



March 18, 2020

Dear Northfield Residents:

The outbreak of the Novel Coronavirus COVID-19 has changed our way of life in ways that we have never seen. We have been monitoring the outbreak and its progression very closely. While there is much that we don't know about the virus, there is evidence that the following measures may save lives by slowing the spread of the virus.

As a precautionary step in response to the Corona Virus, the City of Northfield Municipal Building will be closed to the public as of 12:00pm on Thursday, March 19, 2020, and remain closed to the public until further notice. Employees will be at the Municipal Building during regular business hours (see below) and available by phone or email to address your needs and concerns. You may make an appointment with a specific department using the emails and numbers provided; they are also listed on the City website at www.cityofnorthfield.org.

Online services, including forms and the ability to make payments for tax and sewer, will continue to be available on the City website.

For payments, you can also use the Drop Box located at the base of the ramp at the rear entrance to the building. If using the Drop Box, please make sure you:

1. Pay with checks only
2. Place payment in a sealed envelope clearly marked with the name of the department or service for which you are making payment
3. If you need a receipt, please provide a self-addressed, stamped envelope.

Police, Fire, Ambulance, and Public Works operations will continue as normal. Trash collection by the ACUA is scheduled as usual as of this date; we will advise you if this changes, but you can also visit their website at WWW.ACUA.COM

We encourage you to heed the recommendations and guidelines of the Federal, State and Local Governments that will protect our Community. Please consider the following resources and seek information from trusted sources: the Center for Disease Control at www.cdc.gov or 800-232-4636 and the Governor's Coronavirus Hotline: 800-222-1222.

We know this is a very serious matter, but there is no need to panic. If we all commit to taking these steps and following the recommendations, this too shall pass. As your Mayor it is my promise to do what is best for the health and safety of our residents and employees.

Department Contact Information:

Unless otherwise noted, offices will be staffed Monday – Friday from 8:30am-4:30pm

Municipal Clerk: mcanesi@cityofnorthfield.org 609-641-2832 x 123

Finance Office: ksmith@cityofnorthfield.org 609-641-2832 x 122

Building Department * : dmcbride@cityofnorthfield.org 609-641-2832 x 141

**Monday and Friday 8am-11:30am; Tuesday through Thursday 8am-4pm*

Housing/Zoning/Code Enforcement **: mdattalo@cityofnorthfield.org 609-641-2832 x 140

***Monday through Friday 8am-4pm*

Tax Collector: mkirtsos@cityofnorthfield.org 609-641-2832 x 126

Planning Board Secretary: ratlas@cityofnorthfield.org 609-642-2832 x 127

Registrar of Vital Statistics: ratlas@cityofnorthfield.org 609-642-2832 x 127

Tax Assessor***: msykes@cityofnorthfield.org 609-641-2832 x 128

**** there will be no regular hours for the Assessor until further notice*

Police: Emergencies Call 911 Non Emergencies 609-641-3122

Sewer: Emergencies 609-641-3122

For general questions please call the Municipal Clerk's Office at 609-641-2832, ext 125 or 123.

Sincerely,



Erland V.L. Chau

Mayor