

# Town of Pine Ridge

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## October 11, 2016 TOWN COUNCIL MEETING

### Town Council Work Session

- 6:30 P.M. – 6:45 P.M. Public Hearing: Ordinance 2016-16 LC Stormwater Ordinance
- 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. September 13, 2016 Regular Scheduled Meeting

#### Old Business

1. Town 60<sup>th</sup> Anniversary in 2018
  - a) Festival & Banners update
  - b) Beauty Pageant update
2. Town Hall/PD renovation project
3. Personnel Matters:
  - a) Town Administrator Compensation
  - b) Town Clerk position & Compensation

#### New Business

1. Ordinance 2016-16: Adopt Lexington County Stormwater Ordinance 16-04
2. Proposed Town Christmas parade
3. Town Christmas tree lighting
4. Volunteer Appreciation Acknowledgement
5. 19<sup>th</sup> Annual L.C. Lucas Memorial Tournament (Donation)
6. Receptionist/Clerk of Court position

#### Citizen's Comment Time

ADJOURN

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

Staff present: Town Administrator Viki Miller, Chief Billy Parker & Interim Chief Eddie Powell

**6:33 P.M. - 6:36 P.M. Public Hearing: Ordinance 2016-16**  
**LC County Stormwater Ordinance**

Mayor Busby opened the Public Hearing for Ordinance 2016-16 by reading aloud the title. Mayor Busby stated Lexington County Council has approved the new Stormwater Ordinance and Land Development Manual, which will be effective on January 1, 2017. Mayor Busby added that the County is currently handling a large portion of our MS4 program, which makes it important that we adopt the County's stormwater ordinance before 12/31/16. Without the County's assistance the Town would be responsible for portions that we do not have the personnel or funds to ensure the program is properly managed and enforced. The MS4 program is mandated by the South Carolina Department of Health and Environmental Control. The Lexington County Stormwater Ordinance 16-04 is what needs to be formally adopted, as the Land Development Manual is a supplement of the ordinance. The Floodplain portion will be exempt as the Town handles its own program.

The Public Hearing notice was published in the Chronicle on 10/6/2016. 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 2016-16.

**6:36 P.M. - 6:38 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.

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

Written Administrative Police Department reports were included in the Council packets. The following items were discussed: Calls for service slowed down and we received the South Carolina Department of Public Safety Grant funds and all officers are trained and system is up and running.

**6:39 P.M. - 6:47 P.M. Informational Council Discussion:**

Council discussed the following:

- Chief Parker and Interim Chief Powell came out to check on the roads and found some good Samaritans hard at work. Many thanks to Chris Shirey, Charlie Broxton, Phillip Sturgis and Eric Martin for stepping up following Hurricane Matthew this past weekend and cutting and moving trees that were blocking the roadways and creating a safety hazard for our residents.
- The Lexington Countywide Stormwater Consortium will host a Build Your Own Rain Barrel workshop, Friday, October 28, 2016 from 9:00 a.m.-12:00 p.m. at Lexington County Public Works and they are seeking Council volunteers to help with set up.
- Heroes in Blue inaugural Knight of Honor Gala was held in Columbia October 7<sup>th</sup>. Law enforcement and citizen heroes from across the Midlands were knighted for their compassionate, selfless acts of service. Proceeds raised will support the mission of Heroes in Blue which is to promote police and community relationships through empathy and actions and to also support families of officers killed in the line of duty. The Town of Pine Ridge nominated Chief Billy Parker and Mr. Del Phillips.
- Mr. Jerry Smith invited Council to the 2<sup>nd</sup> Annual Pine Ridge Middle School Car Show on October 15<sup>th</sup>, which is a fundraiser for the school. Registration opens at 9am with the show beginning at 10am for all makes, models and years of vehicles.

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- In accordance with our Contractual agreement with Advanced Disposal, they have notified the Town of Pine Ridge of the following fee increase as of January 1, 2017:

<i>Service</i>	<i>Old Rate Monthly</i>	<i>4.4% CPI Increase</i>	<i>New Rate Monthly (eff. 1/1/2017)</i>	<i>Old Quarterly Rate</i>	<i>New Quarterly Rate</i>
<i>MSW &amp; RCY</i>	\$13.78	0.61	\$14.39	\$41.34	\$43.17
<i>Additional MSW Cart</i>	\$7.96	0.35	\$8.31	\$23.88	\$24.93
<i>Additional RCY Cart</i>	\$2.17	0.09	\$2.26	\$6.51	\$6.78

The fee increase is based off the Department of Labor Consumer Price Index for the previous 12 month period. The notice to residents will be sent through the e-blast system and posted on Facebook.

Mayor Busby closed this portion of the work session.

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TOWN COUNCIL MEETING - 6:47 P.M.

**CALL TO ORDER**

Mayor Busby called the Town Council meeting to order at 6:47 P.M. with Mayor Pro-tem Davis, Councilman Dinkins and Councilwoman Sturkie present.

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

**INVOCATION**

Mayor Pro-tem Davis 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. September 13, 2016 Regular Scheduled Meeting

Mayor Pro-tem Davis made a motion to approve the minutes of September 13, 2016 as submitted. Councilman Dinkins seconded the motion, which was unanimously approved by all members of Town Council present.

**OLD BUSINESS**

1. Town 60<sup>th</sup> Anniversary in 2018
  - a) Festival & Banners update: Committee Chairman Dinkins stated he had no updates on the 60<sup>th</sup> Anniversary festival scheduled for October 13, 2018.
  - b) Beauty Pageant update: Committee Member Sturkie stated that due to the lack of participation, the pageant has been canceled.

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2. Town Hall/PD renovation project

Mayor Busby stated 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. They are hoping to have this completed and schedule a meeting within the next week. Councilman Robert Wells and Chief Parker looked at the placement for the pole building last week, in which the bid was approved on September 13, 2016.

3. Personnel Matters:

- a) Town Administrator Compensation: A motion was made on 9/18/16 to recommend a 10% salary increase, with final approval to the Finance Committee. Mayor Busby asked for an update from the Finance Committee. Finance Chair Mayor Pro-tem Davis stated that the budget would support the increase in salary and the Finance Committee gives a recommendation to move forward.

Councilman Dinkins made a motion to accept the Finance Committee recommendation of a 10% salary increase for the Town Administrator. Councilwoman Sturkie seconded the motion, which was unanimously approved by all members of Town Council present.

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b) Town Clerk position & Compensation: A motion was made on 9/13/16 to allow the Administrative Liaison and Mayor Busby the latitude to develop an appropriate plan and compensation for the addition of the Town Clerk position, which will then be presented to Council for a vote. Mayor Busby stated that he met with Councilman Wells and the Town Administrator to discuss the upcoming changes that will occur with the Clerk of Court position in relation to e-tickets. Mayor Busby recommended compensation high enough to attract qualified, experienced applicants and help with the retention of the successful applicant. Mayor Pro-tem Davis discussed cross training this position with the Clerk of Court and Town Administrator and preferred to wait to discuss compensation when the position was finalized.

**NEW BUSINESS**

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

This item was discussed in detail during the public hearing portion of the meeting.

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

2. Proposed Town Christmas parade

Mayor Busby asked Councilwoman Sturkie to update Council.

Councilwoman Sturkie stated she had spoke to South Congaree and did not have a confirmation if they were interested in a joint parade as they had mentioned holding it at the arena this year. Councilwoman Sturkie added that South Congaree was in the process of hiring an Events Coordinator and she would get an update but preferred not to participate if it was held at the arena.

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Councilman Dinkins made a motion to hold the Pine Ridge Christmas Parade on the first Saturday in December, with a route from Pine Ridge Middle School to Congaree Baptist Church with a stipulation to add South Congaree to the parade if they want to participate in a joint parade again. Mayor Pro-tem Davis seconded the motion, which was unanimously approved by all members of Town Council present.

3. Town Christmas tree lighting

Mayor Busby asked the Town Administrator, Mrs. Miller for an update on the Town Christmas tree lighting event. Mrs. Miller stated it was scheduled for Friday, December 9<sup>th</sup> from 6-8pm, with the tree lighting at 7pm. Santa has worked other events around ours and someone has volunteered to DJ for us this year to keep the Christmas music playing the entire event. Ms. Miller explained to Council that her and the Clerk of Court, Mrs. Kliever were trying to keep in mind the maximum occupancy of the building per the Fire Marshal renovation and the ability to hold the event indoors next year when renovations are complete. An event budget was included in Council's packet for the previously approved budget of \$1,000.00. Security, invitation of the Woody Owl singers, Christmas tree, bleachers, tents and more events details was discussed. Mayor Busby gave the event coordination to the 60<sup>th</sup> Anniversary Committee. Councilman Dinkins stated that he and Councilwoman Sturkie would come up with a planned layout for event participants and get with Ms. Miller on questions and contacts.

4. Volunteer Appreciation Acknowledgement

Mayor Busby stated since 2011, the Town has authorized a small gift of appreciation for the volunteers on our Planning and Zoning Boards. In the 2016/2017 budget, Council has approved a \$350.00 budget for this item. Mayor Busby asked Mrs. Miller for an update. Mrs. Miller stated that this year the Cayce Women's Club had a fundraiser selling pecans at half the cost we have paid for their appreciation gifts in the past.

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5. 19<sup>th</sup> Annual L.C. Lucas Memorial Tournament (Donation)

Mayor Busby stated that the town has supported this event for numerous years and Council has set aside \$200.00 in the 2015/2016 budget. Since this event is being held in town and the charity helps needy families in the Midlands area, it conforms to the donation policy.

1. Projects/events that take place in the Town of Pine Ridge and the proceeds are used to provide a service or assistance to the Pine Ridge community. It is the Council's responsibility to determine the merit of each project/event and, it is the Council's prerogative not to fund a project/event or fund it up to \$500.00 with the discretion to go higher for special events (e.g. the Annual Soup Day). (An example would be a golf tournament held at Charwell sponsored by a local group.) Added July 14, 2009

Councilman Dinkins made a motion to approve a donation of \$200.00 for the LC Lucas Memorial Golf Tournament. Councilwoman Sturkie seconded the motion, which was unanimously approved by all members of Town Council present.

6. Receptionist/Clerk of Court position

Mayor Busby stated that our current Clerk of Court has given us notice that her last day will be 12/23/16. The position has been advertised with a closing date of 10/28/16. With changes occurring in the way citations will be issued in the next year and half, it is necessary to update this job description now. The title "Receptionist" has been added, as the first public contact with Pine Ridge is this position and is just as important as the Clerk of Court position. In addition, a more detailed minimum qualifications, standards and performance indicators for the position will help during the probation and evaluation periods. This format is similar to the Lieutenant job description that Council previously approved.

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Mayor Busby stated that the Town has received three documents from the South Carolina Emergency Management Division (SCEMD). The documents will cover the Town in emergency situations like Hurricane Matthew or the historic flooding of 2015.

Mayor Busby stated in accordance with SC Code of Laws Section 30-4-80 (A), the Pine Ridge Town Council finds an emergency or exigent circumstance does or will exist if the SCDOT Debris Removal Memorandum of Agreement is not added to the current meeting agenda for the body's consideration and desired action before the conclusion of this meeting.

Mayor Pro-tem Davis made a motion to add First Push Only Memorandum of Agreement, First Push and Debris Removal Memorandum of Agreement and Local Road Memorandum of Agreement with the South Carolina Department of Transportation (SCDOT) to the October 11, 2016 Agenda. Councilman Dinkins seconded the motion, which was unanimously approved by all members of Town Council present.

7. SCDOT Debris Removal Memorandum of Agreement for emergency events

Mayor Busby stated that per SCEMD, it is encouraged that counties and local governments sign and execute all three agreements. The agreements do not become operational until the county or local government notifies DOT which, if any, of the agreements they want to activate during an emergency event.

**First Push Only** - This agreement would allow the Town of Pine Ridge to perform roadway clearing activities on state roads. The Town of Pine Ridge would be required to submit sufficient documentation for work performed on state roads. SCDOT would pay the Town of Pine Ridge and then submit documentation to FEMA for reimbursement. The Town of Pine Ridge would not actually be picking up and disposing any debris, only clearing travel lanes. A listing of roads within town limits will be attached to the agreement for coordination purposes.

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**First Push and Debris Removal** - This agreement would allow the Town of Pine Ridge to have total control and responsibility for debris operations on the state roads that are included in the agreement. The Town of Pine Ridge would be responsible for filing directly to FEMA for reimbursement for the work performed on state roads. However, the Town of Pine Ridge will also be responsible for the local match for this work. SCDOT would not reimburse the Town of Pine Ridge any of the costs. A listing of roads within town limits will be attached to the agreement for coordination purposes.

**Local Road Agreement** - This agreement would assign the responsibility for debris operations on locally owned roads to SCDOT. For this agreement, SCDOT would perform the work, bill FEMA and bill the Town of Pine Ridge for the unreimbursed local share. A listing of roads within town limits will be attached to the agreement for coordination purposes.

Councilman Dinkins made a motion to approve and allow Mayor Busby to sign the First Push Debris Memorandum of Agreement, First Push and Debris Removal Memorandum of Agreement and Local Road Memorandum of Agreement with the South Carolina Department of Transportation (SCDOT) as a representative for the Town of Pine Ridge. Councilwoman Sturkie seconded the motion, which was unanimously approved by all members of Town Council present.

**Citizen's Comment Time**

No one in attendance chose to speak to Town Council.

**ADJOURN**

With no further business to discuss, Councilwoman Sturkie moved to adjourn, with a second by Councilman Dinkins. With the Council's unanimous approval, Mayor Busby adjourned the meeting at 7:33P.M.

Respectfully submitted,

Viki M. Miller, Town Administrator

APPROVED:

\_\_\_\_\_  
David L. Busby, Mayor

Date: \_\_\_\_\_