



## PRESS RELEASE

In an effort to reduce the exposure of both the public and our staff to the Coronavirus (COVID-19), the City of Trenton is taking precautionary steps effective Friday, March 20<sup>th</sup>, 2020, which will be assessed on April 10<sup>th</sup>, 2020 or earlier. There will be no public access to the City Building located at 11 East State Street or the Public Works Building located at 2917 Woodsdale Road. There will continue to be access to the Police Department. All departments will be available via email or telephone, see below with regards to departmental specifics.

**Building/Zoning**– During this temporary office closure, contractor’s and residents are encouraged to postpone the submission of a zoning or building permit application; however, if a permit is needed, building and permit applications will be accepted via mail, email at [building-zoning@cityoftrenton.com](mailto:building-zoning@cityoftrenton.com), or placed in a sealed envelope marked “Building & Zoning” and placed in the City drop box located behind the Historical Museum. All submissions need to have a contact name and number, an email address and a completed application form which is located on the City website: (<https://www.ci.trenton.oh.us/mt-content/uploads/2019/08/building-zoning-application.pdf>). City staff will follow up with the applicant regarding fees. Approved permits can be emailed to applicants and this digital set of approved plans can be utilized as the required onsite copy for inspection purposes.

Questions regarding building permit requirements, building code or inspections, should be directed to National Inspection Company (NIC) at 888-433-4642. For information on past and active building permits, please visit NIC’s Permit Inquiry Page: [http://internal.franklininfo.com/BDSHTML\\_MJ/cph\\_Main.aspx](http://internal.franklininfo.com/BDSHTML_MJ/cph_Main.aspx). (COPY AND PASTE THE LINK)

For questions regarding zoning specifically, please contact Bill Jones at [bjones@ci.trenton.oh.us](mailto:bjones@ci.trenton.oh.us) or call 513-988-6307.

For general building & zoning inquiries, please email [building-zoning@cityoftrenton.com](mailto:building-zoning@cityoftrenton.com) or call 513-988-6304 ext. 150.

\*Please do not leave inspection requests on voicemail\*

**Finance** – Income tax payments and utility payments can be made by mail or the drop box located in the City Parking Lot behind the Historical Society Building. Water payments may continue to be made on-line through the City website at [www.cityoftrenton.com](http://www.cityoftrenton.com), and by credit card over the telephone at 513-988-6305. If you need to speak with someone regarding water bill questions, water sign ups, or water emergencies during normal office hours, please call 513-988-6305.

The City of Trenton will follow the IRS and extend the deadline for income tax payments to the City of Trenton by ninety (90) days. Income tax payments may also continue to be made by credit card over the telephone at 513-988-6305. For income tax preparation, phone appointments may be scheduled during normal business hours. Extended evening hours on April 14<sup>th</sup> and 15<sup>th</sup> have been cancelled. Documents must be received in the tax office via mail, or the drop box, prior to your scheduled phone appointment. Contact the tax office at [tax@cityoftrenton.com](mailto:tax@cityoftrenton.com) or you can call 513-428-0158.

**Fire Department** – All public education classes, fire inspections, and tours are suspended. High risk/high hazard inspections to be reviewed by Fire Administration. Family members will not accompany patients to the hospital unless determined to be critical to the transport. For questions contact Fire Chief Darrell Yater, 513-428-0190 [dyater@ci.trenton.oh.us](mailto:dyater@ci.trenton.oh.us) and Asst. Fire Chief Brian Sebald, 513-428-0192, [bsebald@ci.trenton.oh.us](mailto:bsebald@ci.trenton.oh.us). Emergencies call 9-1-1.

**Mayor's Court** – Mayor's Court has been cancelled until April 22, 2020. If your court date was March 25<sup>th</sup>, 2020 or April 8<sup>th</sup>, 2020 your new date will be April 22, 2020; or a date as determined by further Order of this Court. If you have been ticketed for OMVI with ALS Suspension, you will be contacted for a court date. Any questions, please contact Lynn Sorrell at 513-428-0101 or [lynn@ci.trenton.oh.us](mailto:lynn@ci.trenton.oh.us).

**Police Department**– Please review [Chief Scott's Letter regarding Police Operations on our website: https://www.ci.trenton.oh.us/mt-content/uploads/2020/03/so-20-003-letter-from-chief-scott.pdf](https://www.ci.trenton.oh.us/mt-content/uploads/2020/03/so-20-003-letter-from-chief-scott.pdf) . For questions contact 513-988-6341. For Emergencies call 9-1-1.

**Service Department** – Please contact Rob Leichman at 513-428-0157 or [Rob@CityofTrenton.com](mailto:Rob@CityofTrenton.com).

**Economic Development Department** – Please contact James Foster at 513-988-6306 [jfoster@ci.trenton.oh.us](mailto:jfoster@ci.trenton.oh.us).

**City Manager's office** - Please contact Sharon Leichman at 513-988-6304 ext. 150 or [sleichman@ci.trenton.oh.us](mailto:sleichman@ci.trenton.oh.us).

**Mayor and City Council's office** - Please contact Laura Daley at 513-428-0100 or [ldaley@ci.trenton.oh.us](mailto:ldaley@ci.trenton.oh.us).

For general questions or more detailed information about each department, please visit our website at <https://www.ci.trenton.oh.us/>.