



April 1, 2020

Updates are listed in red.

In response to Governor Wolf's mitigation guidance, the Borough of Pottstown will institute practices to assist in slowing and preventing the spread of COVID-19.

Effective March 17, 2020, all Borough of Pottstown municipal buildings are closed to the public until further notice. In addition, most public meetings are cancelled until further notice. All recreational events are cancelled until further notice. Please refer to the Borough calendars for any updates: <https://www.pottstown.org/418/Calendars>

The Borough will continue to provide essential services. Regular business and client services will be conducted via email (preferred) or telephone.

As of March 20, 2020, paid parking has been suspended in the downtown and municipal parking lots until further notice.

#### **Finance and Tax Department**

- The Borough of Pottstown is committed to the health and safety of all of our customers, communities, and employees. In an effort to keep all parties safe, we have made the decision to temporarily suspend water service termination until May 1, 2020. We will continue to evaluate this as events unfold. If you have questions or concerns regarding your water service billing, please contact the Finance Department by phone M-F 7:30am to 4pm at 610-970-6530 or by email at [finance@pottstown.org](mailto:finance@pottstown.org).
- The Finance Department will be available via email (preferred) at [finance@pottstown.org](mailto:finance@pottstown.org) or telephone at 610-970-6530. Payments may be mailed, paid online, or placed in the drop box in the Police Department lobby.

#### **Licensing and Inspections**

- No rental, building, or property transfer inspections will be taking place.
- On a very limited case-by-case basis emergency permits will be issued and inspections for items such as water service and sewer lateral repairs will take place. ONLY items addressing life safety and necessary needs.
- All applications for permits or inspections are available on the website. Applications will be processed via mail, email at [LNIadmin@pottstown.org](mailto:LNIadmin@pottstown.org), or placed in the drop box in the Police Department.
- Licensing and Inspections will be available via email (preferred) at [LNIadmin@pottstown.org](mailto:LNIadmin@pottstown.org) or telephone at 610-970-6520.

## **Public Works**

- Public Works will be responding to calls for immediate attention, such as malfunctioning traffic lights, debris in the road, water main breaks, sewer main backups, etc.
- All non-emergent services will be addressed as capacity allows.
- Public Works will be available via email (preferred) at [publicworks@pottstown.org](mailto:publicworks@pottstown.org) or via telephone at 610-970-6527.

## **Parks and Recreation**

- All Borough playgrounds and the Bark Park are closed until further notice.
- No public restrooms in Borough Parks will be available until further notice.
- Organized activities and gatherings of more than five (5) individuals in Borough Parks are prohibited until further notice.
- All programs are postponed beginning March 17, 2020 until further notice.
- Parks and Recreation will be available via email (preferred) at [pottsparks@pottstown.org](mailto:pottsparks@pottstown.org) or telephone at 610-970-6608.

## **Human Resources**

- Available via email (preferred) at [humanresources@pottstown.org](mailto:humanresources@pottstown.org) or telephone at 610-970-6514.

## **Water and Wastewater Treatment Plants**

- As a reminder, do not flush anything but human waste and toilet paper down the toilet. Other items will clog the sanitary sewer and cause problems in your home, business, and sewer mains. Please do not flush things such as:
  - Wipes
  - Paper towels, napkins, and tissues
  - Diapers
  - Feminine hygiene products, etc.
- Available via email [utilities@pottstown.org](mailto:utilities@pottstown.org) (preferred) or telephone 610-970-6545 (Water Treatment) and 610-970-6540 (Wastewater Treatment).

## **Police Department**

- The Police Department will be open and providing service as usual. Please dial 9-1-1 for service.

## **Borough Manager's Office**

- Available via email (preferred) at [administration@pottstown.org](mailto:administration@pottstown.org) or telephone at 610-970-6511.

## **Airport**

- Pottstown Municipal Airport is open.

## **Transit**

- Beginning Thursday, April 2, 2020, PART will institute a **Rear Door Entry Policy**. Those with disabilities and/or requiring assistance are permitted to utilize the front door.
- PART will not collect fares on any fixed route buses beginning on April 2<sup>nd</sup> and continuing through May 1<sup>st</sup>.
- At this time, transit is operating on a normal schedule.
- The sale of roundtrip and multi-ride bus passes has been suspended until further notice.
- PART is no longer issuing senior or half-fare bus passes. Passengers are able to ride for free or half-fare, as eligible, by showing photo identification and a Medicare card to the bus driver until further notice.
- Email [takepart@pottstown.org](mailto:takepart@pottstown.org) with inquiries.