

# *Town of Pine Ridge*

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## **JANUARY 26, 2023 REGULAR SCHEDULED QUARTERLY TOWN COUNCIL WORK SESSION AGENDA**

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### **6:45 P.M. - 7:45 P.M. Town Council Work Session**

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Freedom of Information Act Compliance

### **New Business**

1. Presentation: Sound & Images, Inc. – Council room video equipment
2. Victims Advocate, Ms. Colleen Belk – Victim Assistance Procedure Manual

**Citizen's Comment Time – (email to [vmiller@townofpineridgesc.com](mailto:vmiller@townofpineridgesc.com) by 5pm on 1/25/2023)**

**ADJOURN**

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**Town Council Work Session**  
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Mayor Davis thanked everyone for attending in whatever fashion it may be.

1. **Call to order**: Mayor Davis called the regular scheduled quarterly Council Work Session to order at 6:47 P.M. with Councilwoman Lewie present.

Absent: Mayor Pro-tem Simms, Councilman Dinkins and Councilwoman Sturkie

Mayor Davis stated that Councilman Dinkins was attending another event on behalf of the Town.

Staff present: Town Administrator, Mrs. Miller

2. **Roll Call and Determination of Quorum**: Mayor Davis stated for the record, that there were not enough Council members present to establish a quorum. However, since this meeting is a work session where no votes will be taken, they can proceed with the presentations.
3. **Invocation**: Mayor Davis led those in attendance in prayer.
4. **Pledge of Allegiance**: Mayor Davis led the Pledge of Allegiance for those 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.

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**New Business**

1. Presentation: Sound & Images, Inc. – Council room video equipment

Mayor Davis thanked the representatives from Sound & Images, Inc. for their willingness to attend the meeting and to explain what the project is about.

The following was discussed:

Previously purchased & installed equipment

Monitors & tv to be on same line showing same information.

Current set-up allows different information viewing on monitors & tv.

New computer will be tied in to existing audio & new camera.

Camera centered in back of room, with the ability to zoom in on certain views.

Camera will be tied in to a switcher, that is tied in to the audio that will feed out to the audience.

Software allows streaming via website, YouTube, internet, Facebook, etc.

DVD player for presentations or violators in municipal court.

Mayor Davis asked when the equipment is setup, will the audience be able to see whatever is on the tv screen. Mr. Craig Smith of Sound & Images, Inc. responded, yes.

Mayor Davis asked if the monitors will show the same information. Mr. Smith responded that the monitors will show whatever the tv screens are showing.

Mayor Davis asked for clarification purposes, if there was a way that content from the tv screens could be different from the monitors. Mr. Smith responded that currently, this is the way the system is set-up. Mrs. Miller stated that the problem with the current set-up is that it requires two different computers to run both the monitor and tv. Due to Covid, the Town began the live feeds of the meetings, which lessened the ability of running the two programs at the same time. Mrs. Miller added that it would be difficult for one person to run & monitor two different sets of information through two computers at one time.

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Mayor Davis asked once all the equipment is set-up, the town will be able to broadcast to citizens on a medium other than the Town Administrator's phone. Mr. Smith responded, yes. Their company does a lot of business with area church's that stream their services through their websites.

Mayor Davis asked about the sound quality. Mr. Smith responded that the audio will be coming directly from the microphones. It was also pointed out that anyone speaking to Council with the hand-held microphone would have quality sound, as long as they are speaking directly into the microphone.

Mayor Davis asked about quote pricing, which is confusing. Mr. Smith stated that it is broken down by types of projects and labor. Mr. Smith added that the labor is broken down further by what type. The total price of the project is \$7,848.55.

Councilwoman Lewie asked if it will be recorded so that someone can go back and watch at a later day. Mr. Smith responded that Facebook live saves it so that it can be watched at another time.

Councilwoman Lewie asked if there was an option to have a picture-in-picture so that a presentation could be seen, but Council could be seen in a smaller box on the screen. Mr. Smith stated that maybe it could be done via the Zoom software, but Facebook live is only for streaming. They will do some additional research and get that information back to Council.

Mayor Davis asked how long the installation will take. Mr. Smith responded that should be about four to five months, because they are currently backed up with larger projects. However, once the equipment comes in, they may be able to get to us in between projects since it is smaller. Mayor Davis stated that we are accustomed to waiting, as we've been waiting on vehicles for about two years.

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2. Victims Advocate, Ms. Colleen Belk – Victim Assistance Procedure Manual

Mayor Davis asked Ms. Belk to begin with her presentation. Ms. Belk stated that the manual is not complete, as it was quickly created to satisfy grants administration. Ms. Belk is asking for the basics to be approved. The final product will be more polished, similar to the example from grants administration provided to Council.

Mayor Davis asked if the it needed to be approved by another entity. Ms. Belk stated that she didn't believe so. She added that she called around to other agencies and many of them do not have one and just go over the procedure when an audit occurs. Ms. Belk was glad that we were creating one, as it provides important information on the program.

Mayor Davis stated that we are not recreating the wheel on this, as the grants administration provided a model manual as a guide. Mrs. Belk responded that ours will be tailored to the Town.

Mayor Davis stated that he has advised Council Members that if they have any questions, to send them to Ms. Belk or Mrs. Miller. Ms. Belk stated that she does check her email when she is not working and would be happy to answer any questions.

Mayor Davis asked Councilwoman Lewie if she had any questions. Councilwoman Lewie had no questions.

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**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.

**Adjourn**

With no further business to discuss, Mayor Davis adjourned the meeting at approximately 7:07 P.M.

Respectfully Submitted,



Viki M. Miller, Town Administrator

APPROVED:



Daniel D. Davis, Mayor



Date

TOWN COUNCIL APPROVED 2/14/2023