

**Perez, Deanna**

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**From:** Schwartz, Joanne  
**Sent:** Friday, November 24, 2023 12:58 PM  
**To:** Havlick, Carolyn; Department Heads  
**Cc:** PayrollClerk; Cheesman, Heather; Zeno, Michelle  
**Subject:** Re: Employees Commuting with County-Owned Vehicles

As of now, we have no one. However we have been told that a vehicle will be coming our way. No idea of when.

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**From:** Havlick, Carolyn <chavlick@co.burlington.nj.us>  
**Sent:** Wednesday, November 22, 2023 8:47 AM  
**To:** Department Heads <deptheads@co.burlington.nj.us>  
**Cc:** PayrollClerk <PayrollClerk@co.burlington.nj.us>  
**Subject:** Employees Commuting with County-Owned Vehicles

Good morning Department Heads,  
Please see attached memo requesting information on your employees commuting with County owned vehicles. Please submit to [payrollclerk@co.burlington.nj.us](mailto:payrollclerk@co.burlington.nj.us) no later than Monday, December 4<sup>th</sup>.  
Thank you



**County of Burlington**  
**Department of Finance & Administration**  
49 Rancocas Road, Mount Holly, NJ 08060  
P.O. Box 6000, Mount Holly, NJ 08060  
(609) 265-5018 • [www.co.burlington.nj.us](http://www.co.burlington.nj.us)  
Eve A. Cullinan, County Administrator

**Board of Commissioners**  
Felicia Hopson, Director  
Tom Pullion, Deputy  
Allison Eckel  
Daniel O'Connell  
Balvir Singh

November 22, 2023

To : County Department Heads  
From : Carolyn Havlick, CFO/Treasurer  
Re : Employees Commuting with County-Owned Vehicles

Each year, the County of Burlington is required by the Internal Revenue Code to report the use of County-owned vehicles by employees for commuting purposes. On September 26, 1990, The Board of Commissioners adopted Resolution 557 which established a County policy consistent with the IRC. In each year, the County has reported, assessed and withheld employment taxes for affected employees under this policy.

This year, the Office of the Treasurer and Payroll Division are once again directly requesting information from each department with employees who use County-owned vehicles to commute to and from their work-site. To simplify this process the Payroll Division will be utilizing the Special Accounting Rule which allows us to report only through November 30, 2023 for this year. Please bear in mind that this information will be provided to the Internal Revenue Service, so accuracy is of prime importance.

Please send the following information to [payrollclerk@co.burlington.nj.us](mailto:payrollclerk@co.burlington.nj.us) by December 4<sup>th</sup>:

- 1) Listing of each employee in your department who is currently or previously had commuting privileges from December 1, 2022 through November 30, 2023 along with the vehicle type and description.
- 2) Number of days each employee actually used the vehicle, and note any periods during which the employee surrendered the vehicle and had no commuting privileges.

Make sure your response lists all employees in your department who use a vehicle for commuting purposes, including those that are excluded from this reporting requirement due to the nature of their employment and / or type of vehicle they use.

In order to process this information in the County payroll before year end, your information must be received by my office via [payrollclerk@co.burlington.nj.us](mailto:payrollclerk@co.burlington.nj.us) no later than December 4, 2023. If you have any questions, please feel free to call (609) 265-5018 or email [payrollclerk@co.burlington.nj.us](mailto:payrollclerk@co.burlington.nj.us). Thank you for your time and assistance.

cc: Eve Cullinan, County Administrator  
Dawn McClain, Comptroller

**Carolyn Havlick, CCFO, CMFO, CPA, RMA**  
*Chief Financial Officer*  
County of Burlington  
49 Rancocas Road  
Mount Holly, NJ 08060  
(609) 265-5018

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**Perez, Deanna**

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**From:** Conaway, Herbert  
**Sent:** Thursday, November 30, 2023 4:02 PM  
**To:** Funkhouser, Holly;Perry, Michelle;Zeno, Michelle  
**Cc:** Cheesman, Heather;Schwartz, Joanne;Davis, Monique  
**Subject:** RE: AED machine for County Clerk's office - 50 Rancocas Road  
**Attachments:** AED Burlco Clerk Medical Authorization HC signed 20231130.pdf

Please see signed authorization form.

Herbert C. Conaway, Jr., M.D.  
Director, Burlington County Health Department  
15 Pioneer Boulevard  
Post Office Box 6000  
Westampton, NJ 08060  
(P) 609-265-5548  
(F) 609-265-3152  
[hconaway@co.burlington.nj.us](mailto:hconaway@co.burlington.nj.us)  
[www.co.burlington.nj.us/health](http://www.co.burlington.nj.us/health)

---

**From:** Funkhouser, Holly  
**Sent:** Thursday, November 30, 2023 1:40 PM  
**To:** Perry, Michelle <[mperry@co.burlington.nj.us](mailto:mperry@co.burlington.nj.us)>; Zeno, Michelle <[mzeno@co.burlington.nj.us](mailto:mzeno@co.burlington.nj.us)>  
**Cc:** Cheesman, Heather <[hcheesman@co.burlington.nj.us](mailto:hcheesman@co.burlington.nj.us)>; Schwartz, Joanne <[jschwartz@co.burlington.nj.us](mailto:jschwartz@co.burlington.nj.us)>;  
Conaway, Herbert <[hconaway@co.burlington.nj.us](mailto:hconaway@co.burlington.nj.us)>; Davis, Monique <[mcdavis@co.burlington.nj.us](mailto:mcdavis@co.burlington.nj.us)>  
**Subject:** RE: AED machine for County Clerk's office - 50 Rancocas Road

Thank you. Can you please complete the form with all of the necessary information and then send back. We will complete the Physician piece but do not know the other information.

Thanks

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**From:** Perry, Michelle <[mperry@co.burlington.nj.us](mailto:mperry@co.burlington.nj.us)>  
**Sent:** Thursday, November 30, 2023 12:27 PM  
**To:** Funkhouser, Holly <[hfunkhouser@co.burlington.nj.us](mailto:hfunkhouser@co.burlington.nj.us)>; Zeno, Michelle <[mzeno@co.burlington.nj.us](mailto:mzeno@co.burlington.nj.us)>  
**Cc:** Cheesman, Heather <[hcheesman@co.burlington.nj.us](mailto:hcheesman@co.burlington.nj.us)>; Schwartz, Joanne <[jschwartz@co.burlington.nj.us](mailto:jschwartz@co.burlington.nj.us)>;  
Conaway, Herbert <[hconaway@co.burlington.nj.us](mailto:hconaway@co.burlington.nj.us)>; Davis, Monique <[mcdavis@co.burlington.nj.us](mailto:mcdavis@co.burlington.nj.us)>  
**Subject:** RE: AED machine for County Clerk's office - 50 Rancocas Road

Good Morning,

Please see attached med authorization form.

Thank You,

Michelle Perry

609-265-5451  
[mperry@co.burlington.nj.us](mailto:mperry@co.burlington.nj.us)

---

**From:** Funkhouser, Holly <[hfunkhouser@co.burlington.nj.us](mailto:hfunkhouser@co.burlington.nj.us)>  
**Sent:** Thursday, November 30, 2023 11:14 AM  
**To:** Zeno, Michelle <[mzeno@co.burlington.nj.us](mailto:mzeno@co.burlington.nj.us)>  
**Cc:** Cheesman, Heather <[hcheesman@co.burlington.nj.us](mailto:hcheesman@co.burlington.nj.us)>; Perry, Michelle <[mperry@co.burlington.nj.us](mailto:mperry@co.burlington.nj.us)>; Schwartz, Joanne <[jschwartz@co.burlington.nj.us](mailto:jschwartz@co.burlington.nj.us)>; Conaway, Herbert <[hconaway@co.burlington.nj.us](mailto:hconaway@co.burlington.nj.us)>; Davis, Monique <[mcdavis@co.burlington.nj.us](mailto:mcdavis@co.burlington.nj.us)>  
**Subject:** RE: AED machine for County Clerk's office - 50 Rancocas Road

I believe for other departments either Dr. Conaway or Dr. Peterson has signed the required medical forms. Can you please send over the form for completion.

Thank you,

Holly

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**From:** Zeno, Michelle <[mzeno@co.burlington.nj.us](mailto:mzeno@co.burlington.nj.us)>  
**Sent:** Wednesday, November 29, 2023 4:03 PM  
**To:** Funkhouser, Holly <[hfunkhouser@co.burlington.nj.us](mailto:hfunkhouser@co.burlington.nj.us)>  
**Cc:** Cheesman, Heather <[hcheesman@co.burlington.nj.us](mailto:hcheesman@co.burlington.nj.us)>; Perry, Michelle <[mperry@co.burlington.nj.us](mailto:mperry@co.burlington.nj.us)>; Schwartz, Joanne <[jschwartz@co.burlington.nj.us](mailto:jschwartz@co.burlington.nj.us)>; Conaway, Herbert <[hconaway@co.burlington.nj.us](mailto:hconaway@co.burlington.nj.us)>; Davis, Monique <[mcdavis@co.burlington.nj.us](mailto:mcdavis@co.burlington.nj.us)>  
**Subject:** AED machine for County Clerk's office - 50 Rancocas Road

We are in the process of purchasing an AED machine for the 3<sup>rd</sup> floor of 50 Rancocas Road. When we contacted the vendor they said we need an updated medical authorization. The one that the county has used in the past is expired. Is this something that you can help us with or can you refer us to someone else that may be able to help?

Thank you,

***Michelle Zeno***

Confidential Aide to  
Burlington County Clerk  
[mzeno@co.burlington.nj.us](mailto:mzeno@co.burlington.nj.us)  
609-265-5189

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**From:** Conaway, Herbert  
**Sent:** Tuesday, December 5, 2023 5:13 PM  
**To:** Ann Rapisarda  
**Cc:** O'Connell, Daniel;Cullinan, Eve  
**Subject:** RE: NOKILL BCAS

Hi Ann:

I hope your holiday season has been good so far and my it remain so. As you know, the holiday season is a busy one and our schedules might not work until early January. In the meantime, I'll forward this missive on to Commissioner O'Connell and the county administrator, Eve Cullinan. Glad to know that FOBCAS' spay/neuter program is working so well. Thanks for all you and FOBCAS are doing to help the animals.

Herbert C. Conaway, Jr., M.D.  
Director, Burlington County Health Department  
15 Pioneer Boulevard  
Post Office Box 6000  
Westampton, NJ 08060  
(P) 609-265-5548  
(F) 609-265-3152  
[hconaway@co.burlington.nj.us](mailto:hconaway@co.burlington.nj.us)  
[www.co.burlington.nj.us/health](http://www.co.burlington.nj.us/health)

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**From:** Ann Rapisarda [mailto:[annrap@friendsofbcas.org](mailto:annrap@friendsofbcas.org)]  
**Sent:** Sunday, December 3, 2023 8:59 PM  
**To:** Conaway, Herbert <[hconaway@co.burlington.nj.us](mailto:hconaway@co.burlington.nj.us)>  
**Subject:** NOKILL BCAS

**THIS EMAIL DID NOT ORIGINATE FROM WITHIN BURLINGTON COUNTY!**

**[EXTERNAL EMAIL WARNING]**

**PLEASE BE CAUTIOUS WITH ANY LINKS, ATTACHMENTS, OR REQUEST FOR INFORMATION.**

Hi Dr.Conaway,

I sincerely hope you had a nice Thanksgiving break. Congratulations again on your win and I appreciate your phone call last week. I'm sure that was a very busy time for you. It was wonderful to see BCAS update their statistics on the County website and show transparency to residents who follow and support the progress of the shelter and its staff. That accomplishes one of the several items of concern at this time.

I'd like to schedule something in the near future to touch base about those other areas where we've heard the most feedback from our donors and supporters throughout the County: 1. Implement an action plan that involves FOBCAS, County commissioners and the Board of Health, 2. Publicly renew commitment to Resolution No. 2017-00479 as passed

in 2019 and 3. Follow the example of Essex County Commissioners by appropriating County funding to address community cat management efforts. Several years ago, the New Jersey Legislature passed a resolution endorsing the goals of Best Friends' Animal Society's national goal of "NOKILL 2025" and our Commissioners and the FOBCAS organization joined in support. Since then, we've invested \$1.2M into our County in support of those goals and need to discuss staying the path forward to make Burlington County a model community for public health and animal welfare.

I look forward to your reply. Thank you!

**Perez, Deanna**

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**From:** Schwartz, Joanne  
**Sent:** Wednesday, December 6, 2023 9:13 PM  
**To:** Funkhouser, Holly; Conaway, Herbert  
**Subject:** Fw: (BCHD23-440) Burlington County Health Department Info – Expiration date  
CORRECTION: COVID-19 At-Home Test Kits - Organization Request Form

Can I get these for my employees or are they only for agencies and towns? Can I share this with my towns mayor (Southampton) and also with the Christian Caring Center?

---

**From:** Cullinan, Eve <ecullinan@co.burlington.nj.us>  
**Sent:** Wednesday, December 6, 2023 1:54 PM  
**To:** Department Heads <deptheads@co.burlington.nj.us>  
**Subject:** FW: (BCHD23-440) Burlington County Health Department Info – Expiration date CORRECTION: COVID-19 At-Home Test Kits - Organization Request Form



**BURLINGTON COUNTY  
NJLINC-S-HAN**



Public Health  
Prevent. Promote. Protect.

**New Jersey Local Information Network Communications System Health Alert Network  
Surveillance • Reporting • Communications • Response**

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**Burlington County Health Department  
15 Pioneer Blvd, Mt Holly, NJ 08060-6000**

**(609) 265-5548 / fax (609) 265-3152  
Burlcolincs@co.burlington.nj.us**

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**(BCHD23-440) Burlington County Health Department Info – COVID-19 At-Home Test Kits -  
Organization Request Form**

Wednesday, December 6, 2023

The Burlington County Health Department (BCHD) has recently received another supply of COVID-19 At-Home test kits, with an expiration date of 5/14/2024. We would like to work with our municipalities and local organizations to share this resource with county residents. Please complete this form in order to confirm interest and amount of test kits your organization would like to receive.

*Note: Quantity available to fulfill requests may change based on number of requests received.*

Please use the following link to submit your request:

[Burlington County COVID-19 At-Home Test Kits - Organization Request Form Survey \(surveymonkey.com\)](#)

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**intended solely for the use of the individual or entity to whom it is addressed and may contain confidential and/or privileged material. If you have received this e-mail message in error, please immediately notify the sender by reply e-mail and delete the message; furthermore, you should not print, copy, transmit, or otherwise disseminate the information contained in this e-mail message. Any use of this information other than by the intended recipient is prohibited. Although Burlington County attempts to sweep e-mail attachments for viruses, it does not guarantee that they are virus-free and accepts no liability for any damage sustained as a result of viruses. \*\*\***

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**From:** Conaway, Herbert  
**Sent:** Friday, December 8, 2023 3:15 PM  
**To:** Schwartz, Joanne  
**Subject:** RE: (BCHD23-440) Burlington County Health Department Info – Expiration date  
CORRECTION: COVID-19 At-Home Test Kits - Organization Request Form

Absolutely. Send someone by.

Herbert C. Conaway, Jr., M.D.  
Director, Burlington County Health Department  
15 Pioneer Boulevard  
Post Office Box 6000  
Westampton, NJ 08060  
(P) 609-265-5548  
(F) 609-265-3152  
[hconaway@co.burlington.nj.us](mailto:hconaway@co.burlington.nj.us)  
[www.co.burlington.nj.us/health](http://www.co.burlington.nj.us/health)

---

**From:** Schwartz, Joanne  
**Sent:** Wednesday, December 6, 2023 9:13 PM  
**To:** Funkhouser, Holly <[hfunkhouser@co.burlington.nj.us](mailto:hfunkhouser@co.burlington.nj.us)>; Conaway, Herbert <[hconaway@co.burlington.nj.us](mailto:hconaway@co.burlington.nj.us)>  
**Subject:** Fw: (BCHD23-440) Burlington County Health Department Info – Expiration date CORRECTION: COVID-19 At-Home Test Kits - Organization Request Form

Can I get these for my employees or are they only for agencies and towns ? Can I share this with my towns mayor (Southampton) and also with the Christian Caring Center ?

---

**From:** Cullinan, Eve <[ecullinan@co.burlington.nj.us](mailto:ecullinan@co.burlington.nj.us)>  
**Sent:** Wednesday, December 6, 2023 1:54 PM  
**To:** Department Heads <[deptheads@co.burlington.nj.us](mailto:deptheads@co.burlington.nj.us)>  
**Subject:** FW: (BCHD23-440) Burlington County Health Department Info – Expiration date CORRECTION: COVID-19 At-Home Test Kits - Organization Request Form



## BURLINGTON COUNTY NJLINC-S-HAN



Public Health  
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New Jersey Local Information Network Communications System Health Alert Network  
Surveillance • Reporting • Communications • Response

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Burlington County Health Department  
15 Pioneer Blvd, Mt Holly, NJ 08060-6000

(609) 265-5548 / fax (609) 265-3152  
[Burlcolincs@co.burlington.nj.us](mailto:Burlcolincs@co.burlington.nj.us)

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**(BCHD23-440) Burlington County Health Department Info – COVID-19 At-Home Test Kits - Organization Request Form**

Wednesday, December 6, 2023

The Burlington County Health Department (BCHD) has recently received another supply of COVID-19 At-Home test kits, with an expiration date of 5/14/2024. We would like to work with our municipalities and local organizations to share this resource with county residents. Please complete this form in order to confirm interest and amount of test kits your organization would like to receive.

*Note: Quantity available to fulfill requests may change based on number of requests received.*

Please use the following link to submit your request:

[Burlington County COVID-19 At-Home Test Kits - Organization Request Form Survey \(surveymonkey.com\)](#)

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**Perez, Deanna**

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**From:** O'Connell, Daniel  
**Sent:** Tuesday, December 19, 2023 10:48 AM  
**To:** Haines, Ericka; Funkhouser, Holly; Conaway, Herbert  
**Cc:** Levinsky, David  
**Subject:** Re: Useful information about Animal Shelters

Thanks Ericka. Aware that shelters around the country are facing unprecedented challenges and in conversations have made the point. Still always nice to have data to back it up.

Sent from my T-Mobile 5G Device  
[Get Outlook for Android](#)

---

**From:** Haines, Ericka <EHaines@co.burlington.nj.us>  
**Sent:** Tuesday, December 19, 2023 10:20:23 AM  
**To:** Funkhouser, Holly <hfunkhouser@co.burlington.nj.us>; Conaway, Herbert <hconaway@co.burlington.nj.us>; O'Connell, Daniel <doconnell@co.burlington.nj.us>  
**Cc:** Levinsky, David <dlevinsky@co.burlington.nj.us>  
**Subject:** Useful information about Animal Shelters

I wanted to share this information with everyone about the stats across the nation. I know that this information is sponsored by a food company, however the information provided is very useful. When the public ask why we are not doing more or can not understand why our shelter is always full, the stats and information provided in this handout should be helpful with explaining.

Just wanted to share.

Ericka Haines, Director  
Burlington County Animal Shelter  
ehaines@co.burlington.nj.us  
609-265-5376



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**Perez, Deanna**

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**From:** Cullinan, Eve  
**Sent:** Wednesday, December 27, 2023 1:57 PM  
**To:** Department Heads  
**Cc:** Hopson, Felicia; Pullion, Tom; Rachael LaVoie-Dohn  
**Subject:** Early Closure

Please be advised, the County Of Burlington offices will be closing at 2pm on Friday, December 29<sup>th</sup>.

Best wishes for a happy & healthy holiday season!

Eve A. Cullinan  
County Administrator  
County of Burlington  
49 Rancocas Road  
Mount Holly, NJ 08060  
(609) 265-5020 - phone  
[www.co.burlington.nj.us](http://www.co.burlington.nj.us)

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---

**From:** Schwartz, Joanne  
**Sent:** Wednesday, December 27, 2023 8:32 PM  
**To:** Lombardo, Richard;Lutz, Timothy  
**Cc:** Zeno, Michelle;Mehrer, Kathleen;Warren, Philip;Singleton, Jalen;Wirth, Todd;Brickley, Joseph;Funkhouser, Holly;Conaway, Herbert  
**Subject:** Re: [REDACTED]  
**Importance:** High

Just spoke with Tim....the great and wonderful T Lutz. He is on it and will get a crew in there well before staff arrive. As this is airborne, I asked if we should keep the windows open. He had a better idea. He will see if he can get the HVAC cranked up to get the air in our Department better circulated. That's something we should consider for other Departments when they have positive COVID cases.

---

**From:** Schwartz, Joanne  
**Sent:** Wednesday, December 27, 2023 8:21 PM  
**To:** Lombardo, Richard <rlombardo@co.burlington.nj.us>; Lutz, Timothy <tlutz@co.burlington.nj.us>  
**Cc:** Zeno, Michelle <mzeno@co.burlington.nj.us>; Mehre, Kathleen <kmehrer@co.burlington.nj.us>; Warren, Philip <pwarren@co.burlington.nj.us>; Singleton, Jalen <JSingleton@co.burlington.nj.us>; Wirth, Todd <twirth@co.burlington.nj.us>  
**Subject:** [REDACTED]

[REDACTED] of my staff reported that she just tested positive for COVID. Problem is exacerbated by the fact that she not only was at work today but also manned the front desk phone in the morning and Julie Catrambone covered them for the afternoon. Plus all the staff who were doing passports and notaries had very close prolonged contact with her as did others of us.

I've copied Tim Lutz to see if he can get a crew in there before 7:45 am when staff start to arrive in that area and man that desk and the Counter to do a deep clean not just of that area but all of our Department including bathrooms and break room. To the best of my knowledge she did not go into the Search room but as a precaution that area should also be deep cleaned. If this can't be done early, I'll have to try and have a delayed opening until that cleaning can be done. Tim, my cell is [REDACTED]

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**From:** Schwartz, Joanne  
**Sent:** Wednesday, December 27, 2023 8:34 PM  
**To:** Conaway, Herbert; Funkhouser, Holly  
**Subject:** Fw: [REDACTED]

---

**From:** Lutz, Timothy <tlutz@co.burlington.nj.us>  
**Sent:** Wednesday, December 27, 2023 8:26 PM  
**To:** Schwartz, Joanne <jschwartz@co.burlington.nj.us>; Lombardo, Richard <rlombardo@co.burlington.nj.us>  
**Cc:** Zeno, Michelle <mzeno@co.burlington.nj.us>; Mehrer, Kathleen <kmehrer@co.burlington.nj.us>; Warren, Philip <pwarren@co.burlington.nj.us>; Singleton, Jalen <JSingleton@co.burlington.nj.us>; Wirth, Todd <twirth@co.burlington.nj.us>  
**Subject:** Re: [REDACTED]

No problem we will handle first thing in the morning. Angel will open up fresh air in take tonight in this area.

Tim.

Get [Outlook for iOS](#)

---

**From:** Schwartz, Joanne <jschwartz@co.burlington.nj.us>  
**Sent:** Wednesday, December 27, 2023 8:21:50 PM  
**To:** Lombardo, Richard <rlombardo@co.burlington.nj.us>; Lutz, Timothy <tlutz@co.burlington.nj.us>  
**Cc:** Zeno, Michelle <mzeno@co.burlington.nj.us>; Mehrer, Kathleen <kmehrer@co.burlington.nj.us>; Warren, Philip <pwarren@co.burlington.nj.us>; Singleton, Jalen <JSingleton@co.burlington.nj.us>; Wirth, Todd <twirth@co.burlington.nj.us>  
**Subject:** [REDACTED]

[REDACTED] of my staff reported that she just tested positive for COVID. Problem is exacerbated by the fact that she not only was at work today but also manned the front desk phone in the morning and Julie Catrambone covered them for the afternoon. Plus all the staff who were doing passports and notaries had very close prolonged contact with her as did others of us.

I've copied Tim Lutz to see if he can get a crew in there before 7:45 am when staff start to arrive in that area and man that desk and the Counter to do a deep clean not just of that area but all of our Department including bathrooms and break room. To the best of my knowledge she did not go into the Search room but as a precaution that area should also be dep cleaned. If this can't be done early, I'll have to try and have a delayed opening until that cleaning can be done. Tim, my cell is [REDACTED]

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**Perez, Deanna**

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**From:** Schwartz, Joanne  
**Sent:** Saturday, January 13, 2024 7:39 PM  
**To:** Funkhouser, Holly;Conaway, Herbert  
**Subject:** Fw: Walmart Wellness Day - Saturday, January 20th

FYI

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**From:** Jennifer Hoehn <Jennifer.Hoehn@walmart.com>  
**Sent:** Friday, January 12, 2024 10:43 AM  
**To:** Schwartz, Joanne <jschwartz@co.burlington.nj.us>  
**Subject:** Walmart Wellness Day - Saturday, January 20th

**THIS EMAIL DID NOT ORIGINATE FROM WITHIN BURLINGTON COUNTY.**

**[EXTERNAL EMAIL WARNING]**

**PLEASE BE CAUTIOUS WITH ANY LINKS, ATTACHMENTS, OR REQUEST FOR INFORMATION.**

Dear Clerk Schwartz,

Walmart invites communities to prioritize their health as they head back to school at **Walmart Wellness Day on Saturday, January 20 from 10 a.m. - 2 p.m. local time.** This community event provides free health screenings, free and low-cost immunizations, and the opportunity to talk with a local Walmart pharmacist at more than 4,600 stores nationwide.

Since 2014, Walmart pharmacies have hosted Walmart Wellness Days, providing more than 5 million health screenings and 225,000 immunizations to customers across the country. During the event, affordable immunizations like flu, HPV, tetanus, hepatitis and more will be available. Customers can also participate in free health screenings for blood pressure, and more. Insurance is not required to receive a COVID-19 vaccination, which is available at no cost, and other vaccines are covered under most major insurance plans.

Customers can find a free event near them at [Walmart.com/wellnesshub](https://Walmart.com/wellnesshub).

Thank you,

Jennifer Hoehn, Director of Public Affairs

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