

Town of Pine Ridge

2757 Fish Hatchery Road
West Columbia, SC 29172
Telephone (803) 755-2500
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FEBRUARY 11, 2025 REGULAR SCHEDULED TOWN COUNCIL MEETING AGENDA

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

- 6:30 P.M. – 6:45 P.M. 2023-2024 Audit Presentation by Mr. David Enzastiga of Rish & Enzastiga, CPA's
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:
- a) March 11, 2025 Public Hearing and First Reading: Ordinance 2025-04: 2024-2025 Amended Fiscal Budget
 - b) May 13, 2025 Public Hearing and First Reading: Ordinance 2025-05: 2025-2026 Fiscal Budget

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 14, 2025 Regular Scheduled Council Meeting

Old Business

1. Consideration of Ordinance 2025-03: Adoption of Codified Ordinances *2nd reading

New Business

1. Consideration of 2023-2024 Audit report – Council vote
2. Consideration of Appointment of Ministerial Recorder

Citizen's Comment Time – (email to vmiller@townofpineridgesc.com by 5pm on 2/10/2025)

ADJOURN

TOWN OF PINE RIDGE
BUDGET REPORT

FOR THE SEVEN MONTHS ENDING JANUARY 31, 2025

Budget	Total Annual Budget	Current Month Actual	Year to Date Actual	Year to Date %
REVENUES				
BUSINESS LICENSE	100,000.00	1,562.24	64,131.07	64.13
FINES AND PENALTIES	98,000.00	3,917.32	44,943.61	45.86
S.C. AID TO SUBDIVISION	56,000.00	13,985.19	27,982.56	49.97
MASC - COURT FINES	1,000.00	0.00	0.00	0.00
MASC - ADMIN FEES	500.00	0.00	0.00	0.00
SPECIAL -DUTY EMPLOY	1,600.00	165.00	715.00	44.69
DOMINION FRANCHISE	156,000.00	0.00	0.00	0.00
LEX CTY ACCOMMODAT	200.00	0.00	0.00	0.00
SALE OF CAPITAL ASSET	80,000.00	0.00	0.00	0.00
SANITATION FRANCHISE	500.00	0.00	121.50	24.30
ZONING	5,000.00	100.00	2,441.00	48.82
SPECTRUM/CHARTER FR	21,000.00	0.00	4,016.76	19.13
MASC - BL	186,000.00	2.79	2,868.53	1.54
AT&T/DIRECT TV FRAN	5,000.00	603.09	1,241.17	24.82
TNC ASSESSMENT	150.00	0.00	56.87	37.91
AMERICAN RESCUE PLA	273,946.70	0.00	0.00	0.00
SRO GRANT 24/25	97,351.00	0.00	23,589.17	24.23
INTEREST INCOME	10,000.00	700.65	5,293.19	52.93
VICTIMS FUND	18,650.00	0.00	0.00	0.00
MC-BOND ESTREATMEN	1,000.00	0.00	0.00	0.00
SUNDRY	100.00	(283.97)	55.74	55.74
TOTAL REVENUES	1,111,997.70	20,752.31	177,456.17	15.96
EXPENSES				
ADM. TRAINING	700.00	0.00	107.80	15.40
OFFICE SUPPLIES/PRINTI	5,500.00	254.43	3,326.63	60.48
ADM. TECH SUPPORT	8,000.00	100.00	1,659.13	20.74
ZONING TECH SUPPORT	5,500.00	0.00	0.00	0.00
ACCOUNTING	11,250.00	5,256.25	5,256.25	46.72
LEGAL	2,000.00	0.00	1,242.00	62.10
CONSULTING SERVICES	0.00	3,619.00	13,567.00	0.00
PAYROLL SERVICES	2,000.00	215.95	924.15	46.21
INSURANCE & BONDING	25,500.00	0.00	15,173.28	59.50
BANK CHARGES	50.00	0.05	194.65	389.30
MILEAGE	500.00	0.00	109.87	21.97
POSTAGE	952.00	0.00	370.10	38.88
UTILITIES	17,500.00	37.72	7,554.43	43.17
TELEPHONE-ADMIN	2,500.00	185.22	1,110.72	44.43
INTERNET SERVICES	2,300.00	189.97	1,329.79	57.82
PUBLIC NOTICES	500.00	0.00	162.00	32.40
DUES	1,600.00	773.36	1,073.36	67.09
BUILDING & MAINTENA	26,500.00	2,160.85	13,045.25	49.23
NPDES PERMITS	5,500.00	0.00	46.73	0.85
PINE RIDGE WEB SITE	2,275.00	0.00	239.68	10.54
TOWN EVENT SUPPLIES	1,000.00	0.00	0.00	0.00
TOWN CLEAN-UP	1,750.00	0.00	0.00	0.00
EQUIPMENT	2,000.00	0.00	0.00	0.00
CAPITAL IMPROVEMENT	5,000.00	0.00	0.00	0.00
DONATIONS	7,500.00	1,997.99	5,408.74	72.12
TREE LIGHTING & PARA	13,000.00	2,000.00	49,901.21	383.86
CHRISTMAS SNOWFLAK	6,700.00	0.00	5,413.08	80.79
MEALS AND MEETING -	500.00	0.00	100.00	20.00
REPAIR&MAINT	10,000.00	786.12	3,449.53	34.50
GAS AND OIL	14,000.00	847.39	7,447.81	53.20
PD TECH SUPPORT	3,000.00	761.25	6,491.25	216.38
POLICE DEPT.SUPPLIES	1,500.00	0.00	449.39	29.96
DUES	300.00	150.00	355.00	118.33
VEHICLE INSURANCE	12,000.00	173.87	7,666.97	63.89

Pending audit

TOWN OF PINE RIDGE
BUDGET REPORT

FOR THE SEVEN MONTHS ENDING JANUARY 31, 2025

Budget	Total Annual Budget	Current Month Actual	Year to Date Actual	Year to Date %
UNIFORMS	2,000.00	108.00	544.00	27.20
TELEPHONE-POLICE	4,100.00	348.59	2,087.53	50.92
COMMUNITY RELATION	1,000.00	0.00	0.00	0.00
LAWTRAK LICENSE	4,000.00	4,513.00	4,963.00	124.08
TRAINING & MEALS	1,700.00	10.00	1,012.28	59.55
SALARIES - JUDGES	9,200.00	1,801.00	6,374.10	69.28
JURY FEES	252.00	0.00	0.00	0.00
INDIGENT DEFENSE	800.00	0.00	0.00	0.00
COURT SUPPLIES	500.00	0.00	160.26	32.05
DETENTION FEES	100.00	0.00	0.00	0.00
COURT TRAINING	3,000.00	0.00	1,465.07	48.84
COURT ASSESSMENTS	56,000.00	1,031.52	22,483.63	40.15
COURT DEFENSE ATTOR	2,000.00	0.00	0.00	0.00
VA - TRAINING	500.00	0.00	0.00	0.00
VA - PAYROLL	8,000.00	0.00	310.99	3.89
VF - STATE FUND	5,000.00	0.00	0.00	0.00
VA - OTHER EXPENSES	5,150.00	41.41	248.37	4.82
PAYROLL	282,597.00	32,583.51	161,151.38	57.03
TAXES - PAYROLL	29,000.00	3,033.36	15,834.04	54.60
PART-TIME CLERICAL	11,000.00	0.00	0.00	0.00
PART-TIME POLICE	5,000.00	0.00	0.00	0.00
SPECIAL-DUTY EMPLOY	1,000.00	0.00	526.01	52.60
WORKMENS COMP	9,407.00	0.00	14,746.50	156.76
RETIREMENT-POLICE	38,575.67	(37.90)	11,018.62	28.56
RETIREMENT-ADMIN.	21,067.89	1,140.34	5,843.35	27.74
SCRS GROUP LIFE ADMI	200.00	39.36	142.95	71.48
PORS GROUP LIFE PD	400.00	80.51	295.86	73.97
SRO PROGRAM 24/25	97,351.00	9,381.41	45,590.60	46.83
HEALTH INSURANCE PD	14,274.24	1,295.96	9,421.24	66.00
HEALTH INSURANCE AD	20,592.00	1,880.60	16,049.61	77.94
AMERICAN RESCUE PLA	273,946.70	48,424.68	69,815.57	25.49
TOTAL EXPENSES	1,106,590.50	125,184.77	543,260.76	49.09
NET INCOME	\$ 5,407.20	\$ (104,432.46)	\$ (365,804.59)	(6,765.14)

pending audit

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Meeting
January 14, 2025

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

Council members absent: Councilwoman Sturkie and Councilwoman Urbanek

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

Town Council Work Session

Mayor Davis apologized for the delay due to technical difficulties.

Review of Administrative Department Report

Mayor Davis reviewed the code violation report.

Review of Police Department Administrative Report

Chief Neeley presented the Pine Ridge Police Department report:
December 2024:

- 14 reportable calls for service
- 0 arrests
- 0 agency assists
- 7 property checks
- 3 community contacts
- 44 citations issued

Last month, Lexington County Sheriff's Office received a total of 19 calls for service when Pine Ridge Police Officers were not on duty.

2024:

- 79 reportable calls for service
- 17 arrests
- 70 agency assists
- 250 property checks
- 55 community contacts
- 1180 citations issued

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Meeting
January 14, 2025

Council Standing Committee Reports:

- a) Finance Committee - nothing to report
- b) Property and Recreation Committee - nothing to report
- c) Employee Grievance Committee - nothing to report

Informational Council Discussion:

a) January 23, 2025: Chief's Forum from 6:00pm to 6:30pm
Mayor Davis stated that it will be at the discretion of the chief as to whether he will have the forum. The last couple of times, there has not been any attendees.

b) January 23, 2025: Council Quarterly Work Session from 6:45pm to 7:45pm
Mayor Davis stated there are no items on the agenda and the meeting will be canceled.

c) February 11, 2025: Audit presentation & Council vote: 2023/2024 fiscal year

Mayor stated there will be an audit presentation and a vote from Council pertaining to the audit, that was conducted for the last fiscal year.

Mayor Davis closed the work session.

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Meeting
January 14, 2025

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

Council members absent: Councilwoman Sturkie and Councilwoman Urbanek

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

Call to Order

Mayor Davis called the meeting to order at approximately 6:56 PM, apologizing for the delay due to technical difficulties.

Roll Call and Determination of Quorum

Mayor Davis confirmed that a quorum was present with three council members in attendance. Two council members were noted as absent.

Invocation

Councilman Dinkins led the invocation.

Pledge of Allegiance

The Pledge of Allegiance was recited by all present.

Freedom of Information Act Compliance

Mayor Davis confirmed that all requirements for posting the meeting had been met, ensuring compliance with the Freedom of Information Act.

Approval of Minutes

December 10, 2024 Regular Scheduled Council Meeting

Mayor Pro-Tem Simms moved to approve the December 10, 2024 regular scheduled town council meeting minutes. Councilman Dinkins seconded the motion. The motion passed unanimously.

Old Business

None

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Meeting
January 14, 2025

New Business

Consideration of Resolution 2025-01: Certification of Jury Roll

Mayor Davis explained that the Pine Ridge Town Council serves as jury commissioners and must certify the jury roll annually. The jury list is composed of all names from the official voter registration list of qualified voters within Pine Ridge limits. Names would be electronically or randomly pulled should a jury trial be needed.

Councilman Dinkins moved to accept Resolution 2025-01 to certify the jury box for the municipal court. Mayor Pro-Tem Simms seconded the motion. The motion passed unanimously.

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

Mayor Davis noted that the town typically makes an annual donation to the library, with \$500 budgeted for this purpose.

Councilman Dinkins moved to give \$500 to the Friends of the South Congaree Pine Ridge Library. Mayor Pro-Tem Simms seconded the motion. The motion passed unanimously.

Consideration of donation: Midland Softball

Mayor Davis stated that \$700 had been budgeted to support two teams for the Midland girls' softball team.

Mayor Pro-Tem Simms moved to give \$700 to the Midlands girls softball to support two spring ball teams. Councilman Dinkins seconded the motion. The motion passed unanimously.

Consideration of donation: Midland Baseball

Mayor Davis mentioned that \$700 had been set aside to support two Midland boys' baseball teams for spring ball.

Councilman Dinkins moved to give \$700 to the Midland boys baseball team to support two spring ball teams. Mayor Pro-Tem Simms seconded the motion. The motion passed unanimously.

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Meeting
January 14, 2025

Mayor Davis expressed appreciation for these donations, acknowledging the library's incredible contributions to the community and the outstanding efforts of the Midland girls' softball and boys' baseball teams. He extended early thanks to the coaches and parents involved.

Consideration of use of ARP funds Resolution 2025-02

Mayor Davis discussed the use of American Rescue Plan (ARP) funds, noting that the town had exhausted all received funds. He highlighted the benefits of these funds, including upgrades for the police department, building improvements, parking lot repairs, and town-wide enhancements like the purchase of a Christmas tree and additional snowflakes. The mayor emphasized the town's commitment to transparency in the use of these funds.

Councilman Dinkins moved to accept Resolution 2025-02 that authorizes allocations for funding using coronavirus state and local fiscal recovery funds to the American Rescue Plan Act. Mayor Pro-Tem Simms seconded the motion. The motion passed unanimously.

Consideration of moving November 4th meeting to November 18th due to elections

Mayor Davis explained that an error had been noticed in the previously posted meeting and holiday schedule, necessitating the move of the November meeting from the 4th to the 18th due to elections. He noted that the change would be updated on the website.

Mayor Pro-Tem Simms moved to move the November 4 meeting to November 18, 2025 due to the elections. Councilman Dinkins seconded the motion. The motion passed unanimously.

Dominion 2025 Tree Trimming

Mayor Davis informed the council about a notification received from Dominion regarding their 2025 tree trimming plans. The work is anticipated to begin later in the first quarter. This maintenance within Pine Ridge municipal boundaries is intended to reduce the chances of electricity interruptions during adverse weather. Mayor Davis stated that this information would be posted on the town's website, especially when the work begins, to alert residents about potential traffic interruptions.

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Meeting
January 14, 2025

Consideration of Ordinance 2025-03: Adoption of Codified Ordinances

Mayor Davis explained that this ordinance would arrange the town's laws, rules, and regulations into an orderly format. He mentioned that this information would be available to the public on the town's website.

Councilman Dinkins moved to accept Ordinance 2025-03 for first reading, which adopts codified ordinances of the town with certain amendments. Mayor Pro-Tem Simms seconded the motion. The motion passed unanimously.

Mayor Davis added that some of the changes were minor, such as updating terms from "watchman" to "watch person" and "chairman" to "chairperson."

Citizen's Comment Time

Mayor Davis noted that no questions had been sent in electronically, and no one from the audience had elected to speak.

Adjourn

Councilman Dinkins moved to adjourn the meeting. Mayor Pro-Tem Simms seconded the motion. The motion passed unanimously.

Mayor Davis thanked the council members and those who joined electronically, apologizing again for the technological glitch at the beginning of the meeting.

Respectfully submitted,

Viki M. Miller, Town Administrator

APPROVED:

Daniel D. Davis, Mayor

Date: _____

STATE OF SOUTH CAROLINA)
)
COUNTY OF LEXINGTON) ORDINANCE 2025-03
)
TOWN OF PINE RIDGE)

AN ORDINANCE TO ADOPT THE CODIFIED ORDINANCES OF THE TOWN WITH CERTAIN AMENDMENTS

WHEREAS, Section 5-7-290 of the South Carolina Code requires that ordinances be codified and indexed and available for public inspection at reasonable times; and

WHEREAS, the Town Council has determined to adopt a new codification of the Town ordinances by this Ordinance, and to provide for certain amendments as specified,

NOW, THEREFORE, BE IT ORDERED AND ORDAINED by the Town of Pine Ridge, South Carolina, in Council duly assembled and by the authority thereof, that

A new Article I ("Adoption of Code") of the Town Code, as set out below, which references and incorporates the new codification of ordinances for the Town, is hereby adopted so as to implement the new codification of ordinances, including those amendments described and incorporated therein in Section 1-6 (B) by the attached Schedule A. The new Article I of the Town Code shall read as follows:

ARTICLE I
Adoption of Code

§ 1-1. Code adopted; continuation of existing provisions.

In accordance with S.C. Code Ann. § 5-7-290, as amended, the ordinances of the Town, as codified and consisting of Chapters 1 through 300 are hereby approved, adopted, and enacted as the Code of Ordinances of the Town, hereinafter referred to as the "Code." The provisions of the Code, insofar as they are substantively the same as those of ordinances in force immediately prior to the enactment of the Code by this ordinance, are intended as a continuation of such ordinances and not as new enactments. This ordinance and the Code adopted hereby shall supersede and replace the Code of the Town as codified through December 31, 2020.

§ 1-2. Code on file; additions and amendments.

- A. A copy of the Code has been filed in the office of the Town Clerk and shall remain there for use and examination by the public until final action is taken on this ordinance. Following adoption of this ordinance such copy shall be certified to by the Clerk of the Town by impressing thereon the Seal of the Town, as provided by law, and such certified copy shall remain on file in the office of the Town Clerk, to be made available to persons desiring to examine the same during all times while said Code is in effect.
- B. Additions or amendments to the Code, when adopted in such form as to indicate the intent of the Town Council to make them a part thereof, shall be deemed to be incorporated into such Code so that reference to the "Code of the Town" shall be understood and intended to include such additions and

STATE OF SOUTH CAROLINA)
)
COUNTY OF LEXINGTON)
)
TOWN OF PINE RIDGE)

ORDINANCE 2025-03

amendments. Nothing contained in this ordinance shall affect the status of any ordinance contained in the Code, and such ordinances may be amended, deleted or changed from time to time as the Town Council deems desirable.

§ 1-3. Severability.

Each section of this ordinance and of the Code and every part of each section is an independent section or part of a section, and the holding of any section or a part thereof to be unconstitutional, void or ineffective for any cause shall not be deemed to affect the validity or constitutionality of any other sections or parts thereof.

§ 1-4. Repealer.

Repeal of inconsistent enactments. All ordinances of a general and permanent nature, or parts of such ordinances, inconsistent with the provisions contained in the Code adopted by this ordinance are hereby repealed; provided, however, that such repeal shall only be to the extent of such inconsistency, and any valid legislation of the Town which is not in conflict with the provisions of the Code shall be deemed to remain in full force and effect.

§ 1-5. Enactments saved from repeal; matters not affected.

The repeal of ordinances provided for in § 1-4 of this ordinance shall not affect the following classes of ordinances, rights and obligations, which are hereby expressly saved from repeal:

- A. Any right or liability established, accrued or incurred under any legislative provision of the Town prior to the effective date of this ordinance or any action or proceeding brought for the enforcement of such right or liability.
- B. Any offense or act committed or done before the effective date of this ordinance in violation of any legislative provision of the Town or any penalty, punishment or forfeiture which may result therefrom.
- C. Any prosecution, indictment, action, suit or other proceeding pending or any judgment rendered prior to the effective date of this ordinance brought pursuant to any legislative provision of the Town.
- D. Any agreement entered into or any franchise, license, right, easement or privilege heretofore granted or conferred by the Town.
- E. Any ordinance of the Town providing for the laying out, opening, altering, widening, relocating, straightening, establishing grade, changing name, improvement, acceptance or vacation of any right-of-way, easement, street, road, highway, park or other public place within the Town or any portion thereof.
- F. Any ordinance of the Town appropriating money or transferring funds, promising or guaranteeing the payment of money or authorizing the issuance and delivery of any bond of the Town or other instruments or evidence of the Town's indebtedness.

STATE OF SOUTH CAROLINA)
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COUNTY OF LEXINGTON)
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ORDINANCE 2025-03

- G. Ordinances authorizing the purchase, sale, lease or transfer of property, or any lawful contract, agreement or obligation.
- H. The levy or imposition of special assessments or charges.
- I. The annexation or dedication of property.
- J. Any ordinance relating to salaries and compensation.
- K. Any ordinance amending the Zoning Map.
- L. Any ordinance relating to or establishing a pension plan or pension fund for Town employees.
- M. Any ordinance or portion of an ordinance establishing a specific fee amount for any license, permit or service obtained from the Town.
- N. Any currently effective ordinance adopting or amending the Comprehensive Plan.
- O. Any ordinance adopted subsequent to April 9, 2024.

§ 1-6. Changes in previously adopted legislation.

- A. In compiling and preparing the ordinances for publication as the Code of the Town, certain grammatical changes and other minor, nonsubstantive changes were made in one or more of said pieces of legislation. It is the intention of the Town Council that all such changes be adopted as part of the Code as if the ordinances had been previously formally amended to read as such.
- B. In addition, the amendments and/or additions as set forth in Schedule A attached hereto and made a part hereof are made herewith, to become effective upon the effective date of this ordinance. (Chapter and section number references are to the ordinances as they have been renumbered and appear in the Code.)
- C. Throughout the Code:
 - (1) The term “watchman” is changed to “watch person.”
 - (2) The term “Chairman” is changed to “Chairperson.”
 - (3) The term “Councilman” is changed to “Councilperson.”
 - (4) The term “Zoning Administrator” is changed to “Planning Official.”
 - (5) The term “Clerk/Treasurer” is changed to “Clerk.”
 - (6) Gendered pronouns such as “he,” “his,” or “him” are changed to a “gender-neutral” style such as “he/she,” “his/her,” or “him/her.”

STATE OF SOUTH CAROLINA)
)
COUNTY OF LEXINGTON)
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TOWN OF PINE RIDGE)

ORDINANCE 2025-03

§ 1-7. Titles and headings; editor's notes.

- A. Chapter and article titles, headings and titles of sections and other divisions of the Code are inserted in the Code and may be inserted in supplements to the Code for the convenience of persons using the Code and are not part of the legislation.
- B. Editor's notes indicating sources of sections, giving other information or referring to the statutes or to other parts of the Code are inserted in the Code and may be inserted in supplements to the Code for the convenience of persons using the Code and are not part of the legislation.

§ 1-8. Penalties for tampering with Code.

Any person who alters or tampers with the Code of the Town in any manner whatsoever which will cause the legislation of the Town to be misrepresented thereby, or who violates any other provision of this ordinance, shall be guilty of a violation and shall, upon conviction thereof, be subject to a fine of not more than \$500 or imprisonment for a term of not more than 30 days, or both.

This Ordinance, including its attached Schedule A, shall become effective upon second reading adoption.

DULY ADOPTED THIS 11th day of February, 2025, under the corporate seal of the Town of Pine Ridge.

First Reading: January 14, 2025
Second Reading: February 11, 2025

Mayor Daniel D. Davis

Mayor Pro-Tem Scott N. Simms

Councilmember Floyd W. Dinkins III

Councilmember Elizabeth S. Sturkie

Councilmember Maria J. Urbanek

Chapter 44. Municipal Court

§ 44-5. Ministerial recorder.

There is hereby established the office of ministerial recorder pursuant to S.C. Code § 14-25-115 (1976). Ministerial recorders shall be appointed by and serve at the pleasure of council. Ministerial recorders shall be instructed in the proper method of issuing warrants by a Municipal Judge. Law enforcement officers shall not be appointed as ministerial recorders.