

*** * NEWS RELEASE * ***

Date: March 18, 2020
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Town of Schodack Announces Availability of Essential and Non-Essential Services During COVID-19 Outbreak

Essential Town of Schodack Services including Police, Transfer Station, and Water & Sewer Services Continue to Be Available

Many Non-Essential Services Will Only Be Available Remotely, Including Bill Payments, Permit Applications, and Job Applications

Town Supervisor David B. Harris Has Declared a State of Emergency, During Which the General Public is Prohibited from Entering Town Buildings Unless Expressly Stated Below

SCHODACK, NY - Town Supervisor David B. Harris has announced that Town Hall and all Town public buildings, including the Highway Garage, Transfer Station, and police headquarters, will be closed to the public effective immediately through Monday, March 30, 2020, except in very limited circumstances as detailed below.

The Schodack Police Department will continue to respond to all emergency calls.

"Following recommendations public health officials, we have developed procedures in an effort to prevent further spread of COVID-19," said Schodack Supervisor David B. Harris. "These changes will take effect immediately. We remain in constant contact with public health officials, and we will implement further restrictions if the situation warrants. These temporary changes in operations are intended to help protect both our residents and our employees, especially our first responders, and ensure we are adhering to social distancing recommendations provided by public health experts."

A department-by-department list of Town services currently available and unavailable can be found below:

Schodack Police Department:

- SPD will continue responding to all emergency calls for service.
- Minor calls for service, such as minor property complaints, may be handled via phone or through a postponed report.

- Access to administrative reports, including police incident reports and FOIL responses, will be handled via email and/or phone. No in-person document requests will be facilitated at Police Headquarters (1797 Columbia Turnpike).
- Police Headquarters (1797 Columbia Turnpike) will be closed to the public until further notice.
- Please visit <https://www.schodackpolice.com> or call **518-477-8077** for more information on non-emergency Police Department information. In an emergency, please dial 911.

Transfer Station:

- Open for waste disposal and recycling.
- In-person transactions (purchase of punch cards & credit card payments) may take place but we are asking residents to remain in their vehicles and allow personnel to facilitate transaction.

Department of Water and Water Supply:

- Your tap water is safe to drink - the COVID-19 virus has not been detected in drinking water. Learn more about the virus and water/sewer infrastructure by visiting <https://www.epa.gov/coronavirus/coronaviruscand-drinking-water-and-wastewater#boil>
- Water bills may be paid by mail or by placing payment in green drop box at Town Hall (No walk-ins). Information is available online at <https://www.schodack.org/receiver-taxes/pages/payment-options>.
- In-person transactions will take place by appointment only. Individuals must call 518-477-7918 to set up an in-person appointment at 265 Schuurman Road, Castleton, NY 12033
- If you have an emergency (back up, sink hole, water main break, flooding) contact Highway/Water Department at (518) 766-4000.
- Please visit www.schodack.org

Town Clerk and Vital Statistics:

- Services that will continue to be accessible online
 - FOIL Requests
 - Filing of Death Certificates
 - Request certified copies of marriage records & certificates of domestic partnership
 - Park rentals
 - Fishing license
- Services that are suspended until further notice include:
 - Passport applications & renewals
 - License applications for Marriages & Domestic Partnerships, and Games of Chance including BINGO

- In-person transactions will take place by appointment only. Individuals must call the Town Clerk at (518) 477-7590 or Vital Statistics at (518) 477-7590 to set up an in-person appointment at Town Hall.
- Please visit <https://www.schodack.org/town-clerk>, call (518) 477-7918, or email deb.curtis@schodack.org for more information.

Human Resources:

- The Town of Schodack encourages all prospective employees to apply for Town jobs online at www.schodack.org
- Please visit <https://www.schodack.org/human-resources/pages/employment-opportunities> for more information.

Building Department:

- All permit applications, payments, and other transactions will take place via phone, mail, email, or online.
- Construction inspections; emergency inspections, and vacant building inspections will continue to occur.
- Transactions that must be facilitated in-person may only occur by appointment. Individuals must call (518) 477-7940 to set up an In-person appointment.
- Please Visit <https://www.schodack.org/building-department> call (518) 477-7940, or email <https://www.schodack.org/user/1043/contact> for more information.

Department of Planning & Zoning:

- All permit applications, payments, and other transactions will take place via phone, mail, email, or online.
- Transactions that must be facilitated in-person may only occur by appointment. individuals must call (518) 477-7938 to set up an in-person appointment.
- Meetings of the Planning Board and Board of Zoning Appeals will be held via live stream.
- Please visit <https://townhallstreams.com/towns/schodack>

Park Department:

- Park facilities will be closed effective immediately to evaluate further precautions necessary to safeguard the health and wellbeing of community members and staff.
- Please visit www.schodack.org for more information.

Comptroller's Office:

- All Town payments must be processed by mail.
- If you are unable to make a payment by mail, in-person appointments may be available on a case-by-case basis. You must contact the Town Hall at 518 477-7919 and follow prompts.

Public Meetings, including meetings of the Town Board, Planning Board, Board of Zoning Appeals and Public Hearings:

- Effective immediately, all meetings, public hearings, and other gatherings of Town of Schodack, that have not already been cancelled will be physically closed to the public.
- Meetings that continue as previously scheduled will be available via live stream, and public comment will be available via email. All messages will be entered into meeting minutes as is already done in the normal course of business. Applicable phone numbers and email addresses will be provided as part of the updated notice for each applicable meeting.

Town Court - Vehicle & Traffic, Landlord/Tenant:

- Effective immediately, the following changes to the Town's Court schedule have taken effect as per the New York State Office of Court Administration's memo in conjunction with the Town of Schodack Court System. These changes may be subject to further modification based on future directives from the Office of Court Administration:
 - o Vehicle & Traffic Court
 - Adjudication of all outstanding tickets has been suspended
 - Please do not come to Court to adjudicate the applicable ticket – a notice will be mailed that will include a new adjudication date
 - o Landlord/Tenant Court
 - Adjudication of all outstanding cases has been suspended
 - Please do not come to Court to adjudicate the applicable case - a notice will be mailed that will include a new adjudication date
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- Please contact the Town of Schodack Court Clerk at (518) 477-9390 or visit <https://www.schodack.org/justice-court> for any additional information.

State of Emergency Declaration:

Supervisor Harris has declared a State of Emergency and signed an Emergency Order directing all Town buildings be closed to the public unless expressly provided for above.