

**January 14, 2014**  
**TOWN COUNCIL MEETING**

**Town Council Work Session**

6:30 P.M. - 6:40 P.M. Public Hearing: Ordinance 2014-01  
6:41 P.M. - 6:46 P.M. PA/Camera System: Elite Audio-Video Specialists  
6:47 P.M. - 6:48 P.M. Review of Administrative Report  
6:49 P.M. - 6:50 P.M. Review of Police Department Report  
6:51 P.M. - 7:00 P.M. Informational Council Discussion:  
a) Sale of surplus equipment  
b) Official Town Facebook

**7:00 P.M. - Town Council Meeting**

**Call to Order & Invocation**

**Approval of Minutes**

1. December 10, 2013 Regular Scheduled Meeting

**Old Business**

1. Committee Reports on Infrastructure & Maintenance Improvement projects:
  - a) Property & Recreation Committee -  
Camp Moore/Styx Historical Park - Dinkins/Busby
  - b) Town Hall/Police Department - Wells
2. Update on Impala \*\*\* a) computer equipment - Price
3. 2013 Police Department Policy Manual - Chapter 3 & 4
4. PA system quotes
5. Ordinance 2013-12 §1-309 (4) Property and Recreation
6. Grant update on Tahoe, equipment & vests

**New Business**

1. Ordinance 2014-01 2013/2014 Budget Amendment
2. Resolution 2014-02 Certification of Jury Roll
3. Resolution 2014-03 Penny Sales Tax Project Submission
4. Appointments of office:
  - a) Finance Committee - Chair & Member
  - b) Administrative Liaison
  - c) Public Safety Committee - Police Commissioner & Member
  - d) Public Utilities & Health Committee - Chair & Member
  - e) Property & Recreation Committee - Chair & Member
  - f) Employee Grievance Committee - Chair & two Members
  - g) Midlands Regional Planning Council of Governments Representative
  - h) Council of Governments Representative
  - i) Lexington Water & Sewer Commission Representative
  - j) County Penny Sales Tax Committee - Chair & Member
  - k) County Sign Ordinance Committee - Chair & Member
5. Sale of Surplus Equipment
6. Public Safety Committee Recommendations
  - a) Personnel Issue
  - b) Vehicle purchase

**Citizen's Comment Time**

**ADJOURN**

**TOWN OF PINE RIDGE  
Town Council Minutes  
Work Session  
January 14, 2014**

Council present: Mayor Busby, Mayor Pro Davis, Councilman Dinkins,  
Councilman Wells & Councilman Price  
Staff present: Chief Parker &  
Town Administrator, Viki Moak

**6:35 P.M. 6:40 P.M. Public Hearing: Ordinance 2014-01**

Mayor Busby read aloud Ordinance 2014-01, in addition highlighting the proposed changes. Mayor Busby asked for anyone in opposition to speak: none did. Mayor Busby asked for anyone in favor to speak: none did. Mayor Busby closed the public hearing for Ordinance 2014-01

**6:40 P.M. - 6:51 P.M. PA/Camera System: Elite Audio-Video Specialists**

The representative from Gattis Pro Audio discussed the differences between the permanent and portable audio systems.

**6:51 P.M. 6:59 P.M. Review of Police Department Report**

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

- Grant administration & new Tahoe.
- Bullet proof vest
- Impala equipment
- Calls for service 2013
- Police department rank structure, Bramlett probation period and recommended raise
- December checkpoint

**6:59 P.M. 7:01 P.M. Review of Administrative Report**

Written Administrative reports were included in the Council packets. Council reviewed the timeline for the new Stormwater Permit and discussed the 2014 Business License renewals.

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**Work Session**  
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**7:01 P.M. - 7:11 P.M. Informational Council Discussion:**

- a) Sale of surplus equipment - vehicles will be sold at State Surplus Property for a 10% administrative fee, which complies with our Town Code and approved by our Auditors.
- b) 2012/14 Goals - met several short term goals with lawn care service thanks to Councilman Dinkins and Councilman Price. Sidewalk repairs were completed thanks to Councilman Wells. Mid term goals of working with the City of Cayce with the water and fire hydrant service were met although it was not approved in the November referendum. Long term goals are continuing by working with Lexington County Recreation and Aging to purchase the building to expand the Town Hall and Police Department.
- c) Special meeting needed to finalize projects for the Penny for Progress Committee
- d) Special thanks to Chief Parker and Councilman Wells for the Christmas lights
- e) Palmetto tree replacement will discuss in the spring
- f) Senior luncheon in December went well
- g) Official Town Facebook - Mayor Busby asked Council if anyone was interested in creating and keeping an up to date Facebook page for the Town. Councilman Dinkins volunteered.

Mayor Busby closed this portion of the work session.

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TOWN COUNCIL MEETING - 7:11 P.M.

**CALL TO ORDER**

Mayor Busby called the Town Council meeting to order at 7:11 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 Wells led those assembled in prayer.

**APPROVAL OF MINUTES**

1. December 10, 2013 Regular Scheduled Meeting

Councilman Price made the motion to accept the minutes of December 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) Property & Recreation Committee -  
Camp Moore/Styx Historical Park - Dinkins/Busby

No updates were available at this time.

- b) Town Hall/Police Department - Wells

No updates were available at this time. Mayor Busby and Councilman Wells will be setting up a meeting with Lexington County at some point in the near future.

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**TOWN OF PINE RIDGE**  
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2. Update on Impala-a) computer equipment - Councilman Price

Chief Parker stated that he has contacted SCHP to find out the recommended hardware and will begin to move forward on the purchase of equipment for the Impala.

3. 2013 Police Department Policy Manual

Councilman Wells made a motion to approve Chapter 3 & 4, with submitted changes. Councilman Dinkins seconded the motion, which was unanimously approved.

4. PA/Camera System quotes

Council decided to wait until February meeting and ask the audio company to bring the system to demonstrate.

5. Ordinance 2013-12 §1-309 (4) Property and Recreation  
reading

\*\*\*second

Mayor Busby read aloud the title and ordinance number.

Councilman Dinkins made a motion to approve the second reading of Ordinance 2013-12 as submitted. Mayor Pro-tem Davis seconded the motion, which was unanimously approved.

6. Grant update on Tahoe, equipment & vests

Chief Parker stated that the Tahoe is fully equipped and he is awaiting the arrival of the vests.

**TOWN OF PINE RIDGE**  
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**NEW BUSINESS**

1. Ordinance 2014-01          2013/2014 Budget Amendment

Mayor Busby read aloud the title of Ordinance 2014-01.

Mayor Pro-tem Davis made a motion to approve Ordinance 2014-01 for first reading as submitted. Councilman Wells seconded the motion, which was unanimously approved.

2. Resolution 2014-02          Certification of Jury Roll

Mayor Busby read aloud Resolution 2014-02.

Councilman Wells made a motion to approve Resolution 2014-02 as submitted. Councilman Dinkins seconded the motion, which was unanimously approved.

3. Resolution 2014-03          Penny Sales Tax Project Submission

Mayor Busby read aloud Resolution 2014-03 and explained Lexington County's proposed Penny for Progress project. Council discussed the projects that the Town will be submitting with those in attendance.

Councilman Price made a motion to approve Resolution 2014-03 as submitted. Councilman Wells seconded the motion, which was unanimously approved.

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4. Appointments of office:
- a) Finance Committee - Chair Davis & Member Price
  - b) Administrative Liaison - Dinkins
  - c) Public Safety Committee - Police Commissioner Busby & Member Wells
  - d) Public Utilities & Health Committee - Chair Price & Member Dinkins
  - e) Property & Recreation Committee - Chair Wells & Member Davis
  - f) Employee Grievance Committee - Chair Price & Members Davis & Wells
  - g) Midlands Regional Planning Council of Governments Representative - Davis
  - h) Council of Governments Representative - Davis
  - i) Lexington Water & Sewer Commission Representative - Wells
  - j) County Penny Sales Tax Committee - Chair Wells & Member Busby
  - k) County Sign Ordinance Committee - Chair Price & Member Dinkins
  - l) Mayor Pro-tem - Councilman Davis was nominated and elected Mayor Pro-tem

5. Sale of Surplus Equipment

Mayor Busby stated Council has a choice of taking bids or allowing State Surplus Property to sell the vehicles through their auctioning process, which is in accordance with our Town Code and approved by our Auditor. The fee for State Surplus is 10% of the sale price but will cost less in the long run if we add up time spent on the bidding process.

Councilman Price made a motion to allow SC State Surplus to sell our surplus equipment. Councilman Wells seconded the motion, which was unanimously approved.

APPROVED

**January 14, 2014**

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6. Public Safety Committee Recommendations

a) Personnel Issue - Chief Parker stated that Officer Bramlett's six month probation will be up in February and he would recommend a rank structure for the Police Department, which would make Officer Bramlett a Lieutenant and a 3% raise. Police Commissioner Busby spoke on behalf the Public Safety Committee stating that they support Chief Parker's recommendation.

Councilman Wells made a motion to approve the Police Department rank structure and a 3% raise for Lieutenant Bramlett.

b) Vehicle purchase - Police Commissioner Busby spoke on behalf of the Public Safety Committee stating that they support purchasing a used vehicle from Public Safety Surplus in the amount of \$1,500.00 to replace the last old vehicle in the fleet. The vehicle will be used for part time police officers and the old one will be sold at SC State Surplus.

Councilman Wells made a motion to allow the purchase of a newer vehicle for the Police Department in the amount of \$1,500.00. Councilman Dinkins seconded the motion, which was unanimously approved.

**Citizen's Comment Time**

Mr. & Mrs. Collins - Penny Sales Tax projects

**ADJOURN**

With no further business to discuss, Councilman Wells moved to adjourn, with a second by Councilman Dinkins. With the Council's unanimous approval, Mayor Busby adjourned the meeting at 7:49P.M.

Respectfully submitted,

Viki M. Moak, Town

Administrator  
APPROVED:

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