

HELP US TO HELP YOU

MUNICIPAL OFFICES & FACILITIES UPDATE

Municipal Offices

- Physical public access to all Municipal offices will be suspended through March.
- The Lobby will be open to the public for drop off only.
- All offices are open and Municipal Staff will be available during this time to answer questions and concerns from the public **via telephone and email**; however, no in-office visitation will be permitted for the duration.
- All resident and property owners are encouraged to utilize our online payment options for taxes and utility payments.

Building Department & Fire Prevention Bureau

- Permit application drop off and pick up in Lobby only.
- Telephone screening for symptoms of COVID-19 prior to all appointments and inspections will be occurring.
- The Borough will be erring on the side of caution and the inspectors will be using discretion when entering dwellings and interacting with individuals. Only essential contractors, homeowners, or authorized representatives necessary for the completion of any inspection, shall be on site during such inspection in an effort to limit unnecessary contact.
- All non-essential inspections by the Building Department are suspended through March.
- Residential smoke, carbon monoxide and fire extinguisher inspections for resale and rental of residential dwellings will occur; however, only one realtor, homeowner, or authorized representative, shall be on site during such inspection in an effort to limit unnecessary contact.

Police

- The Medicine Drug box drop off located at police headquarters will not be available until further notice.
- Anyone wishing copies of police reports are to call the Records Department at 973-475-7136 and reports will be emailed to you. Do not come to headquarters.
- No firearms applications will be processed or issued until further notice.
- When calling the Police Department for any emergencies, our dispatcher will ask direct questions regarding the reason for the medical emergency, such as type of illness, if flu related or if any travel has occurred.

Court Office

- Court session for March 25, 2020 is cancelled. Payments by check or money order can be put in the drop box. **NO CASH**. Any questions, please call 973-962-6146.

Ringwood Library

- The Ringwood Library is not open, but is staffed and is there to help you. Please see the attached flyer.

Thank you for your cooperation.

Scott Heck