

SOUTHAMPTON TOWNSHIP
5 RETREAT ROAD
SOUTHAMPTON, NJ 08088
OFFICES AND TELEPHONE DIRECTORY FOR 2021-2022



PLEASE KEEP THIS LIST NEAR YOUR TELEPHONE

Southampton Township Committee: Mayor Michael Mikulski; Deputy Mayor Ronald Heston, Committeeman William Raftery, Committeeman James F. Young, and Committeewoman Elizabeth Rossell

- 609-859-2736 TOWNSHIP ADMINISTRATOR / TOWNSHIP CLERK** Email: administrator@southamptonnj.org
Kathleen D. Hoffman
- 609-859-2736 DEPUTY CLERK** Monday thru Friday - 8:30 AM TO 4:00 PM
Jennifer Teisen Email: clerksoffice@southamptonnj.org
Voter Registration; Dog Licenses
- 609-859-3235 TOWNSHIP TAX ASSESSOR'S OFFICE** Tuesday – 9:00 AM to 12:00 PM
Email: taxassessor@southamptonnj.org
Assessor's Hours – 9:00 AM TO 12:00 PM on Tuesday
Property Assessments; Tax Appeal Filing (Deadline – January 15th);
Farmland Assessment Applications – by August 1st
Applications for: Senior Citizen/Disability & Veteran/Widow of a Veteran Deduction
(All of the above require that the applicant must be the property owner as of
Oct. 1st of the Prior Year)
- 609-859-3232 TOWNSHIP TAX COLLECTOR'S OFFICE** Monday thru Friday - 8:30 AM TO 4:00 PM
Melissa J. Chesla, Tax Collector Email: taxcollector@southamptonnj.org
Calista Shontz, Tax Clerk Email: deputytaxcollector@southamptonnj.org
Tax Payments DUE: February 1st, May 1st, August 1st, and November 1st (with a 10 day grace period.)
Tax Sale: Any time after January 1st on the previous year's delinquent taxes.
ESTIMATED TAX BILLS WILL BE MAILED BY MID-JUNE AND FINAL TAX BILLS
WILL BE MAILED IN MID- SEPTEMBER
PLEASE READ THE BACK OF YOUR TAX BILL FOR ADDITIONAL INFORMATION
DRIVE UP TO OUR DROP BOX LOCATED BEHIND THE TOWNSHIP BUILDING FOR TAX PAYMENTS
- VITAL STATISTICS**
Kathleen D. Hoffman, Registrar
Melissa J. Chesla, Deputy Registrar
Jennifer Teisen, Alternate Registrar
Marriage Licenses, Birth and Death Certificates
- 609-859-2786 CONSTRUCTION OFFICE/ZONING & CODE ENFORCEMENT** Monday thru Friday - 8:30 AM TO 4:00 PM
Tom Boyd, Construction Official Email: construction@southamptonnj.org
- 609-859-5572 Denise Schmied, Technical Assistant & Zoning Officer** Email: dschmied@southamptonnj.org
MaryAlice Brown, Zoning Board Secretary Email: zoning@southamptonnj.org
- 609-859-5570 Michele M. Gittinger, Planning Board Secretary** Email: planning@southamptonnj.org
Building Permits; Zoning Permits; Landlord Registration – Rental Inspections; Resale Inspections
- 609-755-0601 PUBLIC WORKS** Monday thru Friday - 7:00 AM TO 3:00 PM
Ryan Hagerthey, Public Works Supervisor Email: pw@southamptonnj.org

SOUTHAMPTON TOWNSHIP IS A CLEAN COMMUNITY
HELP KEEP A "LITTER FREE" SOUTHAMPTON TOWNSHIP!!!
PLEASE RECYCLE

WHAT TO DO ABOUT?

Dog Licensing – Renewals due after January 1st. Proof of updated RABIES certificate needed and must not expire prior to November 1st of the year the license is purchased.
Dog Licensing Fees – January 1st to March 31st - \$9.00 for spayed/neutered and \$12.00 for non-spayed/non-neutered
Starting April 1st fees – \$14.00 for spayed/neutered and \$17.00 for non-spayed/non-neutered

Appliance Pickup - WE NO LONGER PICK-UP APPLIANCES

TV & COMPUTERS (Laptop/Monitors/etc.) & MICROWAVES must be taken to Burlington County Landfill – 609-499-1001

Hazardous Items – MUST be taken to Burlington County Resource Recovery Complex - Call 609-499-5200
Southampton Township Hazardous Waste Day is held twice a year in the fall & spring

Bulk Trash Day - 1st Saturday of every month from 8am to 12 noon at the Public Work Garage, 16 Buddtown Road, Southampton, NJ 08088

Brush and Branch Removal – Place at curb, all cut ends in the same direction, 4-5 ft. lengths.
Please call the Township Clerk's office at 609-859-2736 to schedule pick-up

Leaf Collection – Bags **ONLY DO NOT RAKE TO CURB** will be held from 11/1/21 to 3/31/22.

RECYCLING INFO – call 609-499-1001 or visit www.burlicorecycling.com

DO NOT PUT TRASH IN THE RECYCLING BUCKETS – Recycling will not be collected.

Tires – See Township Clerk or call 609-859-2736

Trash Collection – call 609-755-0601

HOLIDAY TRASH PICK-UP SCHEDULE

Twp. Holidays - New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans Day, General Election Day, Thanksgiving Day, Christmas Day

if your trash day falls on a holiday, it will be picked up on the next business day along with the normal trash for that business day. (Ex. if the holiday falls on a Friday, your trash will be picked up on Monday along with Monday's normal trash. The rest of the week's schedule will not be affected.)

Drop Boxes

DROP BOX FOR TAX PAYMENTS BEHIND THE TOWNSHIP BUILDING

DROP BOX FOR PERMITS, TAX FORMS, AND OTHER ITEMS LOCATED AT THE MAIN ENTRANCE.

TAX OFFICE INFORMATION

There are often times when the Tax Collector must return checks that are written incorrectly. These errors cause delays and necessitate interest being charged on late payments. Please double check the following when filling out your check:

- Check is made payable to Southampton Township.
- Check is signed.
- The numeric amount matches the written amount.
- Check has a current date; POST-DATED checks cannot be accepted.
- Include all tax stubs you are paying. If you do not have the stub, please include your block and lot number or your property location.
- Include a self-addressed envelope for any information you require returned.
- Don't staple your tax stub to your check.
- Include phone number and/or email address on your stub.

YOU CAN NOW PAY YOUR TAXES & SEWER BILL THROUGH OUR WEBSITE AT

www.southamptonnj.org

When paying Online, please have your Block & Lot and Amount on hand.

SENIOR CITIZEN INFORMATION STATE PROGRAMS

PROPERTY TAX REIMBURSEMENT (FREEZE) 1-800-882-6597

Payment mailed on or before July 15th

HOMESTEAD BENEFIT

1-888-238-1233

Credits will be applied directly to your tax bill

The above **STATE PROGRAMS** can also be reached at 609-292-6400.

TELECOMMUNICATIONS DEVICE FOR THE DEAF (TDD)

The Federal Information Relay Service allows a deaf or speech impaired person to contact a Federal Agency or program affiliate.

1-800-852-7897

DRIVE UP TO OUR DROP BOX FOR TAX PAYMENTS BEHIND THE TOWNSHIP BUILDING

Visit our website:

www.southamptonnj.org

Also, follow us on FACEBOOK and Twitter

Southampton Township is a Clean Community

HELP KEEP A "LITTER FREE" SOUTHAMPTON TOWNSHIP!!!!!!!!!!!!!!
PLEASE RECYCLE



Help Us Serve You Better



Put Trash out after 6 pm the day before pickup

For the protection of our
Public Works Employees:
ALL TRASH MUST BE BAGGED

Weight Limit 65 lbs. - Do Not Overload

5 cans or bags allowed each trash day

1 piece of furniture –mattress and/or pillows must be bagged

Trash containers must have a detachable lid and
no larger than 45 gallons in size

Please double bag if it contains broken glass or kitty litter.

Residents **MUST** rent a dumpster for large amounts
of trash and/or construction material

Call ahead if taking to the
Burlington County Resource Recovery Complex
22000 Burlington-Columbus Road, Florence, NJ
(609) 499-5300



Southampton Township Public Works

Thanks You for your Cooperation!!

For more information call 609 859-2736

Check website for details: southamptonnj.org

<https://www.ecode360.com/29792961?highlight=trash&searchId=11619189568531229#29792961>

Southampton Township Brush Pick Up

**To schedule brush pick-up
call (609) 859-2736.**



**Brush/branches must be cut
no longer than 5 foot length and
placed at the curb in a
4 foot x 4 foot neat pile.**

Ordinance 9-8: Tree Limbs and Brush Pick Up

Tree limbs and brush will not be collected with the regular scheduled trash collection. The Township will pick up small amounts of tree limbs and brush placed at the curb by the homeowner as resources permit. Tree limbs and brush must be cut to four-five foot lengths and stacked neatly at the curb. However, if a homeowner has a contractor, landscaper or tree service cutting down or trimming trees or brush, it is the responsibility of that contractor to remove the debris. Such tree limbs or brush will not be picked up by the Township.

