



March 23rd, 2020

RE: COVID-19 Pandemic & Town Operations

Dear Residents & Business Owners:

Effective at 5:00 PM today, Governor Hogan ordered the closing of all non-essential businesses/agencies. Municipal Governments are identified by the federal government as essential agencies, and the Town will continue to provide essential services, without interruption. All departments will remain open during regular business hours, but with reduced staffing to allow adequate social distancing and focus on essential functions. Trash pickups will continue through our contractor, without interruption. Until we receive further guidance from the Governor's Office, we will continue to operate under these conditions.

Town Hall will remain closed to the public, but staff are available by phone/email, Monday – Friday, 8:00AM – 4:30PM. To observe the Governor's increased social distancing order, administrative staff will be reduced to one staff member per day. If you would like to speak with someone about your tax bill, please call on Fridays or email the Town Clerk. If you have questions about your utility bill, please call on Mondays or email the Water/Sewer Clerk.

Heather Slough
Town Clerk
townclerk@townofboonsboro.com

Amanda Wells
Water/Sewer Clerk
adminassist@townofboonsboro.com

Water/Sewer and Public Works Departments will also have reduced staff, but all essential services, including emergency-response, will continue uninterrupted. Please continue to report emergencies, as directed on the Town's website. The Police Department will continue normal operations and coverage. For non-emergency calls, staff is available Monday – Friday, 8:00AM – 4:00PM.

Beginning this Saturday, March the 28th, the Yard Debris Site will open to residents, from 8AM – 12PM, on the Spring/Summer/Fall Schedule. The Monday Brush & Yard Debris Pickup has been suspended until May 4th and the opening of Shafer Park and Park facilities has been postponed until May 1st.

We know how hard this is for everyone. During this difficult time, please remain calm and focus on what we can do slow the spread of the coronavirus, and how we can best protect our loved ones and ourselves: 1) Avoid gatherings of more than 10 people, 2) if you don't have an essential reason to leave your house, you should stay home, and 3) practice good hygiene. Thanks to all our residents for everything you're already doing and we'll provide more updates, as necessary.

Sincerely,

Howard Long, Mayor
Town of Boonsboro