

REVISED AUTUMN, 2020

MARLBORO TOWNSHIP MUNICIPAL OFFICES AND SERVICES

Dear Resident,

Town Hall Office is staffed and employees are responding to inquiries by phone and email during normal business hours. In light of the State of Emergency, the Township is taking numerous steps to ensure the safety of the public and staff and to prevent the spread of COVID-19.

- Where possible, use the secure drop-box (available 24/7 in the front vestibule), utilize on-line forms, US mail, Email, or phone. See below for links and contact information.
- If you must enter Township Buildings, it is strongly suggested that you call ahead to make an appointment to reduce your wait time and ensure that the appropriate staff is available.
- Masks or face coverings are REQUIRED when in Township Buildings.
- Visitors must not be experiencing COVID-19 symptoms, have not travelled internationally or to any locations identified on the State advisory list for the past 14 days.
- You may be asked to wait outside or in your vehicle while awaiting service.

We remind residents that frequent updates regarding services updates, township events and during times of emergency are sent to residents registered for Township e-bulletins. Click [HERE](#) to enter your email address.

Contact Municipal Departments - The Township website www.marlboro-nj.gov home page has access to Quick links and an 'I need to...' dropdown box to direct you to the most frequently asked questions. A Municipal email directory [HERE](#) and phone list [HERE](#).

Licenses and Permits (Online and Downloadable) - Marlboro Township issues a number of licenses and permits, a growing number of which are available online through our SDL Portal. Each household need only register once for access to all on-line permit options. The link has two tables. The first table will guide you to find the online options that are available. The second table to the appropriate downloadable forms and regulating organization. See Link [HERE](#).

Township Essential Meetings are being held virtually. Please check the website calendar and emails for updates. Instructions to attend a meeting remotely can be found in the applicable Board agenda posted on the Agendas and Minutes Page [HERE](#).

MARLBORO SERVICES:

Curbside Lawn Collection – Fall collection begins as per the recycling calendar schedule mailed to your home and on-line [HERE](#). Debris must not be placed curbside more than one week prior to your first scheduled pick-up day but not later than 7am of the first day. Do not place debris in the roadway or on or near storm drains. It will take DPW a week to complete the scheduled zones, but once they pass your street they will not return and debris must be either removed by a private contractor or brought to the Township recycling center, free of charge, no permit needed. The recycling center is open year round. Check page 10 of the recycling calendar mailed to your home and on-line for hours and regulations. [HERE](#).

Township Recycle Yard –The Township is accepting bulk items at our recycling yard (a free permit, available online, is required [HERE](#)). The yard continues to be open for cardboard, comingled paper, cans, bottles, electronics, brush and leaves. Cloth face coverings are required while in the yard. Based upon CDC Guidelines, Township staff will not be able to assist residents with placing items in any of the

containers, Recycling guidelines and hours can be found on page 10 of the Recycling Calendar and [HERE](#).

- All questions regarding curbside lawn debris, bulk pickup, recycling collection or the recycling center should be directed to 732- 536-9295 or email publicworks@marlboro-nj.gov

Zoning Division on-line Portal – <https://marlboro-nj.gov/zoning-online>

The Zoning Division is responsible for, among many things, reviewing applications for property improvements, issuing CCOs for every sale or rental, as well as complaints regarding residential property maintenance (high grass, unmaintained pools, broken fences, etc.).

Many questions are property-specific, requiring an internal technical review before a response can be given. For this purpose, we have established a separate portal via the Township website for residents to pose these property-specific questions electronically using the link above or ‘Zoning Permits & Online Portal’ on the Township Quick Links & Actions section of the homepage. Internally, these requests will be coded, tracked and monitored separately by the necessary technical staff to ensure an organized process and timely response. When entering inquiries of this nature, please choose Comments Type = “Zoning”. Note that you can also report residential property maintenance complaints in this portal (choose Comments Type = “Property Maintenance”).

Licenses and Permits - Inspections – Interior inspections will utilize new COVID-19 Inspection Protocols. Prior to any inspections being scheduled, a risk assessment will be completed to ensure proper safety measures are in place for the protection of residents, contractors and inspectors. Inspections associated with emergencies such as septic or water, unoccupied structures and outdoor facilities continue to be accommodated. If questions, contact the Department of Community Development at 732 536-0200 x1800 or building@marlboro-nj.gov.

Parks –Marlboro Township parks are open including tennis and pickleball courts, dog park, hockey rink, basketball courts, etc. Social distancing rules are still in effect and gatherings must abide by the limit on outdoor gatherings. Face coverings are required in all restrooms (where available) and strongly suggested when social distancing is not possible. A list of Marlboro’s parks can be found [HERE](#).

Marlboro Division of Police – The Police Division is open 24/7 and can be reached at 732- 536-0100. *Please not call the police for updates regarding COVID-19.* They do not have information above what is available on our website and it is vital that their lines be accessible for emergency calls. Emergencies, of course, dial 9-1-1.

- In response to the concerns regarding the COVID-19 virus, Police call dispatchers have been instructed to ask standardized pre-arrival screening questions in order to ensure the appropriate public safety response to the request for service.
- For police requests of a non-emergent nature such as thefts, criminal mischief, harassment complaints, etc., citizens are urged to file an online police report through the Police website and linked [HERE](#).

Marlboro Library – The Marlboro Library is a branch of the Monmouth County Library system. For details on their schedule including hours, on-line holds, drop-box, door-side pickups, upcoming events and more please visit <https://monmouthcountylib.org/>

Municipal Court – Following the Courts Omnibus Order, discussions are in process regarding conducting remote Municipal Court proceedings and sessions and, until further notice, there will be no in-person court sessions. However, in an effort to resolve your case without coming to court, several options are available and can be viewed [HERE](#). For more information, please call 732-536-0300.

Prior COVID-19 updates, important websites and phone numbers are available on-line [HERE](#). Please note that as the situation evolves, this is subject to change and we will continue to update our residents.

Mayor Jon Hornik