



# CITY OF HEATH

Mark D. Johns  
Mayor

Jay R. Morrow  
Auditor

David C. Morrison  
Director of Law

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1287 Hebron Road \* Heath, OH 43056 \* P: (740) 522-1420 \* F: (740) 522-6324 \* [www.heathohio.gov](http://www.heathohio.gov)

For Immediate Release

From the office of Mark D. Johns – Mayor of Heath

Staff working in the Heath Municipal Building, 1287 Hebron Rd., strive to provide excellent customer service to the residents of our city. With the COVID-19 outbreak, it also is prudent for us to protect the general public and staff members from the spread of this virus.

Therefore, as of 11:59 p.m. on March 16, 2020, I am directing city employees working in our tax and utility billing departments to suspend all in-person customer assistance at the municipal building. There will be no walk-up tax services provided. Any previously-scheduled tax services appointments are cancelled, and those who scheduled them will be notified. No utility bill payments, utility account openings, or any other transactions will be taken in-person at the front window of the city office area. U.S. Passport processing also is suspended.

To continue serving the community's tax-preparation needs, we are offering drop-off tax preparation. In one sealed envelope, taxpayers can drop off copies of their tax documents (such as W-2s and your Federal tax return documents for example) and our tax department staff will prepare their returns and contact them with the results. This will be followed up by sending copies of the prepared returns to the taxpayers for their records. Tax return forms and information are always available on the city's website at [www.heathohio.gov](http://www.heathohio.gov) by selecting the "Departments" heading, and then choosing "Tax". Forms also will be made available just inside the main doors on the south side of the municipal building.

For utility billing payments, please put your utility billing stub, along with your payment, in a sealed envelope. If you do not have your billing stub, be sure to include the name and address of the account you are paying. Payment by check is preferred, but if cash payment is made in excess of the amount due, the difference will be applied to next-month's bill. As always, for your convenience, utility bill payments may be made on the city's website at [www.heathohio.gov](http://www.heathohio.gov) by selecting the "Departments" heading, and then choosing "Utilities". Also, payments may be made over the phone by calling 740-522-1420, and then pressing the number 1.

A secure drop-off box is located in the parking lot to the Heath Municipal Building. This box should be used for all tax documents and utility bill payments, rather than coming into the building for personal assistance. More details regarding these changes to our income tax and utility payment processes are available on the city's website ([www.heathohio.gov](http://www.heathohio.gov)) and the city's official Facebook account (@CityOfHeathOhio).

All city staff members hope the taxpayers, and those holding utility accounts with the City of Heath, understand the reasons why we must take these measures. The need to help prevent the COVID-19 virus from spreading to others in the community, as well as the city staff, must take precedent at this time. We appreciate your patience and compliance with these necessary steps. The city staff is available by phone (740-522-1420) during regular office hours (M-F, 8:30 a.m. to 4:30 p.m.).

Respectfully,

A handwritten signature in blue ink, appearing to read "Mark D. Johns", with a stylized flourish at the end.

Mark D. Johns  
Mayor – City of Heath



# POLICE DEPARTMENT

*"AN INTERNATIONALLY ACCREDITED AGENCY"*

David W. Haren  
Chief of Police

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1287 HEBRON RD. • HEATH, OHIO 43056 • (740) 522-2141 • FAX (740) 522-6365

To: Citizens of Heath

Date: 03/16/2020

## Restrictions to Heath Police Department and officer responses to calls

Due to the Outbreak of Covid-19 and restrictions established by the CDC, Governor DeWine, and local authorities The Heath Police Department is limiting all access to the police station.

Citizens may contact the Heath Police Department by phone at 740 522-2141 reference any non-emergency situation. Non-emergency reports may be handled over the phone. On-duty officers will assist citizens by completing reports over the phone.

Emergencies please call 911. Any emergencies will still be addressed and responded to based on the particular emergency.

1. Record releases will be electronic only.
2. Impound release questions are directed to call 740 522-2141 to request the modified procedure.
3. Property Releases will be suspended, pending a court order.
4. No fingerprinting or Background checks will be conducted.
5. Abandoned property will not be collected at this time.
6. HPD lobby will be secured at all times. Please call or approach the exterior intercom system.
  - a. The dispatcher will direct people to wait in their vehicles or in the lobby in limited cases.

We apologize for the necessary changes and will continue to monitor the situation.

Please be safe and follow CDC recommendations on social distancing and best health practices during this difficult time.

Respectfully,

Chief David Haren



# INCOME TAX BUREAU

Bev Shepherd  
Tax Administrator

1287 Hebron Road \* Heath, Ohio 43056 \* P: 740/522.3427 \* F: 740/522.2105 \* [www.heathohio.gov](http://www.heathohio.gov)

## DROP-OFF INSTRUCTIONS FOR TAX PREPARATION

The Heath Income Tax Department is happy to provide customer service to the residents of Heath. As everyone is aware, the COVID-19 is spreading rapidly throughout our state; therefore, in the best interest for the health and well-being of our staff and community, we are suspending all in-person contact at this time until further notice.

We are offering drop-off tax preparation in order to still serve the community. Feel free to use the drop box in our parking lot. Please note the following:

1. You may drop off copies of your tax documents in the drop box. **Make sure to include all W-2's and your Federal return. Please seal your documents in an envelope and provide a phone number, just in case we need to contact you for additional information.**
2. You may also mail your documents to our office.
3. **FOR YOUR PROTECTION AND SECURITY, PLEASE DO NOT EMAIL YOUR DOCUMENTS.**
4. Our office will review any returns that are already completed, as well as prepare returns with the information provided for those that submit all proper documentation for tax preparation.
5. We will send copies of the returns that we prepare to those individuals for their records.
6. You may still make payments over the phone as our staff will still be here during normal business hours.

You may contact our office with any additional questions you may have by calling 740-522-3427 or by email at [tax@heathohio.gov](mailto:tax@heathohio.gov). Again, PLEASE DO NOT EMAIL YOUR DOCUMENTS. We apologize for any inconvenience that this may have caused.

Thank you,

Heath Income Tax Department

OFFICE HOURS: MONDAY - FRIDAY - 8:30 AM TO 4:30 PM



## DROP-OFF INSTRUCTIONS FOR UTILITIES PREPARATION

The Heath Utilities Department is happy to provide customer service to the residents of Heath. As everyone is aware, the COVID-19 is spreading rapidly throughout our state; therefore, in the best interest for the health and well-being of our staff and community, we are suspending all in-person contact at this time until further notice.

### **Utility Payment options:**

1. Secured Drop box:
  - a. located outside of the Municipal building by the handicapped parking spaces
  - b. Preferred payment method: check or money order
  - c. Cash payments: any payment exceeding the amount due, the difference will be applied to your next-month's bill
  - d. Include your payment stub with your payment in a sealed envelope. If you do not have your payment stub, print your name and address on the outside of the sealed envelope.
2. Online: [www.heathohio.gov](http://www.heathohio.gov)
  - a. checking, debit or credit card payments. (Visa, Mastercard, Discover)
  - b. click on Departments / click on Utilities / click on View your balance and Pay your bill / Enter your account number (using decimal points between the numbers)
3. Phone: 740-522-1420, press 1
  - a. checking, debit or credit card payments. (Visa, Mastercard, Discover)
  - b. Enter your account number (without decimal points) / Use Jurisdiction Code: 43056
4. Any Park National Bank location
  - a. Include your payment stub

### **New Utility account / Name Change: (sign-up for new water/wastewater service)**

1. Fill out Direct Billing Agreement form
  - a. Effective date: Move in date
  - b. Service Address: New address
  - c. Property Owner portion for new property owners and landlords
  - d. Tenant portion for all tenants
2. Place form in our secured outside drop box located outside of the Municipal building by the handicapped parking spaces
3. Take a General Information – Heath Water / Sewer Billing packet
4. The \$15 account activation fee will be applied to your first month's bill.

You may contact our office with any additional questions at 740-522-1420 or by email at [billing@heathohio.gov](mailto:billing@heathohio.gov)