

March 17, 2020

Updated and Additional Changes to Municipal Operations

Please note the following changes and additions to protocols set forth in our posting dated March 13:

Effective immediately all playgrounds are closed to public use through April 15.

Effective immediately the Village basketball court will be closed through April 15.

Effective 4 pm Tuesday, March 17, 2020 Village Hall and the James Harmon Community Center are closed to the public. The Village Hall and JHCC will be operating with reduced staff and some staff will be working remotely. Anyone having business with the Village should contact the relevant department. Contact information can be found on the Village website [here](#). Please seriously consider whether you can accomplish your business by phone or email. Notary services will not be available. Parking stickers will not be available. The Police Department remains open in Village Hall and can always be accessed by phone. Contact information [here](#). In an emergency dial 911 or the Police Department can be accessed by ringing the doorbell on the front door to Village Hall.

The Food Pantry will be available by appointment. Please call 478-2471.

The Building Department will have a bin where plans and applications can be dropped off (the bins will be rotated so that any material received will not be reviewed for 72 hours). Call or email before visiting Village Hall and make an appointment if you want to speak with the Building Inspector or his staff [here](#).

The DPW will continue operations for refuse and recycling pick up and emergency work only, and will take recommended personal protection steps. Information about the DPW services can be found [here](#).

All non-essential public meetings will be cancelled. No members of the public will be allowed to attend meetings, but e-mail comments will be received. Remote access for Board members will be arranged.

Hastings-on-Hudson Village Justice Court, in accordance with directives from the New York State Office of Court Administration, is suspending all non-essential court functions until further notice, effective at 5:00 PM, Monday March 16, 2020. Therefore, all criminal, civil, landlord-tenant, small claims, moving violations, and parking matters are adjourned to May 6, 2020. Payment for all moving and/or parking tickets on-line will continue to be available via the Village website, you can pay online at: <http://hastingsgov.org/tickets>.

During this period, preliminary proceedings such as arraignments for criminal matters and applications for orders of protection will be handled during business hours at a centralized location in the County Courthouse in White Plains and after hours in the Hastings-on-Hudson Justice Court Courtroom in the usual fashion with appropriate distancing protocols being followed.

You may correspond with the court at court@hastingsgov.org or call 914 478 3403.

Thank you,

Mayor Nicola Armacost and Village Manager Mary Beth Murphy

March 13, 2020

Dear Residents and Staff

In the evolving situation surrounding the COVID-19 pandemic the Village has established protocols for meetings, public gatherings and staffing the purpose of which is to reduce situations where people congregate so as to reduce the spread of the virus to both Village staff and the public. We continue to recommend that everyone adopt personal protection activity found [here](#) such as washing your hands frequently, avoiding touching your face, sneezing or coughing into a disposable tissue and avoiding crowds whenever possible.

In addition, the Village Protocol for programs, meetings, public gatherings, Village facilities and staffing during the COVID-19 situation is as follows:

1. **APPLICATION.** This protocol applies to staff, board and committee members and the general public **effective Monday, March 16 through April 15 unless otherwise indicated.** It will be extended or decreased as circumstances require.
2. **REVIEW.** The protocol will be reviewed and adjusted as necessary to address the evolving situation and direction from other levels of government.
3. **PUBLIC ACCESS.** **All non-essential visits to Village offices and facilities should be postponed.**
4. **TECHNOLOGY DEPARTMENT.** The Technology Department will be issuing notices 24/7 as it always has to keep the public informed of any changes and necessary updated information via Email, Facebook and Twitter. [WWhoH-TV Cablevision channel 75 and FIOS 43](#) will be broadcasting Hastings Government & Community News as well as [Hastings School District Channel 77 and FIOS 27](#) will be broadcasting Hastings School District News. Go to [WWhoH-TV.org](#) on the internet to view all programs
5. **PUBLIC MEETING SCHEDULE.** All board and commission meetings and all ad hoc and advisory board and committee meetings except the Board of Trustees and the March Planning and Zoning Board of Appeals meetings are cancelled. Exceptions will be made where a board, commission or committee believe a meeting is essential because of a matter that requires immediate attention. In these cases please contact the Village Manager. Schedules and cancellations can be found on the Village website [here](#).
6. **ILLNESS.** **If you are sick, stay home and do not attend a meeting or public gathering. Guidance as to what to do if you are sick can be found [here](#).**

7. **PUBLIC COMMENT.** If you wish to provide comments on a matter before any Board but do not wish to attend the public meeting an email or letter may be sent through our website or USPO and it will be circulated to the entire Board or Committee to which it is addressed. Board and Committee contact information is found [here](#).
8. **CONDUCT OF MEETINGS.** If a Board or Committee lacks a quorum because of lack of attendance by members, as long as the meeting was properly noticed the Board or Committee may discuss agenda items but no decision or resolution may be made. It should be stated at the beginning that no quorum is present and that items may be discussed but no decision will be made.
9. **LIBRARY.** The Library Board has elected to close the Library to the public. On line services will continue. Library information regarding book returns and other matters can be found [here](#). The Library will not be staffed from Saturday March 14 at 2 pm to April 1. Any inquiries may be made to: HAS@wlsmail.org.
10. **JHCC, P&R and COMMUNITY SERVICES PROGRAMS.** The JH Community Center will be closed to events and programs including meetings such as the Girl and Boy scouts. There will be
 - a. No rentals of the community room. See P&R contact info [here](#).
 - b. No drop-in program for youth on weekdays or weekends. See Youth Advocate contact info [here](#).
 - c. No Senior exercise or Bingo Senior service. See Senior Outreach contact info [here](#).
 - d. Senior trips to the grocery store will continue two times per week.
 - e. The Food Pantry will be available by appointment. Please call 478-2471.
 - f. Youth Employment services will be available by e-mailing lturbej@HOHschools.org.
 - g. Safe Rides will remain available by calling 914.478.2471
11. **POLICE DEPARTMENT.** The Police Department will continue to operate as normal and will take recommended personal protection steps. Information about the PD can be found [here](#).
12. **VOLUNTEER FIRE DEPARTMENT.** The HVFD will continue to operate as normal and will take recommended personal protection steps. Information about the VFD can be found [here](#).
13. **DPW.** The DPW will continue to operate as normal and will take recommended personal protection steps. Information about the DPW and online resources can be found [here](#).

14. **VILLAGE MANAGER.** The Manager's office will continue to function in the Village Hall and remotely as necessary. Contact information for the Village Manager can be found [here](#).
15. **PARKS & RECREATION.** The Parks and Rec Department and Community Services will continue to operate in the JHCC at this time and remotely as necessary. Residents and others having business with Parks and Rec. and Community Services are asked to call or e-mail rather than personally coming in whenever possible. Information about P&R and on line registration and services can be found [here](#).
16. **TREASURER DEPARTMENT.** The Treasurer's office will continue to operate in Village Hall and remotely as necessary. Staff and vendors having business with the Treasurer's Office are asked to call or e-mail rather than personally coming into Village Hall whenever possible. Information about the Treasurer Department can be found [here](#).
17. **VILLAGE CLERK'S OFFICE.** The Village Clerk's Office will continue to operate in the Village Hall and remotely as necessary. Residents and others having business with the Clerk's Office are asked to call or e-mail rather than personally coming to Village Hall whenever possible. Notary services, parking stickers and handicap stickers should be postponed whenever possible. Information about the Clerk's Office and online resources can be found [here](#).
18. **BUILDING DEPARTMENT.** The Building Department will continue to operate in the Village Hall at this time and remotely as possible. Building Dept. inspections will continue unless there is a situation requiring postponement. Residents and applicants having business with the Building Department are asked to call or e-mail rather than personally coming in whenever possible. Information about the Building Department and on line resources can be found [here](#).
19. **COURT.** The Court Office will continue to operate in the Village Hall at this time. The Court will practice social distancing and handle adjournments on a case by case basis at this time. Information about the Court, online payments etc. can be found [here](#).
20. **CLEANING.** Maintenance and cleaning staff will continue to clean and disinfect the Village Hall and facilities daily.

Thank you
Mayor
Nicola Armacost

Village Manager
Mary Beth Murphy
March 13, 2020

