

## **TOWN OF GRETNA**

### **SOCIAL DISTANCING DUE TO CORONAVIRUS**

While our employees continue their daily work, to minimize the risk of exposure to, and spreading of, the Coronavirus (COVID-19), effective Wednesday March 18, 2020, and until further notice, the Town of Gretna will close Town Hall offices to the general (*walk-in*) public. If you need information other than to make a payment, please call us at 434-656-6572 and we will work to accommodate you, including if necessary, an appointment time for you to come into the office.

**Please rest assured that all essential services will continue uninterrupted – Water, Sewer, Garbage, Brush Pick-Up, Police, etc.**

Accordingly, we ask our citizens to make payments with the Town through a number of other options.

- Use the envelopes provided on our front door to make your payment. Please **deposit your payment through the slot on the front door** and a receipt will be mailed to you. Please make sure the name on the account is noted on the envelope.
- From 8:00 a.m. – 4:30 p.m., you may **call our office at 434-656-6572 to place your payment by Credit or Debit Card**. We will mail you a receipt for your payment.
- **Payments may be online on the Town's website: [www.townofgretna.org](http://www.townofgretna.org)**  
You will need your name and account number to make a payment this way. When making a payment online, the system will give you an online receipt. Your account number can be found on your bill or you may give us a call and we will be glad to look it up for you.

We apologize for any inconvenience our citizens experience because of the Pandemic and, as always, we appreciate your cooperation, understanding and the continuing opportunity to serve you. Should you have any questions or concerns, please call us at 434-656-6572.

Sincerely,  
David A. Lilly  
Town Manager