

Town of Pine Ridge

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March 8, 2016 TOWN COUNCIL MEETING

Town Council Work Session

- 6:45 P.M. - 6:50 P.M. Introduction of Patrolman H.E. Powell
- 6:50 P.M. - 6:52 P.M. Review of Administrative Department Report
- 6:52 P.M. - 6:55 P.M. Review of Police Department Report
- 6:55 P.M. - 7:00 P.M. Informational Council Discussion:

7:00 P.M. - Town Council Meeting

Call to Order & Invocation

Freedom of Information Act Compliance

Approval of Minutes

1. February 9, 2016 Regular Scheduled Meeting

Old Business

1. Town 60th Anniversary in 2018
2. Town Hall/PD renovation project

New Business

1. Approval of RFP16-01 Cleaning of the Municipal Complex
2. Temporary Personnel approval
3. Mayoral Proclamation 2016-03:2016 March for Meals month
4. Council/attendees briefing May Work Session with MASC Representative, Mr. Jeff Shacker
 - a) Council's role/responsibility
 - b) Business license legislation/MASC's role in new business license legislation
5. MDYB donation update

Citizen's Comment Time

ADJOURN

TOWN OF PINE RIDGE
Town Council Minutes
Work Session
March 8, 2016

Approved

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

Staff present: Chief Parker, Patrolman Powell & Town
Administrator, Viki Miller

6:45 P.M. - 6:47 P.M. Introduction of Patrolman H.E. Powell

Chief Parker introduced Patrolman H.E. Powell, who is our new full time Police Officer. Chief Parker administered the Oath of Office to Patrolman Powell.

6:47 P.M. - 6:48 P.M. Review of Administrative Department Report

Written Administrative Department reports were included in the Council packets.

6:48 P.M. - 6:51 P.M. Review of Police Department Report

Written Administrative Police Department reports were included in the Council packets. Chief Parker spoke to Council regarding training for Patrolman Powell and Patrolman Neeley being West Metro Chamber of Commerce Officer of the Month. Mayor Busby congratulated Chief Parker and the Pine Ridge Police Department on being named the Fourth Safest City in South Carolina for 2015.

6:51 P.M. - 6:55 P.M. Informational Council Discussion:

Council discussed the following:

- Mayor Busby and Councilman Wells met with an Architect in February. The Architect was given a set of plans and will be visiting with Chief Parker and the Town Administrator soon.
- Grand Opening of the new Senior Center is on March 11th at 10:30am.
- Pine Ridge hosted the quarterly Lexington County Stormwater Consortium meeting on February 17th.
- Lexington County has completed paving Sandy Lane.
- Mayor Busby & Mayor Pro-tem Davis attended MDYB Opening Day Ceremonies on March 5th.
- Mayor Busby will be delivering Meals on Wheels to Seniors in the area on March 22nd.
- Lexington County Municipal Association quarterly meeting is in Batesburg on March 17th.
- Mayor Busby attended the Glimpse of GOLD program at Pine Ridge Middle School which promotes academic & personal responsibility.

Mayor Busby closed this portion of the work session.

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Approved

TOWN COUNCIL MEETING - 6:55 P.M.

CALL TO ORDER

Mayor Busby called the Town Council meeting to order at 6:55 P.M. with Mayor Pro-tem Davis and Councilman Wells. Council retained a quorum with three members present.

Staff present: Chief Parker, Patrolman Powell & 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. February 9, 2016 Regular Scheduled Meeting

Mayor Pro-tem Davis made the motion to approve the minutes of February 9, 2016 as submitted. Councilman Wells seconded the motion, which was unanimously approved by Town Council.

OLD BUSINESS

1. Town 60th Anniversary in 2018

Mayor Busby stated the proposed budget which will be discussed further upon Committee Chair Dinkins and Committee Member Sturkie's return at the April Town Council meeting.

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2. Town Hall/PD renovation project

Mayor Busby and Councilman Wells met with an Architect in February. The Architect was given a set of plans and will be visiting with Chief Parker and the Town Administrator soon. Mayor Busby spoke to Mr. Gibson at the County about resolving the water/mold issue. Mr. Gibson said the repair work should be completed within three weeks. Once the repairs begin, Mr. Gibson will request their Attorney contact ours to begin the review of the contract. In addition, Mr. Gibson requested that we contact the vendor that provides the trash dumpster to change the bill to the Town. Mayor Busby stated that the Town Administrator began receiving quotes in December, the item was approved in the 15/16 Budget amendment and we received the first bill as of February 1st.

NEW BUSINESS

1. Approval of RFP16-01 Cleaning of the Municipal Complex

Mayor Busby stated that an Ad has been placed in the Chronicle asking for vendors to submit their proposals to clean the municipal complex. Request for Proposal#16-01 has been created to help guide the vendors in submitting their proposals.

Councilman Wells made a motion to approve RFP16-01 as submitted. Mayor Pro-tem Davis seconded the motion, which was unanimously approved by Town Council.

2. Temporary Personnel approval

Mayor Busby stated the Clerk of Court is scheduled to be out of the office for at least four weeks. The Town Administrator is in need of someone to help with the telephone and greet people who come into the office so that she is able to keep up with the additional Clerk of Court duties. The cost of \$12.95 per hour includes temporary staff hourly, service fee, workers compensation, unemployment, payroll taxes, fringe benefits and the Affordable Care Act. Also, since the temporary service participates in the State Procurement System the cost will be reduced.

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Mayor Pro-tem Davis made a motion to approve the temporary staffing personnel. Councilman Wells seconded the motion, which was unanimously approved by Town Council.

3. Mayoral Proclamation 2016-03:2016 March for Meals month

Mayor Busby read aloud Mayoral Proclamation 2016-03, which supports the Older Americans Act Senior Nutrition Programs.

Councilman Wells made a motion to approve Mayoral Proclamation 2016-03 as submitted. Mayor Pro-tem Davis seconded the motion, which was unanimously approved by Town Council.

Mayor Busby will officially sign Mayoral Proclamation 2016-03 at the new Senior Center Grand Opening on March 11th, 2016.

4. Council/attendees briefing May Work Session with MASC Representative, Mr. Jeff Shacker
- c) Council's role/responsibility
 - d) Business license legislation/MASC's role

Mayor Busby stated that from time to time Town Council needs an update from our Municipal Association Representative, which will be present during our May work session.

5. MDYB donation update

Mayor Busby stated the Town Council approved a donation of \$700.00 for two teams that would play at the ball field in town. The check was misplaced and not discovered until there were no available teams to sponsor. The organization has returned the check and the Town would be happy to consider a donation for MDYB teams that qualify to play in the World Series.

Approved

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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 Mayor Pro-tem Davis. With the Council's unanimous approval, Mayor Busby adjourned the meeting at 7:10P.M.

Respectfully submitted,

Viki M. Miller, Town Administrator

APPROVED:

David L. Busby, Mayor

Date: _____