

Town of Pine Ridge

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July 12, 2016 TOWN COUNCIL MEETING

Town Council Work Session

- | | |
|-----------------------|--|
| 6:30 P.M. – 6:45 P.M. | Public Hearing: Ordinance 2016-09 to amend Town Code §1-301 & §1-302 on Council procedures |
| 6:45 P.M. – 6:47 P.M. | Review of Administrative Department Report |
| 6:47 P.M. – 6:49 P.M. | Review of Police Department Report |
| 6:49 P.M. – 7:00 P.M. | Informational Council Discussion |

7:10 P.M. - Town Council Meeting ***Call to Order & Invocation***

Freedom of Information Act Compliance

Approval of Minutes

1. June 14, 2016 Regular Scheduled Meeting

Old Business

1. Town 60th Anniversary in 2018
 - a) Festival & Banners update
 - b) Beauty Pageant update
2. Town Hall/PD renovation project
3. SCDPS OHSJP Grant – Body-Worn Cameras (No Match)*UPDATE

New Business

1. Ordinance 2016-09: Amend Town Code §1-301 & §1-302 *1st reading
2. Temporary Sign Permit for Civic, Charitable, Religious or Athletic Organizations
3. Master Fee Schedule for fiscal year July 1, 2016 - June 30, 2017
4. Memorandum of Agreement – Department of Juvenile Justice
5. Donation Policy: Request between Council meetings renewal
6. Planning Commission Job Description
7. Zoning Board of Appeals Job Description

Citizen's Comment Time

ADJOURN

**TOWN OF PINE RIDGE
Town Council Minutes
Work Session
July 12, 2016**

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

Staff present: Town Administrator, Viki Miller

**6:30 P.M. - 6:40 P.M. Public Hearing: Ordinance 2016-09 to amend
Town Code §1-301 & §1-302 on Council
procedures**

Mayor Busby stated that due to changes in State Law by Governor Haley, it is required to update the Town Ordinance §1-301 & §1-302, to reflect the new law for Meetings of Council and Agendas.

Mayor Busby read aloud Ordinance 2016-09.

The Public Hearing notice was published in the Chronicle on 7/7/2016. 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 2016-09.

6:40 P.M. - 6:43 P.M. Review of Administrative Department Report

Written Administrative Department reports were included in the Council packets. Council discussed the unaudited year end budget, thanks to staff for keeping expenses down and renewing the gas card for the Police Department.

6:43 P.M. - 6:45 P.M. Review of Police Department Report

Written Administrative Police Department reports were included in the Council packets. Mayor stated that Patrol Coon was out leading the Midland Dixie Youth Baseball State Champs back to their home field.

6:45 P.M. - 6:48 P.M. Informational Council Discussion:

Council discussed the following:

- Mayor Busby stated Chief to submit grant for a portable speed device, but needs a way to move it around town. Mayor read aloud a letter he has written to DNR asking for a donated truck that could pull the equipment.

Mayor Busby closed this portion of the work session.

Approved

**TOWN OF PINE RIDGE
Town Council Minutes
July 12, 2016**

TOWN COUNCIL MEETING - 6:48 P.M.

CALL TO ORDER

Mayor Busby called the Town Council meeting to order at 6:48 P.M. with Mayor Pro-tem Davis, Councilman Wells and Councilman Dinkins present.

Staff present: 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. June 14, 2016 Regular Scheduled Meeting

Councilman Robert Wells made a motion to amend the June 14, 2016 minutes under the Public Hearing for Ordinance 2016-08 to add on page three that non-resident Mr. Brent Myers spoke in opposition and a representative from Circle K stated to Council that if the proposed project was approved, the Circle K in town would not receive any funding for improvements. Councilman Dinkins seconded the motion, which was unanimously approved by Town Council.

Councilman Dinkins made a motion to approve the minutes of June 14, 2016 as amended. Councilman Wells seconded the motion, which was unanimously approved by Town Council.

**TOWN OF PINE RIDGE
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OLD BUSINESS

1. Town 60th Anniversary in 2018

a) Mayor Busby asked Committee Chairman Dinkins if there were any updates available. Committee Chairman Dinkins stated that he had no new information on the Festival & Banners.

b) Committee Member Sturkie stated that Ms. Shumpert has been appointed Director and discussed with Council theme wear option of a town shirt that the sponsors could cover the cost.

2. Town Hall/PD renovation project

Mayor Busby stated that on April 9, 2013 the following motion was made: Councilman Wells made a motion to sell the Town Hall/Police Department portion of our building located at 2757 Fish Hatchery Road for a minimum of \$100,000.00 to Lexington County Recreation and Aging Commission for the expanded use of the Senior Center, providing that the Town of Pine Ridge be given adequate time to relocate. The motion also includes that the Town of Pine Ridge is open to receiving an offer from the Lexington County Recreation and Aging Commission for the purchase of the portion of the building addressed as 2753 Fish Hatchery Road currently in use by the Senior Center. The motion was seconded by Councilman Dinkins, which was unanimously approved by Pine Ridge Town Council.

Lexington County Recreation & Aging Commission is waiting on Town Council formal approval and signature of acceptance of the offer for us to purchase the remaining portion of the building. The agreement has been approved by the Pine Ridge Town Attorney and the Pine Ridge Property & Recreation Committee.

Mayor Busby read aloud the Agreement for the purchase of the side of the building known as 2753 Fish Hatchery Road.

Councilman Wells made a motion to accept and approve the Agreement for the purchase of 2753 Fish Hatchery Road from Lexington County Recreation & Aging. Councilwoman Sturkie seconded the motion. Councilman Dinkins stated that "30 days" should be entered into Section 6 of the Agreement.

Approved

**TOWN OF PINE RIDGE
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Mayor Busby called for a vote to approve the Agreement from Lexington County Recreation & Aging to purchase 2753 Fish Hatchery Road, with a closing date of 30 days. Town Council unanimously voted to approve

Mayor Busby called for a final vote. Council unanimously approved the Agreement with Lexington County Recreation & Aging to purchase 2753 Fish Hatchery Road with a closing date of 30 days.

3. SCDCPS OHSJP Grant - Body-Worn Cameras(No Match)*UPDATE

Mayor Busby stated that Chief Parker has submitted for two previously approved Grants for Police Department equipment:

SCDCPS OHSJP: no updates as of today.

SCDCPS JAG: Officer safety equipment of \$65,497.00, which includes a 10% match has been denied. The budget will be adjusted in January to reflect the JAG denial.

Mayor Busby stated Chief Parker advised to him the reasoning was that the Federal Government has reduced the overall amount available and smaller agencies that have not received grant funding previously have been awarded the grant.

NEW BUSINESS

1. Ordinance 2016-09:Amend Town Code §1-301 & §1-302
*1st reading

Mayor Busby stated the Public Hearing was held during the work session portion of tonight's meeting and the reasoning for the update was discussed.

Councilman Dinkins made a motion to approve the first reading of Ordinance 2016-09 as submitted. Councilman Wells seconded the motion, which was unanimously approved by Town Council.

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2. Temporary Sign Permit for Civic, Charitable, Religious or Athletic Organizations

Mayor Busby stated that our current Temporary Sign Permit does not address or have the guidelines for Civic, Charitable, Religious or Athletic Organizations and there is no charge for this permit.

Councilman Wells made a motion to approve the Temporary Sign Permit for Civic, Charitable, Religious or Athletic Organizations as submitted. Councilwoman Sturkie seconded the motion, which was unanimously approved by Town Council.

3. Master Fee Schedule for fiscal year July 1, 2016 - June 30, 2017

Mayor Busby stated that the Town of Pine Ridge did not have a document prior to this proposal listing all the town fees.

Based on research of other towns similar in size, the Town Administrator is recommending that Council approve the Master Fee Schedule. If approved by Council, those fees that have a specific amount listed in Town Ordinances will require amending our current ordinances. This will be processed for a Public Hearing & First Reading at the August Council meeting.

Councilman Wells made a motion to approve the Master Fee Schedule for fiscal year July 1, 2016 - June 30, 2017 as submitted. Councilman Dinkins seconded the motion, which opened the item up for discussion.

Councilman Dinkins asked if a background check is included in the fingerprint fees. Mayor Busby responded that a background check can only be done through the South Carolina Law Enforcement Division (SLED).

Mayor Pro-tem Davis asked the Town Administrator the ordinances that will need to be changed. The Town Administrator, Viki Miller stated the Zoning Ordinance Section 907.3 and Section 601.2, Business License Ordinance Section 21 and Appendix A will all be scheduled for a public hearing on the August Agenda.

Mayor Busby called for a final vote. Council unanimously approved the Master Fee Schedule for fiscal year July 1, 2016 - June 30, 2017.

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4. Memorandum of Agreement - Department of Juvenile Justice

Mayor Busby stated this is an annual agreement. In the last seven years we have only spent \$100.00 out of the budget for the incarceration of juveniles.

Councilwoman Sturkie made a motion to approve the Department of Juvenile Justice's Memorandum of Agreement. Councilman Wells seconded the motion, which was unanimously approved by Town Council.

5. Donation Policy: Request between Council meetings renewal

Mayor Busby stated the background behind the Donation Policy. The authority for the Finance Committee to approve donation requests between Council meetings portion of the policy must be renewed annually. Mayor Busby read aloud the Donation Policy.

Councilman Wells made a motion to renew the Donation Policy as submitted. Councilman Dinkins seconded the motion, which was unanimously approved by Town Council.

6. Planning Commission Job Description

Mayor Busby state that membership on the Planning Commission and Zoning Board of Appeals is a volunteer position. The Town Administrator is recommending that Council approve the job description as an organizational tool to help keep both boards more focused on what the responsibilities and duties of their appointment is. The Planning Commission Job Description is based on SC Code of Laws 6-29-340, Functions, powers and duties of local planning commissions. The Zoning Board of Appeals Job Description is based on SC Code of Laws 6-29-800, Powers of board of appeals; variances; special exceptions; remand; stay; hearing; decisions and orders.

Mayor Pro-tem Davis made a motion to approve the Planning Commission Job Description as submitted. Councilman Dinkins seconded the motion, which opened the item up for discussion.

Mayor Pro-tem Davis stated that it is good to have these documents stating their duties and responsibilities as sometimes they have to make unpopular decisions that people don't understand that is within the authority of their volunteer duties.

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Mayor Busby called for a final vote. Council unanimously approved the Planning Commission Job Description.

7. Zoning Board of Appeals Job Description

Councilwoman Sturkie made a motion to approve the Zoning Board of Appeals Job Description as submitted. Councilman Wells seconded the motion, which was unanimously approved by Town Council.

Citizen's Comment Time

Non Resident, Mr. Brent Myers asked Council about the requirements to be placed on the Agenda regarding a proposed project for Circle K. Mayor Busby stated the appropriate course would be to present any proposed projects to the Planning Commission first for a recommendation to Town Council. Once Council receives the Planning Commission's recommendation on a proposed project, it will be placed on the Town Council Agenda.

Non Resident, Dottie Anderson asked Council about the building purchase, Circle K project, the Pine Ridge Police Department and Crime Watch meetings.

ADJOURN

With no further business to discuss, Councilman Dinkins moved to adjourn, with a second by Councilwoman Sturkie. With the Council's unanimous approval, Mayor Busby adjourned the meeting at 7:37P.M.

Respectfully submitted,

Viki M. Miller, Town Administrator

APPROVED:

David L. Busby, Mayor

Date: _____