

MESSAGE FROM MAYOR JAMES CALLY IN RESPONSE TO THE COVID-19 (Coronavirus) PANDEMIC

Per **Executive Order 103**, the protection of the health and well-being of New Jersey resident's and the State's public workforce is a primary concern. West Amwell Township is committed to providing quality services that prioritize the health, safety and welfare of residents, employees and volunteers. Officials continue to follow the latest CDC (www.cdc.gov), NJ Department of Health (nj.gov/health) and Hunterdon County Health Department (co.hunterdon.nj.us/coronavirus.html) guidance in response to the pandemic.

Thus, in accordance with **Executive Order 103, N.J.S.A. App. A:9-45., and N.J.S.A. App. A:9-40.5.**, which authorizes and empowers local Offices of Emergency Management to promulgate rules and to waive, suspend, or modify any existing rule where its enforcement would be detrimental to the public welfare, and specifically authorizes the local OEM to take appropriate steps to address the public health hazard of COVID-19, the Township of West Amwell Office of Emergency Management, has issued the following guidelines for day-to-day governmental operations of the Township of West Amwell for the next thirty (30) days, at which point the protocol will be reevaluated and extended if necessary.

General Operations

1. Mandate that the public to utilize U.S. Mail, or drop box service at Township Offices for taxes, licenses, permits, and other local government business.
2. Mandate that the public utilize phone and email to make routine inquiries and/or report information to the municipality.
3. Otherwise close Township offices to the public and only allow Township employees, employees of other local, County, State, and Federal offices and representatives of private entities having direct business with the Township (ie: vendors or contractors) in the building.
4. Cancel Planning Board, Zoning Board, Board of Health, Open Space, Environmental and Agriculture meetings through April.
5. Township Committee meetings will be cancelled as necessary.
6. Enhanced disinfecting of the Township, DPW and Police office space will be performed.
7. Enable work from home capability for key employees.
8. Cancel senior activities through end of April.
9. Cancel Township sponsored recreation events through end of April.

In light of the emerging public health threat caused by COVID-19 and to safeguard the health of residents and employees, the Township will be modifying the way we conduct business. **Effective immediately, the West Amwell Municipal Building will be closed to all visitors until further notice.**

Healthy Township staff will be working normal hours but the doors will remain locked. The offices are open Monday – Friday 8:30 AM – 3:30 PM. Staff can respond to questions and requests via email or by telephone. Other services will be provided by appointment only. Please call us at 609-397-2054 to make arrangements for the service that you need. If you have arranged to deliver or pick up a document or item, please call us upon your arrival and we will meet you to accept or deliver the document you requested.

We request that all items or documents, including tax and utility payments, be delivered for processing through the drop box located outside the front door. If the item is too large for the mail slot, please call ahead and upon your arrival to deliver the item. Do not leave any item unsecured outside the building. If you need a receipt for payment or delivered item, please include a note with your address. It will be sent to you.

Registrar services will require special arrangements. Please contact the Deputy Registrar at 609-397-2054 ext. 12/depclerk@westamwelltp.org for additional guidance.

Please utilize the following addresses for additional information:

General information: depclerk@westamwelltp.org or clerk@westamwelltp.org

Construction/Zoning: construction@westamwelltp.org or 609-397-2036 (fax) 609-397-7226

Tax Assessor: cta@municipalassessor.com or call 609-466-1878

Tax Collector: collector@westamwelltp.org or call 609-397-2058

We may implement supplemental measures at any time to protect the health of staff and the general public.

Thank you for your cooperation and understanding as we work in unprecedented times.

**PROCLAMATION OF STATE OF EMERGENCY
TO ALL CITIZENS AND PERSONS WITHIN THE TOWNSHIP OF WEST AMWELL AND TO ALL
DEPARTMENTS, DIVISIONS AND BUREAUS OF THE MUNICIPAL GOVERNMENT OF THE TOWNSHIP OF
WEST AMWELL**

WHEREAS, pursuant to the powers vested in me by (Chapter 251 of the laws of 1942, as amended and supplemented, **N.J.S.A. App. A:9-30 et. seq.**; **N.J.S.A. 40:48-1 (6)**, and ordinances enacted pursuant thereto; **N.J.S.A. 2C:33-1 et. seq.**);-- whichever law or laws apply), **Executive Order 103** and by ordinances adopted by the Township of West Amwell I have declared that a **STATE OF EMERGENCY exists** within the Township of West Amwell; and

WHEREAS, the aforesaid laws authorize the promulgation of such orders, rules, and regulations as are necessary to meet the various problems which have or may be presented by such an emergency; and

WHEREAS, by reason of the rapidly evolving outbreak of the novel coronavirus, COVID-19, the need for government operations to address staffing capabilities to ensure essential operational needs are met in order to mitigate factors which may further adversely affect the health, safety, and welfare of the people of the Township of West Amwell and exacerbate and worsen existing conditions; and

WHEREAS, it has been determined that these areas of the Township of West Amwell should be declared a State of Emergency, and further that certain measures must be taken to ensure precautionary, temporary safety measures for the Employees of West Amwell Township and further in order to protect the persons and property of the residents affected by the conditions and finally that governmental operations including but not limited to the conduct of public meetings shall be substantially altered; and

WHEREAS, all lands, buildings, spaces or properties owned or operated by Township of West Amwell are hereby designated a State of Emergency.

NOW, THEREFORE, I, Harry Heller, Emergency Management Coordinator for West Amwell Township, New Jersey, in order to protect the health, safety, and welfare of the people of the State of New Jersey do hereby indicate that a State of Emergency exists and will continue to exist in the Township of West Amwell and I hereby ORDER AND DIRECT the following:

1. Mandate that the public to utilize U.S. Mail, or drop box service at Township Offices for taxes, licenses, permits, and other local government business.
2. Mandate that the public utilize phone and email to make routine inquiries.
3. Otherwise close Township offices to the public and only allow Township employees, employees of other local, County, State, and Federal offices and representatives of private entities having direct business with the Township (ie: vendors or contractors) in the building, and social distancing protocols will be implemented.
4. Cancel Planning Board, Zoning Board, Board of Health, Open Space, Environmental and Agriculture meetings through April to minimize large crowds and gatherings.
5. Township Committee meetings will be cancelled as necessary.
6. Enhanced disinfecting of the Township, DPW and Police office space will be performed.
7. Enable work from home capability for key employees.
8. Cancel senior activities through end of April.
9. Cancel Township sponsored recreation events through end of April.

10. Individuals with no symptoms are not recommended to be tested. Individuals with mild symptoms should stay home if they are sick and follow the guidance of their health care provider.

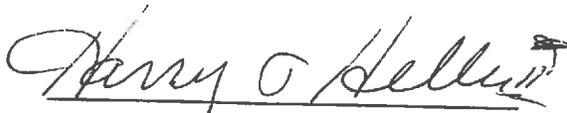
11. All New Jerseyans are encouraged to practice social distancing and avoid large crowds, and gatherings, practice good hand hygiene, and stay home if they are sick.

12. If the public has any questions they can contact NJDOH at: 1-800-962-1253.

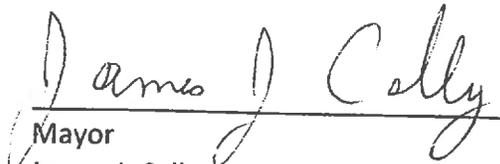
13. Follow good respiratory hygiene recommendations: Cover coughs and sneezes with a tissue or your sleeve, not your hands. Wash your hands often with soap and water, use alcohol based hand sanitizer when soap and water are not available.

14. Review and follow CDC travel advisories when planning to travel. If you are feeling ill, call your Doctor's Office for directions prior to leaving your home.

NOW, THEREFORE, IN ACCORDANCE WITH the aforesaid laws, we do hereby promulgate and declare the following regulations shall be in addition to all other laws of the State of New Jersey and the Township of West Amwell.


Emergency Management Coordinator
Township of West Amwell

03/16/2020
Date


Mayor
James J. Cally

3/16/2020
Date