

CITY OF  
**CHARLESTOWN**

EST. 1808

Dr. Treva Hodges, Ph. D.  
MAYOR

**FOR IMMEDIATE RELEASE**

**CHARLESTOWN CITY OFFICES TO CLOSE FOR IN-PERSON BUSINESS**

*March 18<sup>th</sup>, 2020 – Charlestown, IN* - **In an effort to assist in decreasing the spread of Coronavirus (COVID-19), the City of Charlestown will close municipal facilities including City Hall to in-person business beginning at noon today until further notice.** The decision was announced this morning in the regularly scheduled Board of Public Works meeting during which Mayor Treva Hodges issued [Executive Order \(2020-EO-1\)](#), declaring a state of local disaster emergency in the municipality.

**In addition to providing for the closure of municipal facilities to in-person business, the order makes provisions for employees to work remotely, ensures that employees forced to take leave for shutdown or illness will receive their standard pay and benefits, and establishes containment protocol for required public meetings in order to decrease the number of physical participants.** The executive order was affirmed at an emergency meeting of the Charlestown Common Council at 10:00 am following the Board of Public Works meeting.

Mayor Hodges said that, “While this closing can be an inconvenience, we believe it is imperative to provide a safe working environment for city employees and to help protect our community by following the advice of medical professionals who recommend social distancing as the most effective strategy to slowing the spread of this virus.”

The order and confirming resolution by the council maintain make provisions for community members to maintain access to public meetings by encouraging virtual participation via the city’s Facebook page and by allowing residents to email public comment statements regarding agenda items to the mayor at [mayor@cityofcharlestown.com](mailto:mayor@cityofcharlestown.com).

All public comment requests received up to one hour before the beginning of the public meetings during the emergency protocol period will be read aloud into the record by the presiding officer.

**Customers who need to pay sanitation or sewer bills** have the option to do so online via the city’s webpage <http://cityofcharlestown.com/how-do-i/pay-my-water-bill/> or by dropping their payment into the deposit box to the left side of the entry door. Requests for building permits or inspections or planning and zoning applications can be made by contacting the building commissioner’s office (502) 297-2387 [tonyjackson@cityofcharlestown.com](mailto:tonyjackson@cityofcharlestown.com) or (502) 631-1754 [buildinginspector@cityofcharlestown.com](mailto:buildinginspector@cityofcharlestown.com).

**Sanitation requests** will continue to be met and customers may call the city’s main line at (812) 256-3422 and press 1 for utilities then 4 to reach the sanitation dispatcher to request extra trash, limb, or junk removal.

**In order to help encourage healthy social distancing strategies, the City of Charlestown in partnership with the Charlestown Township Trustee’s Office has also implemented an Assistance Outreach Program.** If a resident or a loved one is unable to leave their home due to age, disability, or [high risk factors](#) for infection, should display symptoms and or be placed on home quarantine, they may enroll in the Assistance Outreach Program by phone or by completing an online form. More information is available at this link: <http://cityofcharlestown.com/aop/>

**All other questions or concerns** during normal operating hours (8am-4:30pm) may be addressed to the city’s Mobile Receptionist (502) 631-0332 or to Mayor Treva Hodges at (502) 297-4390.

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