

Town of Pine Ridge

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



September 12, 2017 TOWN COUNCIL MEETING

Town Council Work Session

- 6:30 P.M. – 6:45 P.M. Public Hearing: Ordinance 2017-10 LC Animal Control
- 6:45 P.M. – 6:47 P.M. Review of Administrative Department Report
- 6:47 P.M. – 6:49 P.M. Introduction of new Receptionist/Clerk of Court: Epps
- 6:49 P.M. – 6:51 P.M. Review of Police Department Report
- 6:51 P.M. – 6:55 P.M. Oath of Office for Police Department Part-Time Patrolmen
- 6:55 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. August 8, 2017 Regular Scheduled Meeting

Old Business

1. Town 60th Anniversary in 2018
 - a) Festival & Banners update
 - b) Run on the Ridge 5k update
2. Town Hall/PD renovation project
 - a) Property & Recreation Committee Recommendation on bids received
 - b) Council vote on bids received
3. Estates at Indigo Bond Estimate to repair infrastructure
4. Indigo Place Bond Estimate to repair infrastructure
5. Town of Pine Ridge General Election: Tuesday, November 7, 2017

New Business

1. Property & Recreation Committee Recommendation: Well for sprinklers at town hall
2. Council vote: well for sprinklers at town hall
3. CMCOG Planning/Zoning Technical Assistance proposal
4. Ordinance 2017-10 Adopt Lexington County Animal Control Ordinance 17-01
5. Police Department Equipment purchase: 2008 Chevrolet Tahoe
6. Police Department email correspondence: sc.gov
7. 2018 Meeting and Holiday Schedule
8. Pine Ridge Middle School G.O.L.D. RUSH (donation)
9. MASC 2017 Setoff Debt Collection Program

Citizen's Comment Time

ADJOURN

TOWN OF PINE RIDGE
Town Council Minutes
Work Session
September 12, 2017

Council present: Mayor Busby, Councilman Wells, Councilman Dinkins and Councilwoman Sturkie

Staff present: Town Administrator Viki Miller and Chief Parker

6:30 P.M. – 6:41 P.M. Public Hearing: Ordinance 2017-10 LC Animal Control

Mayor Busby read aloud the title to Ordinance 2017-10. Mayor Busby stated that Lexington County currently handles any animal control issues within the town limits. Lexington County has recently changed their animal control ordinance to reflect an agreement they have with Pawmetto Lifeline involving the trapping, neutering and returning of feral cats. In order for Lexington County to continue handling our animal control issues, the Town is required to update and adopt Lexington County Animal Control Ordinance 17-01. The Public Hearing notice was published in the Chronicle on 8/24/2017.

Mayor Busby asked for those in support of Ordinance 2017-10, to speak: Ms. Denise Wilkinson from Pawmetto Lifeline explained the benefits of the Community Cat Program and introduced Ms. Belinda Beese who is the Community Cat Coordinator who can be reached at (803)465-9176 or CommunityCat@pawmettolifeline.org.

Mr. Michael Brown of Coolbreeze Drive asked if the program included dogs. Mayor Busby responded that Lexington County Animal Control will still be handling any dog issues.

Mayor Busby asked for those in opposition of Ordinance 2017-10, to speak: none did.

Mayor Busby closed the public hearing for Ordinance 2017-10.

6:41 P.M. – 6:42 P.M. Review of Administrative Department Report

Written Administrative Department reports were included in the Council packets. Council briefly discussed the June unaudited budget.

TOWN OF PINE RIDGE
Town Council Minutes
Work Session
September 12, 2017

6:42 P.M. - 6:48 P.M. Review of Police Department Report

Written Administrative Police Department reports were included in the Council packets. Chief Parker updated Council on the traffic radar and solving three break-ins. Chief Parker introduced Part-time Patrolman B.J. Compton and his wife Crystal. Chief Parker stated the other two new Part-time Patrolman Thomas Lucas and Dennis Myers were unable to attend due to their primary job.

Mayor Busby commended Chief Parker and the Pine Ridge Police Officers as their traffic stops led to the finding of illegal drugs and weapons during the month of August.

6:48 P.M. - 6:49 P.M. Introduction of new Receptionist/Clerk of Court:Epps

The Town Administrator, Mrs. Viki Miller introduced Ms. Rebecca Epps as the new Receptionist and Clerk of Court.

6:49 P.M. - 6:50 P.M. Oath of Office for Police Department Part-Time Patrolmen

Chief Parker advised Council that all Officers had already given their Oath of Office on their first day of work.

6:50 P.M. - 6:53 P.M. Informational Council Discussion:

The following items were discussed by Town Council:

- Public Utilities & Health Committee (PUHC) Chairman Dinkins updated Council on the meeting held August 31st for the property at Charwood Golf Course. The Committee heard an appeal from the property owner regarding a town code violation on overgrowth of grass/ vegetation/debris on the property. The Committee heard from Mr. Rock Lucas who represented the property owner and those in attendance who have been impacted by the issue. The PUHC's final decision was that the property owner has to remove a large pile of debris near Sawgrass Court. In addition, the property owner is responsible for mowing twenty-five feet from the property line where it adjoins a residential home during the growing season months of April, June, August and October.
- Mayor Busby stated that the only storm damage from Hurricane Irma that he was aware of was near Frieden Street and Patrolman Compton and Mr. Broxton were able to clean it up.
- Mayor Busby stated he normally gets a flu shot at the Pine Ridge-South Congaree Senior Center and asked Mrs. Miller to check with the Center Director Ms. Beverly Smith on the dates for this year.

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

TOWN OF PINE RIDGE
Town Council Minutes
September 12, 2017

TOWN COUNCIL MEETING – 6:53 P.M.

CALL TO ORDER

Mayor Busby called the Town Council meeting to order at 6:53 P.M. with Councilman Wells, Councilman Dinkins and Councilwoman Sturkie present.

Staff present: Town Administrator Viki Miller and Chief Parker

INVOCATION

Councilman Dinkins 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. August 8, 2017 Regular Scheduled Meeting

Councilman Dinkins made a motion to approve the minutes of August 8, 2017 as submitted. Councilwoman Sturkie seconded the motion, which was unanimously approved by all members of Town Council who were present.

OLD BUSINESS

1. Town 60th Anniversary in 2018
 - a) Festival & Banners update: Anniversary Committee Chairman Dinkins did not have an update.
 - b) Run on the Ridge 5k: Anniversary Committee Member Sturkie stated that Strictly Running has certified the course and the registration is currently on their website. Anniversary Committee Member Sturkie discussed t-shirt design and sponsorship.

TOWN OF PINE RIDGE
Town Council Minutes
September 12, 2017

2. Town Hall/PD renovation project

- a) Property & Recreation Committee Recommendation on bids received: Committee Chairman Wells stated that the Town received four bids which were within ten percent of each other. Chairman Wells made a motion that the Property & Recreation Committee recommends to Town Council that the contract be awarded to Smith Contractors & Engineers, Inc. of Chapin, SC in the amount of \$197,831.00 for the Base Bid. Chairman Wells added that the alternate projects can be added and approved by Council at a later date. Sherer & Associates, LLC handled the entire bidding process, which was published in The State Newspaper on July 30, 2017. Additionally, Sherer & Associates has recommended the contract be awarded to the low bidder, Smith Contractors & Engineers, Inc. of Chapin.
- b) Council vote on bids received: Mayor Busby stated that Town Council will vote on the alternate project at a later date, should Town Council decide they are necessary. Mayor Busby stated the funds for this project have been the result of the Town saving and investing over numerous years. Mayor Busby stated that a second motion would be needed by Town Council and a final vote.

Councilman Dinkins seconded the motion to award the contract to Smith Contractors & Engineers, Inc. of Chapin, SC in the amount of \$197,831.00 for the Base Bid.

3. Estates at Indigo Bond Estimate to repair infrastructure

Mayor Busby stated that he attended a meeting with Councilman Wells, Town Administrator Viki Miller and Lexington County to discuss various issues with Estates at Indigo and Indigo Place. Lexington County is looking into possible money from C-Funds to pay the remainder of Oakhill Road, which will stop further damage to the storm drain system in both subdivisions.

4. Indigo Place Bond Estimate to repair infrastructure

Mayor Busby stated that he attended a meeting with Councilman Wells, Town Administrator Viki Miller and Lexington County to discuss various issues with Estates at Indigo and Indigo Place. Lexington County is looking into possible money from C-Funds to pave the remainder of Oakhill Road, which will stop further damage to the storm drain system in both subdivisions.

TOWN OF PINE RIDGE
Town Council Minutes
September 12, 2017

5. Town of Pine Ridge General Election: Tuesday, November 7, 2017

Mayor Busby stated that a General Election shall be held on Tuesday, November 7, 2017, to elect one (1) Mayor and (2) Council members.

Polls Pine Ridge #1, and Pine Ridge #2 shall open at Congaree Baptist Church, 101 Pine Ridge Drive, on Election Day at 7:00 a.m. and remain open with no intermission or adjournment until 7:00 p.m.

NEW BUSINESS

1. Property & Recreation Committee Recommendation: Well for sprinklers at town hall

Committee Chairman Wells stated that the Committee only has two quotes at this time and will make the recommendation to Town Council at the October 10th Town Council meeting.

2. Council vote: well for sprinklers at town hall

Mayor Busby stated that the average bill for water from the City of Cayce is a little over Eight Hundred Dollars every two months. Mayor Busby added that installing a well for the sprinklers will pay for itself in a little over six months.

3. CMCOG Planning/Zoning Technical Assistance proposal

Mayor Busby stated that the Central Midlands Council of Government (CMCOG) proposal will assist staff with various advisements on planning and zoning to include keeping the town maps updated and annually required training. Also, the Planning Commission and Zoning Board of Appeals will greatly benefit from their professional advice on issues that come before their boards. There was no cost increase from the 2016/2017 budget year.

Councilwoman Sturkie made a motion to approve the Central Midlands Council of Governments Planning/Zoning Technical Assistance Agreement in the amount of \$5,500.00 to be billed quarterly for the 2017/2018 budget year. Councilman Wells seconded the motion, which was unanimously approved by all members of Town Council who were present.

TOWN OF PINE RIDGE
Town Council Minutes
September 12, 2017

4. Ordinance 2017-10 Adopt Lexington County Animal Control Ordinance 17-01

Mayor Busby stated that Lexington County currently handles any animal control issues within town limits. Lexington County has updated their Animal Control Ordinance 17-01, to include a Community Cat Program. In order for Lexington County to continue enforcement for the Town of Pine Ridge, we need to adopt their Ordinance 17-01 by reference.

Councilman Wells made a motion to approve the first reading of Ordinance 2017-10, as submitted. Councilwoman Sturkie seconded the motion, which was unanimously approved by all members of Council who were present.

5. Police Department Equipment purchase: 2008 Chevrolet Tahoe

Mayor Busby stated that on August 11th, he directed Chief Parker to begin the paperwork process to purchase a fully equipped 2008 Chevrolet Tahoe from the Federal Surplus Facility at the cost of \$13,500.00. Mayor Busby stated the decision was based on one pursuit vehicle in the shop and the immediate need for a backup, since the 2007 Ford Crown Victoria was totaled by the insurance company at a value of \$2,858.95.

Councilman Dinkins made a motion to approve the purchase of the fully equipped 2008 Chevrolet Tahoe in the amount of \$13,500.00 from the Federal Surplus Facility., which opened the item up for discussion. Councilman Wells asked Chief Parker about the statement on the paperwork of a thirty month restriction. Chief Parker stated there is a thirty month restriction on the Town selling the vehicle. Councilman Wells seconded the motion, which was unanimously approved by all members of Council who were present.

6. Police Department email correspondence: sc.gov

Mayor Busby stated on 5/26/17, the Finance Committee members gave their approval to the Town Administrator to look into the costs of using the South Carolina State portal of sc.gov. Criminal Justice Information systems through SLED and the FBI require our Police Department to use a designation that will identify us as a government entity. The Finance Committee also agreed that we Town Council and the Administrative Department should have this designated email, which will not be dictated by the internet carrier and Council Members will not need to use their personal or work email addresses.

TOWN OF PINE RIDGE
Town Council Minutes
September 12, 2017

Based on the Finance Committee approval and Town Ordinance § 4-504 (8)(10)(12), the Town Administrator has set up the Police Department email with the SC Division of Technology who runs the sc.gov email designation.

§ 4-504 Competitive bidding; exceptions.

All town contracts shall be awarded by competitive sealed bidding except contracts for the following procurements:

- (8) sole source procurements approved by the purchasing agent when there is only a single supplier, compatibility of equipment or parts is the paramount consideration, the item is one of a kind, or the procurement is for printed material;
- (10) procurement of information technology;
- (12) purchasing through state contracts.

The Town Administrator will work on email designations for Town Council and the Administrative Department as soon as time allows. SC Division of Technology was not able to get the contract ready in time for the September Council meeting. The cost for the sc.gov email is \$6.75 a month per user for a 50gig mailbox.

Councilman Dinkins made a motion to approve the no more than ten sc.gov email designations with the SC Division of Technology for the Police Department at a cost of \$810.00 a year. Councilwoman Sturkie seconded the motion, which was unanimously approved by all members of Council who were present.

7. 2018 Meeting and Holiday Schedule

Mayor Busby stated that on an annual basis Council approves a Meeting & Holiday Schedule for the upcoming calendar year. Normally this is done in October or November but next year's court dates are needed now for Lexington County Bond Court.

Councilwoman Sturkie made a motion to approve the 2018 Meeting and Holiday Schedule as submitted. Councilman Wells seconded the motion, which was unanimously approved by all members of Council who were present.

TOWN OF PINE RIDGE
Town Council Minutes
September 12, 2017

8. Pine Ridge Middle School G.O.L.D. RUSH (donation)

Mayor Busby stated Council has allocated \$150.00 in the 2017/2018 donation budget specifically for the Pine Ridge Middle School G.O.L.D. program.

Councilwoman Sturkie made a motion to approve the donation of \$150.00 to the G.O.L.D. program at Pine Ridge Middle School. Councilman Wells seconded the motion, which was unanimously approved by all members of Council who were present.

9. MASC 2017 Setoff Debt Collection Program

Mayor Busby stated on an annual basis the Town participates in the Municipal Association's Setoff (MASC) Debt program. This allows the Town to recoup fines owed through partnership with the Municipal Association and the South Carolina Department of Revenue (DOR). If the Debtor file's a SC Tax return, depending on the DOR's regulation a portion or the full payment of the money owed will be remitted to the Town. The Town then applies the funds to the Debtor's balance and notifies them of the balance, if any. The Town receives \$25.00 per Debtor to recoup staff time and supplies spent on notifying the Debtor on the forefront and backend of the transaction.

Councilman Dinkins made a motion to approve the participation in the 2017 MASC Setoff Debt Collection Program. Councilman Wells seconded the motion, which was unanimously approved by all members of Council who were present.

Citizen's Comment Time

Mr. Jerry Smith invited Council and those in attendance to the Pine Ridge Middle School Gold Fest. He gave everyone details about the Car Show, Food trucks and Carnival.

**TOWN OF PINE RIDGE
Town Council Minutes
September 12, 2017**

ADJOURN

With no further business to discuss, Councilwoman Sturkie moved to adjourn, with a second by Councilman Wells. With the Council's unanimous approval, Mayor Busby adjourned the meeting at 7:29 P.M.

Respectfully submitted,

Viki M. Miller, Town Administrator

APPROVED:

David L. Busby, Mayor

Date: _____

Draft-pending approval 11/14/2017