

# **Freeport Office Procedures**

**Adopted 8/10/20**

## **Phone Calls**

Water billing issues will be forwarded to Treasurer by email or message taken and left in her box

Water supply issues will be forwarded to Water Operator by email or message taken. The Water Operator cell # will be given to customer for an emergency or important situation.

Cemetery issues will be forwarded to DPW cell phone or email

Planning and Zoning Questions will be forwarded to Planning and Zoning Chairperson email or cell phone, or Zoning Administrator's email depending on the question.

Residential would go to Zoning Administrator, Commercial would go to Planning and Zoning Chairperson.

## **Mail**

Mail that is addressed to a specific person on the council, employee or department should be put into that persons box unopened. An email should be sent to said person making them aware that they have received mail.