



# *Borough of Greencastle*

60 NORTH WASHINGTON STREET • GREENCASTLE, PENNSYLVANIA 17225-1230 • PHONE (717) 597-7143 • FAX (717) 597-1734

**EDITOR:** The following information is for immediate release. If you have any questions, contact Borough Manager Lorraine Hohl at 717.597.7143 or [lhohl@greencastlepa.gov](mailto:lhohl@greencastlepa.gov)

## **COVID-19: BOROUGH OF GREENCASTLE RESPONSE Effective: March 18, 2020**

**Borough of Greencastle:** On Monday March 16th, the Borough of Greencastle issued a Local Disaster Emergency Declaration in response to the COVID-19/Coronavirus outbreak in the Commonwealth of Pennsylvania. The Declaration issued by the Borough allows Borough Departments to suspend regulatory requirements deemed necessary to respond to this disaster and to conduct Borough Business.

**Borough Office Hours:** The Borough office will be closed to the public but still accessible by email and phone at 717.597.7143 or [office@greencastlepa.gov](mailto:office@greencastlepa.gov)

Monday: 8:30a.m. to 7:00p.m.

Tuesday - Thursday: 8:30a.m. to 4:30p.m.

Friday: 8:30a.m. - 1:00p.m.

Essential staff will continue to serve the public in their roles with modifications.

**Public Meetings:** The Borough has cancelled all public meetings through the end of the month. In person meetings with Borough staff are limited to essential meetings only. The April meetings of the Borough Council, Planning Commission and Greencastle Area, Franklin County, Water Authority are TBD.

**Planning & Zoning:** The Borough will not be accepting any Land Development/Sub-Division applications through April 6<sup>th</sup>.

**Building Permits:** The Borough will continue to receive building permit applications electronically, via USPS and/or by dropping the completed application with applicable documents in the drop-box located at 60 N. Washington St.

**Utility Fees:** Utility bills have not yet been disbursed. When residents receive their bill, they are encouraged to make payments online, mailing payments via USPS and/or dropping them in the drop-box located at 60 N. Washington St.

**Parking Tickets:** Should a parking ticket need paid, payments can be mailed to the Borough Office via USPS or placed in the drop-box at 60 N. Washington St.



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**Public Works/Sewer/Water Departments:** The Public Works, Sewer and Water Departments will conduct limited and essential work at this time. Any employees working will be following recommended social distancing as well limiting any public interaction. We will respond to emergencies as needed.

**Police:** The Borough of Greencastle Police Department will continue to respond to calls as normal while taking necessary steps to protect the health and safety of our officers and the public.

**Fire/EMS:** Our volunteer fire company, and their EMS team will continue to respond to calls as normal, taking necessary steps to protect the health and safety of emergency personnel and the public.

**Borough Residents:** Borough residents will have access to updates about Borough operations along with developments on the outbreak on the Borough's website and Facebook page.

We understand these are very challenging and uncomfortable times. These temporary modifications will require cooperation, flexibility and understanding as Borough operations will function but in a much more limited capability. Emergency services and vital public services will NOT be affected. The Borough of Greencastle encourages all residents and visitors to follow the recommendations of appropriate health agencies.