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

Out of the abundance of caution and to help curtail the possibility of community spread of Coronavirus (COVID-19), the Borough of Metuchen will be implementing the following procedures effective the Close of Business on Monday, March 17, 2020.

**MUNICIPAL OFFICES & FACILITIES**

**Municipal Offices-**Physical public access to all municipal offices (including Borough Hall and the Public Works) will not be permitted until further notice. Borough operations will continue, but public access to Borough buildings will be restricted.

1. All offices are open and Municipal Staff will be available during this time 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 scheduled for March 20th and March 27th have been cancelled and all cases will be rescheduled.
6. Building and Construction Inspections – No new building permits for residential units will be accepted until further notice. All pending permits and inspections will be processed and scheduled. New commercial building permits will be accepted. 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. Please note: Inspections will not take place at any location where the Inspector feels individuals present may have COVID-19 symptoms. Those inspections will need to be re-scheduled.
7. Zoning Office – pickup and drop off of Zoning permits and payments must be done by calling 732 632 8514 to schedule an appointment.
8. Non-essential Fire Prevention inspections are suspended. Inspections related to building openings or other critical functions will take place. The public should not visit the Fire Prevention office. The office can be reached at 732 767 1147.
9. Health Department – non-essential health inspections are suspended. Emergency and critical inspections will continue.
10. 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.
11. Public Work – public access to the Public Works building is not permitted. Bulk and metal pickup will be suspended starting March 20th. 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.
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 – 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 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.