

Town of Pine Ridge

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FEBRUARY 14, 2023 REGULAR SCHEDULED TOWN COUNCIL MEETING AGENDA

6:30 P.M. - Town Council Work Session

- 6:30 P.M. – 6:45 P.M. Public Hearing Ordinance 2023-02: 22/23 Fiscal budget amendment
6:45 P.M. – 6:46 P.M. Review of Administrative Department Report
6:46 P.M. – 6:47 P.M. Review of Police Department Administrative Report
6:47 P.M. – 6:50 P.M. Council Standing Committee Reports:
- a) Finance Committee-Chair Davis & Member Dinkins
 - b) Property & Recreation Committee-Chair Sturkie & Member Simms
 - c) Employee Grievance Committee-Chair Dinkins & Members Lewie & Sturkie
- 6:50 P.M. – 7:00 P.M. Informational Council Discussion:
- a) Councilman Dinkins: LCMA meeting on 1/26/2023 update
 - b) SC Ethics Commission Annual Statement of Economic Interest reminder
 - c) Councilwoman Lewie: Spring clean-up on 5/20/2023 update

7:00 P.M. - Town Council Meeting

1. Call to Order
2. Roll Call and Determination of Quorum
3. Invocation
4. Pledge of Allegiance
5. Freedom of Information Act Compliance

Approval of Minutes

1. January 10, 2023 Regular Scheduled Council Meeting
2. January 26, 2023 Quarterly Scheduled Work Session

Old Business

1. Consideration of Victims Assistance Procedure Manual
2. Consideration of purchase of Council room video equipment
3. Consideration of updated Donation Policy

New Business

1. Consideration of Ordinance 2023-02: 22/23 Fiscal budget amendment – 1st reading
2. Consideration of donation: Friends of the South Congaree-Pine Ridge Library
3. Consideration of donation: Midland Baseball
4. Consideration of donation: Midland Softball

Citizen's Comment Time – (email to vmiller@townofpineridgesc.com by 5pm on 2/13/2023)

ADJOURN

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Work Session
February 14, 2023

Council members present: Mayor Davis, Mayor Pro-Tem Simms, Councilman Dinkins & Councilwoman Lewie.

Absent: Councilwoman Sturkie.

Staff present: Town Administrator, Mrs. Miller and Lieutenant Robinson.

Mayor Davis welcomed those in attendance, either by physical or virtual means.

6:30 P.M. – 6:35 P.M. Public Hearing Ordinance 2023-02: 22/23 Fiscal budget amendment

Mayor Davis stated that he wanted to highlight some of the changes prior to opening up the public hearing. He spoke about the following:

- Special duty revenue-reimbursement for police extra duty from school, events, etc.
- Dominion franchise fees-unknown until the eleventh hour
- ARP funds-amount unknown when original budget approved
- 60th Anniversary fund balance-leftover from 2018 & to be applied to another project
- Municipal court bond-estreatment-dependent on how the Judge rules at arraignment
- Administrative technical support-capital asset software & training
- Comprehensive Plan postcard-additional cost to ensure residents & property owners were aware of the survey
- Building & maintenance- ceiling tiles and upgrades to the facility
- Town clean-up-funds for the spring 2023 event
- Event & supplies-council invited to various events, equipment & supplies for a more professional participation
- Tree lighting & parade-additional funds for the new snowflakes

Mayor Davis opened the public hearing for Ordinance 2023-02 and stated that anyone wishing to speak had up to five minutes, unless shortened by the presiding officer.

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Work Session
February 14, 2023

Mayor Davis called for those in favor of the amendments in Ordinance 2023-02. None were heard.

Mayor Davis called for those against the amendments in Ordinance 2023-02. None were heard.

Mayor Davis closed the public hearing for Ordinance 2023-02.

6:35 P.M. – 6:36 P.M. Review of Administrative Department Reports

Mayor Davis reviewed code violations and the December month-end budget with Council, which had revenues at 56% and expenses at 73%.

Mayor Davis thanked the administrative and police department. Mayor Davis asked for any questions from Council regarding the administrative report. Council members had no questions.

6:36 P.M. – 6:40 P.M. Review of Police Department Administrative Report

Mayor Davis asked Chief Neeley to proceed with the report to Council.

Chief Neeley spoke about the following that happened during January 2023:

- 11 calls for service
- 43 citations (27 speeding)
- 21 warning
- 73 community contacts
- 2 arrests
- 30 property checks
- SRO vehicle has been delivered to West Chatham, expected turn-around is mid-march or April.
- Two additional vehicles on the way to Santee Automotive
- Military vehicle for spring clean-up

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Work Session
February 14, 2023

6:40 P.M. – 6:41 P.M. Council Standing Committee Reports:

- a) Finance Committee-Chairman Davis stated that he had nothing to report.
- b) Property & Recreation Committee-Member Simms stated that he had nothing to report.
- c) Employee Grievance Committee – Chairman Dinkins stated that he had nothing to report.

6:41 P.M. – 6:45 P.M. Informational Council Discussion:

- a) Councilman Dinkins: LCMA meeting on 1/26/2023 update – Councilman Dinkins updated Council on the proceeding of the Lexington County Municipal Association meeting.
- b) SC Ethics Commission Annal Statement of Economic Interest reminder – Mayor Davis reminded Council that this must be filed by March 30th.
- c) Councilwoman Lewie: Spring clean-up on 5/20/2023 update – Councilwoman Lewie stated she is finalizing the flyers, clean up will be 8am-10am, shred event 10am-1pm, still working on food truck and military items.

Mayor Davis asked if there was anything else from Council.

With nothing further to discuss, Mayor Davis closed the Work Session at approximately 6:45 P.M.

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Work Session
February 14, 2023

1. **Call to order**: Mayor Davis called the meeting to order at 6:45 P.M. with Mayor Pro-Tem Simms, Councilwoman Lewie and Councilman Dinkins present.

Absent: Councilwoman Sturkie.

Staff present: Town Administrator, Mrs. Miller and Chief Neeley.

2. **Roll Call and Determination of Quorum**: Mayor Davis stated for the record, that a quorum has been established.
3. **Invocation**: Councilman Simms led those in attendance in prayer.
4. **Pledge of Allegiance**: Mayor Davis led the Pledge of Allegiance for all in attendance.
5. **Freedom of Information Act Compliance**: Mayor Davis stated that for the record, the town had met all of the requirements of the Freedom of Information Act Compliance.

Approval of Minutes

1. January 10, 2023 Regular Scheduled Council Meeting

Councilman Dinkins made the motion to approve the January 10, 2023 minutes, as submitted. Councilwoman Lewie seconded the motion, which was unanimously approved.

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
February 14, 2023

2. January 26, 2023 Quarterly Scheduled Work Session

Councilwoman Lewie made the motion to approve the January 26, 2023 minutes, as submitted. Councilman Simms seconded the motion, which was unanimously approved.

Old Business

1. Consideration of Victims Assistance Procedure Manual

Mayor Davis stated that during the January 26th work session, the Victims Advocate, Ms. Colleen Belk, gave Council an update and answered questions. Ms. Belk will continue to submit revisions to Council until completed.

2. Consideration of purchase of Council room video equipment

Mayor Davis stated that during the January 26th work session, the vendor answered questions regarding the quote and how the equipment would be setup. Mayor Davis believed that this will solve any hearing issues and would appear more professional. Mayor called for questions from Council. None were heard.

Councilman Dinkins made the motion to approve the purchase of equipment from Sound & images in the amount of \$7,848.55. Councilwoman Lewie seconded the motion, which was unanimously approved.

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
February 14, 2023

3. Consideration of updated Donation Policy

Mayor Davis stated that several changes have been made and wanted to make several points on the policy. He asked that the first page be put on town letterhead. He added that this document will outline the town's policy, purpose and provide definition as it pertains to the town's donation policy. Definitions involve two categories (1) projects/events in town that directly impact the town (2) projects/events that take place outside of town that directly impact the town. Additionally, there are projects/events that take place outside of town that do not directly impact the town, such as the town has supported Airport High School. A form has been added to document the donation request, which is submitted to the Municipal Clerk. The Mayor discussed the current approval process versus the new process, which have been created to provide additional documentation for the town's auditors and moving forward all donation request will be required to complete a donation request form. Mayor Davis closed out this portion stating that he hoped Council could move forward with the policy plus a few cosmetic changes and asked if they had any questions. None were heard.

Councilman Simms made the motion to approve the updated donation policy. Councilman Dinkins seconded the motion, which was unanimously approved.

New Business

1. Consideration of Ordinance 2023-02: 22/23 Fiscal budget amendment – 1st reading

Mayor Davis stated that this was the first reading of Ordinance 2023-02.

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
February 14, 2023

Mayor Davis stated for the record that years ago our previous auditor suggested that we amend the current fiscal year budget to reflect more accurate numbers. The public hearing was held earlier and there was nobody who spoke in opposition to the mid-year budget adjustment.

Councilwoman Lewie made the motion to approve the first reading of Ordinance 2023-02. Councilman Dinkins seconded the motion, which was unanimously approved.

2. Consideration of donation: Friends of the South Congaree-Pine Ridge Library

Mayor Davis stated that Council has the information provided concerning past donations and a request from the Friends of the South Congaree-Pine Ridge Library for additional funds. He added that in the past Council has seen presentations regarding their programs that are sponsored by donations.

Councilman Dinkins made a motion to donate \$500.00 to the Friends of the South Congaree-Pine Ridge Library. Councilman Simms seconded the motion, which was unanimously approved.

3. Consideration of donation: Midland Baseball

Councilwoman Lewie made a motion to approve the donation to Midland Baseball. Councilman Dinkins seconded the motion. Mayor Davis asked if it could be stipulated the amount of the donation. Councilwoman Lewie stated that the donation was in the amount of \$700.00. Council unanimously approved the donation of \$700.00 to Midland Baseball.

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
February 14, 2023

4. Consideration of donation: Midland Softball

Councilman Dinkins made a motion to donate \$700.00 to Midlands Softball. Councilman Simms seconded the motion, which was unanimously approved.

Citizen's Comment Time

Mayor Davis asked Mrs. Miller if there were any emailed comments. She stated that there were no emailed comments received.

Mayor Davis asked if there was anyone in attendance who wished to speak.

Hearing none, Mayor Davis thanked everyone for attending, which included each of the Council members. He also thanked the Administrative and Police Departments for their continued diligent work to make Pine Ridge proud.

Adjourn

With no further business to discuss, Councilwoman Lewie made the motion to adjourn, which was seconded by Councilman Dinkins. With Council's unanimous approval, Mayor Davis adjourned the meeting at approximately 7:04 P.M.

Respectfully Submitted,



Viki M. Miller
Town Administrator

APPROVED:



Daniel D. Davis, Mayor

14 Feb 2023

Date