

October 8, 2013
TOWN COUNCIL MEETING

Town Council Work Session

- 6:30 P.M. - 6:45 P.M. 2012-2013 Audit Presentation by
Mr. Chip Summers of Brodie, Summers,
& Wilkes, LLP
- 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. September 10, 2013 Regular Scheduled Meeting

Old Business

1. Committee Reports on Infrastructure & Maintenance Improvement projects:
 - a) Fire Hydrant Expansion Project & Ballot referendum - 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. Update on new vehicle *** a) computer equipment - Price
3. Movie in the park
4. 2013 Police Department Policy Manual

New Business

1. 2012-2013 Audit report
2. Police Chief Parker Oath of Office
3. PA system quotes
4. Volunteer Appreciation Acknowledgment
5. Hearing Officer for MASC Setoff debt
6. 2013 South Congaree Christmas parade

Citizen's Comment Time

ADJOURN

**TOWN OF PINE RIDGE
Town Council Minutes
Work Session
October 8, 2013**

Council present: Mayor Busby, Mayor Pro-tem Davis, Councilman Wells & Councilman Dinkins

Staff present: Chief Parker & Town Administrator, Viki Moak

6:30 P.M. 6:38 P.M. Informational Council Discussion

Mayor Busby introduced Council and explained the process of the council meeting. Mayor Busby stated the following:

- Advanced Disposal will be sending out a postcard on service.
- Lexington County Recreation & Aging sent a letter of thanks for the donation for the Meals on Wheels program for Senior Citizens.
- Mayor received invitation to Mayor's Prayer Breakfast hosted by Columbia Mayor Benjamin.
- Town of Pelion invitation for PD opening on October 25th
- SCDCPS workshop on November 6th.

6:38 P.M. - 6:39 P.M. 2012-2013 Audit Presentation by Mr. Chip Summers of Brodie, Summers, & Wilkes, LLP

Due to scheduling conflicts, the audit firm has rescheduled for November 12, 2013.

6:39 P.M. 6:43 P.M. Review of Administrative Report

Written Administrative reports were included in the Council packets. Council spoke about MASC set-off debt program and permits on Estates/Indigo.

6:43 P.M. 6:47 P.M. Review of Police Department Report

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

- Gas mileage by car
- CJIS Training
- Grant administration & on hold due to federal shutdown.

Mayor Busby closed this portion of the work session.

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TOWN COUNCIL MEETING - 6:47 P.M.

CALL TO ORDER

Mayor Busby called the Town Council meeting to order at 6:47 P.M. with Mayor Pro-tem Davis, Councilman Wells, Councilman Dinkins and Councilman Price present.

Staff present: Chief Parker & Town Administrator, Viki Moak

INVOCATION

Councilman Dinkins led those assembled in prayer.

APPROVAL OF MINUTES

1. September 10, 2013 Regular Scheduled Meeting

Councilman Wells made the motion to accept the minutes of September 10, 2013 be approved as submitted. Councilman Dinkins seconded the motion, which was unanimously approved.

OLD BUSINESS

1. Committee reports on Infrastructure & Maintenance Improvement projects:

- a) Fire Hydrant Expansion Project & Ballot Referendum

Mayor Busby will distribute flyers to all residents explaining the referendum and meeting times. Council discussed the format of the meeting to include American Engineering and Lexington County Fire Service. Council discussed past and possible scenarios.

Council has set up three meetings for the public so that everyone will have a chance to attend:

October 11, 2013 at 7pm Pine Ridge Middle School
October 12, 2013 at 10am Pine Ridge Middle School
November 2, 2013 at 10am Pine Ridge Town Hall

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

Mayor Busby or Councilman Dinkins did not have any updates.

- c) Sidewalk repairs

Councilman Wells stated the project is complete and has no updates. Council agreed to take this item off the agenda.

- d) Landscape maintenance for 2013

Council discussed getting the cost from our current vendor on adding more pine straw to the Camp Moore/Styx Historical Park and the great job Mr. Oliver did on decorating the town sign.

Councilman Price agreed to contact the vendor for a price quote.

- e) Sanitation Services for October 2013

Town Administrator has left numerous unreturned calls to find out if they will be picking up through the end of October as per their contract. Advanced Disposal has graciously agreed to start their services two weeks early at no charge to the residents. Advanced Disposal will be sending out information to all residents on their services.

- f) Town Hall/Police Department

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

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

Chief Parker stated that this item is on hold due to the government shutdown.

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3. Movie in the park

Mayor Busby stated that we have been unable to get a screen on the date we needed. However, Council would like to reschedule this item for early spring.

4. 2013 Police Department Policy Manual

Mayor Busby stated this was an ongoing project that he would like to give Council time to go through the entire policy and come back with questions.

NEW BUSINESS

1. 2012-2013 Audit report

This item will be discussed at the November 12, 2013 meeting.

2. Police Chief Parker Oath of Office

Mayor Busby administered the oath of office to Chief Parker.

3. PA System quotes

Mayor Busby stated that after receiving complaints over the years that perhaps it was time to start looking into a PA system. Town Administrator Viki Moak contacted three companies to request a quote, and received two back. Council discussed and decided they had several technical questions that they would like the potential vendors to come to the November 12th meeting to discuss.

4. Volunteer Appreciation Acknowledgement

Mayor Busby stated that over the last several years, Council has been sending a small thank you to those residents whom volunteered on our planning and zoning boards. Council discussed the three proposed ideas, which included the local restaurant at the nearby Farmers Market. Councilman Price stated that he would like to include Mr. Oliver on the list as he has been decorating the town sign for numerous years.

Councilman Price made a motion to allow the Town Administrator to purchase gift certificates in the amount of twenty five dollars for Mr. Oliver and the planning and zoning boards to Judy's at the Market. Councilman Wells seconded the motion, which was unanimously approved.

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5. Hearing Officer for MASC Setoff debt

Mayor Busby explained that we participate in the Municipal Association Setoff Debt program that recoups traffic citation debts owed through the South Carolina Department of Revenue. The program requires a Hearing Officer that is not associated with the Police Department. The Hearing Officer will hear any appeals that are submitted.

6. 2013 South Congaree Christmas parade

Council discussed location of parade and possible participation.

Citizen's Comment Time

- Ms Fletcher had some questions about the MASC Setoff Debt.
- Ms. Kanipe asked about the Arborgate Crime Watch scheduled for October 15th and the Lexington County Recreation & Aging Senior Center.

ADJOURN

With no further business to discuss, Councilman Wells moved to adjourn, with a second by Councilman Price. With the Council's unanimous approval, Mayor Busby adjourned the meeting at 7:31P.M.

Respectfully submitted,

Viki M. Moak, Town Clerk

APPROVED:

David L. Busby, Mayor

Date:_____