

Town of Pine Ridge

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DECEMBER 10, 2024 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. Review of Police Department Administrative Report

6:47 P.M. – 6:51 P.M. Council Standing Committee Reports:

a) Finance Committee-Chair Davis & Member Dinkins

b) Property & Recreation Committee-Chair Simms & Member Sturkie

c) Employee Grievance Committee-Chair Dinkins & Members Sturkie & Urbanek

6:51 P.M. – 7:00 P.M. Informational Council Discussion

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. November 12, 2024 Regular Scheduled Council Meeting

Old Business

1. Christmas Parade & Tree Lighting

New Business

1. RFP2024-04: Landscape Maintenance 2024
 - a) Property & Recreation Committee Recommendation
 - b) Council Vote
2. RFP2024-05: Cleaning of the Municipal Complex 2024
 - c) Property & Recreation Committee Recommendation
 - d) Council Vote

Citizen's Comment Time – (email to vmiller@townofpineridgesc.com by 5pm on 12/9/2024)

ADJOURN

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Meeting
November 12, 2024

Council members present: Mayor Davis, Councilman Dinkins, Councilwoman Urbanek and Mayor Pro-Tem Simms

Council members absent: Councilwoman Sturkie

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

Town Council Work Session

Review of Administrative Department Report

Mayor Davis provided an overview of the administrative department report. He noted that the town was a little more than a quarter through the budget. On the revenue side, anything at 25% or over was considered good, while on the expense side, 25% or greater was not ideal. He mentioned that some expenses were typically paid out quarterly, so those numbers would be adjusted. The Mayor also noted that gas prices were not looking too bad at the moment.

Review of Police Department Administrative Report

Chief Neeley presented the police department report for October:

- 23 reportable calls for service
- No arrests made
- Assisted other agencies 12 times
- Conducted continuous property checks
- Executed 24 community contacts
- Wrote 9 citations (8 for speeding)
- Issued 22 warnings

Council Standing Committee Reports

The Finance Committee and Employee Grievance Committee had nothing to report at this time. There was no report from the Property and Recreation Committee.

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Informational Council Discussion

Mayor Davis shared the following information:

- The town will participate in the annual senior luncheon on December 6th. Council members were encouraged to attend and participate.
- The 2023-24 audit has begun, with auditors already on-site.
- The administrative staff and police department gathered donations for areas affected by a recent storm. Multiple truckloads of non-perishable items, blankets, and other supplies were collected and greatly appreciated by the recipients.

Mayor Davis closed the work session.

DRAFT

TOWN OF PINE RIDGE
Town Council Minutes
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November 12, 2024

Council members present: Mayor Davis, Councilman Dinkins, Councilwoman Urbanek and Mayor Pro-Tem Simms

Council members absent: Councilwoman Sturkie

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

Call to Order

Mayor Davis called the meeting to order and noted that all council members were present except for Councilwoman Sturkie, who was en route.

Roll Call and Determination of Quorum

A quorum was established with all council members present except Councilwoman Sturkie.

Invocation

Mayor Pro-Tem Simms led the invocation.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Freedom of Information Act Compliance

Mayor Davis confirmed that notification of the meeting had been posted in compliance with the Freedom of Information Act.

Approval of Minutes

October 8, 2024 Regular Scheduled Council Meeting

Motion: Councilwoman Urbanek moved to accept the minutes from the October 8, 2024 regular scheduled council meeting. Councilman Dinkins seconded the motion.

The motion passed unanimously.

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Meeting
November 12, 2024

Old Business

There was no old business to discuss.

New Business

Consideration of expansion of the Police Department

Mayor Davis provided background information on the potential for three new subdivisions within the town limits of Pine Ridge, which could add approximately 399 new homes and increase the population by about 1,203 residents. This growth would necessitate expanding the police department by at least one, ideally two, additional officers.

The Mayor outlined the costs associated with adding an officer:

- Total initial cost: approximately \$142,000
- One-time startup costs: \$62,000 (vehicle, vehicle upfit, and equipment)
- Recurring annual cost: \$80,000 (salary and benefits)

Motion: Mayor Pro-Tem Simms moved to empower the finance committee to move forward with the consideration of the expansion of the police department. Councilman Dinkins seconded the motion.

The motion passed unanimously.

Consideration of allowing Exempt Police Department Employees to work Special Duty

Chief Neeley explained that currently, the police Chief and Lieutenant are not able to accept special duty assignments due to their exempt status. This policy change would allow them to accept such assignments when off-duty, providing more flexibility in meeting community needs for police presence at events.

Mayor Davis clarified that the Mayor would need to approve any special duty assignments for the Chief.

Motion: Councilman Dinkins moved to allow the exempt police department employees to work special duty assignments. Councilwoman Urbanek seconded the motion.

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During discussion, Mayor Pro-Tem Simms asked if the council would be informed when these assignments occur. Chief Neeley explained that officers cannot double-duty and must be off-duty for a certain number of hours before and after special duty assignments.

The motion passed unanimously.

Consideration of use of ARP funds Resolution 2024-14

Mayor Davis explained that this resolution was to ensure transparency in the use of American Rescue Plan Act funds. The police department requested funds to purchase two laptops (\$1,729.34) and two in-car printers (\$1,416.68), totaling \$3,146.02.

Motion: Councilman Dinkins moved to approve Resolution 2024-14, which allows the purchase of two laptops and two in-car printers for a total of \$3,146.02. Mayor Pro-Tem Simms seconded the motion.

The motion passed unanimously.

Christmas Parade & Tree Lighting

Mayor Davis provided an update on the upcoming Christmas parade and tree lighting event:

- Several commitments for parade participants, including a band
- Entertainment secured for the tree lighting, including a band and two groups
- A food truck and a hot chocolate beverage truck have been secured
- Contingency plans are in place to move the event indoors in case of inclement weather.

Consideration of new Christmas Tree Install & Uninstall

Mayor Davis discussed the newly purchased 14-foot tall panel tree and the need for professional installation and removal. The cost for setup, takedown, and ensuring proper functionality is \$2,000.

Motion: Councilwoman Urbanek moved for the consideration of the new Christmas tree install and uninstall. Councilman Dinkins seconded the motion.

The motion passed unanimously.

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Consideration of 2025 Meeting and Holiday Schedule

The 2025 meeting and holiday schedule, including council meetings, quarterly work sessions, planning commission meetings, board of zoning appeals meetings, and scheduled holidays, was presented for approval.

Motion: Councilman Dinkins moved to accept the Town of Pine Ridge 2025 meeting and holiday schedule as submitted. Mayor Pro-Tem Simms seconded the motion.

The motion passed unanimously.

Consideration of Resolution 2024-15: Waive BL & Zoning fees for Tree Lighting Celebration

Mayor Davis explained that this resolution would waive business license requirements, taxes, and zoning fees for vendors participating in the annual tree lighting celebration. This practice has been implemented in previous years to encourage vendor participation.

Motion: Mayor Pro-Tem Simms moved to approve Resolution 2024-15 to waive the business license requirements, taxes, and zoning fees at the annual tree lighting celebration for the Town of Pine Ridge on December 7, 2024. Councilman Dinkins seconded the motion.

The motion passed unanimously.

Consideration of Employee Service Recognition

Mayor Davis introduced the annual employee service recognition for administrative and police department staff. Typically, this matter is handled by the finance committee.

Motion: Councilwoman Urbanek moved for the consideration of the employee service recognition, moving it over to the finance committee for the final decision. Mayor Pro-Tem Simms seconded the motion.

The motion passed unanimously.

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Consideration of repair/paving upper parking lot

Mayor Davis discussed the need to pave the upper parking lot, which has been repeatedly repaired with crush and run. The total cost for paving is \$35,396. The Mayor emphasized the importance of addressing safety concerns due to 3-4 inch craters in the lot.

Motion: Councilman Dinkins moved to accept the bid from Carolina Paving and Grading of \$35,396 to pave the upper parking lot. Councilwoman Urbanek seconded the motion.

During discussion, Mayor Pro-Tem Simms inquired about the possibility of painting lines and designating disabled parking spaces. Mayor Davis agreed to investigate these options after the paving work is completed.

The motion passed unanimously.

Consideration of Resolution 2024-16: Security Cameras at Senior living facilities

Mayor Davis presented a request from the Midlands Council on Aging to support a resolution calling for the South Carolina legislature to enact a law requiring security cameras in long-term care facilities. The Mayor clarified that cameras would only be installed in common areas, not in private spaces like bathrooms.

Motion: Councilman Dinkins moved to approve Resolution 2024-16, which would require security cameras at the exits of nursing homes, residential care facilities, and assisted living centers. Mayor Pro-Tem Simms seconded the motion.

The motion passed unanimously.

**TOWN OF PINE RIDGE
Town Council Minutes
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Citizen's Comment Time

There were no questions from the audience or submitted electronically.

Adjourn

Motion: Councilwoman Urbanek moved to adjourn the meeting. Councilman Dinkins seconded the motion.

The motion passed unanimously, and the meeting was adjourned.

Respectfully submitted,

Viki M. Miller, Town Administrator

APPROVED:

Daniel D. Davis, Mayor

Date: _____