



To: Residents of the Town of Munster
From: Wendy Mis, Clerk-Treasurer
Date: March 16, 2020
Subject: COVID-19

Clerk-Treasurer's office

The Clerk-Treasurer's office has been following the guidelines of health officials for several weeks as we became increasingly aware that COVID-19 was a serious threat to our staff and residents. We have been diligently washing our hands, and we use and offer hand sanitizer while in the office. We have been conscientiously wiping down work surfaces and the common areas in our office area. Staff has been advised to stay home if they have any cold or flu-like symptoms or if they have been exposed.

Our office has numerous state-mandated timetables we must adhere to and we are responsible for paying the Town's employees. I am deeply appreciative of our staff and their faithful reporting to work each day although they may wish they could remain at home.

At this time, our office is maintaining normal hours. We are recommending you make credit card payments via the Town of Munster website. If you pay by check, use the big red drop box in the Town Hall parking lot. If you do not have an envelope, write the **SERVICE ADDRESS** in the memo section of the check. We remind you that you can enroll in autopay and now would be a good time to sign up. [Click here or visit: www.munster.org/egov/documents/1421276946_59216.pdf](#) to enroll or contact our office and we will email or mail you the autopay registration form.

If you have any questions, don't hesitate to reach out: wmis@munster.org or 219-836-6945.