

Town of Pine Ridge

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



JANUARY 10, 2023 REGULAR SCHEDULED TOWN COUNCIL MEETING AGENDA

6:45 P.M. - Town Council Work Session

6:45 P.M. – 6:46 P.M. Review of Administrative Department Report

6:46 P.M. – 6:47 P.M. Service Award presentation for Clerk of Court Brittany Burns

6:47 P.M. – 6:50 P.M. Review of Police Department Administrative Report

6:50 P.M. – 6:55 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

6:55 P.M. – 7:00 P.M. Informational Council Discussion:

- a) January 26, 2023: Chief's Forum from 6:00pm to 6:30pm on
- b) January 26, 2023: Council Quarterly Work Session from 6:45pm to 7:45pm on
- c) February 14, 2023: Public Hearing & vote on proposed Ordinance 2023-02: 2022/2023 Amended Fiscal Budget
- d) March 14, 2023: Audit presentation & Council vote: 2021/2022 fiscal year

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. December 13, 2022 Regular Scheduled Council Meeting

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 Resolution 2023-01: Certification of Jury Roll
2. Consideration of RFP 2022-09: 2023 HVAC Maintenance & Repairs

Citizen's Comment Time – (email to vmiller@townofpineridgesc.com by 5pm on 1/9/2023)

ADJOURN

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Work Session
January 10, 2023

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

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

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

6:47 P.M. – 6:50 P.M. Review of Administrative Department Reports

Mayor Davis reviewed the December month-end budget with Council, which had revenues at 56% and expenses at 49%. He added that there were a couple items with overages that will work themselves out and items that are flexible such as gas, depending on the economy. Police Supplies are over 50%, due to a fully staffed department.

Mayor Davis ended by stating that Council will be making mid-year adjustments at the next Council meeting. Mayor Davis asked for any questions from Council regarding the administrative report. Council members had no questions.

6:50 P.M. – 6:52 P.M. Service Award presentation for Clerk of Court Brittany Burns

Mayor Davis stated that the Town wanted to recognize an employee's service to the town for five years. Clerk of Court, Brittany Burns was unable to be in attendance. The award read: 5th Year Service Anniversary. With deepest gratitude for your distinguished service, loyalty and dedication to the Town of Pine Ridge. You make a difference!

Mayor Davis stated that he couldn't take credit for this idea, but plans to do more of this for both the administrative and police departments.

6:52 P.M. – 6:54 P.M. Review of Police Department Administrative Report

Mayor Davis asked Lieutenant Robinson to proceed with the report to Council.

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Work Session
January 10, 2023

Lieutenant Robinson spoke about the following that happened during December 2022:

- 12 calls for service/written reports
- 79 citations
- 49 warning
- 24 community contacts
- 7 assist other agencies
- 3 arrests
- 14 property checks
- SRO vehicle has been delivered to West Chatham, expected turn-around is 8 months to 1 year.

6:54 P.M. – 6:55 P.M. Council Standing Committee Reports:

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

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Work Session
January 10, 2023

6:55 P.M. – 6:57 P.M. Informational Council Discussion:

- a) January 26, 2023: Chief's Forum from 6:00pm to 6:30pm
Mayor Davis reminded everyone of the quarterly Chief's forum.
- b) January 26, 2023: Council Quarterly Work Session from 6:45pm to 7:45pm
Mayor Davis reminded everyone of the quarterly work session.
- c) February 14, 2023: Public Hearing & vote on proposed Ordinance 2023-02:
2022/2023 Amended Fiscal Budget
Mayor Davis stated that at the February meeting, Council will be doing the annual mid-year update.
- d) March 14, 2023: Audit presentation & Council vote: 2021/2022 fiscal year
Mayor Davis stated that in March it is anticipated that the Auditors will have a presentation.

Mayor Davis asked Council members if they had any additional information to add.

- e) Councilwoman Sturkie added that Congaree Baptist Church will be selling Boston butts to raise funds for upward basketball. \$40each, 4-6lbs, shredded or whole, ready for pick up February 11th. If interested, contact the Church or Councilwoman Sturkie.
- f) Mayor Davis stated that Councilwoman Lewie has been working on the next clean-up event. They are scheduling a conference call with the food vendor and hope to make more announcements soon. Councilwoman Lewie added that the shred event by Keep the Midlands Beautiful will be from 10am to 1pm.

Mayor Davis asked if there was anything else from Council.

With nothing further to discuss, Mayor Davis closed the Work Session at approximately 6:57 P.M.

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
January 10, 2023

1. **Call to order**: Mayor Davis called the regular scheduled Council Meeting to order at 6:57 P.M. with Mayor Pro-Tem Simms, Councilwoman Lewie, Councilwoman Sturkie and Councilman Dinkins present.

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

2. **Roll Call and Determination of Quorum**: Mayor Davis stated for the record, that Council members are present, which establishes a quorum.
3. **Invocation**: Councilwoman Lewie 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.

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
January 10, 2023

Approval of Minutes

1. December 13, 2022 Regular Scheduled Council Meeting

Councilman Dinkins stated that the minutes state that Councilwoman Sturkie seconded a motion, but it also states that she was absent during the meeting that she came in late. Mrs. Miller responded that it is noted in the minutes when Councilwoman Sturkie arrived, which is before she seconded the motion. Councilman Dinkins agreed as he found the portion of the minutes where Councilwoman Sturkie was noted in attendance.

Mayor Davis asked if there should be any additional notations on the first page of the minutes. Mrs. Miller responded no, because when the meeting started, she was not in attendance and the minutes state the specific time that she arrived.

Councilman Dinkins made the motion to approve the December 13, 2022 minutes, as submitted. Councilwoman Lewie seconded the motion, which was unanimously approved.

Old Business

1. Consideration of Victims Assistance Procedure Manual

Mayor Davis stated that there were still some questions that Council wanted to get to her and she has agreed to attend the January 26th quarterly work session. This will give Council the opportunity to make sure she has all their questions, with hopes to finalize at the February council meeting.

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
January 10, 2023

2. Consideration of purchase of Council room video equipment

Mayor Davis stated this item is still on the agenda since it has not been resolved. At the December council meeting it was agreed to invite a representative to the provide a presentation at the January 26th quarterly work session. Mayor Davis added this will be a good learning experience and the information provided in the December packet, will be shared again with Council Members.

3. Consideration of updated Donation Policy

Mayor Davis stated that the proposed revised policy was previously shared with Council Members to review. The addition that was not part of that was a donation request form. Mayor Davis explained that they did not want to put the policy out and people send in their request, which had to be sent back because it was missing information. Mayor Davis considered either a check list or a request form that would provide all necessary information. He asked Council to allow the Chair to push this one more month, so that Council Members have time to review the request form to make sure it covers all the matters. If Council Members have a question prior to the February meeting, send him or Mrs. Miller an email.

New Business

1. Consideration of Resolution 2023-01: Certification of Jury Roll

Mayor Davis stated that Council is required by law to certify the jury roll on an annual basis.

Councilman Dinkins moved that Council approved Resolution 2023-01 for certification of the jury box. Councilwoman Sturkie seconded the motion, which was unanimously approved.

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
January 10, 2023

2. Consideration of RFP 2022-09: 2023 HVAC Maintenance & Repairs

Mayor Davis stated that the Town has used Cullum Services, Inc. for the last few years and has been satisfied with their services. As with so many things, Cullum notified us that they were going to have a price increase, which created the need to advertise a new request for proposal (RFP). Council has received information on the submitted quotes for 2023 from a total of five companies. Cullum was in the middle of the road, with two companies that were higher and two companies that were lower. Cullum's hourly rate for a journeyman and service call rate was lower than the other four companies. Mayor Davis added that it was his understanding that we have not had any issues with response time or providing the contracted services.

Councilman Simms made a motion to continue with Cullum Services, Inc. for HVAC maintenance and repairs. Councilwoman Sturkie seconded the motion, which was unanimously approved.

TOWN COUNCIL APPROVED 2/14/2023

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
January 10, 2023

Citizen's Comment Time

Mayor Davis asked Mrs. Miller if there were any emailed comments. She stated that there were none.

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

Hearing none, Mayor Davis thanked everyone for attending and asked for a motion to adjourn.

Adjourn

With no further business to discuss, Councilwoman Sturkie made the motion to adjourn, which was seconded by Councilwoman Lewie. With Council's unanimous approval, Mayor Davis adjourned the meeting at approximately 7:09 P.M.

Respectfully Submitted,



Viki M. Miller
Town Administrator

APPROVED:



Daniel D. Davis, Mayor

14 Feb 2023

Date