

Town of Pine Ridge

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February 9, 2016 TOWN COUNCIL MEETING

Town Council Work Session

6:45 P.M. - 6:50 P.M. Review of Administrative Department Report

6:50 P.M. - 6:55 P.M. Review of Police Department Report

6:55 P.M. - 7:00 P.M. Informational Council Discussion:

- Midlands Regional Mayors Forum-2016
Legislative Priorities

7:00 P.M. - Town Council Meeting

Call to Order & Invocation

Freedom of Information Act Compliance

Approved 3/8/2016

Approval of Minutes

1. January 12, 2016 Regular Scheduled Meeting
2. December 8, 2015 Regular Scheduled Meeting *correction

Old Business

1. Town 60th Anniversary in 2018
2. Ordinance 2016-01 Amending the 2015-2016 Budget*2nd Reading
3. Landscape Maintenance for 2016-Property & Recreation Committee
Recommendation
4. Pine Ridge-South Congaree Christmas Parade 2015 (donation)

New Business

1. Landscape Maintenance for 2016 - Council vote
2. Approval to add additional Public Safety personnel
3. Victims Advocate job description
4. Indigent Defense forms
5. 2016 Meeting & Holiday Schedule *correction
6. Animal Removal expense services

Citizen's Comment Time

ADJOURN

**TOWN OF PINE RIDGE
Town Council Minutes
Work Session
February 9, 2016**

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

Staff present: Chief Parker & Town Administrator, Viki Miller

6:48 P.M. - 6:50 P.M. Review of Administrative Department Report

Written Administrative Department reports were included in the Council packets. Council discussed the current budget, the second reading of the amended budget and the possibility of future meetings being paperless.

6:50 P.M. - 6:53 P.M. Review of Police Department Report

Written Administrative Police Department reports were included in the Council packets. Chief Parker spoke to Council regarding recent incidents in town that are currently under investigation. Mayor Busby stated that the Town has had an increase in incidents, which support the need for a second shift Patrolman.

6:48 P.M. - 7:02 P.M. Informational Council Discussion:

Council discussed the following:

- Mayor Busby stated there is a House bill requiring all Municipalities to submit Court transmittals electronically within five days, which will add a cost of \$5.00 to each ticket but unsure who the cost will be transmitted to.
- Mayor Busby spoke to Lexington County Recreation & Aging Board Member regarding fixing the drainage issue in the parking lot.
- Mayor Busby and Wells met with a local architect and they will take it under consideration and get back with us.
- Mayor Busby attended Midlands Regional Mayor Forum, which Mayor went over the legislative priorities.
- Mayor Busby & Town Administrator met with a potential buyer for the Courtyards at Rockford Place sub-division.
- Mayor Busby attended Lexington County Night.
- Mayor Busby stated that construction is still going on in the Sandy Lane and Spruce Street.
- Mayor Busby, Councilman Wells and Town Administrator met with the family of the former owner for Oswald Mobile Home Park.

Mayor Busby closed this portion of the work session.

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TOWN COUNCIL MEETING - 7:02 P.M.

CALL TO ORDER

Mayor Busby called the Town Council meeting to order at 7:02 P.M. with Mayor Pro-tem Davis, Councilman Dinkins, Councilman Wells and Councilwoman Sturkie present.

Staff present: Chief Parker & Town Administrator, Viki Miller

INVOCATION

Councilman Wells led those assembled in prayer.

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

APPROVAL OF MINUTES

1. January 12, 2016 Regular Scheduled Meeting

Approved 3/8/2016

Mayor Pro-tem Davis made the motion to approve the minutes of January 12, 2016 as submitted. Councilwoman Sturkie seconded the motion, which was unanimously approved by Town Council.

2. December 8, 2015 Regular Scheduled Meeting *correction

Mayor Busby stated that the following needs to be removed from the adjourning minutes of the December 8th Council meeting:
"and invited all those in attendance to the reception."

Councilman Dinkins made a motion to amend the December 8, 2015 minutes by removing the phrase "and invited all those in attendance to the reception", which is located under the adjourning minutes. Councilman Wells seconded the motion, which was unanimously approved by Town Council.

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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 will have a recommendation on banners at the next Council meeting. Councilwoman Sturkie stated that there is an up front cost for the beauty pageant. Sashes and trophies cost about \$200.00, but the entry fees will cover the cost in the end. Councilwoman Sturkie added that she asked someone what they would charge to be the director and would be about \$150.00 plus 20% of income. Councilwoman Sturkie stated that the pageant should be open to anyone who would like to participate.

2. Ordinance 2016-01 Amending the 2015/2016 Budget *2nd reading

Mayor Busby read aloud Ordinance 2016-01 and stated that a public hearing was held on January 12, 2016, which was published in the Chronicle.

Approved 3/8/2016

Mayor Busby stated that the majority of the budget increase is due to pending ownership of the building. The second reading includes an increase in payroll to add a third full time Patrolman and to cover additional donations for the Pine Ridge-South Congaree 2015 Christmas parade.

Councilman Wells made a motion to approve the second reading of Ordinance 2016-01 as submitted. Councilman Dinkins seconded the motion, which opened the item up for discussion.

Council discussed the need for the additional Patrolman in the Police Department, which increased the Payroll line item and sharing the cost of trophies, candy and gift cards for Judges participating in the Pine Ridge-South Congaree 2015 Christmas parade with the Town of South Congaree.

Mayor Busby called for a final vote. Town Council unanimously approved the second reading of Ordinance 2016-01.

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3. Landscape Maintenance for 2016-Property & Recreation
Committee Recommendation
Committee Chairman Councilman Wells and Member Mayor Pro-tem
Davis recommended C&E Landscaping for the 2016 bid.

Councilman Dinkins made a motion to accept the Property & Recreation Committee's recommendation to accept C&E Landscaping as the winning bidder for 2016.

4. Pine Ridge-South Congaree Christmas Parade 2015 (donation)

Mayor Busby stated that Council had previously agreed to participate in the first ever joint Christmas parade with South Congaree, but would like to have on record a vote to share the cost of expenses. Mayor Busby asked Councilwoman Sturkie to explain the expenses for the 2015 Pine Ridge-South Congaree Christmas Parade. Councilwoman Sturkie stated the expenses for the joint parade were for trophies, candy and a gift card for the three guest Judges in which our half would total \$121.60.

Councilwoman Sturkie made a motion to approve \$121.60 for half of the 2015 Pine Ridge-South Congaree Christmas Parade. Councilman Wells seconded the motion, which was unanimously approved by Town Council.

Approved 3/8/2016

NEW BUSINESS

1. Landscape Maintenance for 2016 - Council vote

Councilwoman Sturkie made a motion to approve C&E Landscaping as the 2016 contract award bidder. Councilman Wells seconded the motion, which was unanimously approved by Town Council.

2. Approval to add additional Public Safety personnel

Mayor Busby stated that Chief Parker will be out of the office for awhile and he would like to propose the hiring of an additional Patrolman so that we have coverage of more than one full time officer. Mayor Busby stated that Council had agreed to budget a third officer several years ago, which never came to reality. Mayor Busby asked that Council approve a salary range of \$38k-\$40k, which will be approximately \$17,500 for the next five months. Mayor Busby stated that the new person will need to begin training as soon as possible before Chief has to leave.

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Councilwoman Sturkie made a motion to approve the hiring of an additional Patrol for the Pine Ridge Police Department. Councilman Wells seconded the motion, which was unanimously approved by Town Council.

3. Victims Advocate job description

Mayor Busby stated that we are required to have a job description for the Victims Advocate position.

Councilman Wells made a motion to approve the Victims Advocate job description as submitted. Councilman Dinkins seconded the motion, which was unanimously approved by Town Council.

4. Indigent Defense forms

Mayor Busby stated that the Town needed to approve Indigent Defense forms to provide the Clerk of Court with a clear financial guideline for those who qualify for Attorney representation. The Town Administrator researched the forms and found that the South Carolina Commission on Indigent Defense forms used for the upper courts would be most appropriate for our Municipal Court. The Clerk of Court then created the Indigent Defense forms for the Town of Pine Ridge.

Councilman Wells made a motion to approve the Indigent Defense forms. Councilwoman Sturkie seconded the motion, which was unanimously approved by Town Council.

5. 2016 Meeting & Holiday Schedule *correction

Mayor Busby stated that the August Municipal court date needed to be moved and a clerical error in the holiday listing needed to be corrected. Judge Whittle and Chief Parker have approved the change in date for Municipal Court.

August 15th to August 22nd Municipal Court
December 28th to December 27th Holidays

Councilman Wells made a motion to approve the submitted changes in the 2016 Meeting & Holiday Schedule. Councilman Dinkins seconded the motion, which was unanimously approved by Town Council.

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6. Animal Removal expense services

Mayor Busby stated that the Town Administrator made an administrative decision within the guidelines of Ordinance 4-504(6) for the expenses to remove animals that are doing damage to the wiring in the ceiling. Although the Property & Recreation Committee and the Finance Committee have previously given the Town Administrator approval, he would like a Council vote as a matter of record. Four potential vendors came out to bid on the job, but the Town Administrator only received three bids.

Councilman Wells made a motion to approve Cridder Ridder services as submitted. Councilman Dinkins seconded the motion, which was unanimously approved by Town Council.

Citizen's Comment Time

Mrs. Bobbie Kliever spoke to Council about February birthdays and Mayor Busby stated the chemical spill on Charleston Highway has been cleaned up.

Approved 3/8/2016

ADJOURN

With no further business to discuss, Councilman Dinkins moved to adjourn, with a second by Councilman Wells. With the Council's unanimous approval, Mayor Busby adjourned the meeting at 7:45P.M.

Respectfully submitted,

Viki M. Miller, Town Administrator

APPROVED:

David L. Busby, Mayor

Date: _____