

# COUNTY OFFICES WITH RESTRICTED ACCESS

IN THE INTEREST OF PUBLIC HEALTH – EFFECTIVE MARCH 18, 2020 UNTIL FURTHER NOTICE GLOUCESTER COUNTY OFFICES WILL REMAIN OPEN; PUBLIC ACCESS IS RESTRICTED.

- All departments are prepared to deliver services to residents through phone, online, and/or email as well as making drop boxes available for required paperwork delivery.
- The drop-boxes will be available in the front of all buildings or in the secured vestibules.
- Please visit [www.gloucestercountynj.gov](http://www.gloucestercountynj.gov) for news updates

**The respective departments can be reached by the following phone numbers:**

## **Gloucester County Administration Building**

2 South Broad Street, Woodbury, NJ 08096

- **Department of Administration**  
*Chad Bruner, Administrator*  
Phone: (856) 853-3275 Fax: 856-251-6794  
[cbruner@co.gloucester.nj.us](mailto:cbruner@co.gloucester.nj.us)
- **Treasury & Finance Operations**  
*Tracey Giordano, CFO*  
Phone: 856-853-3353 Fax: 856-251-6778  
[tgiordano@co.gloucester.nj.us](mailto:tgiordano@co.gloucester.nj.us)

## **American Job Center**

215 Crown Point Rd, Thorofare, NJ 08086.

*Michelle Shirey, Executive Director - Workforce Development Board*

Phone: (856) 384-6963 Fax: 856-384-6938

[mshirey@co.gloucester.nj.us](mailto:mshirey@co.gloucester.nj.us)

Public access is closed until further notice. Please visit our website at:

<https://careerconnections.nj.gov/careerconnections/> or via phone at 856-384-3700

## **Gloucester County Animal Shelter**

1200 N Delsea Drive, Clayton, NJ 08312

*Bill Lombardi, Director*

Phone: 856-881-2828 Fax: 856-881-0538

[blombard@co.gloucester.nj.us](mailto:blombard@co.gloucester.nj.us)

Under the guidance of The Gloucester County Board of Chosen Freeholders, Health Department, Office of Emergency Response and the State of New Jersey the GCAS will temporarily stop in-person visits and walk-ins and will remain closed to the public until further notice.

- All of our animals will continue to be cared for during this time and receive the same, great care during this time.
- When the GCAS doors open again, the shelter will offer discounted adoption fees and get of our furry friends to their forever homes.
- Still accepting online adoption applications.

The Gloucester County Animal Shelter can be reached at 856-881-2828 or by visiting our website at [www.gloucestercountynj.gov](http://www.gloucestercountynj.gov).

## **Gloucester County Budd Boulevard Offices**

115 Budd Blvd., West Deptford, 08096

- **Department of Economic Development**  
*Tom Bianco, Director*  
Phone: 856-384-6930                      Fax: 856-384-6938  
[tbianco@co.gloucester.nj.us](mailto:tbianco@co.gloucester.nj.us)
- **Division of Senior Services**  
*Leona Mather, Director*  
Phone: 856-384-6900                      Fax: 856-686-8343  
[lmather@co.gloucester.nj.us](mailto:lmather@co.gloucester.nj.us)
- **Division of Human & Disability Services**  
*Lisa Cerny, Director*  
Phone: 856-384-6842                      Fax: 856-384-6849  
[lcerny@co.gloucester.nj.us](mailto:lcerny@co.gloucester.nj.us)
- **Superintendent of Schools**  
Avé Altersitz, Interim Executive County Superintendent of Schools  
Phone: 856-686-8375                      Fax: 856-686-8387  
[ave.altersitz@doe.state.nj.us](mailto:ave.altersitz@doe.state.nj.us)

## **Gloucester County Clayton Complex Offices**

1200 N Delsea Drive, Clayton, NJ 08312

- **Public Works Department**  
*Vince Voltaggio, Director*  
Phone: 856-307-6400                      Fax: 856-307-6415  
[vvoltaggio@co.gloucester.nj.us](mailto:vvoltaggio@co.gloucester.nj.us)
- **Tax Assessor**  
*Craig Black, Assessor*  
Phone: 856-307-6445                      Fax: 856-384-6447  
[cblack@co.gloucester.nj.us](mailto:cblack@co.gloucester.nj.us)

## **Gloucester County Clerk**

1 North Broad Street, Woodbury, NJ 08096

*James Hogan, Clerk*

Phone: 856-853-3259                      Fax: 856-853-3327

[hpool@co.gloucester.nj.us](mailto:hpool@co.gloucester.nj.us)

### **Public Access - Old Courthouse**

- As of 03.17.2020 (4:00pm) and until further notice, all title searchers will be prohibited from working at the Old Courthouse. The County Clerk's 20/20 land record system is fully functional online and free of cost to users. In the case that a searcher may require documents that are not available online, appointments will be accommodated.
- Public access has been restricted from the following offices:
  - Front Office
  - Record Room
  - Deputy's Office
  - Quality Control
  - Fiscal Unit
  - Records Management
- All public is being directed to Room 102, where the Chief of Staff will facilitate services. All other doors have been locked, signage has been posted and stanchions are put into place to exercise recommended social distancing. (The Chief Clerk is the back up to the Chief of Staff.)
- The Chief of Staff will contact the Chief Clerk and/or Administrative Clerk respectively depending upon required services. There will only be three (3) staff members that will have one on one contact with the public. The Chief Clerk/Administrative Clerk will provide the required services.

- The County Clerk will swear in all notaries that come into the facility. Appointments will be made for all notaries that call the office. The County Clerk will make accommodations to swear in notaries at their workplace or home.
- Seasonal employment has been temporarily halted.

#### Monroe satellite office

- Closed until May.

#### Public Access – County Store

- The Gloucester County Store at the Deptford Mall is closed as of 3/18/2020. Please contact the County Clerk's Office for further assistance. 856-853-3259.

#### Public Access – Election Division

- The Election Division is open and operating normal hours and will remain so pending further restriction.

**Environmental hygiene protocols and social distancing practices have been put into place.**

### **Gloucester County Superintendent of Elections/Board of Elections**

550 Grove Road, West Deptford 08066

*Stephanie Salvatore, Superintendent*

Phone: (856) 384-4500 Fax: 856-251-1645

[ssalvatore@co.gloucester.nj.us](mailto:ssalvatore@co.gloucester.nj.us)

Open with restricted public access

### **Gloucester County Libraries**

389 Wolfert Station Road

Mullica Hill, NJ 08062

*Ralph Bingham, Director*

Phone: 856-223-6000 Fax: 856-223-6039

[reference@gcls.org](mailto:reference@gcls.org)

Per NJ Executive Order No. 107 and Administrative Order No. 2020-3, all branches of the Gloucester County Library System (Glassboro, Greenwich, Logan, Mullica Hill, and Swedesboro) are **closed indefinitely**.

GCLS is waiving all late fees and will be automatically extending due dates of all books and library materials that are checked out through April 30th. Book drops at all library branches continue to be closed. Please do not leave library books and materials outside our doors. Keep all library materials until we reopen.

Holds will no longer be able to be placed on physical materials until further notice. All holds that are already available on-shelf will be automatically extended to prevent them from expiring. When the library reopens, those items will still be available for pickup.

Our librarians are available via email at [reference@gcls.org](mailto:reference@gcls.org) and via chat at [www.gcls.org](http://www.gcls.org) during the following hours:

Monday through Thursday: 10:00 AM to 9:00 PM

Friday and Saturday: 10:00 AM to 5:00 PM

Sunday: 1:00 to 5:00 PM.

Our digital resources and materials are still available for your entertainment, education, and information 24-hours a day, seven days a week. Enjoy free eBooks, audiobooks, movies, music, magazines, and more by visiting our website at [www.gcls.org](http://www.gcls.org).

The safety of our patrons and staff is always our first priority, and we appreciate the continued support of our community members during this time.

## **Gloucester County Parks (Atkinson, Redbank Battlefield, and Scotland Run)**

254 County House Road, Clarksboro, NJ 08020

Phone: 856-251-6710 Fax: 856-251-6749

[crose@co.gloucester.nj.us](mailto:crose@co.gloucester.nj.us)

Under Executive Order 133, Gloucester County parks will re-open beginning Saturday, May 2.

All Gloucester County Parks will be open from sunrise to 8 p.m. daily.

Parking at parks will be limited to 50% capacity and controlled by the Gloucester County Sheriff's Office for your convenience.

More information is available on our website: <http://www.gloucestercountynj.gov/depts/p/parks/default.asp>

## **Gloucester County Board of Social Services**

400 Hollydell Drive Sewell, NJ 08080

*Katie Doyle Director*

Phone: 856-582-9200 Fax: 856-582-6587

[kdoyle@co.gloucester.nj.us](mailto:kdoyle@co.gloucester.nj.us)

- County residents who want to apply for SNAP food assistance, or cash assistance under the Work First New Jersey program can do so online at <https://www.njhelps.org/>. We will be conducting interviews by phone, so you do not need to come into the office to apply for benefits.
- Work First New Jersey cash assistance clients who are due for their case to be reviewed in March or April automatically will get a 60-day extension. You do not need to come into the office.
- If you are a Work First New Jersey cash assistance client or a SNAP food assistance client, work activity requirements are temporarily suspended. If your activity is still open and you still want to attend, you may continue to do so. If you were not assigned an activity or your activity is no longer available or accessible due to the public health situation, you will not lose cash assistance or food assistance for not going to your work activity. This includes the GA 28-day protocol. If you are in the middle of your protocol, you do not need to continue to attend your work activity.
- After agency hours, **call 2-1-1** if you need to find an emergency shelter, avoid homelessness, or find help staying in your home.
- **If you still need to come into the office for an appointment or to drop off documents, we are still open, but we recommend that, if possible, you apply online and do not come to the office.** If you need to drop off paperwork, we have a drop box available in the front of the Division of Social Services at 400 Hollydell Drive Sewell, NJ.
- The following additional phone lines and email accounts have been set up to make for a smooth transition:

### **Agency Contact Phone Numbers:**

*SNAP, TANF and General Assistance Applications and General Questions:* 856-256-2146

*SNAP, TANF, and General Assistance Renewals:* 856-256-2195

*New Jersey Familycare:* 856-256-2221

*ABD Medicaid (Age, Blind, Disabled):* 856-256- 2290

*Emergency Services:* 856-256-2113

*Work First New Jersey:* 856-256-2285

*Child Support:* 856-256-2227

*Recovery/Investigations:* 856-256-2237

### **Agency Email Addresses:**

*To submit information for a SNAP Application:* [snapinitial@gloucestercountynj.gov](mailto:snapinitial@gloucestercountynj.gov)

*To submit information for a TANF OR GA Application:* [tanfgainitial@gloucestercountynj.gov](mailto:tanfgainitial@gloucestercountynj.gov)

*To submit information for a SNAP, TANF OR GA Renewal:* [snaprecert@gloucestercountynj.gov](mailto:snaprecert@gloucestercountynj.gov)

*To submit information for NJ Familycare:* [familycare@gloucestercountynj.gov](mailto:familycare@gloucestercountynj.gov)

*To submit information for ABD Medicaid (Aged, Blind, Disabled):* [adultmedicaid@gloucestercountynj.gov](mailto:adultmedicaid@gloucestercountynj.gov)

### **Gloucester County Surrogate Court**

17 North Broad Street, Woodbury, NJ 08096

*Giuseppe Chila, Surrogate*

Phone: 856-853-3283

Fax: 856-853-3311

[surrogate@co.gloucester.nj.us](mailto:surrogate@co.gloucester.nj.us)

- In person applications are suspended until further notice.
- Pursuant to the direction from Chief Justice Stuart Rabner and the County Administrator, the Court is limiting physical interactions in the courts to protect the public and to ensure the safety of court staff.
- During this time the Surrogate Court will continue daily operations of business for the public by telephone, fax, mail and email. Emergency situations will be handled on a case by case basis. Intake forms are available on our website and can be printed out for your convenience. Additionally a drop box for incoming mail and inquiries will be provided for the public.
- All search inquiries should be done by phone, fax or email.
  - Telephone: 856-853-3282
  - Fax: 856-853-3311
  - Email: [surrogate@co.gloucester.nj.us](mailto:surrogate@co.gloucester.nj.us)
  - Mail: PO Box 177, Woodbury, NJ 08096

### **Gloucester County Office of Veterans Affairs**

The Gloucester County Offices At Five Points

211 County House Road Sewell, New Jersey 08080

*Duane T. Sarmiento, Director*

Phone: (856)401-7660

Fax: (856)232-1836

[vets@co.gloucester.nj.us](mailto:vets@co.gloucester.nj.us)

Open with restricted public access

### **Gloucester County VA Clinic**

211 County House Road, Sewell, NJ 08080

1-877-823-5230

Business Hours: Monday through Friday 8am - 4:30pm (appointments are required)

OPEN TO THE PUBLIC NO RESTRICTIONS

### **Pitman Golf Course**

501 Pitman Road, Sewell, NJ 08080

*Orist Wells, Manager*

856-589-6688

[gcgolf@co.gloucester.nj.us](mailto:gcgolf@co.gloucester.nj.us)

Open with restrictions.