

Town of Pine Ridge

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November 8, 2016 TOWN COUNCIL MEETING

Town Council Work Session

- 6:30 P.M. – 6:45 P.M. 2015-2016 Audit Presentation by Mr. Chip Summers of Brodie, Summers, & Wilkes, LLP
- 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

7:00 P.M. - Town Council Meeting

Call to Order & Invocation

Freedom of Information Act Compliance

Approval of Minutes

1. October 11, 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. Ordinance 2016-16 Lexington County Stormwater Ordinance *2nd reading
4. Town Christmas Parade
5. Town Christmas Tree Lighting
6. Receptionist/Clerk of Court job description

New Business

1. 2015-2016 Audit report - Council vote
2. Finance Committee Donation update: PRMS G.O.L.D. Rush Sponsor
3. Finance Committee Donation update: Annual Senior Luncheon
4. 2017 Meeting and Holiday Schedule
5. Indigent Defense Fund: Public Defender Services – Council vote on renewal
6. Employee Service Recognition
7. Police Department Compensation Review

Citizen's Comment Time

ADJOURN

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

Staff present: Town Administrator Viki Miller & Chief Billy Parker

6:38 P.M. - 6:49 P.M. 2015-2016 Audit Presentation by Mr. Chip Summers of Brodie, Summers, & Wilkes, LLP

Mr. Chip Summers presented Council with the final Audit for 2015-2016. Mr. Summers advised Council that the Town received an unqualified opinion for the fiscal year 2015-2016, which is the highest rating available. Mr. Summers discussed the accounting/financial reporting standards that were issued by the Governmental Accounting Standards Board in June 2012 for employers participating in the South Carolina Retirement Systems. Mr. Summers went over several pages with Council stating that the Town ended the 2015-2016 budget year on a great note.

6:49 P.M. - 6:50 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. The following items were discussed: Annual Audit, posting of Clerk of Court position and current budget.

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

Written Administrative Police Department reports were included in the Council packets. The following items were discussed: 19 chases in and around Lexington County to include one for Pine Ridge.

6:53 P.M. - 6:54 P.M. Informational Council Discussion:

Council discussed the following:

- Midland Madness trunk or treat at MDYB park was well attended and had no reported problems.

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

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TOWN COUNCIL MEETING - 6:54 P.M.

CALL TO ORDER

Mayor Busby called the Town Council meeting to order at 6:54 P.M. with Mayor Pro-tem Davis and Councilman Wells present.

Staff present: Town Administrator, Viki Miller and Chief Parker

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. October 11, 2016 Regular Scheduled Meeting

Mayor Pro-tem Davis made a motion to approve the minutes of October 11, 2016 as submitted. Councilman Wells seconded the motion, which was unanimously approved by all members of Town Council present.

OLD BUSINESS

1. Town 60th Anniversary in 2018
- a) Festival & Banners update: Committee Members were not in attendance for an update.
 - b) Beauty Pageant update: The pageant was cancelled due to lack of participation.

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2. Town Hall/PD renovation project

Town Council approved the Agreement to purchase the building on July 12, 2016. Mayor Busby signed the agreement on August 26, 2016.

Town Council approved the Options & Feasibility Analysis proposal on August 9, 2016. Sherer & Associates completed the analysis and As Built drawings, researched zoning and codes and are working on preliminary floor/elevation plans now. Mr. Sherer was supposed to come by to "check some things that were not adding up" on 10/27/16, but did not show up.

PUPS came out and marked the property. Councilman Wells has obtained various quotes on equipment/materials and completed the work needed to level the back of the town hall for the metal pole building. However, he was contacted to advise that the property was ready to begin construction.

3. Ordinance 2016-16: Adopt Lexington County Stormwater Ordinance 16-04

Public Hearing posted in Chronicle: October 6, 2016
Public hearing held: October 11, 2016
First reading held: October 11, 2016

Mayor Busby stated that the Lexington County Council has approved the new Stormwater Ordinance and Land Development Manual, which will both be effective on January 1, 2017. Therefore, it is important that we adopt the County's stormwater ordinance before 12/31/16. The Ordinance is what needs to be formally adopted, as the Land Development Manual is a supplement of ordinance. The Floodplain portion will be exempt as the Town handles its own program.

Councilman Wells made a motion to approve Ordinance 2016-16 for second reading as submitted. Mayor Pro-tem Davis seconded the motion, which was unanimously approved by all members of Town Council present.

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4. Town Christmas Parade

Committee Members were not in attendance for an update.

5. Town Christmas Tree Lighting

Committee Members were not in attendance for an update.

6. Receptionist/Clerk of Court job description

This item was previously discussed during the October Council meeting, but was not approved by Town Council.

Councilman Wells made a motion to approve the Receptionist/Clerk of Court job description as submitted. Mayor Pro-tem Davis seconded the motion, which was unanimously approved by all members of Town Council present.

NEW BUSINESS

1. 2015-2016 Audit report - Council vote

This item was presented by the Auditor during the work session portion of the meeting.

Mayor Pro-tem Davis made a motion to approve the 2015-2016 Audit as submitted by Brodie, Summers & Wilkes, LLP. Councilman Wells seconded the motion, which was unanimously approved by all members of Town Council present.

2. Finance Committee Donation update: PRMS G.O.L.D. Rush Sponsor

Requests between Council meetings: Finance Committee has been given the authority by Council to approve donation requests, following the guidelines of the donation policy, which may fall outside of the regular council meeting schedule. The authority to approve donation requests without the consideration of Council was renewed by Town Council on 7/12/16.

Allocated 2016/2017 Budget:

150.00 PRMS GOLD Rush Sponsor

Approved by the Finance Committee for \$150.00.

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3. Finance Committee Donation update: Annual Senior Luncheon

Mayor Busby stated Town Council has annually provided a Christmas Luncheon for the Pine Ridge Senior Center. This includes a full traditional holiday lunch, a box of cherries for each of the Seniors and various decorations for their room. The Luncheon will be held on December 16th at 12:00pm at the new Senior Center at 1123 Courtney Drive.

Requests between Council meetings: Finance Committee has been given the authority by Council to approve donation requests, following the guidelines of the donation policy, which may fall outside of the regular council meeting schedule. The authority to approve donation requests without the consideration of Council was renewed by Town Council on 7/12/16.

Allocated 2016/2017 Budget:

900.00 Senior Christmas Luncheon (food, cherries & décor)

Finance Committee approved the Secret Garden for \$525.00 on 10/27/16, in order to hold our spot with the caterer before their holiday schedule filled up. The savings will ensure the purchase of cherries and small prizes for a Christmas version of Bingo.

4. 2017 Meeting and Holiday Schedule

Mayor Busby stated that passage of the 2017 Meeting and Holiday Schedule will keep the Town of Pine Ridge in compliance with the SC Code of Laws 30-480 and Pine Ridge Town Code 1-301.

Mayor Pro-tem Davis made a motion to approve the 2017 Meeting and Holiday Schedule as submitted. Councilman Wells seconded the motion, which was unanimously approved by all members of Town Council present.

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5. Indigent Defense Fund:Public Defender Services-Council vote on renewal

Mayor Busby advised Council that at the December 8th, 2015 Council meeting, RFP2015-11 was approved for a term to expire on December 31, 2016. The Town must notify the Jeffries Law Firm by December 1st, if we do not renew the contract. The Town will need to advertise for a new Attorney to begin January 1st.

Councilman Wells made a motion to approve renew the Public Defender Service of the Jeffries Law Firm, LLC for another year to expire December 31, 2017. Mayor Pro-tem Davis seconded the motion, which was unanimously approved by Town Council.

6. Employee Service Recognition

This item was discussed with item number seven.

7. Police Department Compensation Review

Mayor Busby stated that Town Council has annually used this time of year to recognize staff contributions to the town in the form of a Christmas bonus which usually coincides with the completion of the Annual Audit Report.

Mayor Busby stated that the Public Safety Committee met to discuss the current Police Department compensation.

The Public Safety Committee has made a recommendation to move Lieutenant Powell and Officer Coon to the top of their pay grade with a five percent compensation increase to Chief Parker.

Mayor Busby recommends that the Employee Service Recognition be given to the Finance Committee to make a final distribution based on funds available and last years guidelines.

Mayor Busby called for a vote. All Town Council members present voted unanimously in favor of the recommendation for the Employee Service Recognition and the Police Department Compensation increases.

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Citizen's Comment Time

No one in attendance chose to speak to Town Council.

ADJOURN

With no further business to discuss, Mayor Pro-tem Davis moved to adjourn, with a second by Councilman Wells. With the Council's unanimous approval, Mayor Busby adjourned the meeting at 7:24P.M.

Respectfully submitted,

Viki M. Miller, Town Administrator

APPROVED:

David L. Busby, Mayor

Date: _____

Approved 12/13/2016