

Newberry County  
Executive Committee  
July 11, 2022  
6:00 P.M.

1. Call to Order - Les Hipp, Chairman
2. Additions, Deletions and Adoption of the Agenda
3. Update from Human Resources Director, Debbie Peake
4. Request approval to redirect funds for FTE Grant Writer to a Grant Writer Consultant Service through an RFP process – Christopher Inglese
5. Recommendation to establish an Emergency Services fee on all taxes on vehicles and boats - Tommy Long
6. Discussion of facilities maintenance - Christopher Inglese
7. Request to amend Ordinance No. 03-08-21 An Ordinance permitting the Newberry County Joint Planning Commission and the Newberry County Board of Zoning Appeals to conduct virtual/electronic meetings permanently and establishing certain attendance requirements – Katie Werts
8. Executive Session
  - (1) Discussion of negotiations incident to proposed contractual arrangements and proposed sale or purchase of property, the receipt of legal advice where the legal advice relates to a pending, threatened, or potential claim or other matters covered by the attorney-client privilege, settlement of legal claims, or the position of the public agency in other adversary situations involving the assertion against the agency of a claim.
9. Public Comments
10. Comments from Committee Members
11. Adjournment



**Newberry County  
Administration**  
1309 College Street  
Newberry, SC 29108  
803-321-2100

### Agenda Briefing-Executive Committee

|  |  |
|--|--|
| Prepared By: Tommy Long                              | Title: Emergency Services Director       |
| Department: Emergency Services                       | Division: Emergency Management           |
| Date Prepared: 06-27-22                              | Meeting Date: 07-11-22                   |
| Legal Review: NA                                     | Date:                                    |
| Budget Review: 6-13-22                               | Date: 06-13-22                           |
| Approved for Consideration:                          | Date: 06-13-22                           |
| Request Consideration by Committee / County Council  | Public Safety Committee Approved 6-13-22 |
| Subject: Emergency Services Fee on Vehicle and Boats |  |

**STAFF'S RECOMMENDED ACTION:** Staff recommends to executive committee to establish a 3-to-5-dollar Emergency Services fee on all taxes on vehicles and Boats. This would generate additional funding to provide funding for salaries, equipment, and other needs withing Emergency Services. This would generate approx. \$130,890 @ 3 dollars and 218,150 @5 dollars. This is FY 2020/2021 data.

**FIDUCIARY:**

|   |  |     |  |    |
|---|--|-----|--|----|
| Are Funds allocated in the department's current fiscal year budget? |  | Yes |  | No |
| If no, is a budget amendment necessary?                             |  | Yes |  | No |

**ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:** Legislation recently passed to allow this tax to be added to the tax bills.

**COUNTY ATTORNEY'S OFFICE FEEDBACK/POSSIBLE AREA (s) OF LEGAL EXPOSURE:**

**SUMMARY DISCUSSION:**

**ADDITIONAL COMMENTS FOR CONSIDERATION:**

**ATTACHMENTS:**



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### Agenda Briefing

|  |                             |
|--|-----------------------------|
| Prepared By: Katie Werts   | Title: Zoning Administrator |
| Department: Planning & Zoning  | Division: N/A               |
| Date Prepared: July 6, 2022  | Meeting Date: July 11, 2022 |
| Legal Review: N/A  | Date: N/A                   |
| Budget Review: N/A   | Date: N/A                   |
| Approved for Consideration: N/A  | Date: N/A                   |
| Request Consideration by Committee / County Council: Executive Committee         |                             |
| Subject: Modifications to Ordinance 03-08-21 for Joint Planning Commission & BZA |                             |

**STAFF'S RECOMMENDED ACTION:**

Planning and Zoning staff would like amend Ordinance #03-08-21 with the following conditions:

**Monthly Stipend**

- Continuing education hours must be obtained prior to receiving monthly stipend checks.
- Board member will be back paid for meetings attended prior to earning their continuing education hours.

**Attending Meeting Virtually**

- Board member must be seen and able to communicate during entire meeting to earn monthly stipend check.
- Limited to two virtual meetings per year.

**FIDUCIARY:**

|   |  |     |  |    |
|---|--|-----|--|----|
| Are Funds allocated in the department's current fiscal year budget? |  | Yes |  | No |
| If no, is a budget amendment necessary?                             |  | Yes |  | No |

**ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:**

N/A

COUNTY ATTORNEY'S OFFICE FEEDBACK/POSSIBLE AREA (s) OF LEGAL EXPOSURE:

SUMMARY DISCUSSION:

Planning and Zoning staff would like amend Ordinance #03-08-21 to improve our members training and monthly meetings.

ADDITIONAL COMMENTS FOR CONSIDERATION:

None

ATTACHMENTS:

Ordinance No. 03-08-21

STATE OF SOUTH CAROLINA )  
 )  
COUNTY OF NEWBERRY )

**ORDINANCE NO. 03-08-21**

**AN ORDINANCE PERMITTING THE NEWBERRY COUNTY JOINT PLANNING COMMISSION AND THE NEWBERRY COUNTY BOARD OF ZONING APPEALS TO CONDUCT VIRTUAL/ELECTRONIC MEETINGS PERMANENTLY AND ESTABLISHING CERTAIN ATTENDANCE REQUIREMENTS**

**WHEREAS**, County Council, through the passage of an emergency ordinance, has allowed for virtual/electronic meetings as a means of assuring that the work of the Newberry County Joint Planning Commission (“JPC”) and the Newberry County Board of Zoning Appeals (“BZA”) will continue during the COVID-19 pandemic; and

**WHEREAS**, County Council now wishes to permanently authorize the ability of the JPC and BZA to hold meetings through virtual/electronic means.

**NOW, THEREFORE, BE IT ORDAINED BY NEWBERRY COUNTY COUNCIL, IN MEETING DULY ASSEMBLED, THAT:**

The JPC and BZA shall adhere to and follow the procedures listed herein whenever they hold a virtual/electronic meeting.

**PRIOR TO MEETING**

- A. Those members of the JPC or BZA may attend by virtual/electronic means, provided they must be able to hear any and all comments made by the public, staff, and other members of the Commission or Board.
- B. All public participants and attendees, staff and other members of the Commission or Board shall be able to hear the comments, motions, and votes of all the members of the Commission or Board attending such meeting by virtual/electronic means, as well as those of any officials or staff required to speak at such meeting.
- C. Other than establishing electronic connections, there shall be no communications among the members of the Commission or Board attending virtually/electronically, unless such communication is part of the meeting and can be heard by all public participants and attendees.
- D. The comments, motions, and votes of the members of the Commission or Board attending virtually/electronically shall be recorded in the minutes of the meeting, and the meeting itself shall be recorded in the same manner as would a physical meeting of the body.
- E. Any member that will be unable to attend a meeting in person who wishes to attend virtually shall give advance notice to either the Chairman or the County Zoning Administrator stating the reasons they are unable to attend in person. Once they are appearing virtually in the meeting, they shall also preface any action by stating for the public record the reason they are unable to attend in person.

**MEETING PROTOCOLS**

- A. Immediately after calling the meeting to order, the presiding officer shall poll the members of the Commission or Board to confirm attendance.
- B. Any vote of the Commission or Board must be conducted by individual vote of the members of the Commission or Board, who shall verbally indicate their vote on any matter by stating “yea” or “nay” or signify by raising their hand at the appropriate time. All individual votes shall be recorded by the clerk or presiding officer, as appropriate.
- C. All members of the Commission or Board, officials, staff, and presenters should identify themselves and be recognized prior to speaking.
- D. Members of the Commission or Board shall strictly comply with the ordinary procedural rules, standards of decorum and good practices applicable to physical meetings of the Commission or Board, particularly as such rules and standards apply to being recognized by the presiding office, to preserve order and allow for the effectiveness of virtual/electronic meetings.
- E. With respect to any virtual/electronic meeting, members of the public may submit written public comments which shall be distributed to the members of the Commission or Board.

**QUORUM**

Any member attending a meeting of the JPC or BZA by virtual/electronic means, whether physically present or not, shall be counted as present in determining the quorum for such meeting.

This Ordinance is effective upon third reading.

**AND IT IS SO ORDAINED** by Newberry County Council this \_\_\_ day of \_\_\_\_\_, 2021 in meeting duly assembled at Newberry, South Carolina.

(SEAL)

**NEWBERRY COUNTY COUNCIL**

By: \_\_\_\_\_  
Henry H. Livingston, III, Chairman

Attest:

\_\_\_\_\_  
Susan C. Fellers, Clerk to Council

1<sup>st</sup> reading: March 3, 2021  
2<sup>nd</sup> reading: \_\_\_\_\_  
3<sup>rd</sup> reading: \_\_\_\_\_

Reviewed and approved as to form.

\_\_\_\_\_  
Wayne Adams, County Administrator

\_\_\_\_\_  
A.J. Tothacer, Jr., County Attorney