

Town of Pine Ridge

2757 Fish Hatchery Road
West Columbia, SC 29172
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FEBRUARY 11, 2020 REGULAR SCHEDULED TOWN COUNCIL MEETING AGENDA

Town Council Work Session

6:45 P.M. – 6:50 P.M. Review of Administrative Department Report

6:50 P.M. – 6:55 P.M. Review of Police Department Administrative Report

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

- 2018-2019 Audit presentation update
- SC Local Government Investment Pool (LGIP)
- SC Ethics Commission Annual Statement of Economic Interest
- Dominion 2020 Tree Trimming

7:00 P.M. - Town Council Meeting

Call to Order & Invocation

Freedom of Information Act Compliance

Approval of Minutes

1. January 14, 2020 Regular Scheduled Council Meeting

Old Business

1. Estates at Indigo Bond Estimate to repair infrastructure
2. Indigo Place Bond Estimate to repair infrastructure

New Business

1. 2020 Moving for Meals Campaign (donation) Lexington County Recreation & Aging Commission
2. Old Town Hall site maintenance

Citizen's Comment Time

ADJOURN

The Town will no longer provide printed copies of attachments to the monthly Agenda.
For your convenience, an Agenda with attachments is available online at www.townofpineridgesc.com.

TOWN OF PINE RIDGE
BUDGET REPORT
FOR THE SEVEN MONTHS ENDING JANUARY 31, 2020

Budget	Total Annual Budget	Current Month Actual	Year to Date Actual	Year to Date %
REVENUES				
BUSINESS LICENSE	115,000.00	16,486.65	25,927.75	22.55
FINES AND PENALTIES	100,000.00	7,550.82	19,086.69	19.09
S.C. AID TO SUBDIVISIONS	46,624.00	12,233.95	36,701.85	78.72
MASC - COURT FINES	1,000.00	0.00	180.63	18.06
MASC - ADMIN FEES	500.00	0.00	25.00	5.00
OFF-DUTY EMPLOYMENT	500.00	0.00	330.00	66.00
SCE&G	145,000.00	0.00	104.15	0.07
SANITATION	377.00	100.80	304.50	80.77
ZONING	5,000.00	160.00	926.00	18.52
REVENUE ENHANCEMENT-BL	20,000.00	230.60	2,847.51	14.24
TIME WARNER TV	18,000.00	0.00	9,338.93	51.88
MASC - BL	158,000.00	0.00	8,895.80	5.63
BELLSOUTH	5,000.00	1,185.22	3,630.84	72.62
TNC ASSESSMENT	65.00	0.00	47.85	73.62
FUND BALANCE	140,167.33	5,620.02	33,261.05	23.73
GRANT INCOME-BPVP	1,936.00	0.00	0.00	0.00
DONATIONS	0.00	0.00	855.00	0.00
INTEREST INCOME	3,800.00	240.80	1,924.47	50.64
FILING FEES	60.00	0.00	60.00	100.00
SHOP WITH A COP-WALMART GRANT	2,000.00	0.00	2,200.00	110.00
SCINRF-LEGAL	15,000.00	0.00	4,206.69	28.04
MC-BOND ESTREATMENT	4,000.00	0.00	1,906.25	47.66
SUNDRY	50.00	6.00	28.00	56.00
TOTAL REVENUES	782,079.33	43,814.86	152,788.96	19.54
EXPENSES				
ADM. TRAINING	700.00	0.00	258.76	36.97
OFFICE SUPPLIES/PRINTING	4,300.00	573.58	2,258.57	52.52
ADM. TECH SUPPORT	5,000.00	0.00	56.95	1.14
ZONING TECH SUPPORT	6,000.00	0.00	19.97	0.33
ACCOUNTING	7,000.00	0.00	0.00	0.00
LEGAL	15,000.00	375.00	22,093.86	147.29
INSURANCE & BONDING	15,000.00	0.00	0.00	0.00
BANK CHARGES	150.00	105.00	147.55	98.37
MILEAGE	500.00	0.00	0.00	0.00
POSTAGE	1,500.00	0.00	196.50	13.10
UTILITIES	15,000.00	1,149.50	8,545.43	56.97
REVENUE ENHANCEMENT-BL	10,000.00	344.17	6,000.45	60.00
TELEPHONE	6,250.00	565.89	3,664.66	58.63
INTERNET SERVICES	2,000.00	174.97	1,214.79	60.74
ELECTION EXPENSE	0.00	1,169.46	1,169.46	0.00
PUBLIC NOTICES	800.00	142.50	368.84	46.11
DUES	1,400.00	1,010.12	1,305.12	93.22
BUILDING & MAINTENANCE	20,000.00	420.99	8,067.78	40.34
NPDES PERMITS	5,000.00	0.00	0.00	0.00
PINE RIDGE WEB SITE	1,755.00	0.00	0.00	0.00
BUILDING PURCH/RENO-FUND BAL	140,167.33	5,620.02	33,261.05	23.73
EQUIPMENT	500.00	0.00	0.00	0.00
CAPITAL IMPROVEMENT	5,000.00	0.00	0.00	0.00

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Budget	Total Annual Budget	Current Month Actual	Year to Date Actual	Year to Date %
DONATIONS	6,500.00	1,501.77	5,513.69	84.83
CHRISTMAS TREE LIGHTING	1,200.00	36.80	665.88	55.49
CHRISTMAS PARADE	350.00	0.00	70.00	20.00
MEALS AND MEETING - COUNCIL	500.00	0.00	335.45	67.09
SUNDRY	50.00	0.00	0.00	0.00
REPAIR&MAINT	14,000.00	412.36	13,489.47	96.35
GAS AND OIL	8,500.00	940.69	4,692.28	55.20
PD TECH SUPPORT	7,000.00	0.00	383.24	5.47
POLICE DEPT.SUPPLIES	3,500.00	340.86	2,933.52	83.81
DUES	300.00	100.00	100.00	33.33
1033 PROGRAM	500.00	0.00	500.00	100.00
EQUIPMENT	2,000.00	0.00	2,371.67	118.58
VEHICLE INSURANCE	5,000.00	0.00	0.00	0.00
UNIFORMS	3,000.00	245.03	789.00	26.30
CONSULTANT	0.00	0.00	217.50	0.00
NATIONAL NIGHT OUT	650.00	0.00	0.00	0.00
COMMUNITY RELATIONS	500.00	0.00	236.98	47.40
SHOP WITH A COP-WALMART GRANT	2,000.00	1,784.55	1,895.11	94.76
LAWTRAK LICENSE	3,700.00	3,194.00	3,644.00	98.49
K-9 PROGRAM	4,250.00	176.98	2,388.86	56.21
TRAINING & MEALS	1,300.00	0.00	80.00	6.15
SALARIES - JUDGES	7,000.00	0.00	3,472.80	49.61
JURY FEES	1,000.00	0.00	0.00	0.00
INDIGENT DEFENSE	2,000.00	0.00	0.00	0.00
COURT SUPPLIES	400.00	0.00	205.72	51.43
DETENTION FEES	200.00	0.00	0.00	0.00
COURT TRAINING	2,235.00	0.00	1,751.29	78.36
COURT ASSESSMENTS	44,000.00	276.32	8,562.91	19.46
COURT DEFENSE ATTORNEY	1,000.00	0.00	0.00	0.00
VA - TRAINING	1,300.00	0.00	691.08	53.16
VA - PAYROLL	8,000.00	392.70	4,236.81	52.96
VA - STATE FUND	10,000.00	0.00	0.00	0.00
VA - OTHER	2,000.00	45.35	316.81	15.84
VA - SOFTWARE	2,500.00	0.00	0.00	0.00
PAYROLL	211,000.00	17,080.48	108,166.11	51.26
TAXES - PAYROLL	21,000.00	1,565.73	9,915.15	47.22
PART-TIME CLERICAL	19,000.00	780.00	6,836.25	35.98
PART-TIME POLICE	25,000.00	2,133.81	10,028.67	40.11
OFF-DUTY EMPLOYMENT	300.00	0.00	178.14	59.38
TRANSITION ADVISOR	10,000.00	0.00	0.00	0.00
WORKMEN'S COMPENSATION	10,000.00	0.00	0.00	0.00
RETIREMENT-POLICE	22,000.00	1,733.96	7,051.98	32.05
RETIREMENT-ADMIN.	18,600.00	1,210.52	8,292.22	44.58
GROUP LIFE	675.00	90.02	344.61	51.05
HEALTH INSURANCE	31,000.00	2,577.22	16,468.26	53.12
TOTAL EXPENSES	778,032.33	48,270.35	315,455.20	40.55
NET INCOME	\$ 4,047.00	(\$ 4,455.49)	(\$162,666.24)	(4,019.43)

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Council Present: Mayor Wells, Councilman Dinkins, Councilman Simms.

Staff Present: Town Administrator, Mrs. Miller, Municipal Clerk, Mrs. Kyzer, and Lt. Silano.

6:46 – 6:47 Review of Administrative Department Reports

Written Administrative Department Reports were in the Council packets. Mayor Wells asked Council to look over the reports and if there were any questions for Mrs. Miller or Mrs. Kyzer.

Council had no comments or questions.

6:47 – 6:49 Review of Police Department Administrative Report

Lt. Silano read the report in the absence of Chief Parks.

Crime Stats – for the month of December there were 25 reportable offenses

4 simple assaults	1 telephone harassment
1 theft from a motor vehicles	1 runaway
1 larceny	2 trespass of real property
1 vandalism of property	7 assisting another agency
1 drug/narcotics violation	6 NRP (incident not reported)

Traffic tickets/Warning tickets

83 uniformed Traffic Citations

Arrest

6 by the Pine Ridge Police Department

Community Contacts/Events

Over 250 Community contacts

165 Business visits

All Police Department reporting systems are now up to date reflecting 2020. Chief Parks changed several protocols as it relates to the daily operations of the Police Department. We now have initiated case jacket filing procedures for

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current cases where officers have to build a case file that in the end is reviewed by Chief Parks to check for proper paperwork and filing protocols. Officers will no longer ride around with case files in their cars or on their desks. Files will now be stored inside the police department in a file cabinet for easy access, displaying all proper paperwork needed for prosecution.

Mayor Wells asked Council if there were any questions or comments. There were no questions or comments.

6:49 – 6:51 Informational Council Discussion

Mayor Wells read aloud a “thank you” card the Town received from the friends and staff of the Pine Ridge Senior Center for hosting the senior luncheon in December.

Mayor Wells asked Councilman Dinkins about the trash cans and picnic tables that were still around the Tree Lighting area. Councilman Dinkins stated that he would return the trash cans and that he had notified Savannah Reynolds from the Midland Softball field. Councilman Dinkins stated that he needed help putting the picnic tables back and would see if his son could help. Mayor Wells also asked about the Christmas lights that were still up on the picnic cover. Councilman Dinkins stated that he was getting something to pry the staples out and that he would take care of taking them down.

Mayor Wells asked Council if there were any other items to address. There were not.

At this time, Mayor Wells stated that with no further discussion, the work session was closed.

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6:51 P.M. - Town Council Meeting

Call to Order

Mayor Wells called the Town Council Meeting to order at 6:51 P.M. with Councilman Dinkins and Councilman Simms present.

Staff present: Town Administrator, Mrs. Miller, Municipal Clerk, Mrs. Kyzer, and Lt. Silano present.

INVOCATION

Councilman Simms led those assembled in prayer.

FREEDOM OF INFORMATION ACT COMPLIANCE

Public notification of this meeting has been published, posted, and mailed in compliance with the Freedom of Information Act.

APPROVAL OF MINUTES

1. December 10th, 2019 Regular Scheduled Council Meeting

Mayor Wells asked Council to review the minutes in their packets.

Councilman Dinkins made the motion to approve the December 10, 2019 minutes as submitted. Councilman Simms seconded the motion, which was unanimously approved.

OLD BUSINESS

1. Estates at Indigo Bond Estimate to repair infrastructure

Mayor Wells spoke again with Lexington County Councilman, Todd Cullum,

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who stated that a contract had been bid and approved. With the cold temperatures and rain, it has not been done despite the County telling us it would be done in 2019.

2. Indigo Place Bond Estimate to repair infrastructure

Mayor Wells stated that this would also be done when Item #1 is completed, as per Lexington County Councilman Todd Cullum.

NEW BUSINESS

1. NPDES Permit SMS4 Bi-Annual report 1/1/18 – 12/31/19 submission to DHEC

Town Administrator, Mrs. Miller, gave the following report:

Report was required for the reporting period of 1/1/2018-10/31/2019 to be submitted to DHEC by 12/31/19, which was unable to be met as Mrs. Miller was unaware that a hard copy of the report was supposed to be hand delivered. Mrs. Miller had a completed digital copy of the report ready to be submitted through their website that they required a four-hour training class on. However, their website was not ready.

DHEC extended the deadline to 3/31/2020, which was the due date for previous bi-annual submissions. As a penalty, they now require the additional time period of 11/01/2019 – 12/31/2019.

The Town fell short on:

- Wet sampling (DHEC requires one for every season but prefers more) at 1 location
- Dry sampling (DHEC requires at least one a year) at 3 locations
- Good Housekeeping Training for employees
- Annual Inspection of the Town's High Priority facility (garage)

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2. Police Department Fleet Maintenance

On 2/1/2018, Council voted to approve a quote from Pro Fleet for routine oil changes in the amount of \$54.15. Pro Fleet is located on Fish Hatchery Road, down the street.

Chief Parks obtained a quote from Precision Tune on Knox Abbott Drive for \$30.00 which includes the 6 quarts required for our vehicles.

Mayor Well stated that Precision Tune would not charge for the additional oil which would make the cost almost half of what was being paid to Pro Fleet.

3. Proclamation 2020-01: Commemorating School Choice Week

Mayor Wells stated that Council has approved this proclamation since 2017. As a nonpolitical, nonpartisan public awareness campaign, National School Choice Week does not advocate for legislation. During National School Choice Week 2019 schools, organizations and individuals held 40,549 events nationwide. 19 governors issued proclamations, along with 565 mayors and county leaders. The US Senate unanimously passed a bipartisan resolution recognizing School Choice Week. In addition, the President of the United States issued a Presidential Proclamation declaring the Week National School Choice Week in the United States. Since its inception, positive news coverage of National School Choice Week has reached hundreds of millions of Americans, with the goal of spotlighting the benefits of educational opportunity.

Councilman Simms made a motion to approve Proclamation 2020-01. Councilman Dinkins seconded the motion, which was unanimously approved.

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4. Midland Dixie Youth Baseball Sponsorship (donation)

Mayor Wells stated that since MDYB is held in town and benefits our residents and those in the Midlands area, it conforms to the donation policy.

1. Projects/events that take place in the Town of Pine Ridge and the proceeds are used to provide a service or assistance to the Pine Ridge community. It is the Council's responsibility to determine the merit of each project/event and, it is the Council's prerogative not to fund a project/event or fund it up to \$500.00 with the discretion to go higher for special events (e.g. the Annual Soup Day). (An example would be a golf tournament held at Charwood sponsored by a local group). Added July 14, 2009.

Allocated annually in current budget: 700.00 2 Spring 2020 MDYB ball teams.

Councilman Dinkins made a motion to approve the donation of \$700.00 to Midland Dixie Youth Baseball for the sponsorship of two teams. Councilman Simms seconded the motion, which was unanimously approved.

5. Midland Girls Softball Sponsorship (donation)

Mayor Wells stated that since Midland Girls Softball is held in town and benefits our residents and those in the Midlands area, it conforms to the donation policy.

1. Projects/events that take place in the Town of Pine Ridge and the proceeds are used to provide a service or assistance to the Pine Ridge community. It is the Council's responsibility to determine the merit of each project/event and, it is the Council's prerogative not to fund a project/event or fund it up to \$500.00 with the discretion to go higher for special events (e.g. the Annual Soup Day). (An example would be a golf tournament held at Charwood sponsored by a local group). Added July 14, 2009.

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Allocated annually in current budget: 700.00 Midland Girls Softball
2 Spring 2020 ball teams

Councilman Dinkins made a motion to approve the donation of \$700.00 to the Midland Girls Softball for the sponsorship of two teams. Councilman Simms Seconded the motion, which was unanimously approved.

6. Resolution 2020-02: Certification of Jury Roll

Mayor Wells read aloud the title for Resolution 2020-02: Certification of Jury Roll. This is required annually by SC Code of Laws [Type equation here](#).

Councilman Simms made the motion to approve Resolution 2020-02, as submitted. Councilman Dinkins seconded the motion, which was unanimously approved.

7. Resolution 2020-03: Mutual Aid Agreement – Lexington County Sheriff’s Department

Mayor Wells read aloud Resolution 2020-03. The Agreement allows the Pine Ridge Police Department and other law enforcement entities to assist each other within other counties or municipalities for the purposes of natural disaster, disorder, pursuit or other emergency situations to include narcotic and criminal investigations.

Councilman Simms made a motion to approve Resolution 2020-03, as submitted. Councilman Dinkins seconded the motion, which was unanimously approved.

8. Resolution 2020-04: Mutual Aid Agreement - Orangeburg County Sheriff’s Department

Mayor Wells read aloud the title to Resolution 2020-04.

Councilman Simms made a motion to approve Resolution 2020-04, as submitted. Councilman Dinkins seconded the motion, which was unanimously approved.

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9. Resolution 2020-05: Mutual Aid Agreement – Calhoun County Sheriff’s Department

Mayor Wells read aloud the title to Resolution 2020-05.

Councilman Simms made a motion to approve Resolution 2020-05, as submitted. Councilman Dinkins seconded the motion, which was unanimously approved.

10. Resolution 2020-06: Mutual Aid Agreement – Richland County Sheriff’s Department

Mayor Wells read aloud the title to Resolution 2020-06.

Councilman Simms made a motion to approve Resolution 2020-06, as submitted. Councilman Dinkins seconded the motion, which was unanimously approved.

11. Resolution 2020-07: Mutual Aid Agreement – South Congaree Police Department

Mayor Wells read aloud the title to Resolution 2020-07.

Councilman Simms made a motion to approve Resolution 2020-07, as submitted. Councilman Dinkins seconded the motion, which was unanimously approved.

12. Resolution 2020-08: Mutual Aid Agreement – West Columbia Police Department

Mayor Wells read aloud the title to Resolution 2020-08.

Councilman Simms made a motion to approve Resolution 2020-08, as submitted. Councilman Dinkins seconded the motion, which was unanimously approved.

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13. Resolution 2020-09: Mutual Aid Agreement – Swansea Police Department

Mayor Wells read aloud the title to Resolution 2020-09.

Councilman Simms made a motion to approve Resolution 2020-09, as submitted. Councilman Dinkins seconded the motion, which was unanimously approved.

14. Resolution 2020-10: Mutual Aid Agreement – Springdale Police Department

Mayor Wells read aloud the title to Resolution 2020-10.

Councilman Simms made a motion to approve Resolution 2020-10, as submitted. Councilman Dinkins seconded the motion, which was unanimously approved.

15. Resolution 2020-11: Mutual Aid Agreement – Lexington Police Department

Mayor Wells read aloud the title to Resolution 2020-11.

Councilman Simms made a motion to approve Resolution 2020-11, as submitted. Councilman Dinkins seconded the motion, which was unanimously approved.

16. Resolution 2020-12: Mutual Aid Agreement – Columbia Police Department

Mayor Wells read aloud the title to Resolution 2020-12.

Councilman Simms made a motion to approve Resolution 2020-12, as submitted. Councilman Dinkins seconded the motion, which was unanimously approved.

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17. Resolution 2020-13: Mutual Aid Agreement – Pelion Police Department

Mayor Wells read aloud the title to Resolution 2020-13.

Councilman Simms made a motion to approve Resolution 2020-13, as submitted. Councilman Dinkins seconded the motion, which was unanimously approved.

18. Resolution 2020-14: Mutual Aid Agreement – Irmo Police Department

Mayor Wells read aloud the title to Resolution 2020-14.

Councilman Simms made a motion to approve Resolution 2020-14, as submitted. Councilman Dinkins seconded the motion, which was unanimously approved.

19. Resolution 2020-15 – Mutual Aid Agreement – Columbia Metropolitan Airport Department of Public Safety

Mayor Wells read aloud the title to Resolution 2020-15.

Councilman Simms made a motion to approve Resolution 2020-15, as submitted. Councilman Dinkins seconded the motion, which was unanimously approved.

20. Resolution 2020-16: Mutual Aid Agreement – Batesburg-Leesville Police Department

Mayor Wells read aloud the title to Resolution 2020-16.

Councilman Simms made a motion to approve Resolution 2020-16, as submitted. Councilman Dinkins seconded the motion, which was unanimously approved.

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21. Resolution 2020-17: Mutual Aid Agreement – Cayce Department of Public Safety

Mayor Wells read aloud the title to Resolution 2020-17.

Councilman Simms made a motion to approve Resolution 2020-17, as submitted. Councilman Dinkins seconded the motion, which was unanimously approved.

22. Resolution 2020-18: Mutual Aid Agreement – St. Matthews Police Department

Mayor Wells read aloud the title to Resolution 2020-18.

Councilman Simms made a motion to approve Resolution 2020-18, as submitted. Councilman Dinkins seconded the motion, which was unanimously approved.

23. Resolution 2020-19: Mutual Aid Agreement – Gaston Police Department

Mayor Wells read aloud the title to Resolution 2020-19.

Councilman Simms made a motion to approve Resolution 2020-19, as submitted. Councilman Dinkins seconded the motion, which was unanimously approved.

Citizen's Comment Time

Mrs. Fletcher of Adkins Circle had some questions and concerns about DHEC's Storm Water program being done by our Town Administrator. Councilman Simms stated that the program was an unfunded mandate.

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ADJOURN

With no further business to discuss, Councilman Dinkins moved to adjourn, with a second by Councilman Simms. With the Council's unanimous approval, Mayor Wells adjourned the meeting at 7:16 P.M.

Respectfully Submitted,

Susan Kyzer, Municipal Clerk

APPROVED:

Robert M. Wells, Jr., Mayor

Date: _____



December 17, 2019

To: Town of Pine Ridge

Re: 2020 Right of Way Activities within the Pine Ridge Municipality Boundaries

This letter is a follow up to our meeting concerning Right of Way activities scheduled for 2020 within your municipal boundaries. The following summarizes our discussion on December 17, 2019.

- Maps outlining areas to be trimmed on Dominion Energy South Carolina Inc. (hereinafter called “DESC”) Right of Way in 2020 were provided to you.
- DESC’s current trimming specifications were discussed; current specifications meet requirements of ANSI-A300 standards and ISA guidelines.
- The following summarizes guidelines associated with our Right of Way contracts which provide labor to complete trimming in municipalities. The guidelines are a part of our contract to ensure proper care of municipal trees and proper communications with municipal officials.
 - Within the urban areas of the City, one (1) “top trimmer/foreman” shall be present at all times with each tree pruning crew.
 - During utility pruning, there shall be one designated DESC company representative available as needed.
 - Contractor will work with DESC representative on work plan to ensure level of workforce is manageable in designated area.
 - Debris resulting from trimming activities shall be removed/mowed with the exception of dead trees.
 - Contractor shall be responsible for the daily removal of debris in managed areas.
- Trees Inc will be performing our scheduled Right of Way Distribution Clearing in your Municipality. There may be other companies performing Right of Way activities associated with unscheduled work.

Please feel free to contact me if you have any questions during 2020 related to our Right of Way activities.

Sincerely,


Brett Wilkins
803-217-6308