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March 14, 2020  
Livingston, NJ

FOR IMMEDIATE RELEASE:

## COVID-19 IMPORTANT INFORMATION

### TOWNSHIP OFFICES CLOSED TO PUBLIC – SERVICES TO CONTINUE

Livingston Township Manager, in consultation with the Mayor and Council and the Livingston Health Department, announces that all Township of Livingston offices and facilities will be closed to the public effective immediately. Municipal Services will continue to be provided, with additional details below:

#### Township Offices and Essential Services

- **All Township of Livingston offices and facilities will be closed to the public until Monday, March 30, 2020 at 8:30 a.m., subject to further extension as circumstances dictate.**
- Township Departments will remain staffed to ensure the continued delivery of essential services. Staff will remain available through phone and email, although there may be delay in response due to staffing and schedule modifications.
- The Township's Health Department will be fully staffed and closely monitoring any local cases or situations as well as keeping informed and notifying our community about the

most current information, restrictions, guidelines and recommendations from Federal, State, County and international officials and agencies.

- Police, Fire and EMS emergency services will continue uninterrupted and 9-1-1 emergency lines will be available and answered at all times.
- The Township's water and sewer utilities will remain staffed to ensure continued delivery of services and response to any emergency situations.
- Garbage and Recycling services are provided through contracts with private companies. At present the Township has not been notified of any changes to regular services and schedules. Any changes to services will be posted on the Township website and disseminated via the Township's Swift911 emergency notification system.
- Residents who have not registered with the Township's Swift 911 emergency notification system are encourage to do so at: <http://livingstonnj.org/610/Emergency-Notifications>
- Residents are encouraged to check the Township's website, [www.livingstonnj.org](http://www.livingstonnj.org) , regularly for important comprehensive updates and information and to follow the Township on [Facebook](#) and [Twitter](#) for brief and timely notifications.

## Other Township Services:

Residents are encouraged to utilize the Township website, [www.livingstonnj.org](http://www.livingstonnj.org), to obtain the most current information on the COVID-19 situation and Township offices and services as well as to conduct business with the Township. Many services, forms, applications and payments can be obtained or made online. Township's services by Department are addressed below and additional details and online services are available on each Department's webpage linked below.

- [Health Department](#) offices will be available through phone and email during normal business hours, M-F 8:30 a.m. to 4:30 p.m.. All in person meetings, consultations and off-site inspections are suspended until Monday, March 30, 2020, which may be extended by further notice as circumstances dictate.
- [Building Department/Zoning/Code Enforcement](#) office will be available through phone and email during normal business hours, M-F 8:30 a.m. to 4:30 p.m. and will be

accepting permits and applications via U.S. Mail Service. Inspections will be conducted as scheduled. However, residents will be asked if anyone present is infected, exhibiting symptoms or has travelled internationally and the Department reserves the right to postpone inspections as circumstances dictate.

- [Clerk's Office](#) will be available through phone and email during normal business hours, M-F 8:30 a.m. to 4:30 p.m.. Residents are encouraged to utilize the Clerk's webpage for information, services, applications and forms.
- [Engineering](#) offices will be available through phone and email during normal business hours, M-F 8:30 a.m. to 4:30 p.m.. Permits and applications, forms are available on the Department webpage, will be accepted via e-mail and the United State Postal Service. No on-site inspections or consultations will be conducted until Monday, March 30, 2020, which may be extended by further notice as circumstances dictate.
- [Finance](#) offices will be available through phone and email during normal business hours, M-F 8:30 a.m. to 4:30 p.m.. The Township will continue to process purchase orders and invoices via U.S. Mail and email and issue payments via U.S. Mail.
- [Livingston Public Library](#) is closed until Monday, March 30, 2020 at 8:30 a.m., subject to further extension as circumstances dictate.
- [Manager's Office](#) will be available through phone and email during normal business hours, M-F 8:30 a.m. to 4:30 p.m..
- [Municipal Court](#) is closed until Monday, March 30, 2020 at 8:30 a.m. by Order of the Chief Justice of the New Jersey Supreme Court. All matters previously scheduled for court sessions prior to March 30, 2020 are automatically adjourned and notices will be sent with rescheduled dates and times. Payable violations can be paid online on the [NJMCdirect](#) website or via U.S. Mail. Emergency matters potentially requiring the filing of a complaint with the municipal court should be addressed by calling 9-1-1.
- [Planning](#) offices will be available through phone and email during normal business hours, M-F 8:30 a.m. to 4:30 p.m. Permits and applications, forms available on the Department webpage, will be accepted via e-mail and the United State Postal Service. Applicants are encouraged to utilize the Planning Department webpage for information, services, applications and forms. Planning and Zoning Board Applications can be submitted via U.S. Mail. Planning and Zoning Board hearings are cancelled until Monday, March 30, 2020, which may be extended as circumstances dictate.

- [Police Department Records](#) offices are closed to the public but will be available through phone and email during normal business hours, M-F 8:30 a.m. to 4:30 p.m. Records requests will be accepted via phone call. Fees for copies are being waived during this period to allow for requests to be fulfilled via email.
- [Public Works](#) administrative offices will be available through phone and email during normal business hours, M-F 8:30 a.m. to 4:30 p.m.. Water meter purchase and other services provide at the counter in Town Hall should be addressed via phone call. Public Works road, building, grounds, parks, trees an other maintenance services will continue.
- [Senior, Youth and Leisure Services](#) offices are closed to the public but will be available through phone and email during normal business hours, M-F 8:30 a.m. to 4:30 p.m.. All events, programs and activities are cancelled until Monday, March 30, 2020, which may be extended by further notice as circumstances dictate. Online program information and registrations through Community Pass will remain available.
- [Tax Assessor](#) offices will be available through phone and email during normal business hours, M-F 8:30 a.m. to 4:30 p.m.. In person meetings or consultations are cancelled until after March 30, 2020. At present, no changes to tax appeal deadlines have been announced by the State. Visit the Township website regularly for updated information.
- [Tax, Water and Sewer Collector](#) offices will be available through phone and email during normal business hours, M-F 8:30 a.m. to 4:30 p.m.. Tax, Water and Sewer account information, including account balances, and history, is available online in the [Tax/Utility System Lookup](#). Tax, Water and Sewer payments can continue to be made via U.S. Mail, in the Tax Collector drop box outside Town Hall or online at [Tax Collector – Pay Online](#).
- [Water](#) and [Sewer](#) offices will be available through phone and email during normal business hours, M-F 8:30 a.m. to 4:30 p.m. for service inquiries or problems, including leaks, sewer back-ups, and connections. After hour emergencies should be reported to the Police Department at (973) 992-3000 or, in the case of a life/safety emergency, via 9-1-1.

## Schools:

- The Livingston Board of Education has closed schools through Friday, March 27, 2020.
- For additional information visit the Board of Education website at [www.livingston.org](http://www.livingston.org)

## Public Meetings

- The [Township Council](#) meeting scheduled for March 23, 2020 currently will be held as scheduled in Town Hall at 7:00 p.m. Conference Meeting and 7:30 p.m. Regular Meeting . Any presentations or non-essential discussions will be postponed and the Agenda will be limited to necessary official business. The Township is currently exploring the possibility of holding the meeting online or via conference call to limit physical public interaction while allowing residents to listen and participate in compliance with the New Jersey Open Public Meetings Act.
- There are currently no remaining Planning Board or Zoning Board of Adjustment meetings scheduled in March. April meetings will remain as scheduled at the present time, subject to future cancellation as circumstances dictate.
- Any and all Committee or Commission meetings scheduled prior to March 30, 2020 are cancelled.
- All April meetings currently remain as scheduled until further notification as circumstances dictate.