

# Borough of Hightstown

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Website: [www.hightstownborough.com](http://www.hightstownborough.com)

## DECLARATION OF STATE OF EMERGENCY

### TO ALL CITIZENS AND PERSONS WITHIN THE MUNICIPALITY OF HIGHTSTOWN BOROUGH AND TO ALL DEPARTMENTS, BOARDS, COMMITTEES, COMMISSIONS OF THE BOROUGH

WHEREAS, the rapidly evolving outbreak of the novel coronavirus, COVID-19, creates an urgent need to take preventative measures to reduce the risks of exposure to and transmission of the coronavirus by implementing procedures whereby essential operational needs are met while at the same time reducing or eliminating unnecessary gatherings and contact that might further adversely affect the health, safety, and welfare of Hightstown's residents and visitors and exacerbate and worsen existing conditions; and

WHEREAS, Executive Order 103, N.J.S.A. App. A:9-45, and N.J.S.A. App. A:9-40.5 authorize and empower 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 authorize the local OEM to take appropriate steps to address the public health hazard of COVID-19; and

WHEREAS, it has been determined that a state of emergency must be declared in Hightstown Borough, and further that certain measures must be taken to ensure that the authorities will be unhampered in their efforts to maintain law and order as well as an orderly flow of traffic 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 must be substantially altered; 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

NOW THEREFORE, pursuant to the powers vested in me by Executive Order 103, N.J.S.A. App. A:9-45, and N.J.S.A. App. A:9-40.5, and in order to protect the health, safety, and welfare of the people of Hightstown, I Do Declare and Proclaim that a State of Emergency exists in Hightstown Borough and I hereby order the following:

1. All scheduled meetings held by Hightstown's boards, committees, and commissions, including meetings of the Planning and Zoning Board of Adjustment, are hereby cancelled until this declaration is cancelled.
2. All meeting of the Hightstown Mayor and Council are hereby cancelled through the term of this Declaration except for special or emergency meetings as may be needed in the interim for the purpose of approving the payment of bills and claims.

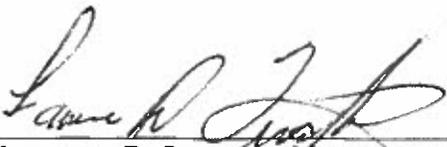
3. Hightstown Borough Municipal Offices are closed to the public through the term of this Declaration.
4. All municipally sponsored events are cancelled through the term of this Declaration.
5. All private events held on municipal property and all events requiring municipal permits are cancelled through the term of this Declaration, including events for which permits have already been issued.
6. The Administrator is authorized and empowered to hire any employees and to enter into service agreements with any independent contractors as may be necessary to address the needs of the municipality during this Declaration.
7. The Public and Private Schools within the Borough are complying with State and Federal guidelines. Reference the School's website for operations.
8. Until further notice, all municipal employees are barred from business-related out-of-state travel or attendance at any in-state conference, seminar, or other business-related large group gathering, even if previously approved.
9. All Hightstown agencies shall coordinate and communicate with the Hightstown Clerk's Office to utilize all facilities owned, rented, operated and maintained by Hightstown to aid and assist persons of Hightstown to protect life and property during the course of this emergency.
10. All public safety operations will continue with specified limitations in public access to police and fire headquarters.
11. Health and other essential code inspections will continue with limitations.
12. The Departments of Water and Sewer will continue operations with limited access for customer service; on-line payments are encouraged.
13. Public Works, specifically garbage collection, will continue subject to changing personnel limitations.

In addition, during this period of emergency, the public is strongly encouraged to utilize the on-line payment options; or may use the U.S. Mail, or drop box service at the municipal offices to pay taxes, water/sewer, permits, and other local government business; and to utilize the telephone, e-mail, and the resources available on the Borough website ([www.hightstownborough.com](http://www.hightstownborough.com)).

This order shall take effect immediately and is subject to amendment or supplementation as needed to properly safeguard the public health, safety, and welfare of the public. It shall remain in effect until such time as it is determined that an emergency no longer exists.

  
James Sidelinger, Hightstown Borough  
Emergency Management Coordinator

3/17/2020  
Date

  
Hon. Lawrence D. Quattrone, Mayor

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Date