

Parsippany-Troy Hills



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ADMINISTRATIVE ORDER NO. 20-01

Pursuant to the authority vested in the Mayor of the Township of Parsippany-Troy Hills, the Honorable Michael A. Soriano, under the Laws of the State of New Jersey, and the recent Emergency Declarations issued by the Governor of the State of New Jersey and the Township Emergency Management Coordinator pursuant to N.J.S.A. App.A:9-40.5, the following Administrative Order is being issued to take effect at 5:00 P.M. on Wednesday, March 18, 2020:

WHEREAS, Coronavirus disease 2019 (“COVID-19”) is a contagious, and at times fatal, respiratory disease caused by the SARS-CoV-2 virus; and

WHEREAS, COVID-19 is responsible for the 2019 novel coronavirus outbreak, which was first identified in Wuhan, the People’s Republic of China in December 2019 and quickly spread to the Hubei Province and multiple other countries; and

WHEREAS, symptoms of the COVID-19 illness include fever, cough, and shortness of breath, which may appear in as few as two or as long as 14 days after exposure, and can spread from person to person via respiratory droplets produced when an infected person coughs or sneezes; and

WHEREAS, on January 30, 2020, the International Health Regulations Emergency Committee of the World Health Organization declared the outbreak a “public health emergency of international concern”; and

WHEREAS, on January 31, 2020, the United States Department of Health and Human Services Secretary declared a public health emergency for the United States to aid the nation’s healthcare community in responding to COVID-19; and

WHEREAS, through Executive Order No. 102, signed on February 3, 2020, the Governor of the State of New Jersey created the State’s Coronavirus Task Force, chaired by the Commissioner of the New Jersey Department of Health; and

WHEREAS, through Executive Order No. 103, signed on March 9, 2020, the Governor of the State of New Jersey declared both a Public Health Emergency and State of Emergency for the entire State of New Jersey; and

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

WHEREAS, on March 13, 2020, the President of the United States declared a National State of Emergency; and

WHEREAS, through Executive Order No. 104, signed on March 16, 2020, the Governor of the State of New Jersey mandated certain social mitigation measures for combatting COVID-19 in an attempt to reduce the rate of community spread of the disease; and

WHEREAS, in response to the health emergency posed by COVID-19, the Township Emergency Management Coordinator declared that a public health emergency exists within the Township on March 18, 2020; and

WHEREAS, the CDC expects that additional cases of COVID-19 will be identified in the coming days, including more cases in the United States, and that person-to-person spread is likely to continue to occur; and

WHEREAS, the spread of COVID-19 within New Jersey constitutes an imminent public health hazard that threatens and presently endangers the health, safety, and welfare of the residents of one or more municipalities or counties of the State; and

WHEREAS, the CDC has recommended social distancing measures defined 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

WHEREAS, in order to protect the public health, safety and welfare of the residents of the Township, I am compelled to exercise certain emergency powers, as authorized by the laws of the State of New Jersey, and the Township Code; and

WHEREAS, I have discussed the provisions of this Order with the Business Administrator, Police Chief and Emergency Management Coordinator and have secured their confirmation of the need for the provisions of the within Order, and

NOW, THEREFORE, I, Michael A. Soriano, Mayor for the Township of Parsippany-Troy Hills, County of Morris, State of New Jersey, by virtue and authority vested in me by the Statutes of this State, and the Township of Parsippany-Troy Hills Code, do hereby order and direct the following:

1. All Township employees that have returned from international travel within the past thirty (30) days shall immediately notify the Township Business Administrator. Any Township employee returning from international travel will be required to follow Center for Disease Control (CDC) guidance on containment measures before returning to work, including but not limited to self-quarantine for at least 14 days.
2. The following Township employees, departments or divisions are deemed essential, and required to report to work throughout the State of Emergency and Public Health Emergency:
 - a. The Director of the Department of Administration (the “Township Business Administrator”), including all Department of Administration employees deemed necessary by the Township Business Administrator;
 - b. The Township Clerk and all employees of the Township Clerk’s Office deemed necessary by the Township Clerk;

- c. Any employees serving in the Office of the Mayor;
- d. The Director of the Department of Finance (the “Chief Financial Officer”), including all Department of Finance employees deemed necessary by the Chief Finance Officer;
- e. The Director of the Department of Public Works and the Director of the Division of Engineering (the “Township Engineer”) and all Department of Public Works and Division of Engineering employees deemed necessary by the Director of Public Works or by the Township Engineer, as appropriate;
- f. The Director of the Department of Parks, Forestry and Recreation, including all Department of Parks, Forestry and Recreation employees deemed necessary by the Director of the Department of Parks, Forestry and Recreation;
- g. The Director of Municipal Utilities (which is presently vacant) responsibilities hereby fall to the Township Business Administrator, who delegates staffing and operational responsibilities to the Superintendent of the Division of Water Utility, the Superintendent of Sewers and the Superintendent (General Manager) of the Knoll Country Club and all Municipal Utilities employees as deemed necessary by their respective Superintendents;
- h. The Director of the Department of Planning, Zoning and Construction Inspections including all Department of Planning, Zoning and Construction Inspections employees deemed necessary by the Director of the Department of Planning, Zoning and Construction Inspections;
- i. The Director of the Department of Human Services including all Department of Human Services employees deemed necessary by the Director of the Department of Human Services;
- j. Chief of the Department of Police and all Police Department employees deemed necessary by the Chief of Police;
- k. The Director of the Department of Emergency Medical Services including all Department of Emergency Medical Services employees deemed necessary by the Director Emergency Medical Services;
- l. All Municipal Court employees deemed necessary by the Court Administrator; and
- m. Any other Township employees deemed to be an essential employee in the sole discretion of the Township Business Administrator.
- n. In the absence of any of the above identified Directors or Supervisors, due to illness or other emergent reason, the approved designee (via approval of the Township Business Administrator) of said Director or Supervisor will be delegated the responsibilities outlined above.

3. Essential employees shall be required to report to work as directed by their respective Department Head or supervisor and staff Township offices. Essential employees shall perform such duties and responsibilities as their respective Department Head shall direct.

4. Essential employees shall be available to answer questions and concerns from the public via telephone and email during this time; however, no in-office visitation will be permitted by the public without an emergent appointment.

5. All employees whose services are deemed as non-essential pursuant to this Administrative Order shall not be required to report to work, but may be required to work remotely as determined

by their respective Department Head or supervisor. Any non-essential employee who is not required to work remotely will not be required to utilize accumulated leave time.

6. The Purchasing Agent is directed to delay all bid openings by fourteen (14) days from the effective date of this Order, and take all necessary steps to make the proper notifications in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. No new projects shall be publicly bid until further notice. The following public bids shall be exempt from this provision: (1) New England Drive Milling and Resurfacing (Bid Opening Date: 3/24/2020); (2) SCADA System Improvements for Water Dept. (Bid Opening Date: 3/25/2020); (3) Replacement of Simpson Avenue Retaining Wall (Bid Opening Date: 3/26/2020); and (4) Smith Field Park D Improvements (Bid Opening Date: 4/15/2020).

7. The Nutrition Center located at the Community Center, operated by the County of Morris, shall continue to provide meals to homebound seniors, as per County directive. The food pantry at the Community Center shall continue to operate. All other functions of the Community Center are closed.

8. All Township-sponsored public events, including Township-sponsored recreation events, shall be cancelled. The PAL facility and all branches of the Public Library are closed.

9. All Township historic sites and dog parks shall be closed. Township operated parks shall remain open for passive recreation (i.e. walking, jogging, etc.) from dawn until dusk; however, the public is required to practice social distancing to avoid gatherings in groups. It shall be understood that all park playground equipment, benches, picnic tables, etc., will not be disinfected. Following State Parks & Forestry Guidelines all restrooms and facilities are closed. No gatherings shall be permitted in any municipal parks or outdoor facilities in order to comply with social distancing recommendations.

10. The Knoll Country Club East and West golf courses will remain open for play. Indoor gathering areas and catering facilities, shall be closed. The General Manager has been directed to follow any closures of public golf courses, as ordered by the State or by the County of Morris.

11. All Township issued licenses for Solicitors and Canvassers shall be suspended. All Licensees shall cease operations.

12. No new building, fire, zoning, health, public works or recreation permits will be issued without the approval of the Township Business Administrator and where applicable the appropriate Code Official. All non-essential inspections, including Tax Assessor inspections shall be suspended.

13. The Township's Health Officer is authorized to take all necessary action to protect employees and residents, including but not limited to, the following:

- a. Coordinating and directing the Township's public health response to the COVID-19 outbreak;

- b. Coordinating all responses with the County of Morris and New Jersey Department of Health; and
 - c. Any other action deemed necessary to protect the public health, safety and welfare of Township residents.
14. All non-essential transportation of seniors by the Department of Human Services and Department of Public Works shall be suspended.
15. The Administration shall make all emergency awards of contracts for goods and services pursuant to N.J.S.A. 40A:11-6 in response to combatting COVID-19, or to maintain operations serving vulnerable residents in the Township, or to ensure operational efficiency of governmental operations.
16. The Township hereby adopts the guidelines issued by the Civil Service Commission on March 12, 2020 (version 2), for leave time and staffing in connection with COVID-19 to the extent applicable as determined by the Township Business Administrator.
17. Township employees who have been exposed to or diagnosed with the COVID-19 virus, are directed to be guided by their private physician and will not be permitted to enter the workplace until they are either medically cleared (regarding those with COVID-19) or until the expiration of the recommended 14-day period of quarantine from the point of last exposure (regarding those who were exposed).
18. At the direction of the Township Business Administrator, any Township employee can be temporarily re-assigned to different duties, responsibilities and assignments, as needed.
19. All essential employees who fail to report for duty shall be disciplined, up to and including termination.
20. The Police Department Building will be closed to the general public with limited emergency exceptions. Emergent matters pertaining to the Police Records window will be handled at the Police Department Dispatch window. Routine reports can be requested via phone and shall be emailed or faxed to the requestor.
21. Physical public access to all Township buildings and related facilities shall be closed effective March 18, 2020 at 5:00 pm., unless otherwise specified in the Administrative Order.
22. All Township Board and Committee meetings are cancelled until further notice, including the Planning Board and Board of Adjustment meetings. Department Heads shall take all appropriate action in order to cancel meetings in accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6, et. seq. The status of holding Township Council meetings will be determined on a meeting by meeting basis at the discretion of the Council President.

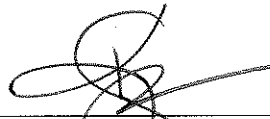
This Administrative Order shall take effect immediately, and shall only be rescinded when Governor Murphy withdraws the Public Health Emergency and State of Emergency in the State of New Jersey declared by Executive Order 103, or by a subsequent Administrative Order issued by me declaring that a public health emergency no longer threatens the public health, safety and welfare.

Since this is an on-going and rapidly-evolving situation, this Administrative Order may be modified, amended or rescinded as conditions warrant. The Township Clerk shall post this Administrative Order in such places in the Municipal Building where other public notices are posted and shall send a copy of same to each member of Council. The Township Public Information Officer shall post this notice on the Township website. The Township Emergency Management Coordinator shall forward this notice to the County OEM Director and the County Administrator.

The provisions of this Administrative Order are severable. If any part of this Administrative Order is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect.



Michael A. Soriano
Mayor

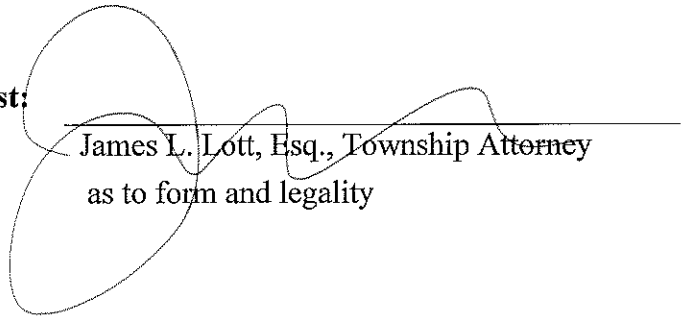


Keith Kazmark
Business Administrator



Khaled Madin, Municipal Clerk

Attest:



James L. Lott, Esq., Township Attorney
as to form and legality