

Town of Pine Ridge

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July 11, 2017 TOWN COUNCIL MEETING

Town Council Work Session

- 6:45 P.M. – 6:47 P.M. Review of Administrative Department Report
6:47 P.M. – 6:49 P.M. Review of Police Department Report
6:49 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. June 13, 2017 Regular Scheduled Meeting

Old Business

1. Town 60th Anniversary in 2018
 - a) Festival & Banners update
 - b) Run on the Ridge 5k
2. Town Hall/PD renovation project
3. Estates at Indigo Bond Estimate to repair infrastructure
4. Indigo Place Bond Estimate to repair infrastructure

New Business

1. Resolution 2017-09: Freedom of Information Act Policy
2. IT/Municipal Court Server Compliance upgrades
3. Memorandum of Agreement – Department of Juvenile Justice
4. Donation Policy: Request between Council meetings renewal

Citizen's Comment Time

ADJOURN

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Council present: Mayor Busby, Mayor Pro-tem Davis, and Councilman Wells

Staff present: Chief Parker & Lieutenant Powell

6:35 P.M. – 6:39 P.M. Review of Administrative Department Report

Written Administrative Department reports were included in the Council packets. Council discussed the Clerk of Court and Town Administrator's report, stormwater sampling, 2016/2017 budget line items and year end income @\$78k. Mayor Busby thanked the Finance Committee for doing a great job on the 2016/2017 budget.

6:39 P.M. - 6:57 P.M. Review of Police Department Report

Written Administrative Police Department reports were included in the Council packets. Chief Parker stated the traffic radar had been set out on Myrtle Road and Fish Hatchery Road, handed out and explained the traffic report summary to Council. In addition, Chief Parker explained the Reserve Officer Program he is submitting application to the SC Criminal Justice Academy.

6:57 P.M. - 6:58 P.M. Informational Council Discussion:

Mayor Busby did not have any items he wished to bring to Council's attention. Mayor Busby asked Mayor Pro-tem Davis and Councilman Wells if they had anything they would like to discuss, in which they replied they did not.

With nothing more to discuss, Mayor Busby closed the work session.

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TOWN COUNCIL MEETING – 6:58 P.M.

CALL TO ORDER

Mayor Busby called the Town Council meeting to order at 6:58 P.M. with Mayor Pro-tem Davis and Councilman Wells present. Mayor Busby stated that with three members of Town Council present, a quorum exists.

Staff present: Chief Parker & Lieutenant Powell

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. June 13, 2017 Regular Scheduled Meeting

Councilman Wells made a motion to approve the minutes of June 13, 2017 as submitted. Mayor Pro-tem Davis seconded the motion, which was unanimously approved by all members of Town Council who were present.

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OLD BUSINESS

1. Town 60th Anniversary in 2018
 - a) Festival & Banners update: Anniversary Committee Chairman Dinkins was not in attendance to update Council.
 - b) Run on the Ridge 5k: Proposed draft of application included in packet. Councilwoman Sturkie was not in attendance to update Council.
2. Town Hall/PD renovation project

Mayor Busby asked Property & Recreation Committee Chairman Wells to update Council.

Chairman Wells stated that the final drawings have been approved and sent back to Sherer & Associates. Mayor Busby stated the bid should go out on July 13, 2017.

3. Estates at Indigo Bond Estimate to repair infrastructure

Mayor Busby stated per Lexington County Councilman Todd Cullum is checking maintenance records with Public Works and working on long range plans. The sand has been removed from the stormwater systems during the last week of June. In addition, Councilman Wells spoke to County Councilman Cullum and Mr. Cullum stated that he is looking into funding to pave Oak Hill Road so that the dirt will not be washed into the Estates and Indigo Place stormwater systems.

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4. Indigo Place Bond Estimate to repair infrastructure

Mayor Busby stated per Lexington County Councilman Todd Cullum is checking maintenance records with Public Works and working on long range plans. The sand has been removed from the stormwater systems during the last week of June. In addition, Councilman Wells spoke to County Councilman Cullum and Mr. Cullum stated that he is looking into funding to pave Oak Hill Road so that the dirt will not be washed into the Estates and Indigo Place stormwater systems.

NEW BUSINESS

1. Resolution 2017-09: Freedom of Information Act Policy

Mayor Busby stated this proposed change to our forms is a direct result of the changes in state law. The FOIA fees are set by policy and regulated through state law. In addition, this will propose a new policy for the FOIA which we do not have currently in place. This will cover all departments for the Town of Pine Ridge.

Mayor Pro-tem Davis made a motion to approve Resolution 2017-09, as submitted. Councilman Wells seconded the motion, which was unanimously approved by all Town Council members.

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2. IT/Municipal Court Server Compliance upgrades

To meet FBI/SLED requirements the server is needed to have separate domains: one for PD and one for the Town. The new server will become the domain controller/file server for the PD, and also is scalable for future PD growth. The existing server will act as the domain controller for the Town that the Town Administrator will be using for network access. Because of its age, the Town will want to look at replacing the older server in the next year or two.

As Police Commissioner on the Public Safety Committee, Mayor Busby directed the Town Administrator to order the necessary equipment and labor so that we are in compliance with SLED/FBI network security standards. As TeamLogicIT is the sole provider certified to perform the necessary services and provide the required equipment to bring our Police Department into certification

Mayor Busby called for a motion to approve the acquisition of the server, software, warranty and installation totaling \$5,503.00.

Councilman Wells made a motion to approve the IT/Municipal Court Server Compliance upgrades totaling \$5,503.00, as submitted. Mayor Pro-tem Davis seconded the motion, which was unanimously approved by all Town Council members.

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3. Memorandum of Agreement – Department of Juvenile Justice

Mayor Busby stated this is an annual agreement between the Town and SCDJJ where we agree to pay the per diem rate of \$50.00 per day for any juvenile that we take to the detention facility. This rate is stated in SC Code of Laws 63-19-1610. In the last eight years, the Town has only paid \$100.00 for the incarceration of juveniles. There is an additional program that is run at no cost to the Town, Detention Alternative Placement Program (DAP).

Mayor Pro-tem Davis made a motion to approve the Memorandum of Agreement with the Department of Juvenile Justice, as submitted. Councilman Wells seconded the motion, which was unanimously approved by all Town Council members.

4. Donation Policy: Request between Council meetings renewal

Mayor Busby stated the authority for the Finance Committee to approve donation requests between Council meetings portion of the policy must be renewed annually.

Donation Policy:

Requests between Council meetings: Finance Committee has been given the authority by Council to approve donation requests, following the guidelines of the donation policy, which may fall outside of the regular council meeting schedule. *The authority to approve donation requests without the consideration of Council must be renewed during each fiscal year budget hearing and approved as part of each fiscal year's budget approval process.* The Finance Committee shall report to Council at the next scheduled Council meeting any & all donation requests or approvals. *(Council approved this addition on September 11, 2012)*

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Councilman Wells made a motion to approve the Requests between Council meetings portion of the Donation Policy, as submitted. Mayor Pro-tem Davis seconded the motion, which was unanimously approved by all Town Council members.

Citizen's Comment Time

No one in attendance chose to speak to Town Council.

ADJOURN

With no further business to discuss, Mayor Pro-tem Davis moved to adjourn, with a second by Councilman Wells. With the Council's unanimous approval, Mayor Busby adjourned the meeting at 7:30 P.M.

Respectfully submitted,

Viki M. Miller, Town Administrator

APPROVED:

Daniel D. Davis, Mayor Pro-tem

Date:_____