## [COVID-19 Borough Operations Update](https://www.bergenfield.com/coronavirus/covid-19-borough-update)

## December 1, 2020

To help curtail the possibility of community spread of Coronavirus (COVID-19), the Borough of Metuchen will be re-implementing the following procedures effective on Tuesday, December 1, 2020.

**MUNICIPAL OFFICES & FACILITIES**

**Municipal Offices-**Physical public access to all municipal offices (including Borough Hall and the Public Works) will continue to 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 offices are open and Municipal Staff will be available during from 8:00am to 4:00pm to answer questions and concerns from the public **via telephone and email**, however no in-office visitation will be permitted for the duration without a scheduled appointment.
2. All residents and property owners should utilize the following payment options for payment of taxes: regular mail, 24 hours drop-box located at rear entrance to Borough Hall and online at www.metuchennj.org, click on MAKE A PAYMENT.
3. Police Accident Reports can be accessed online at CRASHDOCS.ORG. Questions can be directed to 732 632 8550. Do not go to the Police Records window.
4. Requests for Police reports can be made online at 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.
5. The Metuchen Municipal Court sessions will continue to be scheduled virtually until further notice. The Court office continue to be closed to the public, but can be reached at 732-632-8505. Payments can be made at 24hour drop-box located at the rear entrance to Borough Hall.
6. Building and Construction Inspections – Building permits and inspections will continue. All requests should be directed to the following emails: [shollis@metuchen.com](mailto:shollis@metuchen.com) or [jcovey@metuchen.com](mailto:jcovey@metuchen.com) for all permit requests and scheduling.. All interactions with the Building and Construction Office must be done by appointment only. Please call 732 632 8515 to schedule pickup of permits and inspections. All documents can be dropped off at the blue door in the front of borough hall.
7. Zoning Office – message 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.
8. Fire Prevention inspections will continue and should be scheduled by calling 732-767-1147. The public should not visit the Fire Prevention office. Inspections will be conducted by appointment only
9. Health Department –Health inspections will continue by appointment only by calling 732-632-8504 or emailing at victoria.otersen@co.middlesex.nj.us. Emergency and critical inspections will also continue.
10. Vital Records – new marriage license applications, 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 Application & 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.
11. Public Work – public access to the Public Works building is not permitted. Bulk and metal **scheduling** will be suspended as of 12/01/20 and all pickups already scheduled prior will occur. Regular 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.
12. 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. Appointments with the local Tax Assessor must be scheduled by calling 732 632 8516.
13. Parking Authority –Permit payments can be made by mail, at the 24 hours drop-box located at the rear door of Borough Hall or on-line at [www.metuchnnj.org](http://www.metuchnnj.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. An appointment to pick up the permit can be made. You can reach the Parking Authority 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.