

# BOROUGH OF METUCHEN

## COVID-19 BOROUGH OPERATIONS UPDATE

**3/19/2020**

To help curtail the possibility of community spread of Coronavirus (COVID-19) and protect the health of employees and residents, the Borough of Metuchen will be implementing the following procedures effective March 19, 2020.

### MUNICIPAL OFFICES & FACILITIES

**Municipal Offices-** Physical public access to all municipal offices (including Borough Hall and Public Works) will not be permitted until further notice. Borough Hall employees are now working from home where possible. When working from home employees will be checking voice, email, and handling operations as normally as possible.

1. All residents and property owners should utilize the following payment options for payment of taxes: regular mail, 24-hour drop-box located at rear entrance to Borough Hall and online at [www.metuchennj.org](http://www.metuchennj.org), click on MAKE A PAYMENT.
2. Police Accident Reports can be accessed online at [CRASHDOCS.ORG](http://CRASHDOCS.ORG). Questions can be directed to 732 632 8550. Do not go to the Police Records window.
3. Requests for Police reports can be made online at [www.metuchenj.org](http://www.metuchenj.org), click on Departments, select Police, click on Police Forms, then OPRA. Download the OPRA request form and email the completed form to [gdonato@metuchenpd.org](mailto:gdonato@metuchenpd.org). You will receive a reply once your form is submitted.
4. The Metuchen Municipal Court sessions scheduled for March 20<sup>th</sup> and March 27<sup>th</sup> have been cancelled and all cases will be rescheduled. The Court office is closed to the public, but can be reached at 732 632 8505. Payments can be made at 24-hour drop-box located at rear entrance to Borough Hall.
5. Building and Construction Inspections – Building permits and inspections will be done on an emergency basis only until further notice. Messages can be left at 732 632 8515. Payments can be made at the 24-hour drop-box located at rear entrance to Borough Hall
6. Zoning Office – messages can be left at 732 632 8514 to schedule an appointment. Payments can be made at the 24-hour drop-box located at rear entrance to Borough Hall
7. Non-essential Fire Prevention inspections are suspended. Inspections related to building openings or other critical functions will take place. The Fire Prevention office can be reached at 732 767 1147.
8. Health Department – non-essential health inspections are suspended. Emergency and critical inspections will continue.
9. Vital Records – new marriage license applications are not being accepted at this time. Pick-up of death certificates and birth certificates need to be scheduled by calling 732 632 8508. Dog and cat license registration can be done at [www.metuchennj.org](http://www.metuchennj.org), click on Applications & Forms, then select Health Forms. License payment can be made by mail or at the 24-hour drop-box located at rear entrance to Borough Hall. Call 732 632 8508 with questions.

10. Public Works – public access to the Public Works building is not permitted. Bulk and metal pickup will be suspended starting March 20<sup>th</sup>. The garbage and recycling pickup will continue, and the schedule is available at [www.metuchennj.org](http://www.metuchennj.org), click on Trash & Recycling. DPW can be reached at 732 632 8519.
11. Tax Assessor – tax appeal forms need to be filed with the County Tax Board. Forms and information are available at [www.middlesexcountynj.gov](http://www.middlesexcountynj.gov), search: Board of Taxation. Messages for the local Tax Assessor can be left at 732 632 8516.
12. Parking Authority – payments and applications for parking permits will no longer be handled in person at the Parking Authority office. Permit payments can be made by mail, at the 24 hour drop-box located at the rear door of Borough Hall or on-line at [www.metuchennj.org](http://www.metuchennj.org), click on Parking, scroll down to MAKE A PAYMENT. Applications for Surface Lot parking permits can be downloaded from the same page and mailed to the Parking Authority. Messages can be left at 732 548 5553.

All information provided is subject to change and revision as this pandemic evolves. Residents are advised to monitor the Borough's website and online social media for updates. While we realize that changing normal routines, cancelling events and not seeing friends can be disruptive and upsetting, we are taking CDC recommendations very seriously and urge you to do the same.

The Borough understands the public's concerns about COVID-19 and our OEM is working closely with the County, NJDOH and the CDC to monitor and respond to the situation.