

Important Information Regarding Business at the Municipal Building

Blair County is moving into the “green phase” of the Governor’s plan for the new normal with respect to Covid-19 on June 5, 2020.

As of June 5, the municipal building will continue to be locked.

Beginning on *June 8, 2020*, the following procedures will be in place and a mask is required of anyone seeking entry to the building.

WATER AND SEWER PAYMENT OFFICE: Water & Sewer customers are encouraged to continue to use the drop safe located on the alley for their payments, however, they may gain entry to make their payments in person by using the buzzer at the front entrance and speaking to an employee who will allow them entry. Social distancing markers will be visible to those customers as they enter. Please follow directional signs and do not attempt to venture to other departments in the building.

CODE DEPARTMENT: Persons wishing to discuss or submit applications for zoning or building permits are encouraged to call 695-7543 to make an appointment or he or she can buzz at the front entrance to speak to an employee who will contact Mr. Harbison in the **Code Department**. Mr. Harbison may be available at that time to accept an application or to discuss business with a customer in a CDC compliant office in the building. If he is not available, the person is asked to call to make an appointment.

POLICE DEPARTMENT: Persons seeking to contact the **Police Department** are asked to call 695-3711 or to buzz at the front entrance to discuss their needs with an employee. Payments for tickets can be made through the drop safe on the alley.

MANAGER’S OFFICE: Persons who may need to apply for a street closing permit or submit an application for new water and/or sewer taps through the **Manager’s Office** may buzz at the front entrance and ask for someone in the Manager’s Office. The Manager’s Office may also be reached by calling 695-7543.

COMMUNITY RELATIONS & EVENTS: Persons who may need to meet with or speak with the **Director of Community Relations and Events** Katrina Pope may buzz at the front entrance and ask for her or call 695-7543 or 696-0544. Ms. Pope may meet with customers in a CDC compliant office, or if she is not available, please call to make an appointment.

PUBLIC MEETINGS: Meetings will continue to be held as currently- teleconference or virtual, until such time that the Borough feels that it can adequately meet the CDC guidelines.

OTHER INQUIRIES MAY BE EMAILED TO secretary@hollidaysburgpa.org