

THE UNION COUNTY BOARD OF COUNTY COMMISSIONERS



# 2026 SHARED SERVICES DIRECTORY

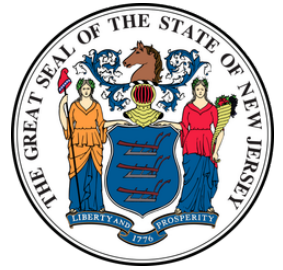


BROUGHT TO YOU BY THE  
**UNION COUNTY**  
BOARD OF COUNTY COMMISSIONERS

Department of Economic Development



# FUNDING OPPORTUNITIES FOR SHARED SERVICES



The Local Efficiency Achievement Program (LEAP) Grant, administered by the New Jersey Department of Community Affairs (DCA), provides critical financial support for municipalities, counties, school districts, and authorities seeking to implement or expand shared services initiatives.

By offering direct funding to offset the costs associated with feasibility studies, legal analysis, implementation planning, and initial project execution, the LEAP Grant helps accelerate shared services projects that improve government efficiency, reduce redundancies, and lower taxpayer costs.

## **Key Benefits**

- Offsets upfront project costs
- Supports both feasibility and implementation phases
- Encourages cross-jurisdictional collaboration
- Helps reduce long-term taxpayer burden

## **How to Apply for the LEAP Grant**

Step 1: Visit the Official Page

Scan the QR Code at the bottom right of page or visit

<https://www.nj.gov/dca/divisions/dlgs/programs/leapgrants.html>

Local Efficiency Achievement Program (LEAP) – NJ DCA

Step 2: Review Eligibility and Grant Types

- Focus on Implementation and Challenge Grants
- Not the LEAP Coordinator Grant

## **Step 3: Prepare Your Application**

- Project description
- Expected efficiencies
- Resolutions from participating entities
- Budget breakdown

## **Step 4: Submit Through SAGE**

- All applications must be submitted electronically.



# SHARED SERVICES

UNION COUNTY, NJ

Shared Services are a great opportunity for municipal governments to collaborate with each other and with County agencies to improve decision making and service delivery, and reduce costs. Collaboration among local governments reduces redundancy, strengthens collective purchasing power, and streamlines service delivery.

Controlling expenses by providing public services at scale can positively affect local budgets and allows the savings realized to be passed on to residents, easing the strain on a municipality's budget.

For Questions and Additional Information Regarding Union County Shared Services, Please Contact:

**AMY CRISP WAGNER**

DEPUTY COUNTY MANAGER/  
DIRECTOR, DEPARTMENT OF ECONOMIC  
DEVELOPMENT  
(908) 527-4802  
AWAGNER@UCNJ.ORG

**DEANA MESAROS**

DIRECTOR, DIVISION OF STRATEGIC PLANNING  
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SHARED SERVICES COORDINATOR  
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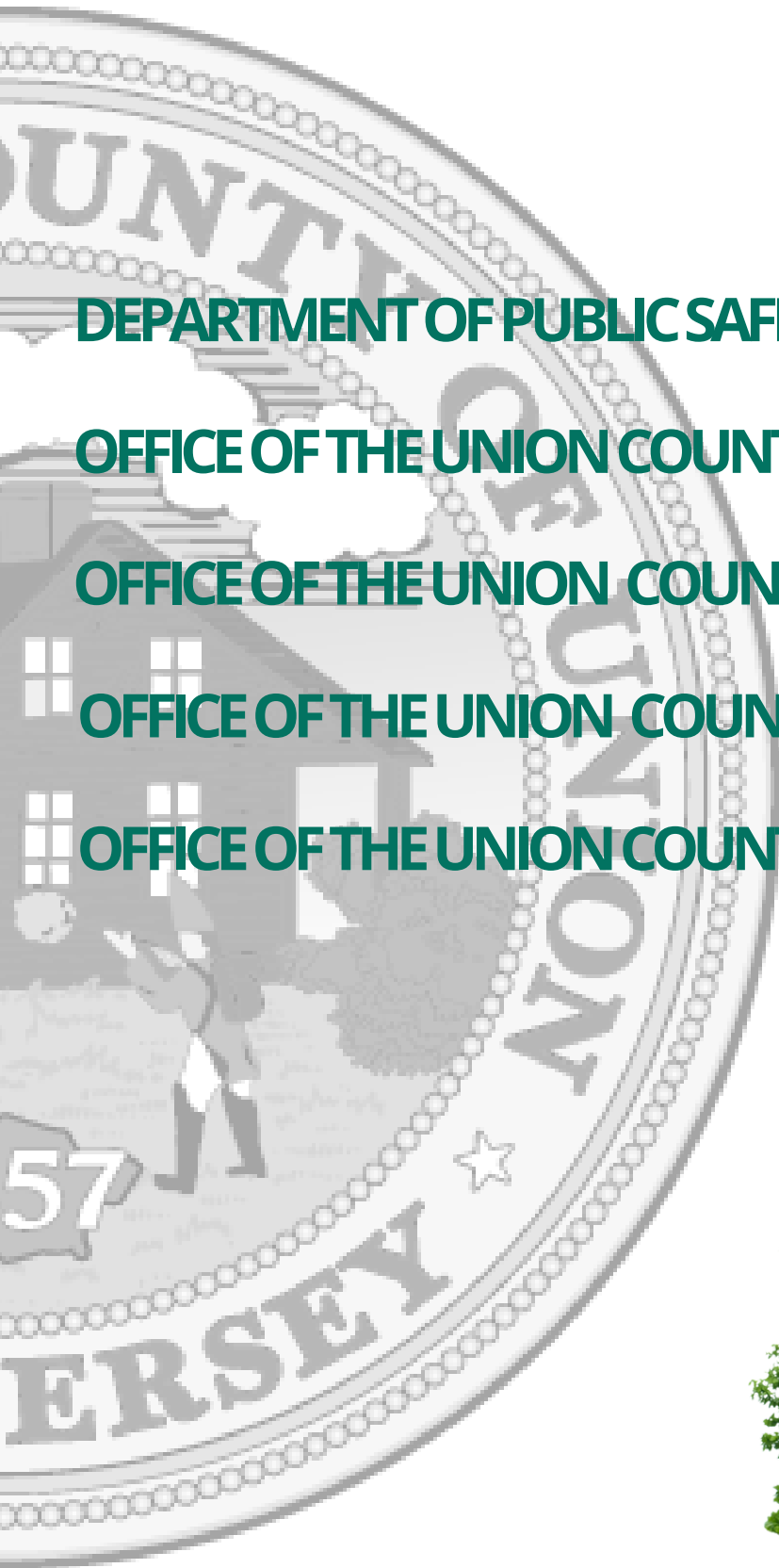
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# CLERK OF THE BOARD



**James E. Pellettiere,**  
*R.M.C., Q.P.Q., Clerk of the Board*  
jpellettiere@ucnj.org  
(908) 527-4102

- State Certified scanning of permanent government records (i.e., Resolutions and Ordinances) at low cost to municipalities
  - Assistance in identifying the retention schedules of government records, requesting permission from the state to dispose of records and advice on records storage and retention
  - Assistance in disposal of documents through the Bureau of Recycling & Planning, a division of the Union County Department of Engineering, Public Works and Facilities Management
- 

# OFFICE OF COMMUNICATIONS AND PUBLIC INFORMATION

## Kelly Martins, Director

kelly.martins@ucnj.org  
(908) 527-4419

- UC First Alert emergency notification system is available for use by municipalities. The system can be used for emergency notifications and for internal operations (text messages, e-mail and more)
- Public Alerts and Internal Alert / Recall System
- SMS (Text), E-mail and Voice Calls (during extreme emergencies)
- Polling features (ask which employees can report to an emergency traffic job)
- Internal Group Support – Have organized lists of employees by department and rank
- Ability to upload excel files of contacts
- GEO based alert support (upload flood maps, etc)
- Unique admin control access
- Mobile administrator app to send alerts without a computer during emergencies
- Ability to ask for users to confirm receiving of messages
- Ability to create templates for employees to use when sending alerts

For information about UC First Alert please contact:

**Robert Charkowsky | rcharkowsky@ucnj.org | (908) 527-4897**

**UNION COUNTY FIRST ALERT**

The National Weather Service Issued a Winter Storm Warning for the area beginning 7:00PM tonight. Further updates can be f...  
Reply with YES to confirm receipt.

YES

# OFFICE OF UNION COUNTY

## OPEN SPACE, RECREATION AND HISTORIC PRESERVATION TRUST FUND

**Victoria Durbin Drake,  
Administrator**

Vdurbin@ucnj.org  
(908) 558-2277

- Grant programs that lend assistance with the acquisition of open space, recreational improvements, preservation of historic sites and tree purchases
- Grant program that provides funding to Union County schools for the implementation of educational food gardens at school locations
- Sensory Friendly Theatre is a series of six LIVE performances specially designed and adapted for children with autism and other sensory sensitivities offered yearly



# DEPARTMENT OF ADMINISTRATIVE SERVICES & DIVISION OF PURCHASING

**Laura Scutari, CCPO, MPA, QPA**  
*Director, Department of Administrative Services, Division of Purchasing*  
lscutari@ucnj.org  
(908) 527-4130

- Cooperative purchasing: Electronic Network Equipment Materials, Road Sweeping, Rock Salt, Telephone/Associated Services, Traffic Paint, Trees, IT infrastructure, Fiber Optic Network Advanced Applications and Services, Road Material
- Cooperative pricing: list is available at: <http://ucnj2.org/form-server/cooperative-pricing/>
- Use of County maintained fueling sites upon entering into a formal Interlocal Agreement
- Educational forums for government employees



# DEPARTMENT OF ECONOMIC DEVELOPMENT

**Amy Crisp Wagner,**  
*Director*  
awagner@ucnj.org  
(908) 527-4802

- CDBG grant programs countywide
- Senior Citizen Home Improvement Grants
- Countywide Home Improvement Programs
- HOME Investment Partnership Program
- Workforce readiness services through the Union County Workforce Development Board
- Simon Youth Academy in partnership with Union County Vocational-Technical Schools
- Shared Service coordination
- Infrastructure Improvement Grants
- We Are One New Jersey Citizenship Program
- Office of Veterans Services
- Office of Community Engagement & Diversity
- Office on Women
- Office of LGBTQ Affairs
- Office of Business Development
- Municipal Grants Portal
- Bureau of ADA Compliance



# DEPARTMENT OF ENGINEERING, PUBLIC WORKS AND FACILITIES MANAGEMENT

**Joseph J. Policay, Jr.**  
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jpolicay@ucnj.org  
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(908) 789-3684

**Ricardo Matias,**  
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**Matt Mathan,**  
GIS  
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(908) 789-3691



- Mobile recycling programs for household hazardous waste, paper shredding, electronics, propane tanks, tires, scrap metal, and mercury thermometers
- County Road paving program
- Road marking & striping
- Traffic data collection
- Traffic counts and audits
- Work zone traffic control
- Traffic signal upgrades & installation
- Traffic sign fabrication & installation
- Custom signs, banners and vehicle lettering
- Loan DPW vehicles, equipment and manpower including small paving projects using our milling machine, paver and operators
- Mosquito control
- Shade tree
- Heavy equipment and truck repair
- Leaf composting facility
- Print Shop services (i.e. posters, banners, lawn signs, general printing, etc.)
- Use of sewer camera
- Emergency storm assistance
- GIS Support

# DEPARTMENT OF HUMAN SERVICES

**Debbie-Ann Anderson,**  
*Director*  
danderson@ucnj.org  
(908) 527-4808



- 
- **DHS Action Line-** Offers residents in need of assistance a quick response, referral, or resolution by phone, email or chat for all DHS resources. Promotes outreach and awareness of County services. Call 908-677-5405 or email [dhsaction@ucnj.org](mailto:dhsaction@ucnj.org) for more information today.
  - **Addiction Services-** Information, referral or crisis intervention for adolescents and adults regarding alcoholism/drug abuse treatment, prevention, and education.
  - **Aging and Disability Resource Connection-** Provides information and assistance on supportive services such as home care, home delivered & congregate meals, respite, legal services, & many more.
  - **American Job Center/Workforce Development-** Job preparation and placement with a focus on economically disadvantaged youth, adults, and dislocated workers.
  - **Children & Youth Services-** Provides oversight and planning for countywide programs and supportive services for children and youth ages up to 24 years of age in health, safety, mental health, education, family crisis, career development, juvenile justice, and other areas of youth development. Provides the Youth Forward employment program.
  - **Code Blue-** Emergency housing for individuals experiencing homelessness during periods of extreme weather conditions.
  - **Fresh Start-** Mobile shower, laundry, restroom, and resources for individuals in need.
  - **Housing, Homeless & Financial Assistance-** Provides information & referral to cash assistance (rent, security, utilities), transitional or permanent/supportive housing, and emergency shelter.
  - **Immunization Clinic-** Vaccines for eligible families from birth to adulthood.
  - **Intoxicated Driver Resource Center-** Provides oversight of state-mandated program for Driving While Intoxicated (DWI)/Driving Under the Influence (DUI) through 12-48-hour counseling/education services.
  - **Mental Health Services-** Information and referral for inpatient and outpatient behavioral health treatment services, including education and prevention programs.
  - **Paratransit-** Wheelchair-equipped vans providing countywide transportation for seniors, veterans, disabled residents, and other income eligible persons.
  - **Persons with Disabilities & Special Needs-** Information and referral to community resources, in-home personal assistance, and social/recreational activities.
  - **Social Services-** Provides administration for the federal nutrition programs (SNAP/Food Stamps) and medical assistance programs (Medicaid/NJ Family Care), financial assistance programs (TANF/GA), shelter services for the homeless, child support services, employment services under WorkFirst NJ (WFNJ), and other supportive services.
  - **Youth Services Commission-** Juvenile Justice planning body that examines the individual and unique needs in the community and develops programs for youth.

# DEPARTMENT OF PARKS & RECREATION

**Victoria Durbin Drake,**  
*Director*  
vdurbin@ucnj.org  
(908) 558-2277

- Field maintenance and construction
- Use of County-owned fields for municipal recreational activities
- Provides animal control through the USDA including Geese control
- Borrowing of maintenance equipment as needed (garbage truck, aerators, field professionals, etc.)



# DEPARTMENT OF PUBLIC SAFETY

**Dennis Burke,**  
*Director*  
dburke@ucnj.org  
(908) 654-9816

## **Regional Communications Center**

- 9-1-1 Call Taking and Emergency Dispatch of Police, Fire, and EMS
- Use of County Server for Infocop in assisting 100 Law Enforcement Agencies (consisting of State, all Union County municipalities, Union County Sheriff's Office & Union County Prosecutor's Office)
- Countywide Public Safety Interoperable Communications System
- UC First Alert System Sharing with Municipalities (In conjunction with Office of Communications & Public Information)

## **Emergency Services**

- EMS Coverage and Mutual Aid Services
- EMS Training

## **Union County Fire/EMS Academy and related services**

- Firefighter Training
- Fire Investigation Task Force

## **Office of Emergency Management**

- Hazard Mitigation Planning
- First Responder Identification Program (Statewide credentialing)
- Long Term Care Planning for emergency preparedness

## **County Police – Law Enforcement Services**

- Special Operations Unit – Specially-Trained Crisis Intervention officers equipped with less lethal (taser) options
- Training, instruction and implementation of Less Lethal -CED- (taser) certifications for Law Enforcement Agencies
- Ammunition & Firearms Destruction
- Law Enforcement specific IT assistance and guidance
- Traffic Enforcement Unit (Safety Programs/Light Towers, Speed, & Message Boards)
- Commercial Vehicle/Truck Enforcement
- Special Needs Registry
- Digital Child Identification & Protection System (DChips)
- Bomb Squad Response, Training & Disposal Unit
- Ballistics Laboratory/Forensic Response Unit
- Fatal Accident Investigation Unit
- Active Shooter training and instruction, both for Law Enforcement Agencies as well as Government and private entities
- Child Safety Seat Inspections and Installations Assistance

# DEPARTMENT OF PUBLIC SAFETY

## Office of Health Management

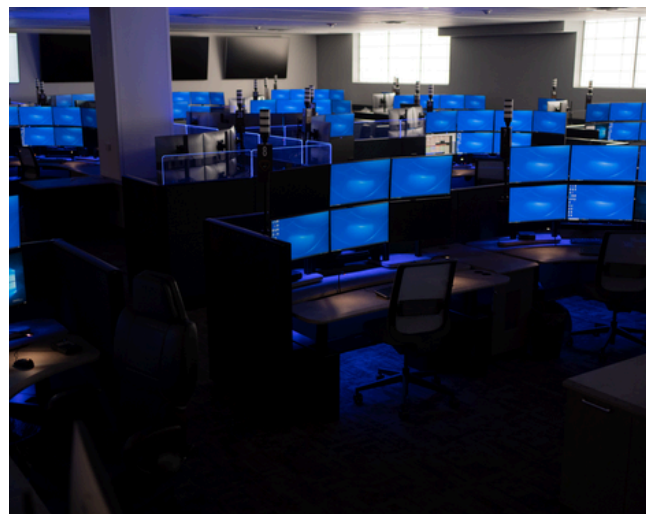
- Maintains the Community Health Information Network (CHAIN)
- Provide environmental investigations countywide in response to environmental pollutants that impact upon quality of life issues
- Promotes community health and well-being by offering connections, resources and support focusing on chronic disease management, healthy eating, cancer screenings and education
- Child and adult immunization clinics, lead poisoning management, health screenings, communicable disease investigations/surveillance, and school immunization audits
- Strategic planning/response to natural disasters, disease outbreaks and bioterrorism
- Maintains a Medical Reserve Corps, a group of medical and non-medical community volunteers, which is designed to augment existing health and medical staffing during emergencies

## Office of Consumer Affairs

- Advocate and resolve complaints with businesses related to potential fraud
- Speaker bureau for community organizations regarding consumer rights

## Office of the Medical Examiner

- Investigates to determine cause, manner and mechanism of death in cases resulting from violence, unrecognizable disease, disability or infirmity, deaths under suspicious or unusual circumstances or deaths within 24 hours of admission to a hospital or without medical assistance for all deceased persons within Union County





# OFFICE OF THE UNION COUNTY CLERK

**Joanne Rajoppi,**  
*Union County Clerk*  
jrajoppi@ucnj.org  
(908) 527-4787

- Outreach to voters
- Evening and weekend election office hours
- Voting App
- Annual Election Date brochure and election calendars distributed to all municipalities/libraries countywide
- Outreach to community for passport services
- Outreach to veterans for IDs and to their families for the Gold Star Program
- Evening and weekend passport and notary services.
- Educational seminars on County Clerk services
- Notary Public educational seminars
- Free Fraud Alert program
- Naturalization records available from 1906 to 1986
- Veteran Peddler License
- Veteran Grave Database
- Recording of land records/ Property Land Records Site
- Swearing-in of notary publics



# OFFICE OF THE UNION COUNTY SURROGATE

**Christopher E. Hudak, Esq.**  
*Union County Surrogate*  
ucsurrogate@ucnj.org  
(908) 527-4280

- Provides estate planning outreach to community organizations.
- Presides over estate matters and conducts mediation hearings.
- Delivers adoption education outreach to local groups and agencies.
- Conducts outreach and at-home visits for homebound fiduciaries.
- Collaborates with County stakeholders to provide resources for families of disabled or incapacitated individuals.
- Offers educational webinars on Guardianship.
- Serves as custodian of the Intermingled Minors' Trust Fund and Incapacitated Persons.
- Officiates weekly wedding ceremonies by appointment only for Union County residents.



# OFFICE OF THE UNION COUNTY SHERIFF

**Peter Corvelli,**  
*Union County Sheriff*  
peter.corvelli@ucnj.org  
(908) 527-4450

- K-9 Unit Services & Training
- Service of summons & complaints
- Gun Safety Program
- S.L.A.P. workers in municipalities
- Sheriff's Youth Academy
- Prisoner Transportation for all 21 municipalities
- Domestic violence complaint processing partnership with the Union County Prosecutor's Office
- Crime Scene Unit
- Maintain and schedule the Firearms Training Facility for local agencies
- Partner with US Marshal's Service Fugitive Task Force
- Member of County UCERT & SWAT
- Provide instruction at the Union County Police Academy for new recruits
- Countywide Community Policing Unit
- Correctional Services – Oversight and management of the county jail.



# OFFICE OF THE UNION COUNTY PROSECUTOR

**William Daniel,**  
*Union County Prosecutor*  
ucpo@ucpo.org  
(908) 527-4500

- Works closely with local police agencies on investigations, arrests, and subsequent prosecutions
- Operates the Union County Homicide Task Force, which investigates not only homicides but suspicious deaths, suicides, sudden infant deaths, and motor vehicle fatalities
- Operates the Intelligence-Driven Investigation and Prosecution Unit, which investigates major crimes occurring in Union County
- Operates the Opioid Task Force, which investigates and prosecutes opioid traffickers, drug-related deaths, and high-level drug distribution offenses, as well as coordinates recovery assistance for those struggling with addiction
- Operates the Cyber Crime Task Force, which assists local law enforcement in the gathering and analysis of technological evidence, operates a computer forensics laboratory serving all Union County police agencies, and presents Internet safety programs to local schools and organizations
- Provides counselors to victims and witnesses of crime throughout Union County and provides services including temporary housing and medical, psychological, and financial support

- Operates and manages the Child Advocacy Center of Union County, a state-of-the-art facility at which juvenile victims of sexual and/or physical abuse receive medical, psychological, and legal assistance
- Oversees and provides command staff to the Union County Emergency Response Team (UCERT) and its SWAT Unit, including hostage negotiators. New in 2025, thanks to a grant from the NJ Department of Law and Public Safety Office of the Attorney General, our ARRIVE program will also be responding to incidents involving Hostage and/or Barricaded Subject calls for service. This will allow us to have a Mental Health Professional on scene for these types of calls in an effort to resolve these matters in a peaceful manner if possible.
- Oversees the Union County Counter-Terrorism Task Force and provides risk mitigation assessments for critical infrastructure
- Trains all municipal police departments, prosecutors, and court personnel regarding mental health issues as they relate to criminal investigations/defendants
- Provides evidence storage and destruction services for all municipal police departments
- Facilitates law enforcement anti-suicide hotline
- Maintains Child Abuse and Union County Crime Stoppers hotlines
- Runs Operation Helping Hand, which ensures that everyone arrested in connection with a low-level narcotics possession offense in Union County has access to a peer counselor and addiction services
- Operates the John H. Stamler Police Academy for both recruit training as well as in-service training for municipal police departments
- Partners with municipal departments and community stakeholders in facilitating an Animal Cruelty Task Force dedicated to the protection of Union County animals
- Partners with county schools in offering educational programs for Union County children and their educators
- Collects, analyzes, and disseminates actionable intelligence to local, county, state, and federal law enforcement agencies
- Operates the Union County Forensic Laboratory, which provides narcotics and biological testing services for Union County law enforcement agencies
- Operates the Special Prosecutions Unit, which investigates serious financial crimes, matters involving the official misconduct of public employees, arson, election law irregularities, welfare fraud, and abuse of the elderly
- Prepares applications for “tiering” of sexual offenders pursuant to Megan’s Law for the Court and oversees all notification processes managed by the appropriate designated authorities
- Provides 24-7-365 legal advice and assistance to all law enforcement officers within Union County, including by personnel working within the Domestic Violence, Juvenile, and Special Victims units





# THE UNION COUNTY BOARD OF COUNTY COMMISSIONERS



Joseph C. **BODEK**  
*Chairman*



Rebecca **WILLIAMS**  
*Vice-Chair*



James E. **BAKER, Jr.**



Michèle S. **DELISFORT**



Lourdes M. **LEON**



Alexander **MIRABELLA**



Stanley J. **NERON**



Kimberly **PALMIERI-MOUDED**



Joseph **SIGNORELLO III**

---

*Edward T. Oatman*  
*County Manager*

*Amy Crisp Wagner*  
*Deputy County Manager*

*James E. Pellettieri*  
*Clerk of the Board*



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EXPLORE  
UNION COUNTY

