



March 16, 2020

Dear Citizens of Williamston:

Re: COVID-19 Response

The Town of Williamston continues to prepare for and respond to the Coronavirus COVID-19 pandemic. The Town's department directors and Board have been following the COVID-19 virus closely. Our priority is health and safety of our staff and citizens. Please note while staff will be onsite during regular office hours and will continue to serve our citizens, all Town facilities will be closed to the public.

Citizens are encouraged to conduct town business online / by phone / through drop box / drive-through as much as possible. Examples include:

- Water payments and taxes may be paid online at www.townofwilliamston.com – or – Make checks payable and remit to: Town of Williamston, PO Box 506, Williamston, NC 27892.
- For customer convenience, a bill payment drop box is located in the drive-thru at Town Hall.
- The drive-thru window will remain open from 8 am to 5 pm.

The following procedures will go into effect 8 am Tuesday, March 17th, 2020 and will remain in effect until further notice is given:

- City Hall will close to the public beginning 3/17/2020 at 8 am until further notice with the exception of the drive-thru window. Almost all business with the Town can be done online, or via telephone or email. If it absolutely cannot be completed via any of these methods, call us at (252) 792-5142 as appointment-only visits will be considered.
- Other Town-operated buildings, such as the Fire Department, Police Department and Public Works buildings are closed to the public but can be reached by phone:
 - Fire Department: call 911 in case of emergency. Nonemergency: (252) 792-3521
 - Police Department: call 911 in case of emergency. Nonemergency: (252) 792-2124
 - Public Works: call (252) 792-1024
- Gaylord Perry Park indoor facilities will close at noon on 3/16/2020 and remain closed until further notice. Shelter reservations that are impacted will be canceled and refunded. Outdoor facilities will tentatively remain open.
- Godwin Coppage Park outside facilities will tentatively remain open but all inside events have been cancelled.

This is a rapidly evolving event. Please maintain awareness and monitor for further updates from the Town of Williamston. Also, as per the CDC advice, stay at home if you are sick, or if you have a sick family member in your home. Thank you in advance for your understanding in this matter.

Sincerely,

John O'Daniel
Town Administrator