

**NORTH BRUNSWICK TOWNSHIP |
MINUTES....**

**REGULAR MEETING
March 16, 2020**

A regular meeting of the North Brunswick Township Council was held on Monday, March 16, 2020 at 7:04 p.m. in the Municipal Complex located at 710 Hermann Road, North Brunswick, Middlesex County, New Jersey.

Mayor Womack called the meeting to order.

Roll call:

Present: Messrs. Lopez, (via telephonically) Ms. Guadagnino, Davis, (via telephonically)
Socio and Andrews
Nays: None
Abstain: None
Absent: None

Ms. Russo announced that the notice requirements of the law have been satisfied. Notices were sent by certified mail on January 2, 2020 to the following:

- a) The Home News Tribune b) Star Ledger c) North Brunswick Sentinel

Notice receipts are on file in the Municipal Clerk's Office. Also, notices were posted on the bulletin board in the Municipal Complex and filed in the Municipal Clerk's Office.

Councilman Socio led the assembly in the Pledge of Allegiance

Mayor Womack spoke about the distance that the residents will see between the council members due to the (COVID-19) Coronavirus and explained that council members Dr. Lopez and Mr. Davis would be attending via telephonically. Mayor Womack also, mentioned that if any resident had any questions they can call 732-242-0922 ext. 272 and their questioned would be answered during the Council Meeting.

Township Attorney Ron Gordon explained the OPEN PUBLIC MEETING ACT which has been satisfied in which Councilman Lopez and Councilman Davis will be able to participate via telephonically. They

Councilman Davis expressed his condolences to the Corbin family" Bob was not only a great Councilman but, he was also a great friend and family man" He will be greatly missed.

Council President Andrews also, expressed his condolences "It was a blessing to know Bob Corbin, everyone loved the Corbin's".

Mayor Womack and Council Members expressed their condolences to Councilman Corbin's family. The Mayor stated that the Township will post his funeral arrangements once available and that our flag will be at half staff.

Office of Emergency Management OEM Coordinator Mark Cafferty mentioned that Governor Murphy had just released executive order#104. (See attachment for information)

Council President Andrews – Stated that residents are asking what they can do to help the Township. Womack mentioned they can call 732-735-9232 to help with the food bank. The Township is trying to set

it up for anyone to volunteer however, only qualified people should call anyone that is under 60 yrs of age that is healthy this is for safety reasons.

Proclamations:

'Child Abuse Prevention Month'

Mayor Womack read proclamation on 'Child Abuse Prevention Month'

Children are vital to our state's Future Success, prosperity and quality of life as well as being our most vulnerable assets; and all children deserve to have the safe stable, nurturing homes and communities they need to foster their health growth and development and child abuse and neglect is a community responsibility affecting both the current and future quality of life of a community. Communities that provide parents with the social support, knowledge of parenting and child development and concrete resources they need to cope with stress and nurture their children ensure all children grow to their full potential; and effective child abuse prevention strategies succeed because of partnerships created among citizens, human service agencies, schools, faith communities, health care providers, civic organizations, law enforcement agencies, and the business community. The Mayor and Council of the Township of North Brunswick, Do Hereby Proclaim, April as 'Child Abuse Awareness and Prevention Month and CASA Child Advocacy Month.

Poison Prevention Week

Mayor Womack read the proclamation on Poison Prevention Week

Congress designated the third full week in March to be National Poison Prevention Week (NPPW) in 1961 and since then this week has helped to raise national awareness of the dangers of potentially dangerous medicines, household products and chemicals, environmental contaminants, and other substances; and poison center across the country will focus the public's attention on the free, lifesaving services provided by poison centers, as well as educating the public on ways to prevent poisoning exposures; and the New Jersey Poison Control Center, a division of the department of Emergency Medicine at Rutgers New Jersey Medical School Provides 24/7 expert poisoning treatment advice, drug information, and prevention education at no cost to the public accessing center services through the Poison Help number at 1-800-222-1222, Chat (www.njpies.org). All residents should save the Poison Control Center's number, 1-800-222-1222, in their cell, home and office phones. The Mayor and Council of the Township of North Brunswick Do Hereby Proclaim March 15th through March 21st, 2020 as National Poison Prevention Week in New Jersey.

Also present: Business Administrator Kathryn Monzo, Township Attorney Ron Gordon, Esq., Director of Parks, Recreation & Community Services Lou Ann Benson, Director of Community Development Michael Hritz, Chief Financial Officer Cavel Gallimore, Assistant Business Administrator Justine Progebin, Office of Emergency Management Coordinator Mark Cafferty, Public Safety Deputy Chief Joe Battaglia, Clerk Lisa Russo and Administrative Secretary Marilu Ruiz.

Mayor Womack asked council members if any items are to be removed from the Consent Agenda. Mayor Womack called for a motion to approve *items 5a – 5m* on the consent agenda. Motion made by Mr. Andrews to approve items 5a– 5m on the agenda, second by Ms. Guadagnino

Consent Agenda

- a. NJ State Fireman's Association Application/ Nicholas J. Mayo/ Fire Co. #3
- b. 103-3.20 Accepting a donation of one thousand dollars (\$1000.00) from the North Brunswick Interact Club sponsored by and along with the Rotary Club of Plainsboro North and South Brunswick
- c. 104-3.20 Authorizing acceptance and utilization of Community Development Block Grant (CDBG) Funds - \$118,029.00 for Program Year 2010
- d. 105-3.20 Resolution authorizing the second amendment to the financial agreement between the Township of North Brunswick and North Brunswick Housing Urban Renewal Limited Partnership
- e. 106-3.20 Authorizing an adjustment to various Board of Education Water/Sewer Accounts for accrued interest
- f. 107-3.10 Authorizing a credit to a Township Resident for their Water/Sewer Utility Account
- g. 108-3.20 Amending Contract BID16004 with IT Network Solutions for Network Infrastructure Consulting and Support Services as part of the project to upgrade municipal servers
- h. 109-3.20 Authorizing the use of Dell Marketing LP. An approved vendor under State Contract 89850 for the supply of information technology hardware as part of the project to upgrade Municipal Servers

- 110-3.20 Authorizing the application and acceptance of funding under The New Jersey Library Construction Bond Act
- i. 111-3.20 Dedicating Municipal Land for Public Library use Contingent upon accepting funds under the Library Construction Bond Act and Proceeding with the Construction of a new Public Library
- j. 112-3.20 Authorizing an amendment to the 2019 Agreement with Hoagland, Longo, Moran, Dunst & Doukas & Doukas, LLP to provide Environmental Legal Services
- L 113-3.20 Bill List
- m. 114-3.20 providing Notice of Intent to secure funding towards the construction of a new Public library contingent upon receiving and accepting funds under the Library Construction Bond Act

Mayor Womack called for a motion to approve item #6a on the agenda Approval of Special Council Meeting Minutes/ February 24, 2020 so moved by Mr. Socio and second by Ms. Guadagnino and item 6b Approval of Regular Council Meeting Minutes March 2, 2020 so moved by Mr. Socio second by Ms. Guadagnino.

Roll call:

Present: Messrs. Lopez, (via telephonically) Ms. Guadagnino, Davis, (via telephonically)
Socio and Andrews
Nays: None
Abstain: None
Absent: None

Ordinances / First Reading/ Introduction:

#20-06 - Bond Ordinance providing for Improvement of the Sewer Distribution System in and by the Township of North Brunswick, in the County of Middlesex, New Jersey appropriating \$10,000,000 therefore and authorizing the issuance of \$10,000,000 Bonds or Notes of the Township for financing the cost thereof

Mayor Womack called for a motion to introduce Ordinance # 20-06, so moved by Mr. Socio second by Mr. Andrews reading and public hearing to be held at regular meeting on April 6, 2020 at 7:00 pm in the Municipal Complex, 710 Hermann Road, North Brunswick, Middlesex County, New Jersey. Following, legal publication in the April 9, 2020 issue of the Home News and Tribune as according to the law. This ordinance is posted in the Municipal Complex and copies are available upon request.

Roll call:

Present: Messrs. Lopez, (via telephonically) Ms. Guadagnino, Davis, (via telephonically)
Socio and Andrews
Nays: None
Abstain: None
Absent: None

#20-07 - Bond Ordinance providing for Capital Improvements for and by the Township of North Brunswick, in the County of Middlesex, New Jersey, appropriating the aggregate amount of \$4,000,000 therefore and authorizing the issuance of \$3,800,000 in Bonds or Notes of the Township to finance part of the cost thereof

Mayor Womack called for a motion to introduce Ordinance # 20-07, so moved by Mr. Socio second by Mr. Andrews reading and public hearing to be held at regular meeting on April 6, 2020 at 7:00 pm in the Municipal Complex, 710 Hermann Road, North Brunswick, Middlesex County, New Jersey. Following, legal publication in the April 9, 2020 issue of the Home News and Tribune as according to the law. This ordinance is posted in the Municipal Complex and copies are available upon request.

Roll call:

Present: Messrs. Lopez, (via telephonically) Ms. Guadagnino, Davis, (via telephonically)
Socio and Andrews
Nays: None
Abstain: None
Absent: None

#20-08 - Bond Ordinance providing for Improvement of the Water Treatment Plant and Distribution System in and by the Township of North Brunswick, in the County of

Middlesex, New Jersey, appropriating \$10,000,000 therefore and authorizing the issuance of \$10,000,000 Bonds or Notes of the Township for financing the cost thereof

Mayor Womack called for a motion to introduce Ordinance # 20-08, so moved by Mr. Socio second by Mr. Andrews reading and public hearing to be held at regular meeting on April 6, 2020 at 7:00 pm in the Municipal Complex, 710 Hermann Road, North Brunswick, Middlesex County, New Jersey. Following, legal publication in the April 9, 2020 issue of the Home News and Tribune as according to the law. This ordinance is posted in the Municipal Complex and copies are available upon request.

Roll call:

Present: Messrs. Lopez, (via telephonically) Ms. Guadagnino, Davis, (via telephonically)
Socio and Andrews
Nays: None
Abstain: None
Absent: None

#20-09 -An Ordinance of the Township Council of North Brunswick amending and fixing the salary and wages for various Officials and Employees of the Township of North Brunswick and providing for the manner of payment thereof

Mayor Womack called for a motion to introduce Ordinance # 20-09, so moved by Mr. Socio second by Ms Guadagnino reading and public hearing to be held at regular meeting on April 6, 2020 at 7:00 pm in the Municipal Complex, 710 Hermann Road, North Brunswick, Middlesex County, New Jersey. Following, legal publication in the April 9, 2020 issue of the Home News and Tribune as according to the law. This ordinance is posted in the Municipal Complex and copies are available upon request.

Roll call:

Present: Messrs. Lopez, (via telephonically) Ms. Guadagnino, Davis, (via telephonically)
Socio and Andrews
Nays: None
Abstain: None
Absent: None

#20-10 -An Ordinance amending Chapter 184 of the Code of the Township of North Brunswick entitled "Solid Waste"

Mayor Womack called for a motion to introduce Ordinance # 20-10, so moved by Mr. Andrews second by Mr. Davis reading and public hearing to be held at regular meeting on April 6, 2020 at 7:00 pm in the Municipal Complex, 710 Hermann Road, North Brunswick, Middlesex County, New Jersey. Following, legal publication in the April 9, 2020 issue of the Home News and Tribune as according to the law. This ordinance is posted in the Municipal Complex and copies are available upon request.

Roll call:

Present: Messrs. Lopez, (via telephonically) Ms. Guadagnino, Davis, (via telephonically)
Socio and Andrews
Nays: None
Abstain: None
Absent: None

Ordinances / Second Reading / Public Hearing:

#20-05 – An Ordinance of the Township of North Brunswick providing for the acceptance of real property known and designated as Tax Block 227, Lots 18 18.01, 41.01 and 41.02 to be acquired by Middlesex County and assigned to the Township of North Brunswick

Mayor Womack opened the Public Hearing. No comments from the public.

Mayor Womack called for a motion to close Public Hearing, so moved by Mr. Andrews second by Mr. Socio.

Mayor Womack called for a motion to adopt Ordinance # 20-05 so moved by Mr. Socio, second by Mr. Andrews that Ordinance # 20-05 approved on second and final reading and referred to the Mayor for his action and then published in the March 19, 2020 issue of the Home News and Tribune according to the law. This ordinance is posted in the Municipal Complex and copies are available upon request.

Reports from Mayor, Council, Administrator, CFO

Councilman Dr. Lopez discussed Social Distancing, washing your hands, and think about your neighbors especially the elderly when going shopping and let's be kind to one another in this crucial time.

Councilwoman Guadagnino discussed what some supermarkets (Stop & Shop) are doing for anyone over the age of 60. They will be able to shop for the 1st hour that the supermarket is opened. They are hoping that other supermarkets and establishments do the same for our seniors.

Director of Community Development Michael Hritz announced that ALL Inspections have been cancelled until further notice. (See attachment for information)

Mayor Womack asked if anyone would like to be heard in Public Hearing.

Mayor Womack called for a motion to close the Public Hearing, so moved by Ms. Guadagnino second by Mr. Socio.

Adjourn 7:37 pm

Lisa Russo
Municipal Clerk

PROCLAMATION

By Mayor and Council – Township of North Brunswick

WHEREAS, children are vital to our state's future success, prosperity and quality of life as well as being our most vulnerable assets; and

WHEREAS, all children deserve to have the safe, stable, nurturing homes and communities they need to foster their healthy growth and development; and

WHEREAS, child abuse and neglect is a community responsibility affecting both the current and future quality of life of a community; and

WHEREAS, communities that provide parents with the social support, knowledge of parenting and child development and concrete resources they need to cope with stress and nurture their children ensure all children grow to their full potential; and

WHEREAS, effective child abuse prevention strategies succeed because of partnerships created among citizens, human service agencies, schools, faith communities, health care providers, civic organizations, law enforcement agencies, and the business community.

NOW THEREFORE, WE the Mayor and Council of the Township of North Brunswick, **Do Hereby Proclaim**, April as CHILD ABUSE AWARENESS AND PREVENTION MONTH and CASA CHILD ADVOCACY MONTH and urge our citizens, businesses, and organizations to increase their participation in our efforts to support families, thereby preventing child abuse and strengthening the communities in which we live.



Francis M. Womack III,
Mayor

Ralph Andrews,
Council President

Lisa Russo,
Municipal Clerk

March 16, 2020



PROCLAMATION

By Mayor and Council – Township of North Brunswick

WHEREAS, Congress designated the third full week in March to be National Poison Prevention Week (NPPW) in 1961 and since then this week has helped to raise national awareness of the dangers of potentially dangerous medicines, household products and chemicals, environmental contaminants, and other substances; and

WHEREAS, poison centers across the country will focus the public's attention on the free, lifesaving services provided by poison centers, as well as, educating the public on ways to prevent poisoning exposures; and

WHEREAS, the New Jersey Poison Control Center, a division of the Department of Emergency Medicine at Rutgers New Jersey Medical School provides 24/7 expert poisoning treatment advice, drug information, and prevention education at no cost to the public accessing center services through the Poison Help number at 1-800-222-1222, chat (www.njpies.org), or text 973-339-0712; and

WHEREAS, poison center services save healthcare dollars by eliminating thousands of unnecessary emergency department/room visits and decreasing lengths of stays for patients hospitalized for poisoning through telemedicine services/capabilities; and

WHEREAS, the poison center is instrumental in the surveillance and management of poisoning exposures across the state, including the use, misuse, and abuse of; medications, legal and illicit drugs, environmental contaminants, bioterrorism agents, and common household products and chemicals; and

WHEREAS, the state's poison control center is involved in New Jersey's efforts in homeland defense, counterterrorism, emergency preparedness and response, and biosurveillance; and

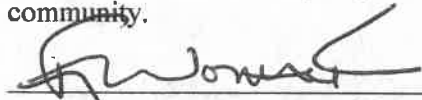
WHEREAS, unintentional poisoning is the leading cause of unintentional injury death in New Jersey outnumbering deaths by motor vehicles and firearms; and

WHEREAS, a poison is defined as anything that can cause harm if taken in the wrong amount, in the wrong way or by the wrong person; and

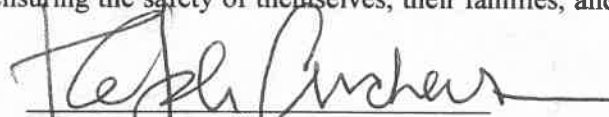
WHEREAS, poison center experts encourage the public not to guess, wait for symptoms, or waste time looking up medical information online when potential poisoning exposures occur; and

WHEREAS, all residents should save the Poison Control Center's number, 1-800-222-1222, in their cell, home, and office phones because a fast response can make all the difference in preventing serious injury and saving lives;


NOW THEREFORE, WE the Mayor and Council of the Township of North Brunswick, **Do Hereby Proclaim**, March 15th through March 21st, 2020 as National Poison Prevention Week in New Jersey and encourage all citizens to pledge their commitment to ensuring the safety of themselves, their families, and their community.



Francis M. Womack III, Mayor
North Brunswick Township



Ralph Andrews,
Council President



Lisa Russo,
Municipal Clerk
March 16, 2020



EXECUTIVE ORDER NO. 104

WHEREAS, through Executive Order No. 102, which I signed on February 3, 2020, I created the State's Coronavirus Task Force, chaired by the Commissioner of the New Jersey Department of Health ("DOH"), in order to coordinate the State's efforts to appropriately prepare for and respond to the public health hazard posed by Coronavirus disease 2019 ("COVID-19"); and

WHEREAS, in light of the dangers posed by COVID-19, I issued Executive Order No. 103 (2020) on March 9, 2020, the facts and circumstances of which are adopted by reference herein, which declared both a Public Health Emergency and State of Emergency; and

WHEREAS, in accordance with N.J.S.A. App. A:9-34 and -51, I reserved the right to utilize and employ all available resources of State government to protect against the emergency created by COVID-19; and

WHEREAS, in accordance with N.J.S.A. App. A:9-40, I declared that, due to the State of Emergency, no municipality, county, or any agency or political subdivision of this State shall enact or enforce any order, rule, regulation, ordinance, or resolution which will or might in any way conflict with any of the provisions of my Executive Orders, or which will in any way interfere with or impede their achievement; and

WHEREAS, on March 11, 2020, COVID-19 was declared to be a global pandemic by the World Health Organization; and

WHEREAS, on March 13, 2020, the President of the United States declared a national emergency pursuant to his constitutional and statutory powers, including those granted by Sections 201 and 301 of the National Emergencies Act (50 U.S.C. § 1601, et seq.) and consistent with Section 1135 of the Social Security Act, as amended (42 U.S.C. § 1320b-5); and

WHEREAS, my Administration is committed to ensuring that all students will continue to have access to a quality education, in addition to school meals that are provided or subsidized for students from low-income families; and

WHEREAS, casinos, racetracks, gyms, fitness centers, movie theaters, performing arts centers, other concert venues, nightclubs, and other entertainment centers, which are vital to the economic health of the State, are also locations where large numbers of individuals gather in close proximity; and

WHEREAS, many individuals also come into contact with common surfaces at gyms, fitness centers, and other entertainment centers; and

WHEREAS, suspending operations at these businesses is part of the State's mitigation strategy to combat COVID-19 and reduce the rate of community spread; and

WHEREAS, even on casino floors, where slot machines or other casino games may be several feet apart, many individuals come into contact with common surfaces; and

WHEREAS, in contrast to gaming at brick-and-mortar facilities, online gaming provides a safe mode of entertainment during a time when physical proximity to other individuals can be dangerous; and

WHEREAS, the CDC has advised that COVID-19 spreads most frequently through person-to-person contact when individuals are within six feet or less of one another; and

WHEREAS, as a result, the CDC has recommended that individuals practice "social distancing" to prevent community spread of the virus; and

WHEREAS, the CDC has defined social distancing as the practice of "remaining out of congregate settings, avoiding mass gatherings, and maintaining distance (approximately 6 feet or 2 meters) from others when possible"; and

NOW, THEREFORE, I, PHILIP D. MURPHY, Governor of the State of New Jersey, by virtue of the authority vested in me by the Constitution and by the Statutes of this State, do hereby ORDER and DIRECT:

1. All gatherings of persons in the State of New Jersey shall be limited to 50 persons or fewer, excluding normal operations at airports, bus and train stations, medical facilities, office environments, factories, assemblages for the purpose of industrial or manufacturing work, construction sites, mass transit, or the purchase of groceries or consumer goods.

2. All public, private, and parochial preschool program premises, and elementary and secondary schools, including charter and renaissance schools, shall be closed to students beginning on Wednesday, March 18, 2020, and shall remain closed as long as this Order remains in effect.

3. All institutions of higher education shall cease in-person instruction beginning on Wednesday, March 18, 2020, and shall cease such in-person instruction as long as this Order remains in effect. The Secretary of the Office of Higher Education shall have the authority to grant a waiver to allow in-person instruction to students on a case-by-case basis where a compelling rationale to allow such access exists. The Secretary of the Office of Higher Education shall coordinate with institutions of higher education to determine appropriate student housing conditions for those students who reside in on-campus housing as their primary residence.

4. The Commissioner of the Department of Education ("DOE"), in consultation with the Commissioner of DOH, shall be authorized to permit schools to remain open on a limited basis for the provision of food or other essential, non-educational services, or for educational or child care services if needed in emergency situations after consultation with the Commissioner of DOH. The Commissioner of DOE shall also have the authority to close any other career or

services may continue to be offered notwithstanding the closure of the physical facility.

- c. Gyms and fitness centers and classes.
- d. Entertainment centers, including but not limited to, movie theaters, performing arts centers, other concert venues, and nightclubs.

8. Other non-essential retail, recreational, and entertainment businesses must cease daily operations from 8:00 p.m. until 5:00 a.m.. From 5:00 a.m. until 8:00 p.m., these businesses may remain open if they limit their occupancy to no more than 50 persons and adhere to social distancing guidelines. Examples of essential businesses excluded from this directive include: grocery/food stores, pharmacies, medical supply stores, gas stations, healthcare facilities and ancillary stores within healthcare facilities. The State Director of Emergency Management, who is the Superintendent of State Police, shall have the discretion to make additions, amendments, clarifications, exceptions, and exclusions to the list of essential businesses and to the timelines applicable to operating hours.

9. All restaurants, dining establishments, and food courts, with or without a liquor license, all bars, and all other holders of a liquor license with retail consumption privileges, are permitted to operate their normal business hours, but are limited to offering only food delivery and/or take-out services. If alcoholic beverages are to be sold from a restaurant, dining establishment or bar with a liquor license, such sales shall be limited to original containers sold from the principal public barroom. All retail sales of alcoholic beverages by limited brewery licensees, restricted brewery licensees, plenary and farm winery licensees (and associated salesrooms), craft distillery licensees and cidery and meadery licensees must be in original containers and must be delivered by licensed entities and/or by customer pick up.

nature whatsoever, to cooperate fully in all matters concerning this Executive Order.

14. Penalties for violations of this Executive Order may be imposed under, among other statutes, N.J.S.A. App. A:9-49 and -50.

15. This Order shall take effect immediately and shall remain in effect until revoked or modified by the Governor, who shall consult with the Commissioner of DOH as appropriate.

GIVEN, under my hand and seal this
16th day of March,
Two Thousand and Twenty, and of
the Independence of the United
States, the Two Hundred and
Forty-Fourth.

[seal]

/s/ Philip D. Murphy
Governor

Attest:

/s/ Matthew J. Platkin
Chief Counsel to the Governor



TOWNSHIP OF NORTH BRUNSWICK

710 HERMANN ROAD
NORTH BRUNSWICK, NJ 08902

Tel.: (732) 247-0922 x440

Fax: (732) 289-3822

WWW.NORTHBRUNSWICKNJ.GOV

THE TOWNSHIP OF NORTH BRUNSWICK ANNOUNCES THE TEMPORARY SUSPENSION OF ALL PERMIT AND INSPECTION REQUIREMENTS FOR THE SALE OF RESIDENTIAL HOMES

**ALL CONSTRUCTION PERMIT INSPECTIONS AND RENTAL INSPECTIONS
FOR A CHANGE OF TENANCY ARE ALSO SUSPENDED**

RESIDENTIAL HOME SALE CCO AND FIRE INSPECTIONS

Effective Monday, March 16, 2020, and until further notice subject to the Local Declaration of Disaster Emergency, the Township of North Brunswick is suspending the requirements for the sale or transfer of residential homes, including the Certificate of Continued Occupancy (CCO) and the Fire Marshal home inspection.

This notice shall serve as an official waiver for both the CCO and Fire certificates and the sale of transfer or residential property within the Township of North Brunswick shall otherwise not be impeded by any municipal obligation.

All existing inspection appointments are hereby cancelled.

Permit fees for CCO's that are being cancelled will be refunded.

All persons or entities that transfer title without these inspections during this emergency do so at their own risk and the Township of North Brunswick disclaims any liability. Homeowners should otherwise voluntarily comply with the three (3) primary safety elements of the home sale instruction sheet provided by the Fire Marshal:

<https://northbrunswicknj.gov/images/forms-permits/Fire-Marshall-Home-Inspection.pdf>

CONSTRUCTION PERMITS AND INSPECTIONS

Work associated with existing or pending permits may continue and be completed without any required municipal inspections. Municipal inspectors will return to inspect these projects and issue CA's and CO's once the suspension has been lifted. Pending permits which are ultimately processed will require payment once they are approved.

Permits must still be filed for all work which typically requires a permit and should be submitted by mail. Permit documents can be downloaded in the "Building Applications" drop-down list here:

<https://northbrunswicknj.gov/departments/building>

Mail completed permit applications:

Construction Office, 710 Hermann Road, North Brunswick, NJ 08902

LANDLORD REGISTRATION AND RENTAL INSPECTIONS

The registration of new landlords is still required and can be accomplished by mail.

<https://northbrunswicknj.gov/images/forms-permits/LANDLORD-REGISTRATION-FORM.pdf>

Landlord rental inspections for a change of tenancy are also temporarily suspended. A change of tenancy may take place without the required township inspection.

Landlords should otherwise voluntarily comply with the same three (3) primary safety elements that are outlined as part of the home sale instruction sheet provided by the Fire Marshal:

<https://northbrunswicknj.gov/images/forms-permits/Fire-Marshal-Home-Inspection.pdf>

HOW TO CONTACT US

The municipal building is closed until further notice.

You may otherwise contact us by phone or email if necessary.

Construction Office: 732-247-0922 x450

Zoning and Code Enforcement Office: 732-247-0922 x440

The department staff is periodically retrieving and returning phone messages remotely.

Please be patient as we manage call volume.

You may email:

TWPNBcommdev@northbrunswicknj.gov

Thank you for your patience and cooperation during this challenging time.