

**November 18, 2014**  
**TOWN COUNCIL MEETING**

**Town Council Work Session**

- 6:30 P.M. - 6:40 P.M. Blowfish Baseball Presentation by Mr. Bill Shanahan, Owner and Ms. Kelly Evans, General Manager
- 6:40 P.M. - 6:50 P.M. 2013-2014 Audit Presentation by Mr. Chip Summers of Brodie, Summers, & Wilkes, LLP
- 6:50 P.M. - 6:51 P.M. Review of Administrative Report
- 6:51 P.M. - 6:52 P.M. Review of Police Department Report
- 6:53 P.M. - 7:00 P.M. Informational Council Discussion:

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

**Call to Order & Invocation**

**Approval of Minutes**

1. October 14, 2014 Regular Scheduled Meeting

**Old Business**

1. PA system quotes
2. Penny Sales Tax Project submission
  - a) Water & Fire Hydrant coverage
  - b) Town Hall/Police Department renovation & upgrade
  - c) Pine Ridge Sidewalk extension
  - d) Camp Moore/Styx Recreational Facility
3. Building Renovation
4. Cayce Municipal Water & Sewer
5. Infrastructure Planning Goals 2012-2014
6. SCDPS JAG Grant - 10% Match
7. Police Department Equipment

**New Business**

1. 2013-2014 Audit report
2. Formal request to Planning: Sign Ordinance review/update
3. Annual Senior Luncheon (Donation)
4. Planning Resolution 2014-17 - Recommendation of adoption  
of the Comprehensive

Plan

5. 2015 Meeting and Holiday Schedule
6. Employee Service Recognition

**Citizen's Comment Time**

**ADJOURN**

**TOWN OF PINE RIDGE  
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Council present: Mayor Busby, Mayor Pro-tem Davis, Councilman Dinkins, Councilman Wells & Councilman Price

Staff present: Chief Parker & Town Administrator, Viki Miller

**6:30 P.M. 6:40 P.M. 2013-2014 Audit Presentation by Mr. Chip Summers of Brodie, Summers & Wilkes, LLP**

Mr. Chip Summers presented Council with the final Audit for 2013-2014. Mr. Summers went over several pages with Council stating that the Town received an unqualified opinion for the fiscal year 2013-2014, which is the highest rating available. The unqualified opinion has no reservations concerning the financial statements. This is also known as a clean opinion meaning that the financial statements appear to be presented fairly. An unqualified audit analyzes both the internal systems of control, as well as all of the details in the organization's books. All ancillary documentation and supporting records are used in an unqualified audit.

**6:40 P.M. 6:44 P.M. Review of Administrative Report**

Written Administrative reports were included in the Council packets. Mayor Busby stated he donated bales of hay to the Congaree Baptist Church Fall Festival; Town sold the three older cars through State Surplus; Mayor Busby and Councilman Wells met with an Engineer on the building who stated it had only cosmetic issues; final year end budget and month end October budget was discussed.

**6:44 P.M. 6:49 P.M. Review of Police Department Report**

Written Administrative reports were included in the Council packets. Chief Parker stated that the equipment off the grants has been ordered. Based on the hours worked versus actual traffic stops, Part time Officers are writing less than one citation per hour than worked. Mayor Busby and Chief Parker visited White Knoll Middle for Career Day.

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**6:49 P.M. 6:56 P.M. Blowfish Baseball Presentation by Mr. Bill Shanahan, Owner and Ms. Kelly Evans, General Manager**

Mr. Shanahan invited Council to participate in the opening day ceremonies on May 27<sup>th</sup> at the Ball Park Road Complex. Mr. Shanahan discussed with Council his personal history and that of the league the Blowfish are in.

**6:56 P.M. - 6:58 P.M. Informational Council Discussion:**

Council discussed the following:

- South Congaree Christmas Parade
- PRMS GOLD Thank you cards for donation
- LC Moving for Meals Thank you card for donation
- Councilman Wells discussed adding more pine straw to Camp Moor/Styx and cleaning of the sidewalks as we did last year. Councilman Wells contacted our contracted Landscaper for 2014 and he agreed to do it for the same price of \$880.00. If Council is interested, this item will require a vote to be added to the agenda.

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, Councilman Wells and Councilman Price present.

Staff present: Chief Parker & Town Administrator, Viki Miller

**INVOCATION**

Councilman Dinkins led those assembled in prayer.

**APPROVAL OF MINUTES**

1. October 14, 2014 Regular Scheduled Meeting

Councilman Dinkins made the motion to approve the minutes of October 14, 2014 as submitted. Councilman Price made a motion to amend the minutes to reflect the correct meeting date of October 14, 2014. Councilman Wells seconded the motion, which was unanimously approved.

**OLD BUSINESS**

1. PA System quotes

This item remained on the table from the February 11, 2014 meeting.

2. Penny Sales Tax Project submission
  - a) Water & Fire Hydrant coverage #18
  - b) Town Hall/Police Department renovation & upgrade #58
  - c) Pine Ridge Sidewalk extension *not listed*
  - d) Camp Moore/Styx Recreational Facility *not listed*

The Referendum on the November 4<sup>th</sup> ballot did not pass.

3. Building Renovation

Mayor Busby stated that it may be sometime in the 2015/2016 Budget year. Mayor Busby and Councilman Wells met with an Engineer to check out the structural integrity of the building. The Engineer stated that the building issues were cosmetic.

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4. Cayce Municipal Water & Sewer

Mayor Busby stated that the Town Hall has not received any complaints as of today.

5. Infrastructure Planning Goals 2012-2014

**Short Term (Spring 2012):**

**Street Maintenance** - Bids requests printed in Chronicle for calendar years 2012, 2013 & 2014. Bid awarded on a yearly basis per ordinance requirements.

**Sidewalk Repairs** - Bid request printed in Chronicle on February 20, 2014. Bid awarded as per ordinance requirements.

**Sidewalk Extension** - Added extension as a part of the Pine Ridge Recommended Pedestrian Plan in the Comprehensive Plan. Submitted project under the Penny for Progress Referendum which did not pass during the November 4<sup>th</sup>, 2014 election. Councilman Price discussed adding the area across from the old town hall site and up Pine Ridge Drive for the new ball fields.

**Medium Term (Summer/Fall 2012)**

Water line/Fire hydrant extension - Engineering work done to include a cost estimate. Council placed a bond referendum on the ballot to pay for the project, which was not approved by Residents in November 2013. After our Penny for Progress Committee met and submitted prioritized projects to Council, they submitted it as our number one priority on the Lexington County Penny for Progress projects(Item#18). The Penny for Progress Referendum did not pass during the November 4<sup>th</sup>, 2014 election.

**Long Term (2013-14)**

Town Hall Renovations - This item was included in the Penny for Progress submission and is currently Item# 58. The Penny for Progress Referendum did not pass during the November 4<sup>th</sup>, 2014 election. Town Council is still awaiting a final agreement from LCRAC, but is hoping to begin during the 2014/2015 budget year.

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Mayor Busby stated that the Town Hall Renovations should remain in our future plans and would also like to include a storage/garage to keep the new vehicles when not in use and additional storage which we no longer need to rent. Councilman Price discussed adding the area across from the old town hall site and up Pine Ridge Drive for the new ball fields.

Mayor Busby would like for Council to establish Short/Mid/Long Term Goals for 2015-2017.

6. SCDCPS JAG Grant - 10% Match

Mayor Busby stated that part of the JAG Grant award requirement is that the Town agrees to match it by ten percent, which ends up \$6,145.10.

Councilman Wells made the motion to approve the 10% Matching Funds for the JAG Grant as submitted. Councilman Dinkins seconded the motion, which was unanimously approved.

7. Police Department Equipment

Mayor Busby stated the quotes were submitted to Council during the October meeting by Chief Parker. The items totaled \$3,142.41 and can be paid for by the old cars recently sold at State Surplus in the amount of \$5,535.00.

Councilman Dinkins made a motion to approve to purchase of the equipment as submitted in the amount of \$3,142.41. Councilman Wells seconded the motion, which was unanimously approved.

**NEW BUSINESS**

1. 2013-2014 Audit Report

Councilman Dinkins made a motion to accept the 2013-2014 Audit Report as submitted by Brodie, Summers & Wilkes, LLP. Councilman Dinkins seconded the motion, which was unanimously approved.

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2. Formal request to Planning: Sign Ordinance review/update

Mayor Busby stated that our Sign Ordinance is outdated as it does not mention new types like electronic and feather signs and needs to be reviewed and updated if necessary.

Mayor Pro-tem Davis made a motion to send a request to the Planning Commission to review/update the Sign Ordinance. Councilman Dinkins seconded the motion, which was unanimously approved.

3. Annual Senior Luncheon

Councilman Wells made a motion to approve no more than \$700.00 to be donated towards the Annual Senior Luncheon. Councilman Price seconded the motion, which was unanimously approved.

4. Planning Resolution 2014-17 - Recommendation of adoption of  
the Comprehensive Plan

Mayor Busby read aloud Planning's Resolution of recommendation to adopt the amended Comprehensive Plan. A public notice will be placed in the Chronicle and a public hearing scheduled for the December 9, 2014 Council meeting for first reading.

5. 2015 Meeting and Holiday Schedule

Mayor Pro-tem Davis made a motion to approve the 2015 Meeting and Holiday Schedule as submitted. Councilman Dinkins seconded the motion, which was unanimously approved.

6. Employee Service Recognition

Mayor Busby stated this is the time of the year that Council likes to recognize the staff and their contributions to the town. Council discussed year ending budget, \$70,386.00 in savings that is due to budget restraints in the Administrative and Police Department

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Mayor Busby made a motion to approve approximately \$3,500.00.00 to include taxes and to send to the Finance Committee for distribution. Councilman Price seconded the motion, which was unanimously approved.

*Councilman Dinkins made a motion to add Landscaping Needs to the Agenda. Councilman Price seconded the motion, which was unanimously approved.*

7. Landscaping Needs

Councilman Wells contacted the contracted Landscaper for a cost on fresh pine straw at Camp Moore/Styx Historical Park - \$455.00 and the clean the sidewalks/mulch after the majority of leaves have fallen - \$425.00.

Councilman Price made a motion to approve the Landscaping needs as requested in the amount of \$880.00. Councilman Dinkins seconded the motion, which was unanimously approved.

**Citizen's Comment Time**

No one in attendance spoke.

**ADJOURN**

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

Respectfully submitted,

Viki M. Miller, Town Administrator

APPROVED:

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David L. Busby, Mayor

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