

Dear Residents:

As you know, President Trump and Governor Murphy have declared a Medical State of Emergency due to the Novel Corona Virus (COVID-19) Pandemic. What we do collectively over the next 3 to 4 weeks will have a significant impact as we all do our part to “flatten the curve”. As a result, the following actions will be immediately implemented in Berkeley Township:

1. No public access to all township buildings. The police department lobby will remain open to the public. Berkeley Township Municipal Offices, Public Works and Recreation will be staffed with personnel, Monday through Friday, 8:30 a.m. to 4:00 p.m. Personnel will be able to answer questions over the telephone and via email. Residents may call Town Hall at: 732-244-7400 during the above hours. Department of Public Works can be reached at: 732-349-4616 from 7:00am to 3:00pm. All scheduled meetings at the Recreation Center are cancelled and should be rescheduled. To reschedule, or for information, call: 732-269-4456.
2. All gatherings, as directed by the CDC, should be canceled or rescheduled. The best way to “flatten the curve” is through “social distancing” which is designed to limit social interaction.
3. We understand that our residents regularly visit our Municipal Building and Recreation Center. We have developed a “Skip the Trip” interactive flyer that provides helpful links on how to: pay your taxes online; check on building permits; apply for a marriage license and other routine paperwork. Payments or other paperwork may be dropped in the secure box located on the exit driveway at Town Hall.

The Health and Well-being of our residents and employees is our top priority. We encourage all of our residents to stay informed through trustworthy information sources, and to take simple but effective health precautions. There is currently no vaccine to prevent COVID-19. The best way to prevent illness is to avoid being exposed to this virus. As a reminder, the CDC & OCHD recommends preventive actions to help halt the spread of respiratory diseases, including:

- SOCIAL DISTANCING
- Washing your hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, after blowing your nose, coughing or sneezing;
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol; and
- Avoiding touching your eyes, nose and mouth;
- Avoiding close contact with people who are sick;
- Staying home when you are sick and avoiding contact with persons in poor health;
- Covering your cough or sneeze with a tissue, then disposing of the tissue;
- Cleaning and disinfecting frequently touched objects and surfaces using a regular household cleaning spray or wipe;

For more information on COVID-19, visit: [www.ochd.org](http://www.ochd.org) or call the New Jersey hotline available around the clock for questions at 1-800-222-1222. OCHD has also set up a hotline number for residents’ questions regarding the coronavirus. The number is 732-341-9700 ext. 7411.

Additional information can be found at: Centers for Disease Control and Prevention website at: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

New Jersey Department of Health website at: <https://www.state.nj.us/health/cd/topics/ncov.shtml>

Thank you for your understanding and patience during this time.

Mayor Carmen Amato  
732-244-7400 ext: 1203  
[mayor@twp.berkeley.nj.us](mailto:mayor@twp.berkeley.nj.us)



# BERKELEY TOWNSHIP

## SKIP THE TRIP TO TOWN HALL

Berkeley Township officials are actively looking for ways to help our residents, while recognizing the need to maintain social distancing to reduce the spread of Covid-19.

Our modern website already provides residents with the tools they need to skip the trip to town hall. We have compiled this list of frequently used forms and services that you can use without making the trip to town hall. Hopefully our website can answer your questions. If not, feel free to call or email any of the departments in Berkeley Township.

For additional information, visit our website at [www.berkeleypark.org](http://www.berkeleypark.org) and click on "Departments."

<u>Services You May Need</u>	<u>Skip the Trip</u>
<b>CLERK'S OFFICE</b> Bingo & Raffle License applications Death Certificates/ Marriage Licenses OPRA Requests Vital Records	Website: <a href="#">Clerk/registrar's Office</a> <a href="#">Request Form for Certified copies of a Vital Record</a> Call: 732-244-7443 Email <a href="mailto:registrar@twp.berkeley.nj.us">registrar@twp.berkeley.nj.us</a>
<b>CODE ENFORCEMENT</b> Inspections Landlord Registration	Website: <a href="#">Code Enforcement</a> Call (732) 244-7400 ext. 1238 Email <a href="mailto:codeenforcement@twp.berkeley.nj.us">codeenforcement@twp.berkeley.nj.us</a>
<b>CONSTRUCTION</b> Check the status of permits on properties Make online Payments for permits Make Inspection appointments online	Website <a href="http://www.berkeleypark.org/departments/construction_office.php">http://www.berkeleypark.org/departments/construction_office.php</a> <a href="#">SDL portal</a> Call 732-244-7400, option 1, option 4 Email <a href="mailto:acirz@twp.berkeley.nj.us">acirz@twp.berkeley.nj.us</a>
<b>MUNICIPAL COURT</b> Request records	Website: <a href="#">Municipal court</a> Call 732-240-6661 <a href="#">Judiciary Records Request</a>
<b>POLICE DEPT.</b> File a Police report Accident Reports/Crime Tips	Website: <a href="#">Police Department</a> Non-Emergency Number 732-341-1132
<b>PUBLIC WORKS/RECYCLING</b> Street Sweeping Schedule Report a pothole Recycling Schedule	Website: <a href="#">Public Works</a> Call 732-349-4616 Email <a href="mailto:ppwm@twp.berkeley.nj.us">ppwm@twp.berkeley.nj.us</a>
<b>RECREATION</b> Building Use Forms Picnic permits Register for Exercise Classes	Website: <a href="http://www.BTREC.org">www.BTREC.org</a> Call 732-269-4456 Email <a href="mailto:dwinogracki@twp.berkeley.nj.us">dwinogracki@twp.berkeley.nj.us</a>
<b>TAX COLLECTOR</b> Pay your Taxes Request a self-addressed stamped envelope Form PTR-2A Homeowners- Verification of 2019 Property Taxes or Form PTR-1A Homeowners- Verification of 2018 and 2019 Property Taxes	Website: <a href="#">Tax Collector</a> Call (732) 244-7400 ext. 1240 Email <a href="mailto:mcosgrove@twp.berkeley.nj.us">mcosgrove@twp.berkeley.nj.us</a> For your convenience, we have a secure lock box for property tax payments, located outside town hall in the EXIT lane. Residents can just drive up and drop off their payments in the box. This box can be used 24/7.
<b>ZONING</b>	Website: <a href="#">Zoning</a> (732) 244-7400 ext. 1254 Email <a href="mailto:zoning@twp.berkeley.nj.us">zoning@twp.berkeley.nj.us</a>