

## McCormick County Action Plan

### COVID-19

#### **Administration**

As cases of the Coronavirus increase causing an imminent threat to the citizens and visitors of McCormick County, it is necessary for McCormick County to implement emergency planning for anticipated problems and prepare for emergency actions needed to confront the challenges of the Coronavirus. To meet public emergencies affecting life, health, safety or property of the people, and pursuant to SC Code Section 4-9-130, County Council voted unanimously to adopt an emergency ordinance March 20, 2020 at a Special Emergency Called Meeting, through Go To Meeting App.

McCormick County Council finds that an emergency resulting from the Coronavirus pandemic exists and adopts this Emergency Ordinance - State of Emergency to address this emergency.

Subject to, and in compliance with, Federal and/or State Law, this Emergency Ordinance shall remain in force until emergency conditions associated with the Coronavirus have subsided and/or this Emergency Ordinance automatically expires as of the sixty-first day following the date of enactment - whichever occurs first.

In addition, the County Council Adopted Emergency Ordinance Allowing For Electronic Meetings.

Effective 5 PM March 20, 2020 all county offices are closed to the general public. However, in an effort to minimize the spread of Coronavirus and implementing precautionary measures County government plans to provide effective and efficient services to all citizens.

Updates will be provided on County website and Facebook.

Website: [www.mccormickcountysc.org](http://www.mccormickcountysc.org)

Phone: 864-852-2231 Fax: 864-852-2783

Email: Columbus Stephens, Administrator [cstephens@mccormickcountysc.org](mailto:cstephens@mccormickcountysc.org)

Crystal Barnes, Asst. to Admin./Clerk to Council [cbarnes@mccormickcountysc.org](mailto:cbarnes@mccormickcountysc.org)

#### **Assessor**

Effective Monday March 23, 2020 the McCormick County Courthouse will be closed to the public due to the COVID-19 Virus. Our office can be reached by Phone, Email, Fax and USPS. Office hours are Monday thru Friday 9AM to 5PM. Also please visit the Assessor's page on the McCormick County web site, [www.mccormickcountysc.org](http://www.mccormickcountysc.org) to download legal residence and agricultural exemption forms.

Phone: 864-852-2931 Fax 864-852-2930

John Powell email [jpowell@mccormickcountysc.org](mailto:jpowell@mccormickcountysc.org)

Susan Buck email [sbuck@mccormickcountysc.org](mailto:sbuck@mccormickcountysc.org)

Judy Fuller email [jfuller@mccormickcountysc.org](mailto:jfuller@mccormickcountysc.org)

## **Auditor**

Phone: 864-852-2107 Fax: 864-852-0071

Clarissa Parks [cparks@mccormickcountysc.org](mailto:cparks@mccormickcountysc.org)

## **Building Department**

Phone: 864-852-2231 Fax: 864-852-2783

Ryan Branyon [rbranyon@mccormickcountysc.org](mailto:rbranyon@mccormickcountysc.org)

Deborah Galloway [dgalloway@mccormickcountysc.org](mailto:dgalloway@mccormickcountysc.org)

Avery Gambrell [agambrell@mccormickcountysc.org](mailto:agambrell@mccormickcountysc.org)

## **Clerk of Court/Register of Deeds Office**

In an effort to continue our commitment to the safety of the public and the court system and in response to concerns related to minimizing the spread of the coronavirus (COVID 19), We will be taking the following precautionary measures until further instructions from the courts and/or McCormick County Government:

Effective Monday, March 23, 2020, the McCormick County Courthouse will be closed to the General Public due to the COVID-19 Pandemic. We will remain at this level until which time the situation has improved, or safety measures have been lifted by The State and Court Administration.

We will be in the office to assist the public through phone and/or email requests. We will receive the mail, courier and any filing of legal documents that are required for filing at the door.

All scheduled court terms of Family Court, Common Pleas/Civil Court and General Sessions/Criminal Court from March 23, 2020 through May 1, 2020 are canceled except emergency hearings due to COVID – 19.

General Sessions/Criminal, Common Pleas/Civil Court and Family Court matters need to be handled by phone calls.

Abstractors will be allowed in the Records Room by appointment only and limited to two people at a time from 1pm to 4pm on Tuesdays, Wednesdays and Thursdays.

Child Support payments can be made online at [www.expertpay.com](http://www.expertpay.com). Cashiers check or money order can be mailed to SDU P O Box 100304 Columbia SC 29202. You can also pay through MoneyGram at CVS or Walmart.

The public is encouraged not to visit the Clerk of Courts and Register of Deeds Offices unless absolutely necessary. General questions may be answered by email and/or phone or fax. To make an appointment please see contact information below.

We appreciate your continued cooperation and patience as we take precautionary measures to minimize the spread of the coronavirus.

Website: [www.mccormickcountysc.org](http://www.mccormickcountysc.org)

Phone: 864-852-2195 Fax: 864-852-0071

Email: [gchiles@mccormickcountysc.org](mailto:gchiles@mccormickcountysc.org)

## **Coroner**

Faye Puckett, Coroner  
Office Phone: 864-465-3212  
Cell: 864-993-6153  
Fax: 864-852-2783  
Email: [fpuckett@mccormickcountysc.org](mailto:fpuckett@mccormickcountysc.org)

### **Economic Development**

Phone: 864-852-2231 Fax: 864-852-2783  
Thessa Smith [tsmith@mccormickcountysc.org](mailto:tsmith@mccormickcountysc.org)

### **Emergency Services**

For all Emergencies call 911  
Office Phone: 864-852-2811 or 864-852-2505  
Fax: 864-852-3435  
Chris Doolittle, Director [chris@mccormickes.com](mailto:chris@mccormickes.com)  
Website: <http://mccormickes.com/>

### **E-911**

E-911 remains staffed 24/7 however Dispatchers will ask the following questions to any caller for EMS and Law Enforcement services:

Does the patient or anyone in the home have 2 or more of the following symptoms:

1. Fever greater than 100.4
2. Cough
3. Sore throat
4. Runny nose
5. Shortness of Breath

This enables First Responders to have situational awareness prior to arriving on the scene.

### **Finance**

Phone: 864-852-2231 Fax 864-852-2783  
David Leathers, Finance Director [dleathers@mccormickcountysc.org](mailto:dleathers@mccormickcountysc.org)  
Brenda Terrell, Asst. Fin. Director [bterrell@mccormickcountysc.org](mailto:bterrell@mccormickcountysc.org)  
Sandra Anthony, Payroll/Benefits Coord. [santhony@mccormickcountysc.org](mailto:santhony@mccormickcountysc.org)

### **Library**

The McCormick County Library building will close on March 17, 2020 until further notice. Please call or check the website to stay updated. Overdue fines are cancelled until further notice. You will not be charged for returning items late.

You can still use the library, even when the building is closed. Wi-Fi internet access is available in our parking lot 24/7. The password is posted at the front door. The library has ebooks and downloadable audiobooks available for checkout online. Check their website for more information. Call or email the library if you need help using this service.

The library playground is closed until further notice.

Website: [mccormickcountylibrary.org](http://mccormickcountylibrary.org)

Phone: 864-852-2821

Email: [mccormicklibrary@hotmail.com](mailto:mccormicklibrary@hotmail.com)

### **Magistrate's Office**

Due to ongoing concerns about the COVID 19 (Coronavirus) pandemic the McCormick County Magistrate's Office will be CLOSED to the public beginning Monday, March 23, 2020, as mandated by County Administration and in keeping with policy and procedures mandated by the S.C. Court Administration.

All court dates scheduled between Monday, March 23, 2020 and May 1, 2020 have been postponed and will be rescheduled. All parties will be notified via U.S. mail of the new court dates and times.

The SC Court Administration will review the potential health concerns on or before May 1, 2020, and issue orders concerning court operations moving forward.

Defendants who wish to make any payments for fines may do so by mailing payments to the Magistrate's office (P.O. Box 1116) or by making payments through the S.C. Judicial Dept. website ([sccourts.gov](http://sccourts.gov)) Although payment of existing fines is encouraged, payments will not be required until courts resume operation.

If you feel your situation is an emergency please contact appropriate Law Enforcement Agencies.

We apologize for any inconvenience and appreciate the community's understanding and patience.  
Judge John C. Long

Phone: 864-852-2316 Fax: 864-852-2582

Email: [magistrate@mccormickcountysc.org](mailto:magistrate@mccormickcountysc.org)

### **Planning & Zoning**

All meeting have been cancelled until further notice for the Planning Commission and Zoning Board of Appeals. Please contact the following for assistance:

Deborah Galloway [dgalloway@mccormickcountysc.org](mailto:dgalloway@mccormickcountysc.org)

Avery Gambrell [agrambrell@mccormickcountysc.org](mailto:agrambrell@mccormickcountysc.org)

Phone: 864-852-2231 Fax: 864-852-2783

## **Probate Court**

Effective immediately, McCormick County Probate Court will be closed to the General Public due to the COVID-19 Pandemic. We will remain at this level until the situation has improved and the State of SC and Court Administration lifts safety measures.

The office will be staffed to assist everyone as needed remotely. We will handle all non-emergency matters through telephone, email and/or fax.

In an effort to help slow the spread of the Coronavirus (COVID-19) the McCormick County Probate Court will implement the following preventative measures effective immediately, Wednesday, March 18, 2020 and will remain in place until further notice.

**Mental Health/Chemical Dependency:** Emergency hearings will be the priority of the Probate Court. This includes emergency treatment of the mentally ill, chemically dependent or incapacitated adults. All other hearings may be postponed until further notice.

**Estates:** Please consider delaying filing of Wills and opening new estate until the threat of the virus has subsided. Be sure to keep the original Will in a safe place for filing with us later. However, if time is of the essence, our staff will be glad to accommodate.

**Fillings:** We will be accepting filings by mail. If an emergency filing, contact this office for further instruction.

**Marriage Licenses:** If you need to apply for a marriage license, please consider waiting several weeks to come into our office. Marriage license applications are by APPOINTMENT ONLY. There is a mandatory 24 hour waiting period to receive your marriage license. You may call the Probate Court at 864-852-2630 for specific instructions. However, if you cannot wait, we ask that you bring no one with you to our office other than you and your finance.

Probate Court staff will continue to work with the citizens, attorneys, and all necessary parties regarding rescheduling any matters that may be postponed.

We apologize for any inconvenience, but we do take the recommendation of “social distancing” very seriously and hope everyone will do the same. If you are not feeling well, please stay at home. Remember to wash your hands and use hand sanitizer.

Any question or concerns, please do not hesitate to contact the court: 864-852-2630 or the following emails: [probatecourt@mccormickcountysc.org](mailto:probatecourt@mccormickcountysc.org) or [kpbutler@mccormickcountysc.org](mailto:kpbutler@mccormickcountysc.org)

## **Public Works**

All McCormick County Recycling Centers are operating on their regular business hours.

Monday, Wednesday, Friday and Saturday 7 AM to 7 PM

Sunday 3 PM to 7 PM

Tuesday and Thursday CLOSED

## **Recreation Department**

In an effort to minimize the spread of the Coronavirus - COVID 19 all activities of the McCormick County Recreation Department have been cancelled until further notice.

All fishing tournaments that were to be held at the Dorn Boating Facility have been CANCELLED in an effort to protect the public from COVID 19.

Thank you in advance for your cooperation and patience.

## **Sheriff's Department**

Sheriff's Office status is business as normal however, our response is geared toward dispatched calls primarily. Other business is at deputies discretion. We have suspended warrant services unless absolutely necessary as dictated by law. We have deployed all 4 SRO to the patrol component of the office maximizing visibility. In addition, we are conducting patrol checks on the WCTEL WiFi Sites at:

- West Carolina Tel Office (200 Virginia St., McCormick) (Customer Service parking lot)
- McCormick County School District Office (821 N. Mine St, McCormick)
- McCormick High School (6981 Hwy 28 S, McCormick)
- WCTEL Lost Wilderness Remote Facility (Corner of Hwy 28 S and Lost Wilderness Rd next to Clark Hill Fire Dept)
- McAlister Furniture Store (Mt. Carmel).

WiFi is free from 0800 to 2000 hours. Deputies will monitor students and student activities at these sites.

Other than that, business as normal. Should you need us, please call us.

For All Emergencies call 911

Phone: 864-465-3200 or 864-465-2520 Fax: 864-465-3181

## **Treasurer**

The McCormick County Treasurer's Office is closed to the public due to the ongoing concerns about COVID 19 (Coronavirus) Tax payments can be dropped off at the front door (with the security guard) by check or money order. The treasurer's office will process them once a day and mail receipts to the tax payer. We encourage everyone to mail them in if at all possible but understand that with it being towards the end of the month people will be wanting their decals for their vehicles. If you have any questions please call 864-852-2332.

Mary Shirley, Treasurer [mshirley@mccormickcountysc.org](mailto:mshirley@mccormickcountysc.org)

## **Veteran's Affairs Office**

Based on the VA's decision to close their Regional Offices to the Public the McCormick County VA Office will follow the same effective Friday, March 20, 2020 until further notice. They will maintain their normal hours to assist veterans, survivors and dependents electronically and by telephone.

Phone: 864-852-2212

Email: Donald Moss – [dmoos@mccormickcountysc.org](mailto:dmoos@mccormickcountysc.org)

Dorothy Rivers – [drivers@mccormickcountysc.org](mailto:drivers@mccormickcountysc.org)

## **Voter's Registration**

The Voter Registration and Election office will operate normally. Candidate filing and absentee for the City of McCormick, the City of Plum Branch, and the City of Parksville will continue as

normal. Candidate filing will end on Monday, March 30 at noon. Anyone seeking to reach our office will need to enter the building on the left end of the building. Anyone needing any assistance can call us at (864) 852-2089. Email: [sojennings@mccormickcountysc.org](mailto:sojennings@mccormickcountysc.org)

**Water & Sewer Dept.**

Due to the ongoing concerns about COVID 19 (Coronavirus) The McCormick County Water & Sewer will continue to have the drive thru window open to accept payments of cash, checks and money orders only. All credit card payments must be done online:

[http://www.mccormickcountysc.org/mccormick\\_county\\_water.php](http://www.mccormickcountysc.org/mccormick_county_water.php) or by phone 1-866-830-3576

. All other business will be done by appointment over the phone. The late fee of \$40 will not be added to the accounts until further notice. If you have any questions please call 864-852-2807.

Joseph Cade, Utilities Manager [jcade@mccormickcountysc.org](mailto:jcade@mccormickcountysc.org)

Lisa Bowick, Office Manager [lbowick@mccormickcountysc.org](mailto:lbowick@mccormickcountysc.org)