

**September 10, 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. August 13, 2013 Regular Scheduled Meeting
2. August 27, 2013 Special 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 update
3. Update on new vehicle \*\*\* a) computer equipment - Price
4. Movie in the park
5. Ordinance 2013-07 Burglar alarms
6. Ordinance 2013-08 PD:Failure to begin
7. Ordinance 2013-09 Grievance Committee
8. Ordinance 2013-10 change Clerk to Administrator
9. 2013 Police Department Policy Manual

**New Business**

1. Lexington County Magistrate contract
2. Advanced Disposal Services SC East, LLC contract
3. Potential candidate for Zoning Board of Appeals
4. Stormwater tagging month proposed project
5. Proposed new server for backup system & Lawtrak

**Citizen's Comment Time**

**ADJOURN**

**TOWN OF PINE RIDGE  
Town Council Minutes  
Work Session  
September 10, 2013**

---

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

**6:36 P.M. 6:39 P.M. Review of Administrative Report**

Written Administrative reports were included in the Council packets.  
Council spoke about Jennings Sanitation past due balance, gathering estimates for a PA system for court/council meetings.

**6:39 P.M. 6:44 P.M. Review of Police Department Report**

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

- Officer statistics
- Gas mileage by car
- Interim Chief Parker would like to trade two inventoried guns on hand for something larger - Council agreed unanimously.
- Vehicle break-ins at Charwood sub-division

**6:44 P.M. 6:58 P.M. Informational Council Discussion**

Council discussed the following:  
Mayor Busby will meet with Lexington County officials to discuss the paving of Oakhill Road.  
Council has set up three educational meetings for the public.

Mayor Busby closed this portion of the work session.

-

**TOWN OF PINE RIDGE  
Town Council Minutes  
September 10, 2013**

---

TOWN COUNCIL MEETING - 6:48 P.M.

**CALL TO ORDER**

Mayor Busby called the Town Council meeting to order at 6:48 P.M. with Mayor Pro-tem Davis, Councilman Wells and Councilman Price present.

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

**INVOCATION**

Mayor Pro-tem Davis led those assembled in prayer.

**APPROVAL OF MINUTES**

1. August 13, 2013 Regular Scheduled Meeting

Councilman Price made the motion to accept the minutes of August 13, 2013 be approved as submitted. Mayor Pro-tem Davis seconded the motion, which was unanimously approved.

2. August 27, 2013 Special Called Meeting

Mayor Pro-tem Davis made the motion to accept the minutes of August 27, 2013 be approved as submitted. Councilman Wells seconded the motion, which was unanimously approved.

After Councilman Dinkins entrance, Mayor Busby stated to let the record show that all of Council is in attendance.

**TOWN OF PINE RIDGE**  
**Town Council Minutes**  
**September 10, 2013**

---

**OLD BUSINESS**

1. Committee reports on Infrastructure & Maintenance Improvement projects:

- a) Fire Hydrant Expansion Project

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

American Engineering will be at the meeting to present the technical side and cost of the project. Council will present how the project will be implemented with information for residents to see how much this will cost them.

- 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.

- d) Landscape maintenance for 2013

Council discussed possibly extending the current contract, next years bidding project and how to recoup the franchise fees from Jennings.

Councilman Wells made a motion to give the Town Administrator the authority to take the necessary steps to recoup debt owed by Jennings Sanitation. Councilman Dinkins seconded the motion, which was unanimously approved.

- e) Sanitation Services for October 2013

At the August 27<sup>th</sup>, 2013 special meeting, Council awarded the bid to Advanced Disposal Services SC East, LLC. This item will be discussed under new business item number two.

- f) Town Hall/Police Department

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

**TOWN OF PINE RIDGE**  
**Town Council Minutes**  
**September 10, 2013**

---

2. Ballot Referendum

Filing for the November 5<sup>th</sup> election closed on August 30<sup>th</sup>, with all three incumbent members of council being unopposed: Mayor David Busby, Councilman Floyd Dinkins and Councilman Robert Wells. The election for Council will be held November 5, 2013 at the National Guard Armory. Although SC State Law says that any Municipality that has unopposed candidate(s) for office do not have to have a formal election, Council wishes to add their names to the ballot. Since we will have the ballot referendum, Council wishes to make sure we have a high turn out with the least amount of confusion.

Council has set up three meetings for the public so that everyone will have a chance to understand all that is involved with the ballot referendum item for November 5<sup>th</sup>.

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

3. Update on new vehicle

a) computer equipment - Councilman Price

Councilman Price stated that he asked Interim Chief Parker to research the computer and equipment needed to upgrade the new car. Interim Chief Parker passed out information to Council containing equipment needed and costs associated from Springdale, Highway Patrol and the County. Councilman Price was familiar and preferred the Tough Book, which is heavy duty and not good for internet surfing. Interim Chief Parker stated that the Tough book, card reader, printer & stand are at the State contract price for a total cost of \$2,600.00. These items were also included in the grant request that has been approved but are still waiting to see what was exactly awarded. Councilman Price recommended that Council go with the Tough book and equipment for \$2,600.00.

Councilman Wells made a motion to approve the Police Department purchase the Tough Book computer, card reader, printer and stand under the State Contract price for all of \$2,600.00. Councilman Dinkins seconded the motion, which was unanimously approved.

4. Movie in the park

Mayor Busby stated that he had called the vendor and all he had left was the small screen for \$300.00. Mayor Busby stated that he will get back in contact with the vendor to set the date for the movie Cars.

**TOWN OF PINE RIDGE**  
**Town Council Minutes**  
**September 10, 2013**

---

5. Ordinance 2013-07 Burglar Alarms

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

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

6. Ordinance 2013-08 PD:Failure to begin

Mayor Busby read aloud the title to Ordinance 2013-08

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

7. Ordinance 2013-09 Grievance Committee

Mayor Busby read aloud the title to Ordinance 2013-09

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

8. Ordinance 2013-10 change Clerk to Administrator

Mayor Busby read aloud the title to Ordinance 2013-10

Mayor Busby stated that according to the MASC Compensation Survey for towns similar in size and structure the average salary for this position is \$40k. Council discussed the previously approved job description and current budget.

Councilman Wells made a motion to approve the second reading of Ordinance 2013-10 and a salary adjustment of \$40k, retroactive to July 2013. Mayor Pro-tem Davis seconded the motion, which was unanimously approved.

9. 2013 Police Department Policy Manual

Council agreed that they liked what they had read so far. This draft manual is modeled after the SCHP and is still in the works.

## Town Council Minutes September 10, 2013

---

Councilman Wells made the motion to make Interim Chief Parker the Chief of Police and to send to the Finance Committee to make an appropriate adjustment to the salary. Councilman Dinkins seconded the motion, which was unanimously approved.

### NEW BUSINESS

1. Lexington County Magistrate contract

A vote was taken last month to approve the change from Judge to Magistrate for Pine Ridge Municipal Court. Council discussed the contract and all agreed that Judge Whittle would be our new Judge.

2. Advanced Disposal Services SC East, LLC contract

Mr. Hardee Horner stated that mailers would be mailed to current Jennings customers about two weeks prior to the November 1<sup>st</sup> takeover, can will be set out the next week. Plans to send mailers out to all residents in November or December.

Councilman Wells made a motion to approve the contract as submitted from Advanced Disposal Services SC East, LLC. Councilman Price seconded the motion, which was unanimously approved.

3. Potential candidate for Zoning Board of Appeals

Council spoke with the Mr. Kliewer and thanked him for volunteering.

Councilman Price made a motion to approve Mr. Kliewer for the Board of Zoning Appeals. Councilman Wells seconded the motion, which was unanimously approved.

4. Stormwater tagging month proposed project

Council discussed a potential date for tagging the drains in the following sub-divisions: Mallard Trace, Estates at Indigo and Indigo Place.

**TOWN OF PINE RIDGE**  
**Town Council Minutes**  
**September 10, 2013**

---

5. Proposed new server for backup system & Lawtrak

Town Administrator explained that our current server will be outdated with no support by July 2015. As per Audit regulations backups of the police and financial system must be able to be taken off site. More memory is needed for picture, file uploads and pending free to us credit card system for speed. Old server can be used for additional memory for the new car camera system downloads. Currently we have \$800 already in the budget for this project.

Council discussed.

Councilman Dinkins made the motion to approve the new server as submitted. Councilman Wells seconded the motion, which was unanimously approved.

**Citizen's Comment Time**

Mrs. Kliever was happy to see the Police Department patrolling more often in her neighborhood.

**ADJOURN**

With no further business to discuss, Councilman Price moved to adjourn, with a second by Councilman Wells. With the Council's unanimous approval, Mayor Busby adjourned the meeting at 7:55P.M.

Respectfully submitted,

Viki M. Moak, Town Clerk

APPROVED:

\_\_\_\_\_  
David L. Busby, Mayor

Date: \_\_\_\_\_