

August 13, 2013
TOWN COUNCIL MEETING

Town Council Work Session

6:30 P.M. - 6:35 P.M. Public Hearing: Ordinance 2013-07
6:35 P.M. - 6:40 P.M. Public Hearing: Ordinance 2013-08
6:40 P.M. - 6:45 P.M. Public Hearing: Ordinance 2013-09
6:45 P.M. - 6:50 P.M. Public Hearing: Ordinance 2013-10
6:50 P.M. - 6:52 P.M. Review of Administrative Report
6:52 P.M. - 6:54 P.M. Review of Police Department Report
6:54 P.M. - 7:00 P.M. Informational Council Discussion

7:00 P.M. - Town Council Meeting

Call to Order & Invocation

Approval of Minutes

1. July 9, 2013 Regular Scheduled Meeting

Old Business

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

New Business

1. Ordinance 2013-07 Burglar alarms
2. Ordinance 2013-08 PD:Failure to begin
3. Ordinance 2013-09 Grievance Committee
4. Ordinance 2013-10 change Clerk to Administrator
5. Chief's Convention October 31-November 3, 2013
6. Meals on Wheels Non-Walk (Donation)
7. 2013 Police Department Policy Manual
8. 2013 Election Information
9. Proposed phone & mobile wifi hotspot for Police Chief
10. Proposed change from Municipal Judge to Magistrate

Citizen's Comment Time

ADJOURN

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Council present: Mayor Busby, Mayor Pro-tem Davis,
Councilman Dinkins and
Councilman Price
Staff present: Interim Chief Parker, Officer Bramlett &
Town Administrator, Viki Moak

6:34 P.M. 6:38 P.M. Public Hearing: Ordinance 2013-07

Mayor Busby read aloud the title and purpose of Ordinance 2013-07. Mayor Busby asked for those in attendance whom wished to speak in opposition or support, no one came forward. Mayor Busby closed the public hearing for Ordinance 2013-07.

6:38 P.M. 6:42 P.M. Public Hearing: Ordinance 2013-08

Mayor Busby read aloud Ordinance 2013-08. Mayor Busby asked for those in attendance whom wished to speak in opposition or support, no one came forward. Mayor Busby closed the public hearing for Ordinance 2013-08.

6:42 P.M. 6:45 P.M. Public Hearing: Ordinance 2013-09

Mayor Busby read aloud Ordinance 2013-09. Mayor Busby asked for those in attendance whom wished to speak in opposition or support. Ms. Doris Fletcher asked if this was a paid committee, Mayor Busby replied no. Mayor Busby closed the public hearing for Ordinance 2013-09.

6:42 P.M. 6:47 P.M. Public Hearing: Ordinance 2013-10

Mayor Busby read aloud Ordinance 2013-11. Mayor Busby asked for those in attendance whom wished to speak in opposition or support, no one came forward. Mayor Busby closed the public hearing for Ordinance 2013-10.

6:47 P.M. 6:48 P.M. Review of Administrative Report

Written Administrative reports were included in the Council packets.

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6:48 P.M. 6:58 P.M. Review of Police Department Report

Written Administrative reports were included in the Council packets. Council discussed with Interim Chief Parker the following:

- New uniform & patch approved by Council
- Activity report
- New car & equipment
- Grant approved, should know amount end of August

Interim Chief Parker introduced Officer Doug Bramlett to Council. Officer Bramlett took the Oath of Office for the Town of Pine Ridge.

6:58 P.M. 6:58 P.M. Informational Council Discussion

Mayor Busby stated he had no new information for Council

Mayor Busby closed this portion of the work session.

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TOWN COUNCIL MEETING - 6:58 P.M.

CALL TO ORDER

Mayor Busby called the Town Council meeting to order at 6:58 P.M. with Mayor Pro-tem Davis, Councilman Dinkins and Councilman Price present.

Staff present: Interim Chief Parker, Officer Bramlett &
Town Administrator, Viki Moak

INVOCATION

Councilman Price led those assembled in prayer.

APPROVAL OF MINUTES

1. July 9, 2013 Regular Scheduled Meeting

Council discussed adding Councilman Dinkins as in attendance.

Councilman Price made the motion to accept the minutes of July 9, 2013 be approved as amended to include Councilman Dinkins as attending. Councilman Dinkins 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 the Town has received a tentative estimate, which shall be discussed under old business, item#2.

- 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 Councilman Wells is not in attendance to give us an update on the County C-Fund Grant.

- d) Landscape maintenance for 2013

Council discussed speaking with Councilman Wells on coming up with a way to deliver mulch for the pathway at the Camp Moore/Styx Historical park.

- e) Sanitation Services for October 2013

RFP2013-01 has been out for public notice and bids are due by August 23rd at 2pm. A special meeting has been set aside for the award of the bid on August 27th at 6:30pm.

- 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

American Engineering has completed a study of the installation of fire hydrants for the entire town. Phase I will cost approximately \$3.1 million. Phase II will cost approximately \$1.4 million. Council is in the process of setting up two educational forums at Pine Ridge Middle School and one at town hall.

Council all agreed that the following will be placed on the November election ballot:

Beginning 2014, the Town of Pine Ridge is authorized to collect and use a tax of one (1) percent per calendar year based on the assessed value of the real property, less any disability and/or homestead exemption, for all real property located within the municipality of Pine Ridge for the sole purpose of establishing water and sewer infrastructure in the town of Pine Ridge. The Town Council shall repeal this tax once the water and sewer infrastructure project has been completed and should other revenue sources that will cover costs become available, Town Council shall repeal the assessed value tax for water/sewer infrastructure.

3. Update on new vehicle

a) computer equipment - Councilman Price

Councilman Price stated that he is waiting to see how much we may have received from the grant. Interim Chief Parker is expecting notification by the end of August.

4. Town Administrator Job Description

Mayor Busby stated that he had revised the format to more accurately describe the position.

Councilman Dinkins made a motion to accept the newly formatted Town Administrator job description as submitted. Mayor Pro-tem Davis seconded the motion, which was unanimously approved.

5. 2013 Employee Manual

Council discussed the changes that were made during July's Council meeting.

Councilman Price made a motion to accept the newly revised 2013 Employee Manual as submitted. Councilman Dinkins seconded the motion, which was unanimously approved.

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6. Proposed movie in the park

Council discussed costs, possible date and concessions.

Mayor Pro-tem Davis made a motion to approve the movie in the park. Councilman Dinkins seconded the motion, which was unanimously approved.

Town Administrator will contact Lexington Recreation & Aging. Councilman Price will contact Midlands ball field.

NEW BUSINESS

1. Ordinance 2013-07 Burglar Alarms

Mayor Busby read aloud the title to Ordinance 2013-07.

Councilman Price made a motion to approve Ordinance 2013-07 as submitted. Councilman Dinkins seconded the motion, which was unanimously approved.

2. Ordinance 2013-08 PD:Failure to begin

Mayor Busby read aloud the title to Ordinance 2013-08

Councilman Dinkins made a motion to approve Ordinance 2013-08 as submitted. Councilman Price seconded the motion, which was unanimously approved.

3. Ordinance 2013-09 Grievance Committee

Mayor Busby read aloud the title to Ordinance 2013-09

Mayor Pro-tem Davis made a motion to approve Ordinance 2013-09 as submitted. Councilman Dinkins seconded the motion, which was unanimously approved.

4. Ordinance 2013-10 change Clerk to Administrator

Mayor Busby read aloud the title to Ordinance 2013-10

Councilman Price made a motion to approve Ordinance 2013-10 as submitted. Councilman Dinkins seconded the motion, which was unanimously approved.

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5. Chief's Convention October 31-November 3, 2013

Councilman Price made a motion to approve Interim Chief Parker to attend the Chief's Convention from October 31-November 3, 2013. Councilman Dinkins seconded the motion, which was unanimously approved.

6. Meals on Wheels Non-Walk (Donation)

Councilman Dinkins made a motion to send the Meals on Wheels Non-Walk to the Finance Committee for approval. Councilman Price seconded the motion, which was unanimously approved.

7. 2013 Police Department Policy Manual

Since the policy is so large, Council discussed tabling the item until everyone had a chance to read it over.

Councilman Dinkins made a motion to table the 2013 Police Department Policy Manual. Mayor Pro-tem Davis seconded the motion, which was unanimously approved.

8. 2013 Election Information

Mayor Busby read aloud the public notice that was placed in the Chronicle for the November 5th, 2013 elections.

9. Proposed phone & mobile wifi hotspot for Police Chief

Councilman Price made a motion to approve a phone & mobile wifi hotspot for the Police Chief. Councilman Dinkins seconded the motion, which was unanimously approved.

10. Proposed change from Municipal Judge to Magistrate

Councilman Dinkins made a motion to approve the change from Municipal Judge to the use of a Magistrate for our Municipal court. Councilman Price seconded the motion, which was unanimously approved.

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Citizen's Comment Time

Ms. Fletcher spoke regarding the ballot referendum & the title change from clerk to administrator.

Ms. Kanipe spoke regarding Ordinance 2013-08.

ADJOURN

With no further business to discuss, Councilman Dinkins moved to adjourn, with a second by Councilman Price. With the Council's unanimous approval, Mayor Busby adjourned the meeting at 7:44 P.M.

Respectfully submitted,

Viki M. Moak, Town Clerk

APPROVED:

David L. Busby, Mayor
Date: _____