

Town of Pine Ridge

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



MARCH 10, 2020 REGULAR SCHEDULED TOWN COUNCIL MEETING AGENDA

Town Council Work Session

- 6:45 P.M. – 6:50 P.M. 2018-2019 Audit Update by Mr. Dean Richardson of
McGregor & Company, LLP
- 6:50 P.M. – 6:52 P.M. Review of Administrative Department Report
- 6:52 P.M. – 6:54 P.M. Review of Police Department Administrative Report
- 6:54 P.M. – 7:00 P.M. Informational Council Discussion

7:00 P.M. - Town Council Meeting Call to Order & Invocation

Freedom of Information Act Compliance

Approval of Minutes

1. February 11, 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. PD Policy Manual Revision Section 3, Chapter 4: Body Worn Video & Audio Equipment
2. Resolution 2020-20: Waive BL for Car-Bazaar-Q event held by Congaree Baptist Church
3. 2020 Annual Tree Lighting & Parade
4. Adjourn to Executive Session: Personnel matters: Discussion of employment, appointment, compensation, promotion, demotion, discipline, or release of an employee, or a person regulated by a public body (SC Law 30-4-70 (a)(1))
5. Reconvene to Regular Session
6. Possible Actions by Council in follow up to Executive Session

Citizen's Comment Time

ADJOURN

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Work Session
February 11, 2020



Council Present: Mayor Wells, Mayor Pro-Tem Davis, Councilman Simms and Councilwoman Sturkie.

Staff Present: Town Administrator, Mrs. Miller, Municipal Clerk, Mrs. Kyzer and Chief Parks.

6:45 p.m.–6:46 p.m. Christmas Parade Awards

Councilwoman Sturkie made a presentation of trophies from the Town to the winners of the Christmas Parade floats. The winners were: Steve’s Deli, Pine Ridge Women’s Club and Carpenter’s Auto.

6:47 p.m. – 6:48 p.m. Review of Administrative Department Reports

Written Administrative Department Reports were in the Council packets for review, with the exception of Mrs. Miller’s January monthly report and the Code Violations Spreadsheet, which will be in the March Council Packet. Mayor Wells advised Council that Mrs. Miller or Mrs. Kyzer were available to answer questions.

Council had no questions or comments.

6:48 p.m. – 6:51 p.m. Review of Police Department Reports

Chief Parks reported the following:

Crime stats -for the month of January, 2020 there were 22 reportable offenses

- | | |
|-------------------------------|---------------------------------|
| 1 simple assault | 1 weapons law violation vehicle |
| 1 larceny | 2 vandalism of property |
| 1 drug/narcotics violation | 1 drug equipment violation |
| 1 driving under the influence | 1 fraud breach of trust |
| 2 trespass of real property | 7 assisting another agency |
| 6 NRP (Incident not Reported) | |

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Work Session
February 11, 2020



Traffic Tickets/Warning Tickets – There were 125 Uniformed Traffic Citations issued.

Arrests – There were 6 arrests made by Probable Cause Warrants signed by the Judge.

Community Contacts/Events – Pine Ridge Police Department Officers had over 250 Community contacts for the month including 176 Business visits.

Updates

- The Police Department is currently working on a grant for the funding of additional Body Worn Cameras.
- Precision Tune is now doing the oil changes for the PRPD.
- Waiting to hear back from the elementary school on the date they picked for the PRPD to conduct a Safety/Active Shooter awareness class for their staff.

6:51 p.m. – 6:57 p.m. Informational Council Discussion

Mrs. Miller, the Town Administrator, had several items that she updated the Town Council on as follows:

1. 2018-2019 Audit presentation update

Mrs. Miller and the Town's new Auditor, Mr. Richardson, have been working on several items that needed to be cleaned up, which included the purchase of the building and the land that it sits on. The purchase price that shows on our audit includes the land, which does not depreciate. The Finance Committee approved the hiring of a real estate agent who would provide the Town with a professional opinion on the value of the land and buildings separately. In addition, they would provide an opinion on the old town hall property value. This information will only be used for the preparation of updating the audit to reflect a more accurate record of the purchase from Lexington County Recreation & Aging.

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Work Session
February 11, 2020



2. SC Local Government Investment Pool (LGIP)

Mrs. Miller was asked by the Auditor, Mr. Richardson, to share the following: Based on the investment policy of the State and State Treasurer, the securities/investments purchased and held in the name of the State offer a favorable investment return with very little risk of loss of value of the original investment. In addition, GASB Statement 3 does not require any disclosure in the financial statements for custodial credit risk or concentration of credit risk as would be necessary for governments which invest in securities as part of their investment policy. Investments in external pools are not 'securities' but rather participation units which exclude the investment from the mandatory credit risk and concentration risk disclosures. Mrs. Miller provided Council with a new Quarterly report from the State Treasurers Office.

3. SC Ethics Commission Annual Statement of Economic Interest

Mrs. Miller reminded Council to file their annual Statement of Economic Interests (SEI) report online by the March 30, 2020 deadline. Late filing and failure to file will result in penalties starting at \$100 if the report is not filed within five (5) days of the new March 30, 2020, deadline. If there are any questions, contact the SC State Ethics Commission at (803) 253-4192. Mrs. Miller provided Council with directions on how to file their report online.

4. Dominion 2020 Tree Trimming

Mrs. Miller met with Dominion representatives who gave her the map of right of way activities for 2020. All debris shall be removed on a daily basis with the exception of dead trees.

Mayor Well asked Council if there were any questions for the Town Administrator, Mrs. Miller, or any other items to address. There were none.

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

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
February 11, 2020



6:57 p.m. – Town Council Meeting

CALL TO ORDER

Mayor Wells called the Town Council Meeting to order at 6:57 p.m. with Mayor Pro-Tem Davis, Councilwoman Sturkie and Councilman Simms present.

Staff present: Town Administrator, Mrs. Miller, Municipal Clerk, Mrs. Kyzer and Chief Parks.

INVOCATION

Mayor Pro-Tem Davis 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. January 14, 2020 Regular Scheduled Council Meeting

A copy of the January 14, 2020 was in the Council packets. Mayor Wells asked Council to review the minutes and if there were any questions or comments that Mrs. Miller, Town Administrator or Mrs. Kyzer, Municipal Clerk were available.

Mayor Pro-Tem Davis made the motion to approve the January 14, 2020 minutes, as submitted. Councilman Simms seconded the motion, which was unanimously approved.

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
February 11, 2020



OLD BUSINESS

1. Estates at Indigo Bond Estimate to repair infrastructure.

Mayor Wells stated that Lexington County Councilman Todd Cullum, stated that a contract had been bid and approved. With the cold temperatures and rain, it has still 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. 2020 Moving for Meals Campaign (donation) Lexington County Recreation & Aging Commission

Mayor Wells stated that Lexington County Recreation & Aging Commission is requesting a donation to support the Moving for Meals Campaign which provides meals directly to senior individuals in our County.

Councilwoman Sturkie made the motion to send the Moving for Meals Campaign (donation) to the Finance Committee. Councilman Simms seconded the motion and it was unanimously approved.

2. Old Town Hall Site maintenance

Mayor Wells stated that the old town hall site was in need of a clean-up as it contained some dead trees that could fall in the roadway or powerlines, numerous small oak/pine tree samplings, overgrown bushes and red tips. Dominion was contacted to assist with capping the gas line. Mayor Wells obtained three quotes: Hawley's Tree Service, LLC, Wise Choice and Boone's Grading & Clearing.

Councilwoman Sturkie made a motion to approve Hawley's Tree Service, LLC and Councilman Simms seconded the motion. It was unanimously approved.

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
February 11, 2020



CITIZEN'S COMMENT TIME

No one wished to comment or speak at this time.

ADJOURN

With no further business to discuss, Councilman Simms moved to adjourn, with a second by Councilwoman Sturkie. With the Council's unanimous approval, Mayor Wells adjourned the meeting at 7:06 p.m.

Respectfully Submitted,

Susan Kyzer, Municipal Clerk

APPROVED:

Robert M. Wells, Jr., Mayor

Date: _____

**SECTION 03
CHAPTER 04
BODY WORN VIDEO AND AUDIO EQUIPMENT**

SUBJECT: Mobile Video/Audio Recording Policy (MVR)		NUMBER: Section 7.01 <i>Remove</i>
DIRECTIVE TYPE: General Order	EFFECTIVE DATE: 01-12-2016 Town Council approval	RE-EVALUATION DATE: Annually <i>3/10/20</i>
DISTRIBUTION: Sworn Personnel	AMENDS/SUPERCEDES: In-Car Audio or Video Recording Systems	
RELATED STANDARDS/STATUTES/POLICIES: CALEA 41.3.8		

PURPOSE: To provide sworn personnel with guidelines for the use of mobile video and audio recording equipment.

POLICY: Mobile video/audio recording (MVR) equipment has been demonstrated to be of value in the prosecution of traffic violations and related offenses, in evaluation of officer performance, as well as in training. In order to maximize the effectiveness of this equipment sworn personnel shall follow the procedures for MVR equipment use set forth in this general order.

I. General Procedures

- A. MVR equipment installed in vehicles is the responsibility of the officer assigned to that vehicle. Body worn video is the responsibility of the officer to which it is assigned. The assigned body worn video will not be used by another officer without supervisor approval. They both will be maintained according to manufacturer's recommendations.
- B. Prior to each shift, officers shall determine whether their MVR equipment is working satisfactorily and shall bring any problems at this or other times to the attention of their immediate supervisor as soon as possible.
- C. MVR equipment installed in vehicles is installed to automatically activate when the vehicle's emergency warning devices are in operation. The equipment may only be manually deactivated during non-enforcement activities such as when protecting accident scenes from other vehicular traffic. (CALEA 41.3.8 a)
- D. Officers shall ensure that equipment is operating in order to record traffic stops or other enforcement actions. In so doing they will ensure that:
 - 1) The video recorder is positioned and adjusted to record events.
 - 2) Their wireless microphone is activated when interacting with the public. (CALEA 41.3.8 a)
 - 3) The MVR is not deactivated while interacting with the public.

- E. Officers shall also use their MVR equipment to record:
 - 1) Suspects, witnesses and/or victims during interviews, when undergoing sobriety checks or when placed in custody.
 - 2) The circumstances at crime and accident scenes or other events such as the confiscation and documentation of evidence or contraband. (CALEA 41.3.8 a)
- F. Officers shall not edit, erase, reuse or in any manner alter MVR media. (CALEA 41.3.8 b)
- G. Officers are encouraged to inform their supervisor of any video sequences that may be of value for training purposes.
- H. Officers shall only use video media as issued and approved by this agency.
- I. All recording media, images, data and audio are confidential and property of the Town of Pine Ridge Police Department and will not be copied, released, or disseminated, in any form or manner outside the parameters of this policy, or for unofficial purposes, without the express written consent of the Chief of Police. Under no circumstances will any member of the Pine Ridge Police Department make a personal copy of any recording event without prior written permission of the Chief of Police.

II. Body Worn Audio/Video Equipment

- A. ~~Body worn equipment is issued primarily to uniformed personnel as this agency authorizes. Officers who are assigned the equipment must use the equipment unless otherwise authorized by a Command Officer. Officers assigned the equipment will be trained in the proper use of the equipment.~~

Replace

Uniformed Officers must wear a Body Worn Camera (BWC), whose primary function is to answer calls for service and interact with the public, or officers who have a reasonable expectation that they will.

- A. Officers will only utilize recording equipment that has been provided by the Department. The wearing or use of personal video/audio recorders while on duty is prohibited.
- B. Officers issued a body worn video will ensure the security of the equipment by maintaining possession of it unless directed by a higher authority to relinquish it.
- C. Assigned audio/video equipment will be used to record and document work related contacts only.
- D. Once a recording begins, the recording equipment will remain activated until the incident has been resolved. The recording should begin when the officer arrives on scene. The recording should be turned off once the incident has been resolved.
- E. Unless the recording is being made pursuant to a police investigation, officers should inform individuals when feasible they are being recorded in locations where individuals have a reasonable expectation of privacy such as a residence, restroom, etc.

- E. Unless the recording is being made pursuant to a police investigation, officers should inform individuals when feasible they are being recorded in locations where individuals have a reasonable expectation of privacy such as a residence, restroom, etc.
- F. If an officer fails to activate an assigned body worn camera, fails to record the entire contact, or interrupts the recording, the officer shall document on an incident report why the recording was not made, was interrupted, or was terminated.
- G. Civilians shall not be allowed to review the recordings at the scene.
- H. Officers will ensure that their audio/video recording device is turned off while at the Pine Ridge Police Department unless it is being utilized in connection with an investigation (i.e. interviewing a witness/suspect).
- I. Officers are prohibited from recording conversations with any Town of Pine Ridge personnel under any circumstances not directly related to a police investigation and with the approval of the Chief of Police. This does not prohibit officers from routine use as required by this policy to inadvertently record Town of Pine Ridge Personnel during the course of activities as outlined in this policy.
- J. Videos that are copied for evidence will be copied onto DVD and placed into evidence per evidence procedures.
- K. At no time will an officer utilize the body worn audio/video system to secretly record any non-law enforcement related matter without the consent of the Chief of Police.

II. When must Body Cameras be worn and activated?

- A. When a uniformed officer arrives at a call for service or initiates any other law enforcement or investigative encounter between an officer and a member of all the public, including, but not limited to: on the scene of all violent crimes; traffic stops; motor vehicle accident investigation when the parties to the motor vehicle accident are present; suspicious persons; public drunk; public disorderly conduct; field contacts; arrests; emotionally disturbed persons; weapons are present or alleged to be present; use of force; and an adversarial contact or a potentially adversarial contact.

III. Restrictions on the use of Body Cameras.

- A. Body worn cameras shall be used only in conjunction with official law enforcement duties. The Body Worn Cameras shall not generally be used to record communications with other police personnel without the permission of the chief executive officer, encounters with undercover

IV. Process to obtain consent of victims and witnesses before using BWCs during an interview

ADD
There is no obligation to obtain consent from victims or witnesses prior to using a BWC during an interview. However, if asked about its use, a Law Enforcement Officer (LEO) will be forthcoming about its use. At that time the LEO will have discretion on whether to keep the BWC on or turn it off. If the LEO discontinues the recording, the LEO must document the reason for discontinuation either on the BWC or in a written report.

V. DVD Control and Management

- A. MVR media containing information that may be of value for case prosecution or in any criminal or civil adversarial proceeding shall be safe-guarded as other forms of evidence. As such, this media will:
- 1) Be subject to the same security requirements and chain of evidence safeguards as detailed in the evidence control procedures.
 - 2) Not be released to another criminal justice agency for trial or other reasons without having a duplicate copy made and returned to safe storage.
 - 3) Not be released to other than bona fide criminal justice agencies without prior approval of the Chief of Police. (CALEA 41.3.8 b)
- B. DVD not scheduled for court proceedings or other department use shall be maintained by the Patrol Commander for a minimum of thirty (30) days. All media shall be maintained in a manner that ensures efficient identification and retrieval. (CALEA 41.3.8 c)
- C. Recordings of any arrests or violations of offenses listed in the S.C. Preservation of Evidence Act, S.C. Code 17-28-320, the expungement statute of S.C. Code 17-1-40, or any other statute, regulation, or case law will follow the retention requirements outlined there in.
- D. Data recorded by a body ~~worn~~ camera is not public record subject to disclosure under the freedom of information act.
- 1) The State Law Enforcement Division, the Attorney General, and a circuit solicitor may request and must receive data recorded by a body worn camera for any legitimate criminal justice purpose;
 - 2) A law enforcement agency, the State Law Enforcement Division, the Attorney General, or a circuit solicitor may release data recorded by a body worn camera in its discretion;
 - 3) A law enforcement may request and must receive data recorded by a body worn camera if the recording is relevant to an internal investigation regarding misconduct or disciplinary action of a law enforcement officer;
 - 4) In addition to the persons who may request and must receive data recorded by a body worn camera provided in item (2), the following are also entitled to request and receive such data pursuant to the South Carolina Rules of Criminal Procedure, or a court order:
 - a. A person who is the subject of the recording;
 - b. A criminal defendant if the recording is relevant to a pending criminal action;
 - c. A civil litigant if the recording is relevant to a pending civil action;
 - d. A person whose property has been seized or damaged in relation to, or otherwise involved with, a crime to which the recording is related;

- e. A parent or legal guardian of a minor or incapacitated person described in sub item (1) or (2); and
- f. An attorney for a person described in sub items (1) through (5).

E. No media shall be reissued for operational use unless completely erased by the designated supervisor. (CALEA 41.3.8 b)

VI. Body Worn Media Control and Management

- A. All Files shall be securely downloaded periodically and no later than the end of each shift. Each file shall contain information related to the date, camera identifier, and assigned officer.
- B. All access to body camera files must be authorized by the Chief of Police or his designee(s). The files shall be audited to ensure only authorized users are accessing the data for authorized purposes.
- C. Requests for deletion of portions of the recordings (e.g. in the event of accidental personal recording) must be submitted in writing and approved by the Chief of Police. All requests and decisions shall be kept on file.
- D. Videos will automatically purge from the server Thirty (30) days from the date of download. The only exception will be a video flagged for indefinite retention.

VII. Supervisory Responsibilities

- A. Ensure that all officers follow established procedures for the use and maintenance of MVR and body camera equipment, handling of video/audio recordings, and the completion of MVR and body camera documentation.
- B. On at least a quarterly basis randomly review video recordings to assist in periodic assessment of officer performance, to determine whether MVR and body camera equipment is being fully and properly used, and to identify material that may be appropriate for training.
- C. Ensure damaged or non-functional MVR and body camera equipment is reported for repairs.

This directive is for Departmental use only and does not apply in any criminal or civil proceeding. The Department policy should not be construed as a creation of higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this directive will only form the basis for Departmental administrative sanctions. Pine Ridge Police Department, Policy and Procedures, Council approved 1/12/2016

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

RESOLUTION 2020-20

RESOLUTION OF THE MAYOR AND COUNCIL FOR THE TOWN OF PINE RIDGE, SOUTH CAROLINA TO WAVE BUSINESS LICENSE REQUIREMENTS AND TAXES AT THE CAR-BAZAAR-Q HELD AT CONGAREE BAPTIST CHURCH ON MAY 16, 2020.

WHEREAS, the municipality of the Town of Pine Ridge, South Carolina, is incorporated under the laws of the State of South Carolina and,

WHEREAS, a charter was established on June 2, 1958, by the South Carolina Secretary of State and,

WHEREAS, the Pine Ridge Town Council wishes to support Congaree Baptist Church during their annual fundraiser event,

WHEREAS, the Pine Ridge Town Council wishes to waive the requirement of a business license and any relevant business license taxes for this event and,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council for the Town of Pine Ridge that the requirement of a business license and any relevant business license taxes be waived at the annual Car-Bazaar-Q on May 16, 2020.

Witness our hands and seals this 10th day of March 2020, at Pine Ridge, South Carolina.

Mayor Robert M. Wells, Jr.

Mayor Pro-tem Daniel D. Davis

Councilmember Floyd W. Dinkins III

Councilmember Elizabeth S. Sturkie

Councilmember Scott N. Simms