

# BOROUGH OF HOPEWELL

88 East Broad Street  
Hopewell, NJ 08525  
Tel: 609-466-2636 Fax: 609-466-8511

[www.hopewellboro-nj.us](http://www.hopewellboro-nj.us)

March 13, 2020

## **Modifications to Hopewell Borough Municipal Operations in Response to COVID-19**

Beginning **Monday, March 16, 2020**, Hopewell Borough is modifying its operations in response to the COVID-19 pandemic and in accordance with recommended procedures issued by the CDC. It is expected that further changes will be announced in the days ahead, and all new information will be posted on the Borough website ([hopewellboro-nj.us](http://hopewellboro-nj.us)) as soon as it is available. It is our goal to provide all essential services and as many non-essential services that can be managed, as prioritized, during this difficult time.

### Initial modifications:

Healthy staff will work normal hours; however, the building will remain locked and visitors will not be permitted inside the building. This is for all departments, including those with limited p/t or off-business hours in place already. Regular daytime hours are 8:30 am to 4:30 pm.

Services will be provided by request and/or appointment only. Please call us at 609-466-2636 to make arrangements for the service that you need. If you have arranged to deliver or pick up a document or item, please utilize the doorbell to alert staff of your arrival.

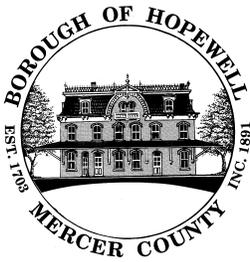
We will respond to requests via email, hand-delivery, U.S. mail, curbside service or other means that can be arranged. Most messages and requests will be accommodated during regular business hours.

Payments and documents of any kind may be placed into the drop box located at the rear entrance of Borough Hall. Please call 609-466-2636 to make arrangements for the delivery of documents or packages that are too large for the drop box. Do not leave items unsecured outside the building.

State Code Officials will continue with inspections, permit processing, etc., however, consultations will be by telephone only. Interior inspections will be rescheduled if your home or building is currently occupied by an ill or contagious person.

**The Hopewell Public Library has cancelled all programs and regular hours, also effective Monday, March 16, 2020.** Information regarding modified library services, if available, will be posted on the Borough website and the Hopewell Public Library website ([redlibrary.org](http://redlibrary.org)).

Non-essential meetings will be cancelled in the short term. Some groups or committees may arrange to meet by conference call in accordance with the Open Public Meetings Act. Calling instructions for the public to attend any public meeting will be posted on the Borough website.



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All Borough-sponsored events at the Hopewell Train Station are temporarily suspended. This does not affect private events at this time. Individuals desiring refunds or to reschedule will be accommodated.

Information regarding Municipal Court dates and services will be posted on the Borough website.

Information regarding the April 2020 Borough Council and Planning Board meetings will be posted closer to the meeting dates and after decisions are made regarding the arrangements.

Should a decision to proceed with any public meeting be made, seating arrangements will be in accordance with social distancing practices.

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

Please stay up-to-date on COVID-19. There is a link posted on our website (<https://health.montgomery.nj.us/covid19/>) that serves as a landing page for resource information and it is updated regularly.

Thank you for your cooperation and understanding as we work in unprecedented times to provide community services that place the safety of the public and our employees first. Please feel welcome to contact me at any time with any questions at all.

Thank you all. Be well.

Michele Hovan  
Borough Administrator  
609-466-2636  
[michele.hovan@hopewellboro-nj.us](mailto:michele.hovan@hopewellboro-nj.us)