

July 9, 2013
TOWN COUNCIL MEETING

Town Council Work Session

- 6:45 P.M. - 6:46 P.M. Review of Administrative Report
- 6:46 P.M. - 6:47 P.M. Review of Police Department Report
- 6:47 P.M. - 7:00 P.M. Informational Council Discussion

7:00 P.M. - Town Council Meeting

Call to Order & Invocation

Approval of Minutes

- 1. June 11, 2013 Regular Scheduled Meeting
- 2. May 14, 2013 Correction Item 1(c)CDBG should be C Fund

Old Business

- 1. Committee Reports on Infrastructure & Maintenance Improvement projects:
 - a) Fire Hydrant Expansion Project - Mayor Busby/
Councilman Wells
 - b) Property & Recreation Committee -
Camp Moore/Styx Historical Park - Councilman Dinkins/
Mayor Busby
 - c) Sidewalk repairs - Councilman Wells
 - d) Landscape maintenance for 2013 - Councilman Dinkins/
Councilman Price
 - e) Sanitation Services for October 2013 - Councilman
Dinkins/Councilman Price
 - f) Town Hall/Police Department - Councilman Wells
- 2. Ballot Referendum
- 3. Update on new vehicle
 - a) computer equipment - Councilman Price
- 4. Town Clerk job description
- 5. 2013 Employee Manual

New Business

- 1. Memorandum of Agreement - Department of Juvenile Justice
- 2. Appointment of Interim Chief
- 3. Executive Session: Personnel matters
- 4. Proposed movie in the park
- 5. Approval of new police department patch
- 6. Police Chief job description & closing of job advertisement
- 7. Police Officer job description & closing of job
advertisement

Citizen's Comment Time

ADJOURN

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Council present: Mayor Busby, Mayor Pro-tem Davis,
Councilman Wells, Dinkins and
Councilman Price
Staff present: Officer Parker & Town Clerk, Viki Moak

6:45 P.M. 6:48 P.M. Review of Administrative Report

Written Administrative reports were included in the Council packets.
Council discussed the 12/13 budget.

6:48 P.M. 7:09 P.M. Review of Police Department Report

Written Administrative reports were included in the Council packets.
Council discussed the following:

- New car & markings
- Patch
- New video camera
- New monthly activity report
- Columbia Silica burglary solved
- Sandy Oaks conviction
- Attorney for drug cases
- Burglar alarms
- Incident reports from County
- Cement barricade for Arborgate
- Equipment for car, computerized ticket system
- Police Department Policy Manual

7:09 P.M. 7:15 P.M. Informational Council Discussion

Council discussed the following:

- Officer Parker to contact Magistrates office
- Mayor meeting with Town Clerk & Officer Parker every two weeks

Mayor Busby closed this portion of the work session.

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TOWN COUNCIL MEETING - 7:15 P.M.

CALL TO ORDER

Mayor Busby called the Town Council meeting to order at 7:15 P.M. with Mayor Pro-tem Davis, Councilman Dinkins, Councilman Price and Councilman Wells present.

Staff present: Officer Parker & Town Clerk, Viki Moak

INVOCATION

Councilman Wells led those assembled in prayer.

APPROVAL OF MINUTES

1. June 11, 2013 Regular Scheduled Meeting

Councilman Wells made the motion to accept the minutes of June 11, 2013 be approved as submitted. Councilman Price seconded the motion, which was unanimously approved.

2. May 14, 2013 Correction Item 1(c)CDBG should be C Fund

Councilman Dinkins made the motion to correct the minutes of May 14, 2013 on Item 1/C from CDBG to C Fund. Councilman Wells seconded the motion, which was unanimously approved.

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OLD BUSINESS

1. Committee reports on Infrastructure & Maintenance Improvement projects:

- a) Fire Hydrant Expansion Project

Mayor Busby stated that he has talked to American Engineering to get together a cost of fire hydrants for the entire town. The start of the project will be on hold until we receive the results of the ballot referendum in November.

- b) Property & Recreation Committee -
Camp Moore/Styx Historical Park

Mayor Busby stated that the Town is still interested in purchasing the property to ensure that it will remain a part of Pine Ridge's history, but has no updates at this time.

- c) Sidewalk repairs

Mayor Busby stated that we are still hopeful for a refund from the County C-Fund Grant.

- d) Landscape maintenance for 2013

Council discussed C&E coming out earlier today and the good job they are doing.

- e) Sanitation Services for October 2013

Councilman Dinkins stated that he had created a thirty page RFP for the bid request and will send to Council for a look over before finalizing. Bid shall include residential, recycling and Camp Moore/Styx Historical Park.

- f) Town Hall/Police Department

Mayor Busby stated that he did not have an update on this item.

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2. Ballot Referendum

Mayor Busby stated that he is waiting on a proposed total cost to outfit the entire town for fire hydrants. Councilman Dinkins has received permission to use PRMS for our educational meetings, just need to notify them of a date. Mayor Busby stated that we need to come up with a system to figure out the assessed real property value on property in town.

3. Update on new vehicle
a) computer equipment - Councilman Price

Councilman Price visited Springdale to look at their equipment in the cars. Councilman Price spoke about stand, pricing/durability of laptop and the state contract pricing with a deadline of August/September.

4. Town Clerk Job Description

Councilman Wells made a motion to accept the following changes to the Town Clerk Job Description: add Floodplain Manager to the list of functions, change the Town Clerk title to Town Administrator and change the hours to reflect M-F 8-5pm, except Wednesday 8-1pm. Council will discuss any proposed salary adjustments at the August meeting. Councilman Dinkins seconded the motion, which was unanimously approved.

5. 2013 Employee Manual

Council discussed the following changes: Political Activity-delete partisan & Bereavement Leave-add All bereavement leave must be approved by the Administrative Liaison or Police Commissioner.

Councilman Wells made a motion to accept the 2013 Employee Manual as submitted with the changes as discussed(above). Councilman Price seconded the motion, which was unanimously approved.

Although a Policy only requires one approved reading, Council would like to discuss it again at the August 13, 2013 meeting.

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NEW BUSINESS

1. Memorandum of Agreement - Department of Juvenile Justice

Council discussed pricing and alternatives.

Mayor Pro-tem Davis made a motion to approve the Memorandum of Agreement with the Department of Juvenile Justice. Councilman Dinkins seconded the motion, which was unanimously approved.

2. Appointment of Interim Chief

Mayor Busby as the Police Commissioner gave a recommendation to Council that Officer Parker be appointed as Interim Police Chief and increase the salary for this position to the level of the Police Chief.

Council took a vote and it was a unanimous in favor of appointing Officer Parker to Interim Chief with the increase in salary.

3. Executive Session: Personnel matters

Mayor Busby asked Council to hold this item to last so that they can get through the balance of items fairly quick.

4. Proposed movie in the park

Council discussed holding a free movie night at Midlands Dixie Youth Ballfield to include maybe hotdogs and popcorn on October 18th. Council was interested and will keep this item on the agenda for planning purposes.

5. Approval of new police department patch

Councilman Dinkins made a motion to approve the design of the new police department patch as submitted. Councilman Wells seconded the motion, which was unanimously approved.

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6. Police Chief job description & closing of job advertisement

Supervises: two full time officers and part-time officers as needed.

Strike tapes off of: Review daily activity reports and In-Car videotapes.

Strike Mayor off of: Prepare and provide monthly department activity reports to Mayor and Council.

Community relations: Serve as liaison between the town and community by providing, promoting and initiating town involvement in community activities such as Senior Citizens Soup Day, National Night Out and school activities. Delete the following: In the past we have participated in the Congaree Western Rodeo, Canned Food Drive for Harvest Hope and Adopt-A-Family Program, all sponsored by the Fire Department.

Add Lexington County Law Enforcement meetings as needed.

Councilman Wells made a motion to approve the discussed changes in the Chief of Police job description(above). Councilman Price seconded the motion, which was unanimously approved.

7. Police Officer job description & closing of job
advertisement

Add: Community Crime Watch to - Engages members of the public to promote community action initiatives such as community crime watch.

Councilman Wells made a motion to approve the discussed changes in the Police Officer job description(above). Councilman Price seconded the motion, which was unanimously approved.

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8. Executive Session: Personnel matters

Mayor Busby stated that Council will be going into Executive Session to discuss the submitted applications for Police Chief and Police Officer.

Councilman Dinkins made a motion to go into executive session to discuss personnel matters. Councilman Price seconded the motion, which was unanimously approved.

Upon Council's return, Mayor Busby stated that no votes were taken.

Citizen's Comment Time

No one in attendance spoke.

ADJOURN

With no further business to discuss, Councilman Price moved to adjourn, with a second by Councilman Dinkins. With the Council's unanimous approval, Mayor Busby adjourned the meeting at 8:57 P.M.

Respectfully submitted,

Viki M. Moak, Town Clerk

APPROVED:

David L. Busby, Mayor

Date: _____