

Town of Pine Ridge

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



NOVEMBER 14, 2023 REGULAR SCHEDULED TOWN COUNCIL MEETING AGENDA

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

- 6:30 P.M. – 6:40 P.M. Public Hearing Ordinance 2023-12: Amending Business License Ordinance
- 6:40 P.M. – 6:55 P.M. Presentation from SCPR Friends of the Library Little Free Library & 2023 update
- 6:55 P.M. – 6:56 P.M. Review of Administrative Department Report
- 6:56 P.M. – 6:57 P.M. Review of Police Department Administrative Report
- 6:57 P.M. – 6:58 P.M. Council Standing Committee Reports:
 - a) Finance Committee-Chair Davis & Member Dinkins
 - b) Property & Recreation Committee-Chair Sturkie & Member Simms
 - c) Employee Grievance Committee-Chair Dinkins & Members Lewie & Sturkie
- 6:58 P.M. – 7:00 P.M. Informational Council Discussion:
 - a) December 1, 2023: Annual Senior Center Luncheon
 - b) December 12, 2023 at 6:30 P.M.: Public Hearing & First Reading Ordinance 2023-14 Map Amendment request #20230906 for TMS#006898-02-050 on Oak Hill Road submitted by Millrace Development, LLC on behalf of property owner Mr. Bryan Jackson to change zoning district from R-1 (Single family residential) to BI (Basic Industrial)

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. October 10, 2023 Regular Scheduled Council Meeting

Old Business

1. Christmas Parade & Tree Lighting
2. Proposed Police Department Policy Manual changes
3. Consideration of Financial Audit Services for fiscal year 2023/2024
4. Presentation for outgoing Councilwoman Lewie

New Business

1. Oath of Office for newly elected members of Council
2. Election of Mayor Pro-Tem
3. Committee Appointments by Mayor per Town Code §1-309 for remainder of fiscal year 2023/2024:
 - a) Finance Committee - Chair & member
 - b) Property and Recreation Committee—Chair & member
 - c) Employee Grievance Committee-Chair & 2 members
4. Consideration of Ordinance 2023-12: Amending Business License Ordinance *first reading

Town of Pine Ridge

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



NOVEMBER 14, 2023 REGULAR SCHEDULED TOWN COUNCIL MEETING AGENDA

5. Consideration of Little Free Library donation from SCPR Friends of the Library & placement
6. Consideration of Resolution 2023-13: Waive BL & Zoning fees for Tree Lighting Celebration
7. Consideration of Municipal Clerk desk/Witness stand in Council/Court room
8. Consideration of hiring an Employment Consultant to conduct search for Municipal Clerk position
9. Planning Commission Map Amendment Recommendation submission: Request #20230906 for TMS#006898-02-050 on Oak Hill Road submitted by Millrace Development, LLC on behalf of property owner Mr. Bryan Jackson to change zoning district from R-1 (Single family residential district) to BI (Basic Industrial)
10. Consideration of Employee Service Recognition
11. Adjourn to Executive Session
 - a) Personnel matters: Discussion of employment, appointment, compensation, promotion, demotion, discipline, or release of an employee, or a person regulated by a public body or the appointment of a person to a public body. 30-4-70 (a)(1)
12. Reconvene to Regular Session
13. Possible Actions by Council in follow up to Executive Session

Citizen's Comment Time – (email to vmiller@townofpineridgesc.com by 5pm on 11/13/2023)

ADJOURN

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Work Session
November 14, 2023

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

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

6:30 P.M. – 6:32 P.M. Public Hearing Ordinance 2023-12: Amending Business License Ordinance

Mayor Davis read aloud the following public notice:

The Pine Ridge Town Council will hold a public hearing on November 14, 2023 at 6:30pm in Town Hall at 2757 Fish Hatchery Road, to discuss amending the current Business License Ordinance to update the class schedule, in compliance with the SC Business License Standardization Act.

Mayor Davis added that South Carolina's Act 176 requires every municipality and county government with a business license tax to update its business licensing class schedule every odd-numbered year to go into effect the following year. 2023 is the time to update our licensing practices to remain in compliance with state law. The class schedule is arranged by the North American Industry Classification System (NAICS) and is a standard that is used by federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing and publishing statistical data.

Mayor Davis opened the public hearing by asking if there was anyone who wished to speak in opposition of Ordinance 2023-12. Hearing none, Mayor Davis asked if there was anyone who wished to speak in support of Ordinance 2023-12. Hearing none, Mayor Davis closed the public hearing.

6:32 P.M. – 6:46 P.M. Presentation from SCPR Friends of the Library Little Free Library & 2023 update

Mayor Davis opened the floor for those who had signed up to speak.

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Work Session
November 14, 2023

Ms. Carol Clark, Librarian for South Congaree-Pine Ridge Library (SC-PR) stated that Lexington County Library system had received a grant to secure a “Little Free Library” for each of its ten branches. The initial “Little Free Library” had been placed at the South Congaree Town Hall and the Friends of the Library would like to place one in the Town of Pine Ridge. Ms. Clark gave Council some historical information on the project. In response to Mayor Davis question, Ms. Clark stated that they will be responsible for upkeep of the box. Mayor Pro-Tem Simms asked if there was any regulation on the type of literature donated. Ms. Clark replied that there was not, but it is mainly geared towards donations of children’s books.

Ms. Judith Simpson from Friends of the Library gave Council an update on the various programs that councils donations assist with.

6:46 P.M. – 6:47 P.M. Review of Administrative Department Report

Mayor Davis stated that the Administrative Department Reports were in the Council packets for review and thanked those who participated in getting the code violation on Dogwood cleared up. Mayor Davis asked if there were any questions by Council regarding the Administrative Department Report, and there were none.

6:47 P.M. – 6:48 P.M. Review of Police Department Administrative Report

Chief Neeley gave the following report for the month of October:

- 56 citations (43 speeding & 17 warning)
- 8 calls for service
- 4 assists to other agencies
- 23 community contacts
- 14 property checks

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Work Session
November 14, 2023

6:48 P.M. – 6:49 P.M. Council Standing Committee Reports:

- a) Finance Committee – Member Dinkins stated there was nothing to report.
- b) Property & Recreation Committee – Chair Sturkie stated there was nothing to report.
- c) Employee Grievance Committee – Chair Dinkins stated there was nothing to report.

6:49 P.M. – 6:50 P.M. Informational Council Discussion

Mayor Davis discussed the following:

- a) December 1, 2023: Annual Senior Center Luncheon - Mayor Davis announced the agenda for that day would be bingo, a magician and a visit from Mr. & Mrs. Claus.
- b) December 12, 2023 at 6:30 P.M.: Public Hearing & First Reading Ordinance 2023-14 Map Amendment request #20230906 for TMS#006898-02-050 on Oak Hill Road submitted by Millrace Development, LLC on behalf of property owner Mr. Bryan Jackson to change zoning district from R-1 (Single family residential) to BI (Basic Industrial).
- c) Mayor Davis added that a letter has been sent to Food Lion asking for gift cards for the Seniors.

Mayor Davis asked Council if there was anything else to discuss. Hearing none, Mayor Davis closed the work session at 6:50 P.M.

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
November 14, 2023

1. Call to order: Mayor Davis called the meeting to order at 6:50 P.M. with Mayor Pro-Tem Simms, Councilwoman Lewie, Councilman Dinkins and Councilwoman Sturkie present.

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

2. Roll call and Determination of Quorum: Mayor Davis stated for the record, that a quorum had been established.
3. Invocation: Mayor Pro-Tem Simms led those in attendance in prayer.
4. Pledge of Allegiance: Mayor Davis led the Pledge of Allegiance
5. Freedom of Information Act Compliance: Mayor Davis stated for the record, the town had met all of the requirements of the Freedom of Information Act.

Approval of Minutes

1. October 10, 2023 Regular Scheduled Council Meeting

Councilwoman Lewie made the motion to approve the October 10, 2023 minutes, as submitted. Councilman Dinkins seconded the motion, which was unanimously approved.

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
November 14, 2023

Old Business

1. Christmas Parade & Tree Lighting

Mayor Davis updated Council on the parade and tree lighting.

2. Proposed Police Department Policy Manual changes

Chief Neeley stated that the Town Attorney had reviewed the policy and had a question concerning the indefinite retention of body worn cameras. Academy guidelines are vague on the certain calls for service and will provide a Memorandum of Record to the officers that will clarify what footage should be kept indefinitely on certain calls such as a felony, driving under the influence and domestic violence.

Mayor Davis recommended that Council approved the proposed Police Department Policy Manual changes upon receipt of the Memorandum of Record from Chief Neeley.

Councilwoman Sturkie made the motion to approve the changes in the Police Department Policy, pending receipt of the Memorandum of Record from Chief Neeley. Mayor Pro-Tem Simms seconded the motion, which was unanimously approved.

3. Consideration of Financial Audit Services for fiscal year 2023/2024

Mayor Davis asked that Council hold off on a decision until the December meeting.

4. Presentation for outgoing Councilwoman Lewie

Mayor Davis presented Councilwoman Lewie with a token of appreciation from the Town.

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
November 14, 2023

New Business

1. Oath of Office for newly elected members of Council

Mayor Davis administered the Oath of Office for Councilwoman Beth Spires and Councilwoman-Elect Maria Urbanek.

2. Election of Mayor Pro-Tem

Councilman Dinkins made a motion to nominate Councilman Simms, as the Mayor Pro-Tem. Councilwoman Sturkie seconded the motion, which was unanimously approved.

3. Committee Appointments by Mayor per Town Code 1-309 for remainder of fiscal year 2023/2024

Mayor Davis appointed the following councilmembers:

- a) Finance Committee - Chair Davis & Member Dinkins
- b) Property and Recreation Committee—Chair Simms & Member Sturkie
- c) Employee Grievance Committee-Chair Dinkins & 2 Members of Sturkie & Urbanek

4. Consideration of Ordinance 2023-12: Amending Business License Ordinance *first reading

Mayor Davis stated the public hearing had been held during the work session.

Councilman Dinkins made the motion to approve the first reading of Ordinance 2023-12. Councilwoman Urbanek seconded the motion, which was unanimously approved.

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
November 14, 2023

5. Consideration of Little Free Library donation from SCPR Friends of the Library & Placement

Mayor Davis stated that per the presentation, a “Little Free Library” will be donated to the town, which includes the initial issuance of books. He hopes the community will support this program and suggests that Council allow the Property & Recreation Committee to work with the appropriate people to find the best location.

Councilman Dinkins made a motion to accept the “Little Free Library” donation and that the Property & Recreation Committee decide on proper placement. Councilwoman Sturkie seconded the motion, which was unanimously approved.

6. Consideration of Resolution 2023-13: Waive BL & Zoning fees for Tree Lighting Celebration

Mayor Davis stated we have done this resolution in the past to help cut down the cost of participating vendors. The food vendors will still be required to comply with our ordinances.

Mayor Pro-Tem Simms made a motion to approve Resolution 2023-13, as submitted. Councilman Dinkins seconded the motion, which was unanimously approved.

7. Consideration of Municipal Clerk desk/Witness stand in Council/Court room

Mayor Davis stated that it had been many years since the Council dais was started and this addition was included in the long-range plans. This will provide to be a witness stand for court, sturdier desk and more business-like appearance. A quote has been submitted in the amount of \$3,250.00 and will be built to closely resemble the current dais.

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
November 14, 2023

Councilman Dinkins made a motion to approve the quote in the amount of \$3,250.00 to build a Municipal Clerk desk/Witness stand. Councilwoman Urbanek seconded the motion, which was unanimously approved.

8. Consideration of hiring an Employment Consultant to conduct search for Municipal Clerk position

Mayor Davis stated that the town has been in search of someone to fill this position since Mrs. Susan retired last December. Mayor Davis stated that DeVan & Associates had assisted the town in the past and thought they did an outstanding job. They will do the search and review of the applicants, background checks and present the town with qualified candidates. The total cost for the service is \$3,432.00, with a caveat that if it does not work out within a year, they will conduct a new search at no cost to the town. Mayor Davis stated that it was his recommendation that the town engage the services of DeVan & Associates.

Mayor Pro-Tem Simms stated the proposal was not included in his packet. Mayor Davis apologized, as he was to provide a copy to Council members. Mayor Davis summarized the proposal.

Councilman Dinkins made a motion to approve the hiring of DeVan & Associates to conduct the search for a Municipal Clerk. Mayor Pro-Tem Simms seconded the motion, which was approved by all members of Council except Councilwoman Sturkie.

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
November 14, 2023

9. Planning Commission Map Amendment Recommendation submission:
Request #20230906 for TMS#006898-02-050 on Oak Hill Road submitted by Millrace Development, LLC on behalf of property owner Mr. Bryan Jackson to change zoning district from R-1 (Single family residential) to BI (Basic Industrial).

Mayor Davis clarified that the vote is not on the map amendment, but to accept the Planning Commission's recommendation. The Planning Commission met to review this item at their regular meeting on September 26, 2023, a special called meeting on October 12, 2023 and their regular scheduled meeting on October 24, 2023. The Planning Commission is an advisory board to Council. In accordance with Zoning Ordinance 1302(5), Town Council shall review and consider the Planning Commission recommendation, but the Planning Commission recommendation shall not be binding. The Planning Commission made their recommendation based off five questions and the relationship to the Town's Comprehensive Plan.

Mayor Davis asked if Council had any questions. Councilwoman Sturkie wanted to make sure that Council was not voting on the rezoning of the property. Mayor Davis stated that Council was only voting on accepting the recommendation from the Planning Commission and the item will still require a public hearing and two readings. Mayor Davis stated to be clear that Council is not voting to make any changes to the zoning. The approval of the recommendation will give a thank you to the Planning Commission for their due diligence.

Mayor Pro-Tem Simms made a motion to accept the recommendation from the Planning Commission on Map Amendment request #20230906. Councilman Dinkins seconded the motion, which was unanimously approved.

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
November 14, 2023

10. Consideration of Employee Service Recognition

Mayor Davis stated that Council uses this time of year to recognize staff for their contributions throughout the year. Typically, this matter is referred to the Finance Committee to make a decision on behalf of the body, in accordance with our donation policy.

Councilwoman Sturkie made a motion to send the Employee Service Recognition to the Finance Committee. Councilwoman Urbanek seconded the motion, which was unanimously approved.

11. Adjourn to Executive Session

Mayor Davis stated that an Executive Session is not needed for this meeting.

Citizens Comments

Mayor Davis asked if there were any emailed comments and there were none. He then asked if there was anyone in attendance that had any questions or comments.

Ms. Joanne Sanders of Adkins Circle spoke about wanting to donate another “Little Free Library”, where she would be responsible.

Mr. Gus Tinsley of Courtney Drive was concerned with a possible zoning change allowing someone on Courtney Drive to run a business out of their home. Also wanted to thank the town for their assistance in getting the manhole cover back on.

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
November 14, 2023

Adjourn

With no further business to discuss, Councilwoman Sturkie made a motion to adjourn. Councilwoman Urbanek seconded the motion. With Council's unanimous approval, Mayor Davis adjourned the meeting at 7:45 P.M.

Respectfully submitted,



Viki M. Miller, Town Administrator

APPROVED:



Daniel D. Davis, Mayor

Date: 12/12/2023