



PRESS RELEASE

UPDATED: Wednesday April 1, 2020

RE: Novel Coronavirus

Village and Town of Massena TOWN HALL Procedures

Effective 8:00 AM March 18, 2020 until April 20, 2020

In addition to the concern for the health and safety of our residents, as well as the health and safety of our staff, the Town Hall Building will be **CLOSED** to the general public effective 8:00 am Wednesday, March 18 until April 20th, 2020.

The Town Clerk's office will remain **OPEN 9:00 am until 1:00 pm Monday – Friday BY APPOINTMENT ONLY**. Please call 315-769-5228 to make an appointment. Birth, death and marriage certificates can also be obtained by accessing vitalchek.com .

The remainder of administrative functions at the Town Hall will continue as normal, however, any business should be conducted via telephone or email.

As is usual practice, residents are reminded that water bill payments may be placed in the box in the front of the Town Hall, placed in the mail, or for those wishing to pay in cash, at NBT Bank. Online payments are also accepted through our website (Massena.us).

Town and County Tax payments may be placed in the box in front of the Town Hall, placed in the mail or online on our website (Massena.us).

Should you require a notary public, please inquire with a local bank or attorney's office or call the Town Clerk's office at 315-769-5228 to make an appointment.

Contact information for specific departments located within the Town Hall building is listed below:

Village Clerk / Mayor's Office

Email: villageclerk@village.massena.ny.us

Phone: 315-769-8625 (option 1 for Village Clerk)

Town Clerk

Email: townclerk@massena.us

Phone: 315-769-5228

Supervisors OfficeEmail: bmossow@massena.us

Phone: 315-769-3588

Receiver of TaxesEmail: tpryce@massena.us

Phone: 315-769-7109

Village & Town CourtEmail: akerley@massena.us or cbarber@massena.us

Phone: 315-769-5431

Code Enforcement / Building OfficeEmail: codeclerk@village.massena.ny.us

Phone: 315-769-6803

Assessor's OfficeEmail: ybrand@massena.us

Phone: 315-769-6924

Village TreasurerEmail: treasurer@village.massena.ny.us

Phone: 315-769-7052 (Option 3)

Water Billing Dept.Email: ltyo@village.massena.ny.us or jlocey@village.massena.ny.us

Phone: 315-769-7052

The Town and Village of Massena are taking the above steps at this time in order to minimize impact on our community. Please keep in mind, these procedures are subject to change at any time. We strongly encourage our residents to follow the recommendations provided by St. Lawrence County Public Health Department, New York State Department of Health, and the Centers for Disease Control and Prevention Services. For more information, please refer to:

<https://www.stlawco.org/Departments/PublicHealth/>

<https://www.health.ny.gov/diseases/communicable/coronavirus/>

<https://www.cdc.gov/coronavirus/2019-ncov/about/index.html>

<https://www.cdc.gov/coronavirus/2019-ncov/prepare/prevention.html>

Also, information that may be helpful in explaining novel coronavirus to children may be found here:

[https://www.nasponline.org/resources-and-publications/resources-and-podcasts/school-climate-safety-and-crisis/health-crisis-resources/talking-to-children-about-covid-19-\(coronavirus\)-a-parent-resource](https://www.nasponline.org/resources-and-publications/resources-and-podcasts/school-climate-safety-and-crisis/health-crisis-resources/talking-to-children-about-covid-19-(coronavirus)-a-parent-resource)