



FOR IMMEDIATE RELEASE

EFFECTIVE MARCH 18, 2020 – PUBLIC ACCESS RESTRICTIONS

Based on the information and direction provided by Governor Mike DeWine's office in regards to the ongoing Coronavirus pandemic, Village offices will be closed to the public until further notice.

At this time, all Village offices will remain fully staffed and continue to provide services to the public through e-mail, telephone and regular mail support. Additionally, our Fire and Police Departments will continue to respond to all emergency situations in order to protect the lives and properties of our community.

During this closure, the following changes will take place:

- Town Hall, Carlisle Fire, Carlisle Police and Service buildings will be closed to the public. Access to these buildings will only be granted for authorized personnel.
- All Carlisle public parks will remain open, but the restroom facility at Roscoe Roof Park will remain closed to reduce the possibility of virus transmission. Shelter rentals will be suspended until further notice.
- Payments for all Village offices – including Tax, Utility, and Mayor's Court – may be made by using any of the following options:
 - Telephone – via credit card
 - Mail – check or money order
 - Town Hall Payment Drop Box – check or money order in a sealed envelope marked "Utility", "Tax", or "Court".
- Zoning and Building permit applications may be submitted electronically, through the regular mail, or by utilizing the Town Hall Payment Drop Box. All submissions using the drop box must be in a sealed envelope and clearly marked as "Zoning". Email confirmation will be provided within 24 hours

(business day) if a valid email is provided with the application. Telephone confirmation of receipt may be obtained by contacting the Zoning Department. Estimated timeframe for processing the application is as follows:

- Zoning Permit – ten (10) to fourteen (14) business days.
- Building Permit – up to thirty (30) calendar days.

As this situation continues to evolve, we will provide updates to the public through our Village website (www.carlisleoh.org) and Facebook pages. We apologize for any inconvenience this may occur and will do our best to accommodate our citizens' needs during this difficult time. Our primary focus is and will continue to be the health, safety and welfare of our community. We encourage everyone to follow the recommendations of our regional, state and national agencies to protect your families and those of the larger community.

Please contact the following departments for direct assistance with any questions or concerns:

- **Utility** – Melanie Livesay, Utility Clerk
 - (937) 746-6312 or mlivesay@carlisleoh.org
- **Income Tax** – Dinee Kier, Income Tax Clerk
 - (937) 746-0555 or dkier@carlisleoh.org
- **Mayor's Court/Police Administration** – Rachel Butler, Clerk of Court/Police
 - (937) 746-0117 or rbutler@carlisleoh.org
- **Finance** – Ryan Rushing, Finance Director
 - (937) 743-7727 or rrushing@carlisleoh.org
- **Service Department** – Dan Casson, Service Director
 - (937) 746-2675 or dcasson@carlisleoh.org
- **Zoning/Building Permits** – Jennie Harover, Manager's Secretary
 - (937) 746-0555 ext. 210 or jharover@carlisleoh.org
- **Code Enforcement** – Jim Wahlrab, Code Enforcement Officer
 - (937) 746-0558 or jwahlrab@carlisleoh.org
- **Administration** – Julie Duffy, Village Manager
 - (937) 746-0555 ext. 210 or jduffy@carlisleoh.org

For additional information about the Coronavirus, please visit the Warren County Health District at www.warrenchd.com.