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| Village Hall insert BEST | **Village of South Russell**  5205 Chillicothe Road  South Russell, Ohio 44022    MAYOR WILLIAM G. KOONS  (440) 338-6700 X224 |

**ALL VILLAGE OFFICES CLOSED TO THE PUBLIC**

To ensure the government of the Village can continue to function and serve the needs of the residents of South Russell, the offices of the Village will be closed to the public effective immediately until further notice. The closure of the Village public buildings will minimize potential COVID-19 exposure and possible transfer.

**BUILDING DEPARTMENT**

The department will still be accepting submissions for meetings, applications for building and zoning permits, pavilion permits, etc. and process them in a timely manner. A bin has been placed outside the Building Department door with envelopes, paperclips and rubber bands. Please place your submission/paperwork in the bin (any payments in an envelope, marked with the address of the job and name of contractor and please call to let us know a payment is enclosed). You can also submit applications by email to [building@southrussell.com](mailto:building@southrussell.com) or call the Building Department at (440) 338-1312 with any questions or concerns. Items can be placed in the bin during normal Building Department hours Monday thru Thursday 8:00 A.M. – 2:15 P.M.

**FISCAL OFFICE - ADMINISTRATION**

The bin outside of the Building Department can be used for anything being dropped off for the Fiscal Office or Administration between 8:00 A.M. – 4:00 P.M. Monday thru Friday. You can email the Fiscal Officer at [fiscalofficer@southrussell.com](mailto:fiscalofficer@southrussell.com) or call (440) 557-5533 with any questions or concerns.

**SERVICE DEPARTMENT**

The bin outside the Building Department can be used for anything being dropped off for the Service Department between 8:00 A.M. – 4:00 P.M. Monday thru Friday. You can email the Street Commissioner at [streets@southrussell.com](mailto:streets@southrussell.com) or call (440) 338-6700 x 236 with any questions or concerns.

**POLICE DEPARTMENT**

The Police Department lobby will be closed for routine walk-in reports until further notice unless an immediate emergency exists. A new online reporting system has been activated where a resident can submit a report to the Police Department without the need for a personal visit. The "Citizen Reporting System" can be found at [www.frontlinepss.com/southrussell](https://l.facebook.com/l.php?u=http%3A%2F%2Fwww.frontlinepss.com%2Fsouthrussell%3Ffbclid%3DIwAR2iX1XtcE_NosjiarOJemiNHco1aVuwLhWd-NwPixA7_xQxt932Jb1B-_c&h=AT020qulfyXtTzzpd4-VH9iS0co9pBZ0rihaaU_ru_JkdwTb2n5DWL_QCmjm90qIsC-xD-cxV899eEMDDfP92pkYd_sztSwc6A32Zc8bioqXwe1uBMN-wQUamnyC6cLHE3EKXPRL3UrebKzsY1NTWgp59JiHCIa50uUX85gxQjg7FCi41NS94PmlEbgXf65VYfx6ldIDpepHSM_rHq8yq4D4utjyer037gLHAx2uNTafbClfEjt4DbCcU6hx2SrLb_BhieyC2ctvqeJ_sle-AD_8nThfgzXEqDiTwSEFuqaBuE3Xbtwaz8-hjlI8EdvVFw0jhTk7N52DqggVBKMKEAlLT8SBPqsDHKX08YKgGVDIjzqARdTOVfDjuWbmb6BMbsW3obX4Lv9t5QmbKyY0YVpjL8xlGFc198zJhGMsYtGt5XDwWthdwA19dbQH9wlwMH9I9jmGRuhCD5jm1vtFn-cVbyMWz7_J48skn-xpAOK7A_X99uNY2H0K6bpub2BksL86FsbaaTxQIEnzHjUtf4llKfEkyJz9hOqdtjcTvRilcupTByAVPr4QTKp42P3PRfR6-dhEItFpeADkMKgcMcZy4N8DaUgAIwhk9rBZlIzGXCL5r9e3xEvAY0l-49eTghW8k0xkv7jdNX7DjtmpuCLXz5OK-xM4OjcfloYBmCRC).

In addition to the online reporting system, non-emergency reports will be taken over the phone. The direct line to the Police Department is 440-338-7611. We will continue providing essential services including lockouts, alarms, and routine calls for service while making every effort to maintain the safety and security of the Village.  
There will be ***NO c***itizen fingerprinting until further notice.

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All Village employees will continue to serve in their respective roles as normal. If you need to speak with someone during this time, please contact us via phone or email.

***THANK YOU FOR YOUR COOPERATION AND UNDERSTANDING DURING THIS UNPRECEDENTED TIME.***