

Township of Monroe
Office of Senior Services and Senior Center

Member Handbook



12 Halsey Reed Road, Monroe Township, NJ 08831

(609) 448-7140 Phone

(609) 448-7254 Fax

WEBSITE:

<https://monroetwp.com/index.php/departments/senior-center>

Office Hours: Monday – Friday

8:30 am – 4:30 pm

Welcome!



Welcome to the Monroe Township Office of Senior Services and Senior Center.

We are pleased that you have become a new member.

We take great pride in making our center a place where you always know that there are people with open and welcoming arms waiting for you.

A variety of educational, social and recreational activities, health and wellness programs, special events, health screenings, and much more are available throughout the year.

*Learn all about them in our monthly newsletter, the **Senior Focus**.*

Of course, if you have any questions, please feel free to call our office at 609-448-7140.

We look forward to your participation!

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Stephen Dalina, Mayor
Miriam Cohen, Council President
Terence Van Dzura, Council Vice President
Charles Dipierro, Councilman
Elizabeth Schneider, Councilwoman
Rupa Siegel, Councilwoman

Alan Weinberg, Business Administrator

Mission & Objectives

The Monroe Township Office of Senior Services offers a variety of valuable programming, services and opportunities to the community's large population of adults 55 years of age and older. Through programs and activities that include events, classes, lectures and seminars, screenings, support groups, social services, and transportation, our office provides opportunities to be actively engaged physically, mentally, and socially.

The Office of Senior Services enriches the lives of our senior population by helping them thrive in mind, body, and spirit. Our programming enables seniors to maintain their independence by providing numerous and diverse opportunities for them to be engaged in the community-at-large. The result significantly enhances their well-being and quality of life.

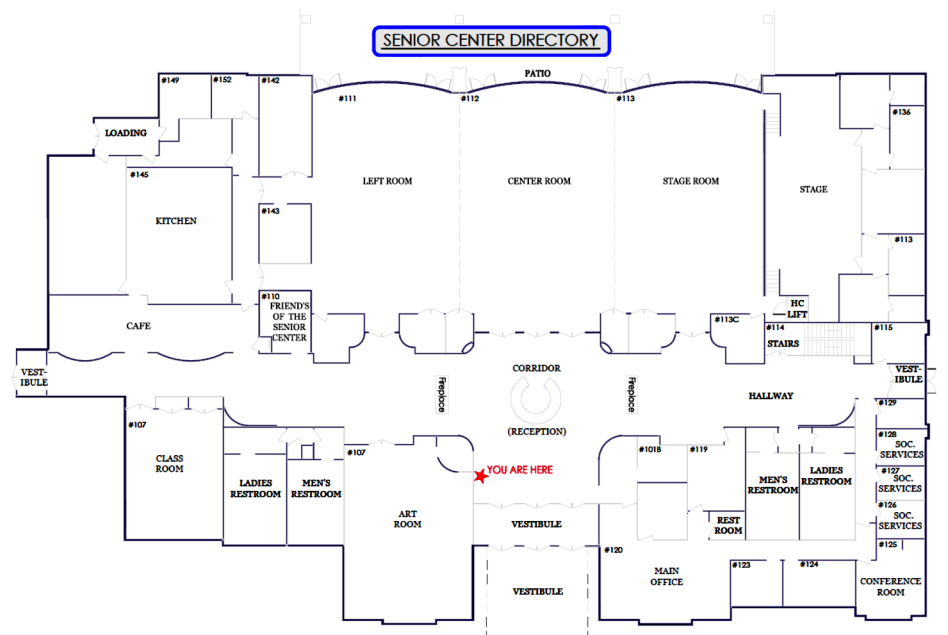
Our Social Services Department plays an instrumental and critical role in the implementation and execution of our in-house programming, in addition to providing much needed community support to seniors.

The Monroe Township Senior Center is a SAGECare accredited facility. Our goal is to provide a safe and positive environment for all members while promoting diversity and inclusion. We welcome all and do not discriminate on the basis of race, color, sex, religion, ethnicity, national origin, sexual orientation, gender expression, disabilities, education levels, socioeconomic status, veteran status or marital status.



Rules of Participation

- ◆ Membership is free and open to *Monroe Township residents 55 years of age and older.*
- ◆ You must be a member before registering for any activities, programs, or trips.
- ◆ In order to become a member, you must:
 - ◇ *Be able to function independently and be self-sufficient in all aspects of daily living.*
 - ◇ *Be able to communicate with center staff to ensure safety.*
 - ◇ *Apply in person with proof of age and residency to schedule a new membership orientation.*
 - > *Provide proof of age: driver's license, birth certificate, military identification, passport, or non-driver's state identification.*
 - > *Provide proof of residency: driver's license, bank statement, lease agreement, mortgage payment, utility payment, tax bill, medical insurance bill, pay stub, or credit card statement.*
- ◆ The Senior Center keeps all personal membership information confidential. This information is available in emergencies for the staff and all files are kept locked.
- ◆ Always check-in at the scanner whenever visiting the Senior Center for the first time on a given day.
 - ◆ Scan your purple membership key fob.
 - ◆ The TV screen above the scanner shows you what room the program is located in.
 - ◆ The Senior Center Directory (map) of the building, located to the left of the TV screen, highlights the different rooms used for our activities. There are also copies of this map to assist you.



Rules of Participation

- ◆ **Pre-registration is required. There is a “No Walk-In Policy.” If your name is not on a program roster, you will not be able to attend.**
- ◆ **Members must be able to function without one-on-one assistance or supervision from staff and they must be able to move safely and independently.**
- ◆ **An aide may accompany a member to assist in their participation of a program as long as the assistance does not interfere or limit the ability of other members to fully participate without any obstruction.**
- ◆ **Only dogs recognized as service animals under Titles II and III of the ADA are permitted.**
- ◆ **There is a \$5.00 fee to replace your membership key fob.**
- ◆ **Any class or program payment is non-refundable and attendance is non-transferable. (In case of a medical emergency, contact the office staff and obtain a doctor’s note for refund eligibility.)**
- ◆ **When attending a program, please be sure to turn off your cell phone as a courtesy to others.**
- ◆ **As a courtesy to those with Multiple Chemical Sensitivity (MCS) syndrome, please refrain from wearing heavily scented cologne, perfume, body lotion, etc.**
- ◆ **Recycling is mandatory not optional. Please place your recyclables in the blue containers.**
- ◆ **Guests of members and children are not permitted in the Senior Center or on trips.**
- ◆ **Coffee and tea are only permitted in the café area.**
- ◆ **Solicitation is not permitted by participants or outside companies.**
- ◆ **Under the Bulletin Board Policy, Ordinance No. O-11-2018-038, the Senior Center’s bulletin board is for Township use only.**
- ◆ **During inclement weather, the Senior Center follows the guidelines set forth by the Municipal Office. Once a decision has been made for either a closure or delayed opening, the information will be available on the Township website, Community Access TV Comcast Channel 28 and Fios Channel 32 or 40, or by calling the municipal office at (732)521-4400.**
- ◆ **For use of the building after Senior Center hours, please contact Pam Broskie at 732-521-4400, ext. 177.**

Rules of Participation

- ◆ Members are expected to conduct themselves in a manner that is respectful of the safety, enjoyment, and well-being of all participants and staff.
- ◆ Activities that may present a danger to yourself or others are prohibited.
- ◆ Proper hygiene is required at all times. Members must adequately tend to personal hygiene.
- ◆ Lavatories cannot be used for shaving, bathing, or washing your hair.
- ◆ Appropriate attire is mandatory. Bare feet are prohibited.
- ◆ Fighting or challenging others to fight is prohibited. The police will be contacted in response to this behavior and membership will be revoked.
- ◆ Language or behavior that is abusive, loud, obscene, suggestive, threatening, or insulting, will not be tolerated and membership will be suspended.
- ◆ No verbal attacks, disparaging remarks, or threats towards staff, volunteers, or participants.
- ◆ All activities shall be conducted on a non-discriminatory basis, without regard to race, color, sex, religion, ethnicity, national origin, sexual orientation, gender expression, disabilities, education level, socioeconomic status, veteran status, or marital status.
- ◆ Gambling, drinking alcohol, taking drugs, and smoking are prohibited. Smoking is only permitted in designated areas outside the building.
- ◆ Participation is not allowed while intoxicated or impaired by alcohol or drugs, or prescription medication which impairs motor skills.
- ◆ Do not purposefully destroy, damage property, or steal in the building or on the grounds.
- ◆ Everyone shall leave the center in the same clean condition it was found in. Please throw away your trash and clean off tables prior to leaving.
- ◆ Inappropriate touching or hugging of the staff, volunteers, or participants will not be tolerated.
- ◆ Chairs and couches are meant for sitting only. Do not lie down or sleep in the center or on the grounds.
- ◆ Weapons, loaded or unloaded, licensed or not licensed, are prohibited in the building and surrounding area.
- ◆ Please obey staff instruction and decisions without argument or delay.
- ◆ Members must resolve conflicts and differences in a manner characterized by respect and civility.

Newsletter & Registration

The Newsletter, Senior Focus:

- ◆ The **Senior Focus** is available around the **15th of the month** at the clubhouses in all adult communities, the Township library, Municipal Building, Community Center, at local businesses, on our website (www.monroetwp.com) or at the Senior Center. It is also emailed to our members who provided an email address upon registering with our office.
- ◆ **Program, Class, and Trip registration dates appear in the newsletter and are scheduled on different days.**
 - > *The date of registration for programs, classes, and trips are located on the cover page, top right of the newsletter.*
- ◆ **Information regarding classes is featured in a seasonal (Winter/Spring/Summer/Fall) class flyer. Other classes such as art and card instruction are described in the newsletter.**

Class and Program Registration:

- ◆ **Members must pre-register for all classes and programs as there is a “No Walk-in” Policy.**
 - > Members can register for themselves and ONLY one (1) additional member.
 - > When registering, one registration form per member is required.
 - > There are two different registration forms: one for programs and the other for classes.
- ◆ **Registration for classes/programs with a fee must be done in-person or online.** The payment must be paid in exact cash or check, payable to the “Township of Monroe,” at the time of registration. Payments via credit cards (except AMEX) and e-checks are available online only.
- ◆ **Your name will be placed on a waiting list once a given program is full to capacity.**
- ◆ **If you are waitlisted, the office will notify you via phone call about a program opening.** Please be sure to call back to confirm your participation in the program by calling 609-448-7140, ext. 216.
- ◆ If you are unable to attend a program that you registered for, **you must call the office at least two (2) hours before a program’s start time at 609-448-7140, ext. 216, to cancel.** Otherwise, you will be considered a “no show” and will receive a verbal warning. The second “no show” will result in a written warning. A third “no show” will result in termination of your membership.

Classes & Programs

Exercise Classes:

- ◆ Classes, (*such as Move & Groove, Drums Alive, Yoga, and Zumba*), meet seasonally (winter/spring/summer/fall) and run for 10-weeks unless otherwise noted. Typically, classes are \$40 p.p. unless otherwise listed.
- ◆ Exercise class information is featured as a flyer insert in the Senior Center's newsletter, **Senior Focus**. *Art classes and instructional card lessons are featured in the body of the newsletter.*
- ◆ Pre-registration is required, with payment, on a first-come, first-served basis. Members can pay with a credit card (except AMEX) or E-Check online, or in-person with EXACT cash or by **ONE** check payable to "Township of Monroe." (*Please refer to the monthly newsletter for the listed registration date on the front page.*)
- ◆ For exercise classes, members can enroll after a session begins until a class is full. Class fees are never prorated.
- ◆ When registering, members are permitted to register for themselves and **ONLY** one (1) additional person.

Programs:

- ◆ Programs are free activities (*health and wellness programs, lectures, ongoing activities, musical programs, etc.*) that are described in our newsletter. Pre-registration is required and can be done either online, in-person, or over-the-phone. (*Please refer to the monthly newsletter for the listed registration date.*)
- ◆ When registering, members are permitted to register for themselves and **ONLY** one (1) additional person.
- ◆ As a courtesy to the presenter, you must arrive 10-minutes prior to the listed start time. Once the program begins, **members that are 10-minutes late will not be granted access.**

Refunds:

- ◆ For special events (*like themed luncheons*), there are **NO REFUNDS** unless there is a replacement from the waitlist at least one week prior to the event.
- ◆ For art and exercise classes, a doctor's note must be submitted **prior** to the first day of class in order to receive a **full refund**.
- ◆ Once a class begins, a **partial credit** will be issued to the member's account after a doctor's note is submitted.

Social Services

The Social Services Department plays an instrumental and critical role in the implementation and execution of our in-house programming, in addition to helping the senior population navigate the community resources and programs that may be available to them.

Our social workers will meet with older adults to understand their needs, provide support and advocacy, and assist with solutions. They provide supportive counseling, life cycle adjustments, bereavement counseling, long-term care guidance, family meetings, community program information, referrals, Medicare counseling and facilitate various support/socialization groups.

In addition, they assess member's individual needs in order to provide comprehensive guidance, support, and assistance with solutions.

The focus on needs assessment and linkage to services may include:

- ◆ Determination of goals and the development of an action plan
- ◆ Screening for eligible public benefits and entitlement programs
- ◆ Providing referrals to federal, state, county, and local social services
- ◆ PTR (Property Tax Reimbursement) guidance and assistance
- ◆ PAAD (Pharmaceutical) and LIHEAP (Low Income Home Energy) assistance
- ◆ Guidance and/or advocacy with problem resolution
- ◆ Guidance, information and support services for family caregiver
- ◆ Care management guidance, information and supportive counseling services

Please contact the Senior Center to have a phone consultation and/or set-up an office appointment with one of our social workers.

609-448-7140

Transportation

The Transportation Department Offers 5 Different Non-Emergency Services:

Medical: Transportation is available to Monroe and Jamesburg five (5) days a week. Princeton and Plainsboro 2nd and 4th Thursday of the month in the morning, Hightstown 3rd Tuesday of the month in the morning and Cranbury every Friday morning. A reservation is required at least five (5) business days in advance. You must be at least 55 years of age and a Monroe resident registered with the Senior Center, or permanently disabled receiving Medicare or Medicaid.

In Town Shuttle: Runs on Tuesday and Thursdays by reservation made the day before by 4:00 p.m. You must inform us as to which of the following locations you want to go: Municipal Complex, Library, Apple Plaza/Town Centre, Concordia Shopping Center or into the Town of Jamesburg. Wheelchair and scooter service is available only on Tuesday. You must be a member of the Senior Center or permanently disabled receiving Medicare or Medicaid.

Out of Town Shuttles: Our Freehold Bound Shuttle runs Monday to Friday and our Princeton Bound Shuttle runs Sunday through Thursday. Both shuttles have an A and B run. Call to find out which one goes into your community. A reservation is required if you have a wheelchair or scooter.

Senior Center: Round-trip transportation to programs and classes is available via curbside pick-up at your home. You must inform the staff that you need this service when registering for the program.

Day Trips: A variety of different places to see and enjoy are available each month to keep you very active. You must be a member of the Senior Center prior to your reservation. Pre-registration & payment (if applicable) is required. Details about the trips are available in the monthly *Senior Focus*.

For More Information, call 609-443-0511

Friends of the Senior Center

The Friends of the Senior Center is a non-profit 501(c)(3) organization established in 1990, dedicated to fundraising through membership dues, special events, donations, and overnight trips to support and enhance the Senior Center.

Although the Monroe Township Senior Center is a tax-supported institution, there are many important programs, services, and improvements that cannot be funded through its regular operating fiscal budget. This is where the Friends step in to help. Using funds obtained through donations and various Friends fundraisers, this organization is able to assure that these endeavors are provided.

Yearly membership dues of \$8.00 per person is considered a voluntary donation. You can participate in the Friends-sponsored events if you did not become a “FRIEND.” However, you must be a member of the Senior Center (which is free), *before* participating in a Friends activity.

Highlights of the Friends monthly activities can be found on page 5 of *the Senior Focus*. This page is called, *Friendly Tidbits*. Information and registration for these events is processed in person through the Friends Office.

**If you have any questions or need more information,
call the Friends at 609-448-7598,
or email friendsoftheseniorcenter@gmail.com.**

Ongoing Activities

- ◆ **Ongoing Activities are noted in the calendar section** of the newsletter, but do not have a special write-up explaining them. *Please refer to the Ongoing Activities Brochure for more details about each activity.*
- ◆ **You must pre-register** for these activities ANNUALLY so that each activity's roster is up-to-date.
 - ◆ **There is an "Ongoing Registration Form"** available at the front desk.
 - ◆ Registration can be accepted either online or in-person.
- ◆ **If you are unable to attend continuously, please call 609-448-7140, ext. 216, to cancel.**
- ◆ **Participation is on a 1st-come, 1st-served basis, and is limited to the set-up provided in the allocated space.**
- ◆ **For members needing transportation,** the request must be made at the time of registration and at least (3) business days prior to the program date.

Outdoor Activities

Bocce Ball, Cornhole, Ladder Toss, Shuffleboard, Walking Club
(Weather Permitting)

Fun and Games

Bridge, Canasta, Cribbage, Mah Jongg

Special Interests

Book Club, Chorus, Green Thumbs, Harmonica, Yarn-It

Support Groups

Bereavement, Diabetes, and Parkinson's

Specialty Groups

W.O.W.—Widows or Widowers

LGBT: Socialize with Me

Staff, Friends & Commission

Office/Senior Center

Karen Theer, Director
Cindy Malkin, Supervisor of Social Services
Samantha Gerbino, Senior Social Worker
Nancy Harrigan, Program Supervisor
Jonathan Broder, Program Coordinator
Jeanine Fama, Program Coordinator
Claire Kelly, Office Coordinator
Rosanna Giancaspro, Secretary
Krista Scheid, Receptionist
Emilia Voyland, Receptionist

Friends of the Senior Center

Maureen O'Brien, President
Christine Flynn, Vice President
Ruth Wrublewski, Secretary
Joan Friedman, Treasurer

Board of Trustees

Joan Bonick
Diane Chierchie
Linda Consalvo
Louise Londino
Harold Marcus
Jeanette McDade
Pat Pompei
Helene Press
Barbara Ross
Gary Sapir
Rosemary Tasso

Transportation

John Magda, Transportation Manager
Amy Rutherford, Transportation Coordinator
Kim Molarz, Senior Clerk

Drivers

Louis DeRogatis
Robert Durante
Lisa Ferone
Clifton Jones
Bob Kahn
Diane Petty
Steven Rubin
Carlo Tanjutco
Paul Varacallo

Commission on Aging

Rosalind K. Blinder
Vincent Buonocore
Preston Cohen
Gail DiPane
Sharon Morgan
Fannie Passarelli
Peter Rendeiro
Daisy Robinson
Betty Schneider, Councilwoman
Elaine Slabinski

Township Numbers

TOWN HALL - 732-521-4400

Mayor Stephen Dalina
Alan Weinberg, Business Administrator
George Lang, Chief Financial Officer

AFFORDABLE HOUSING: 732-521-4400

Tanya Pannucci, A.H. Coordinator

ANIMAL CONTROL OFFICERS: 732-521-0222

Steve Cataldo
Michael Parker

CLERK: 732-656-4573

Patricia Reid

CONSTRUCTION OFFICE: 732-656-4585

Lou Buonocore, Director/Construction Official

DEPARTMENT OF PUBLIC WORKS: 732-656-4575

Wayne Horbatt, Superintendent

EMS: 732-521-1880

Judy Olbrys, Director
Richard Morris, Deputy Director

EMERGENCY: Dial 911

ENGINEER: 732-605-9440

Mark Rasimowicz

FIRE DISTRICT 1: 732-251-2122

Spotswood-Englishtown Road

FIRE DISTRICT 2: 609-395-2928/Halsey Reed Rd.
or 609-448-5555/Applegarth Road

FIRE DISTRICT 3: 609-409-2980/Centre Drive
or 732-521-3498/School House Rd.

HUMAN RESOURCES: 732-521-4400

Danielle Racioppi, Director

LIBRARY: 732-521-5000

Leah Wagner, Director

MUNICIPAL COURT: 732-521-4020/4021

George M. Boyd, Judge
Jennifer A. Burgess, Esq., Prosecutor
Kevin Lynch, Esq., Public Defender
Donna Linke, Court Administrator

OFFICE OF SENIOR SERVICES: 609-448-7140

Karen Theer, Director

PLANNING AND ZONING:

732-521-4400

POLICE/Non-Emergency: 732-521-0222

Chief Michael Biennas, extension 131
Captain Lisa Robinson, extension 128
Lieutenant Sergeis Jangols, extension 149

PUBLIC INFORMATION: 732-521-4400

Stacey Kennedy, Public Info Officer

RECREATION: 732-723-5000

Mary Lange, Superintendent

RECYCLING: 732-656-4575

Joseph Slomian, Coordinator

TAX ASSESSOR: 732-521-4400

Tricia Mercado

TAX COLLECTOR: 732-521-4405

Samantha Rampacek

TRANSPORTATION/Senior Center: 609-443-0511

John Magda, Transportation Manager

UTILITY DEPARTMENT: 732-521-1700

Joe Stroin, Director

Food Pantry

The Monroe Township Food Pantry was founded in 1993 to help provide food security to families who face economic hardships. We strive to help meet the needs of hunger and to organize within our community to prevent hunger in the future.

The food pantry relies heavily on private food donations and monetary contributions to help replenish the supply of food at the pantry to ensure that all Monroe residents in need have access to nutritious foods.

Eligibility Requirements:

To qualify for the food pantry your income must be:

- 1 person household: Total income at or below \$30,000 annually
- 2+ person household: Total income at or below \$37,000 annually

To apply, call the Senior Center for an appointment to complete a food pantry application. Please bring the following required documents to your appointment for income verification:

- Proof of Residency
- Current Income Tax Return
- Recent Bank Statement

Non-perishable food is distributed on the first Wednesday of every month.

For further information, please call (609) 448-7140 ext. 211.

Get back to nature in our backyard, complete with a patio, walking trail, bridge to the gazebo, bocce courts, shuffleboard, cornhole, ladder toss, and plenty of places to sit.

