

Town of Pine Ridge

2757 Fish Hatchery Road
West Columbia, SC 29172
Telephone (803) 755-2500
Facsimile (803) 955-0605



December 8, 2015 TOWN COUNCIL MEETING

Town Council Work Session

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| 6:30 P.M. – 6:45 P.M. | 2014-2015 Audit Presentation by Mr. Chip Summers of Brodie, Summers, & Wilkes, LLP |
| 6:45 P.M. – 6:50 P.M. | Public Hearing: Ordinance 2015-09 |
| 6:50 P.M. – 6:52 P.M. | Introduction of Patrolman J.S. Coon |
| 6:52 P.M. – 6:54 P.M. | Introduction of Victims Advocate Frances Shealy |
| 6:54 P.M. – 6:56 P.M. | Review of Administrative Department Report |
| 6:56 P.M. – 6:58 P.M. | Review of Police Department Report |
| 6:58 P.M. – 7:00 P.M. | Informational Council Discussion |

7:00 P.M. - Town Council Meeting Call to Order & Invocation

APPROVED 2/9/2016

Freedom of Information Act Compliance

Approval of Minutes

1. November 10, 2015 Regular Scheduled Meeting

Old Business

1. Town 60th Anniversary in 2018
2. Town Christmas Tree lighting
3. Proposed 2016 CDBG Demolition of Blight–10% match for 16/17 budget
4. Indigent Defense Fund

New Business

1. 2014-2015 Audit report - Council vote
2. 2015/2016 Budget Amendment – discussion
3. Ordinance 2015-09: Section 5-614 Tree Limbs, Leaves (First Reading)
4. Inventory Control System Proposal
5. Stormwater Enforcement Response Plan

Citizen's Comment Time

ADJOURN

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Council present: Mayor Busby, Mayor Pro-tem Davis, Councilman Dinkins, Councilman Price & Councilwoman Sturkie

Staff present: Chief Parker, Patrolman Coon, Patrolman Lilly, Victims Advocate Frances Shealy & Town Administrator, Viki Miller

6:30 P.M. - 6:40 P.M. 2014-2015 Audit Presentation by Mr. Chip Summers of Brodie, Summers & Wilkes, LLP

Mr. Chip Summers presented Council with the final Audit for 2014-2015. Mr. Summers went over several pages with Council stating that the Town received an unqualified opinion for the fiscal year 2014-2015, which is the highest rating available. Mr. Summers discussed the new accounting/financial reporting standards that were issued by the Governmental Accounting Standards Board (GASB) in June 2014. The new standards will have a substantial impact on reporting requirements for employers participating in the South Carolina Retirement Systems (SCRS). GASB approved the standards to improve the way state and local governments report their pension liabilities, resulting in a more realistic representation of the complete impact of pension obligations. GASB's view is that pension benefits are part of an overall compensation package offered by an employer and certain pension-related costs should be included in the employer's financial statements. GASB believes the changes will improve the decision-usefulness of the reported information and increase the transparency, consistency, and comparability of pension information across state and local governments. Mr. Summers concluded that the pension disclosure is required by law for a minimum of ten years and that the Town ended the 2014-2015 budget year on a great note.

6:40 P.M. - 6:45 P.M. Public Hearing: Ordinance 2015-09

Mayor Busby read aloud Ordinance 2015-09. The public notice for Ordinance 2015-09 was placed in the Chronicle. Town Code 5-614 Tree Limbs, Leaves is being changed to reflect the contract with Advanced Disposal.

Mayor Busby asked for anyone in opposition to speak: none did.
Mayor Busby asked for anyone in support to speak: none did.

Mayor Busby closed the public hearing for Ordinance 2015-09.

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6:45 P.M. - 6:52 P.M. Introduction of Police Department Personnel

Chief Parker introduced Patrolman John S. Coon, who is our new full time Police Officer.

Chief Parker introduced Patrolman Bryan Lilly, who is our new part time Police Officer.

Chief Parker administered the Oath of Office to Patrolman Coon and Patrolman Lilly.

Chief Parker introduced Mrs. Frances. Shealy, who is our new part time Victims Advocate.

6:52 P.M. - 6:53 P.M. Review of Police Department Report

Written Administrative Police Department reports were included in the Council packets. Chief Parker reviewed his reports with Council.

6:53 P.M. - 6:53 P.M. Review of Administrative Department Report

Written Administrative Department reports were included in the Council packets.

6:53 P.M. - 6:56 P.M. Informational Council Discussion:

Mayor Busby thanked Councilwoman Sturkie for her work on the Pine Ridge/South Congaree parade. Councilwoman Sturkie stated there were seventy one entries in the parade and there was a great turnout of residents along the parade route.

Mayor Busby closed this portion of the work session.

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TOWN COUNCIL MEETING - 6:56 P.M.

CALL TO ORDER

Mayor Busby called the Town Council meeting to order at 6:56 P.M. with Mayor Pro-tem Davis, Councilman Dinkins, Councilman Wells and Councilwoman Sturkie present.

Staff present: Chief Parker, Patrolman Coon, Patrolman Lilly, Victims Advocate Frances Shealy & Town Administrator, Viki Miller

INVOCATION

Councilwoman Sturkie led those assembled in prayer.

Freedom of Information Act Compliance - Public notification of this meeting will be published, posted, and mailed in compliance with the Freedom of Information Act.

APPROVAL OF MINUTES

1. November 10, 2015 Regular Scheduled Meeting

Councilman Dinkins made the motion to approve the minutes of November 10, 2015 as submitted. Councilman Wells seconded the motion, which was unanimously approved by Town Council.

OLD BUSINESS

1. Town 60th Anniversary in 2018

Mayor Busby asked Councilman Dinkins for any updates for the Town 60th Anniversary in 2018. Councilman Dinkins went over his previous proposals for an Anniversary Festival, Banners or Parade/Reception with estimated budgets. Council discussed dividing the festival and banner proposals into three budget years to help reduce the overall expense for one budget year. A portion of the project will be introduced as a line item in the 2015/2016 budget amendments in January 2016 to begin saving for the event that will occur during the 2017/2018 budget year.

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2. Town Christmas Tree lighting

Mayor Busby asked Town Administrator, Mrs. Miller to update Council on the Christmas tree lighting. Mrs. Miller stated the event is planned for December 11th from 6-8pm, with the Tree lighting at 7pm. Santa Claus will be attending with a writing station for letters to Santa. Mr. Cecil Oliver has donated and installed the tree and lighting. The ornaments were purchased and Mr. Oliver completed decorating the tree today. AHS Band and Wood Elementary Chorus have confirmed they will be providing caroling and music. We have received the refreshment donations provided by Mr. Vincent Echerer with Nabisco, Mr. Jason Greer with Derst Baking Company and Mrs. Frances Shealy our Victims Advocate. LCRAC will deliver the bleachers on Friday and we are a drop off site for the Toys for Tots program.

3. Proposed 2016 CDBG Demolition of Blight - 10% match for the 16/17 budget

Mayor Busby asked Town Administrator, Mrs. Miller to update Council on the proposed grant. Mrs. Miller stated that the grant has been submitted and has received preliminary approval by the CDBG Committee. The next step is a presentation to the Committee in January, but Council will need to officially approve the project. The amount of CDBG funds that have been requested is \$9,199.00 plus our match portion of \$920.00, which totals the estimated cost of the project at \$10,119.00. The increase in the estimate from last month is to include possible lead and asbestos testing and abatement if needed. The \$920.00 match the Town will pay may end up being less if there is no lead and asbestos. Mrs. Miller reminded Council that this Grant operates the same as the JAG & Homeland Security Grants. The Town pays out of the general fund and is reimbursed when project is completed.

Councilman Dinkins made a motion to approve the 10% match up to \$920.00 for the submitted CDBG proposal for demolition of the dilapidated home located at 405 Pine Ridge Drive. Mayor Pro-tem Davis seconded the motion, which was unanimously approved by Town Council.

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4. Indigent Defense Fund

Mayor Busby reminded everyone of the discussion during the November Council meeting. The U.S. Constitution guarantees a defendant's right to counsel if they cannot afford it on their own. To fund public defenders in South Carolina, the Office of Indigent Defense collects 10.56 percent of every fine levied in municipal courts. In FY 14, municipal courts collected and remitted more than \$2.2 million to OID. Additionally, a portion of each resident's County taxes go to the County OID. While municipalities provide significant funding for OID through state-mandated surcharges and assessments, the General Assembly included a proviso in this year's annual budget that prohibits circuit public defenders from representing indigent defendants in municipal court unless the court and the public defender's office have an agreement for services. The proviso, sponsored by Rep. Mike Pitts (Laurens), also prohibits OID from compensating independent attorneys who defend indigents in municipal courts. While provisos are only in effect for one year, they are often automatically included in subsequent state budgets. Therefore, responsibility for defending indigent defendants in municipal courts for the foreseeable future has fallen exclusively on municipalities.

Mayor Busby stated a request for proposal titled "RFP 2015-11" was prepared in accordance with the needs for Indigent Defense and a copy has been provided in the Council packets.

Mayor Pro-tem Davis made a motion to approve RFP 2015-11 as submitted. Councilman Wells seconded the motion, which was unanimously approved by Town Council.

NEW BUSINESS

1. 2014-2015 Audit Report - Council vote

Mayor Busby stated that he understands there is a liability issue, but disagrees that the Town of Pine Ridge should bear the liability of future retirement payments for those past and present employees who participated in the SCRS. The Town of Pine Ridge has no control of how the funds are handled, invested or distributed. The South Carolina Public Employee Benefit Authority (PEBA) administers the SCRS.

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Councilman Wells made a motion to accept the 2014-2015 Audit Report as submitted by Mr. Summers of Brodie, Summers & Wilkes, LLP. Councilwoman Sturkie seconded the motion, which was unanimously approved by Town Council.

2. 2015-2016 Budget Amendment - discussion

Mayor and Council discussed the following items off the 2015-2016 Budget:

Repairs & Maintenance - Copier cost increase since on network. Individual printing ink has decreased under office supplies.

Legal - Only set aside Five Hundred Dollars for potential needs. Currently two issues are needing legal advice, which will incur additional billings.

Mileage - Previously used by Town Administrator for work related meetings, training and private supply trips. When Clerk of Court position went full time, it was used to reimburse for mileage associated with work related training. Since Busby began submitting mileage reimbursement for work related meetings.

Telephone - Additional phone line for new Patrolman approved by Town Council 11/10/2015.

Election Expense - Decrease as election was cancelled, existing expenses were for mandatory publishing by Election Commission & Reception for outgoing/incoming Council.

Building & Maintenance - Increase due Town Hall/Police Department expansion

Donations - Council reviewed approved and allocated funds

Vehicle Insurance - Decrease based on last two years of billings

LawTrak License - Increase for off site back up approved by Town Council 10/13/2015.

Victims Assistance - Increase due to position approved by Town Council 7/14/15 plus costs associated with annual training.

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Workmen's Compensation - Increase due to experience rating & payroll.

Retirement Admin - Retirement is paid on council and administrative employees to include part time police officers.

Mayor Busby asked Council to advise Mrs. Miller if there was another budget item they would like to be addressed before the end of the month, when the ordinance will be prepared for January's first reading.

3. Ordinance 2015-09:Section 5-614 Tree Limbs, Leave (First Reading)

Mayor Busby read aloud the title to Ordinance 2015-09.

Councilman Wells made a motion to approve Ordinance 2015-09 as submitted. Councilman Dinkins seconded the motion, which was unanimously approved by Town Council.

4. Inventory Control Policy Proposal

Mayor Busby proposed a system where every item is recorded into an inventory system kept by the auditors, regardless of acquisition price. The current system has items that do not have a good description or location, making it difficult to identify. Mayor Busby would like to revise the policy to only include items that cost over a thousand dollars. They will be assigned a unique identifying number which will be kept in a log to include date of purchase, original cost and current location of item. Mayor Busby asked Council to review the policy and plan on taking a vote during January's meeting.

5. Stormwater Enforcement Response Plan

Mayor Busby stated as per DHEC permit requirements for all SMS4's, we are to have a written plan that describes the Town's procedures and policies regarding enforcement of the stormwater ordinance to include illicit discharges.

Councilman Wells made a motion to approve the Stormwater Enforcement Response Plan as submitted. Councilwoman Sturkie seconded the motion, which was unanimously approved by Town Council.

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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 Councilman Dinkins. With the Council's unanimous approval, Mayor Busby adjourned the meeting at 7:46 P.M. and invited all those in attendance to the reception. (Amendment Approved February 9, 2016)

Respectfully submitted,

Viki M. Miller, Town Administrator

APPROVED:

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David L. Busby, Mayor

Date: □□□□□□□□□□□□

APPROVED 2/9/2016

Minutes Originally Approved January 12, 2016 Minutes Approved Amended February 9, 2016
