

Town of Pine Ridge

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



December 13, 2016 TOWN COUNCIL MEETING

Town Council Work Session

- 6:30 P.M. – 6:35 P.M. Introduction of new Receptionist/Clerk of Court: Long
- 6:35 P.M. – 6:40 P.M. Presentation for former Clerk of Court: Kliever
- 6:40 P.M. – 6:44 P.M. Review of Administrative Department Report
- 6:44 P.M. – 6:49 P.M. Review of Police Department Report
- 6:49 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. November 8, 2016 Regular Scheduled Meeting

Old Business

1. Town 60th Anniversary in 2018
 - a) Festival & Banners update
2. Town Hall/PD renovation project
3. Town Christmas Parade update
4. Town Christmas Tree Lighting update

New Business

1. Board of Zoning Appeals resignation: two members
2. Potential Candidate for Board of Zoning Appeals appointment
3. Approval of Board of Zoning Appeals Rules of Procedure
4. Cleaning of Municipal Complex 2017 – Council vote on renewal

Citizen's Comment Time

ADJOURN

Approved 1/10/2017

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

Staff present: Town Administrator Viki Miller, Chief Billy Parker and Lieutenant Powell

6:33 P.M. - 6:34 P.M. Introduction of new Receptionist/Clerk of Court: Long

Mayor Busby introduced and welcomed Renee Long to Council as our new Receptionist/Clerk of Court.

6:34 P.M. - 6:38 P.M. Presentation for former Clerk of Court: Kliewer

Mayor Busby presented our former Clerk of Court Barbara Kliewer with a plaque of appreciation and invited those in attendance to stay after for a small reception for Mrs. Long and Mrs. Kliewer.

6:38 P.M. - 6:39 P.M. Review of Administrative Department Report

Written Administrative Department reports were included in the Council packets for the Clerk of Court and Town Administrator.

6:39 P.M. - 6:41 P.M. Review of Police Department Report

Written Administrative Police Department reports were included in the Council packets. Chief Parker updated Council on the status of the additional vehicle that was donated by the Department of Natural Resources.

6:41 P.M. - 6:46 P.M. Informational Council Discussion:

Council discussed the following:

- PEBA retirement increase
- Pole building - Mayor Busby and Councilman Wells met with County Councilman Cullum and the Lexington County Fire Marshall to discuss the requirement of a fire hydrant within five hundred feet of the new building. County Councilman Cullum will be asking the Department of Transportation (DOT) to pave an emergency only driveway that will be used for fire services only. If DOT does not approve the driveway, the Town may have to pay approximately Forty Five Hundred Dollars to install a fire hydrant per Lexington County Fire Marshall.

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- Annual Senior Center Luncheon is being held on Friday, December 16th.
- Progress on the new ballfields on Pine Ridge Drive.
- Mayor Busby thanked Lexington County Coroner Margaret Fisher for attending.
- Chief Parker delivered Lexington County Law Enforcement Association food baskets to area residence.
- Councilwoman Sturkie invited everyone out to see Jesus is His Name at the South Congaree Arena, in which Pine Ridge residents are participating.

With nothing more to discuss, Mayor Busby closed the work session.

Approved 1/10/2017

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TOWN COUNCIL MEETING - 6:46 P.M.

CALL TO ORDER

Mayor Busby called the Town Council meeting to order at 6:46 P.M. with Mayor Pro-tem Davis, Councilman Wells, Councilman Dinkins and Councilwoman Sturkie present.

Staff present: Town Administrator, Viki Miller, Chief Parker and Lieutenant Powell

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. November 8, 2016 Regular Scheduled Meeting

Councilman Wells made a motion to approve the minutes of November 8, 2016 as submitted. Mayor Pro-tem Davis seconded the motion, which was unanimously approved by all members of Town Council who were present.

OLD BUSINESS

1. Town 60th Anniversary in 2018
 - a) Festival & Banners update: Committee Chairman Dinkins stated he had no updates.

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2. Town Hall/PD renovation project

Mayor Busby and Councilman Wells met with the Architect to discuss the revisions on the floor plans. Mayor Busby asked Councilman Wells who is the Chairman for the Property & Recreation Committee to update Council.

Councilman Wells stated there will be no structural change with the exception of adding a new outside door in the council room. Council discussed various changes to the current layout, bidding requirements, construction phases and overall time frame to complete.

Property & Recreation Committee Chairman Wells made a motion to accept the drawing noting the front entry door will face Fish Hatchery Road. Councilman Dinkins seconded the motion, which was unanimously approved by all members of Town Council who were present.

3. Town Christmas Parade update

Mayor Busby asked Councilwoman Sturkie to update Council.

Councilwoman Sturkie stated we had forty six entries in the parade and felt like it was a success. Councilwoman Sturkie handed out trophies to the following:

First Place: CWECC/Wood Elementary Schools
Second Place: Carpenter's Auto
Third Place: Jesus is His Name

4. Town Christmas Tree Lighting

Mayor Busby asked Councilman Dinkins to update Council.

Councilman Dinkins stated that he thought the event was a success despite the cold temperatures. Councilman Dinkins thanked the Wood Elementary Chorus, Pine Ridge Women's Club, Mr. Lee, Mr. Kliwer and all those who helped make the Tree Lighting possible.

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Council discussed the budget for the tree lighting and donating to those that volunteered their time.

Mayor Busby made a motion to donate Seventy Five Dollars to Mr. Kliewer, Mr. Lee and the Pine Ridge Women's Club out of the Tree Lighting remaining budget. Mayor Pro-tem Davis seconded the motion, which was unanimously approved by all members of Town Council who were present.

NEW BUSINESS

1. Board of Zoning Appeals resignation: two members

Mayor Busby stated that Mr. George Kliewer and Mr. Michael Jones have submitted their resignation on the Board of Zoning Appeals since they moved out of town.

2. Potential candidate for Board of Zoning Appeals appointment

Mayor Busby stated that notice was given to residents via eblast and Facebook that we had two openings on the Board of Zoning Appeals (BZA). This notice included the BZA Job Description so that the potential applicants would be aware of what they were volunteering for. Mayor Busby stated that we have only received one submitted application from Mrs. Karen Jones of Hyland Circle. Council discussed the application and the requirements of the volunteer position.

Councilman Wells made a motion to accept Mrs. Karen Jones as a member of the Board of Zoning Appeals. Councilman Dinkins seconded the motion, which was unanimously approved by all members of Town Council who were present.

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3. Approval of Board of Zoning Appeals Rules of Procedure

Mayor Busby stated that SC Code of Laws 6-29-790 requires the adoption of the rules of procedure for the Board of Zoning Appeals (BZA). The BZA approved the Rules of Procedure at their meeting on 12/8/2016.

Councilman Wells made a motion to approve the Board of Zoning Appeals Rules of Procedure as submitted. Councilman Dinkins seconded the motion, which was unanimously approved by all members of Town Council who were present.

4. Cleaning of Municipal Complex 2017 - Council vote on renewal

Mayor Busby stated at the May 17, 2016 Council meeting, the following was approved:

Councilman Wells made a motion to approve Jani-King of Columbia as the successful bidder for a bi-weekly cleaning totaling \$330.00 a month for the remainder of the calendar year, with an option for a one year renewal. Mayor Pro-ter Davis seconded the motion, which was unanimously approved by Town Council.

Mayor Busby stated as per the contract, we can renew the contract for another year or submit a Request for Proposal (RFP) for 2017.

Councilman Dinkins made a motion to extend the contract to Jani-King in the amount of \$330.00 a month for the 2017 calendar year. Councilwoman Sturkie seconded the motion, which was unanimously approved by all members of Town Council who were present.

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Citizen's Comment Time

Former town resident and Clerk of Court Mrs. Bobbie Kliever thanked Council for giving her the opportunity to wrap up her work career at such an exemplary place to work and live.

ADJOURN

With no further business to discuss, Councilwoman Sturkie moved to adjourn, with a second by Councilman Wells. With the Council's unanimous approval, Mayor Busby adjourned the meeting at 7:18 P.M.

Respectfully submitted,

Viki M. Miller, Town Administrator

APPROVED:

David L. Busby, Mayor

Date: _____

Approved 1/10/2017