



DINGMAN TOWNSHIP

Continuity of Operations Plan

UPDATED JUNE 16, 2020

EFFECTIVE IMMEDIATELY UNTIL FURTHER NOTICE:

- You are encouraged to communicate with Township staff via telephone and email. There will be NO in-person meetings with staff at the Township Offices. **This includes assistance with completing permit applications.**
- The Township Office will remain fully staffed, but access by the public will be limited to the main lobby area. **Masks MUST be worn inside the Township building, and social distancing must be observed.** In-person visits should be done only when absolutely necessary, and must be brief in nature.
- Permits will continue to be processed and inspections conducted, but the following will apply:
 - New Permits: Application packets can be mailed to you or the forms can be printed from our website. **Completed** applications can be mailed in with the appropriate fee deposit or can be dropped off. ALL INCOMING PAPERWORK WILL BE QUARANTEENED FOR 24 HOURS prior to being processed.
 - Plan Revisions/Form Corrections: If you received notification that changes are needed to permit forms or plans that have previously been submitted, we encourage those revisions, supplements, and updates to be done via email to the Township Office. Note that some printing charges may apply. Before submitting paperwork electronically, please call the office (570-296-8455) to review the procedures.
 - Please schedule inspections with the Township (zoning, sewage, well) or Code Inspections (building) as usual, but we retain the right to delay the inspection if you or a family member are ill and the inspection requires us to enter your home.
- Planning Commission and Parks & Recreation Commission meetings are **resuming**, but attendance by the public will be limited to a maximum of ten people or less depending on the number of Board members and Township staff in attendance.
- The Board of Supervisors meetings will continue to be available via Zoom and starting with the June 16th meeting will be open to a maximum of ten people attending in-person.
- The Township Park on Log Tavern Road will remain **open** provided guidance posted is observed. The playgrounds will remain closed at least until June 19th; opening is dependent upon supplies of disinfectant being received. (Playgrounds opened June 24, 2020)
- The trails at the Bridge Nature Preserve on Twin Lakes Road will remain **open**.

The Board of Supervisors will continue to monitor the COVID-19 situation, recommendations and directives, and will make adjustments as needed. All updates will be posted on the Township website – dingmantownship.org.

We apologize for any inconvenience, but together we can help minimize the effects of this pandemic.

Sincerely,

DINGMAN TOWNSHIP BOARD
OF SUPERVISORS