-876-5941 Darlene Hatcher, Recreation Director seniors@wtmorris.net

Senior Center is located off E. Springtown Rd, in Rock Spring Park. Hours M-F 8:00 AM—2:00 PM. Visit the website to see the activities, programs, and trips offered to Township Seniors. If you would like to be added to the Seniors Email List, please send an email seniors@wtmorris.net

SENIOR TRANSPORTATION

908-876-8623 Donna Daly, Coordinator ddaly@wtmorris.net

Township offers senior transportation to scheduled doctors appointments as well as a weekly grocery store trip. Service is open to all Seniors. Rules & Regulations, Emergency Information Form, and Hold Harmless Agreement are required to insure safe passages to all riders. Seniors should call early to check availability.

<u>NJ EASE</u> 800-564-4656

This Morris County resources provides simple way to get information about services for Seniors.

AFFORDABLE HOUSING

Rentals available at: Brittany Manor, ages 55 and up. 908-684-3641 Peach Tree Village, low income. 908-955-4219 Homeless Solutions, 973-455-0129

Home Ownership information: Housing Partnership, 973-659-9222

TAX ASSESSOR

908-876-9132 Donna Re, Tax Assessor dre@wtmorris.net

The Tax Assessor is legally required to contact residents each year, normally in the form of a tax assessment postcard mailed each January.

Visit NJ State of County Tax Boards (www.njactb.org) for additional tax assessment information.

Please notify the Tax Office whenever you change your address.



TAX COLLECTOR

908-876-3315 x1248 Amy Monahan, Tax Collector amonahan@wtmorris.net

Taxes are due Feb. 1, May 1, Aug. 1, and Nov. 1. There is a 10 day grace period, after which interest will be charged back to the 1st of the month.

Taxes can be paid on line at the Township website, dropped in the Drop Box (front door of 43 Schooley's Mtn. Rd.), mailed in, or dropped off.

A tax sale is held annual for unpaid property taxes. It is the homeowners responsibility to keep a record of property taxes paid each year, please refer to receipted tax bill or cancelled checks for this information.

Property Tax Relief Programs like Senior Freeze, Homestead Rebate, and NJ Saver Program are administered by the State of NJ. Residents should visit the State website for information, instructions and forms.

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908-876-3652 Barbara Margolese, Zoning Officer bmargolese@wtmorris.net

The Zoning Dept. is responsible for ensuring that new development and on going land occupancy conforms to the applicable regulations regarding land use and zoning, drainage

OFFICE OF EMERGENCY MGMT.

The OEM is unit of local government created under NJ law to provide for the health, safety and welfare of residents in a time of emergency or disaster. The department encourages residents to have an emergency family plan and to familiarize themselves with the channels of communication available. Additional information can be found at www.fema.gov www.nj211.org and www.redcross.org.

CERT TEAM

Community Emergency Response Team (CERT) is a group of trained volunteer residents called on to provide critical support and assistance to police, fire, and first aid squads in a time of need. To become a local CERT member you must complete an application, pass a background check and participate in training. Information is available at www.citizencorps.gov/cert.

EMERGENCY SHELTER

The Township has Emergency Shelters locations within Washington Township. In an emergency, notification and information will be provided through communication vehicles (see page 15) utilized by the township.