

# TOWNSHIP OF READINGTON

WHITEHOUSE STATION, NEW JERSEY 08889

MUNICIPAL BUILDING  
509 ROUTE 523  
WHITEHOUSE STATION, NJ 08889  
PHONE: (908) 534-4051  
FAX: (908) 534-5909



VITA MEKOVETZ, RMC/MMC/QPA  
ADMINISTRATOR/MUNICIPAL CLERK

## **EFFECTIVE TUESDAY, MARCH 17, 2020**

***IN RESPONSE TO THE COVID-19 (Coronavirus) PANDEMIC***, Readington Township is committed to providing quality services that prioritize the health, safety and welfare of residents, employees and volunteers. Officials continue to follow the latest CDC ([cdc.gov](https://www.cdc.gov)), NJ Department of Health ([nj.gov/health](https://www.nj.gov/health)) and Hunterdon County Department ([co.hunterdon.nj.us/coronavirus.html](https://www.co.hunterdon.nj.us/coronavirus.html)) guidance in response to the pandemic.

In light of the emerging public health threat caused by COVID-19 and to safeguard the health of residents and employees, the Township will be modifying the way we conduct business. ***Effective immediately, the Municipal Building and all Municipal Complexes (parks will remain open at this time) will be closed to all visitors until further notice.***

Non-essential meetings will be cancelled in the short term. Some groups or committees may arrange to meet by conference call in accordance with the Open Public Meeting Act. Calling instructions for the public to attend any public meeting will be posted on the Township website.

Healthy Township staff will be working normal hours (8:30-4:30, M-F) but the doors will remain locked. Staff can respond to questions and requests via email or by telephone. Other services will be provided by appointment only. Please call 908-534-4051 to make arrangements for your service that you may need. If you have arranged to deliver or pick up a document or item, please knock on the door upon your arrival and we will meet you to accept or deliver the document that you requested.

We request that all items or documents, including tax and sewer payments, OPRA requests, applications and permits, be delivered for processing through the lock box next to the front door. If the item is too large for the mail slot, please call ahead and upon your arrival to deliver the item. Do not leave any item unsecured outside the building. If you need a receipt for payment or delivered item, please include a note with your address and it will be sent to you. The lockbox will be emptied several times throughout the day.

Registrar of Vital Statistics services will require special arrangements. Please contact the Registrar at 908-534-4051 ext. 0 for additional guidance.

Please utilize the following phone numbers should you need immediate access:

General information	(908) 534-4051
Clerk's Office	(908) 534-4051
Dog Licensing	(908) 534-4051 ext. 0
Zoning	(908) 534-1675
Tax Assessor	(908) 534-9715
Tax/Sewer Collector	(908) 534-9761
Public Works	(908) 534-1058
Social Services	(908) 534-0974
Construction	(908) 534-2164
Engineer	(908) 823-9176
Board of Health	(908) 534-4051 ex. 234
Finance	(908) 823-0209
Municipal Court	(908) 534-2414
Planning Bd/Bd of Adjustment	(908) 534-4067
Recreation	(908) 534-9752
Vital Statistics	(908) 534-4051 ext. 0

Should you have a question that can be responded via email, please use the Township website for direct department emails: [readingtontwpnj.gov](http://readingtontwpnj.gov)

Information regarding the April 2020 Township Committee and Planning Board meetings will be posted closer to the meeting dates and after decisions are made regarding the arrangements. Should a decision to proceed with any public meeting be made, seating arrangements will be in accordance with social distancing practices.

**We may implement supplemental measures at any time to protect the health of staff and the general public.**

Thank you for your cooperation and understanding as we work in unprecedented times.

Sincerely,



Vita Mekovetz, RMC/MMC/QPA  
Township Administrator