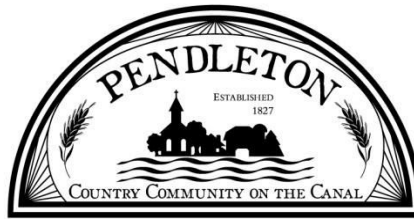


**TOWN OF PENDLETON**  
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November 15, 2020

## **Town Operations Update**

Town leaders continue to monitor daily updates of COVID infection rates regionally and in Niagara County and I'm sure all are aware that current trend data has caused alarm throughout Western New York. From the beginning, the Town has consistently been proactive in taking action to ensure the health and safety of employees while maintaining the services residents rely on. Therefore, effective Monday, November 16, 2020, the following modifications to Town operations will take place until further notice:

- The Town Hall and Public Works Facility will be closed to the public. Appointments may be made, as necessary, with a specific Town office for assistance.
- All forms of business transactions will continue to be possible through the locked drop box located outside the west entrance to the Town Hall.
- All Town departments are still available by phone, email, and USPS mail.
- Town playgrounds are closed.
- Town meetings will be closed to the public and streamed online in accordance with the Governor's Executive Orders.

Over the coming weeks we will continue to monitor COVID infection rates and hope to reopen Town offices as soon as possible. Thank you for your patience and understanding.

A handwritten signature in blue ink that reads "Joel Maerten". The signature is written in a cursive, flowing style.

Joel Maerten, Supervisor

*Released for distribution 3:00 PM, November 15, 2020*