Town of Pine Ridge

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

AUGUST 8, 2023
REGULAR SCHEDULED
TOWN COUNCIL MEETING
AGENDA

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

6:30 P.M. – 6:45 P.M. Public Hearing Ordinance 2023-10: Adoption of the Comprehensive Plan
6:45 P.M. – 6:46 P.M. Review of Administrative Department Report
6:46 P.M. – 6:47 P.M. Review of Police Department Administrative Report
6:47 P.M. – 6:50 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

6:50 P.M. – 7:00 P.M. Informational Council Discussion:
- a) Notice of General Election filing for two Council seats opens 12:00 P.M., August 16, 2023 and closes 12:00 P.M., August 30, 2023 (during normal business hours)
- b) September 12, 2023: RFP2023-01: Sanitation services for January 1, 2024 through December 31, 2029

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. July 11, 2023 Regular Scheduled Council Meeting

Old Business

None

New Business

1. Comprehensive Plan presentation by Benchmark Planning
2. Consideration of Ordinance 2023-10: Adoption of Comprehensive Plan 1st reading
3. Quarterly Chief's forum changing to January & July of each year
4. Ad-Hoc Committee: Christmas Parade & Tree Lighting
5. Finance Committee Donation update: Midlands Football & Cheer
6. Consideration of Resolution 2023-11: Dominion Energy License Agreement Signs & Banners
7. Proposed change to Program Director job description
8. Adjourn to Executive Session: To discuss negotiation of extending the contract with Tyler Sanitation
9. Reconvene to Regular Session
10. Possible Actions by Council in follow up to Executive Session

Citizen's Comment Time – (email to vmiller@townofpineridgesc.com by 5pm on 8/7/2023)
ADJOURN

PUBLIC NOTICE
Town of Pine Ridge

Town Council of Pine Ridge, S.C. will hold a public hearing at 6:30 p.m. on Tuesday, August 8, 2023 at Town Hall on all elements of the comprehensive plan (Ordinance 2023-10) recommended by the Planning Commission (Resolution 2023-09) for adoption by council pursuant to S. C. Code § 6-29-530. Public and written comments or questions are welcome and may be submitted to vmiller@townofpineridgesc.com. Copies of the proposed comprehensive plan are available online at www.townofpineridgesc.com under "Announcements".

NOTICE OF GENERAL ELECTION

STATE OF SOUTH CAROLINA TOWN OF PINE RIDGE GENERAL ELECTION

A General Election for the Town of Pine Ridge will be held Tuesday November 7, 2023. Any person wishing to register to Vote in this Election must do so no later than midnight Saturday, October 7, 2023. Voter registration by mail applications will be accepted if postmarked by Monday October 9, 2023. The Lexington County Office will be open for Early Voting will be begin on October 23, 2023 through November 3, 2023 starting at 8:30 am till 5:00 pm Monday through Friday (closed Saturday and Sunday).

The Following offices shall be included in this Election:

- (2) Council Members

Candidate Filing Period:

Filing Opens: 12:00 p.m. August 16, 2023
Filing Closes: 12:00 p.m. August 30, 2023

Filing Fees – are accepted at Pine Ridge Town Hall - 2757 Fish Hatchery Road, West Columbia, SC 29172 Office hours are Monday- Friday 8:00 am – 5:00 pm, closing on Wednesday at 1:00 pm. Checks/Money Order should be made at payable to "The Town of Pine Ridge"

- Filing Fee for Council- $30

Candidates must complete a Statement of Candidacy when filing. A Statement of Economic Interest form and Candidate Campaign Disclosure must be completed ON-LINE. For more information contact the State Ethics Commission. This is a Non-Partisan Election and No-Party Affiliation shall be placed on the ballot.

November 7, 2023 at 9:00 a.m. on the day of the Election, **Lexington County** Board of Voter Registration and Elections will begin its examination of the absentee ballot return envelopes at the Lexington Voter Registration and Election Office - 605 W. Main Street, Ste C, Lexington SC 29072

On Thursday, November 9, 2023 at 9:00 a.m. the **Lexington County** Board of Voter Registration and Elections Canvassers will hold a hearing to determine the validity of all provisional ballots cast in the Election at the **Lexington County** Voter Registration & Election Office- 605 W. Main Street, Ste C, Lexington SC 29072

The following precincts and polling places will be open during this Election from 7:00 a.m. until 7:00 p.m.:

Lexington County Precincts	**Polling Place**	
43- Pine Ridge #1 (Temporary Location)	Congaree Baptist Church - Gym	101 Pine Ridge Drive West Columbia, SC 29172
91 - Pine Ridge #2 (Temporary Location)	Congaree Baptist Church – Gym	101 Pine Ridge Drive West Columbia, SC 29172

REQUEST FOR PROPOSAL 2023-01
SANITATION SERVICES FOR
PINE RIDGE, SOUTH CAROLINA

The Town of Pine Ridge, South Carolina is accepting proposals from qualified vendors for curbside sanitation services.

Proposals must be received by 2:00 P.M., August 25th, 2023

Any proposal received after the scheduled deadline, will be immediately disqualified. The Town assumes no responsibility for delivery of proposals which are mailed. No telephone proposals will be accepted.

Vendor selection will occur at the Pine Ridge Town Council meeting on September 12, 2023, which begins at 6:30pm.

Service start date will begin January 1, 2024 through December 31, 2029.

DIRECT ALL INQUIRES TO:
Viki Miller
2757 Fish Hatchery Road
West Columbia, SC 29172
(803)755-2500
vmiller@townofpineridgesc.com

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Work Session
July 11, 2023

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

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

6:46 P.M. – 6:47 P.M. Review of Administrative Department Report
Mayor Davis asked Council if there were any questions. There were none. Mayor Davis stated that he wanted to recognize the Town Administrator for the completion of the course on Damage Assessment.

6:47 P.M. –6:51 P.M. - Review of Police Department Administrative Report
Chief Neeley apologized to Council for not being in attendance at the meeting in June and that Lieutenant Robinson did not have the proper documentation.

Chief Neeley gave the following reports:

Month of May	Month of June
9 reports for service	9 reports for service
37 citations (17 speeding)	36 citations (18 speeding)
2 arrest	-0- arrest
2 business license citations	7 business license citations
32 property checks	42 property checks
74 community contacts	62 community contacts
-0- other agency assist	1 other agency assist

Chief Neeley thanked council for approving the purchase of the truck at the June meeting. He added that the vehicle had not been ordered, but as soon as the budget is situated and Mrs. Miller can give him a purchase order, he stated he would get that ordered through Santee Automotive.

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Work Session
July 11, 2023

Chief Neeley stated that the first Dodge Charger is on the road and is currently white but it will be marked up. The other Charger will be picked up in 60 days and once that one is picked up, it will be taken to be marked up at the same time.

Chief Neeley also updated Council on the white Tahoe that was involved in an accident in May. That Tahoe is currently at Bowen's getting fixed and the black Tahoe is at Carpenters with an air conditioner problem. He added that the Impala is going to be taken to Walker's Transmission as we would like to have any problems resolved before they are taken to auction. The Chief stated that he had talked to the Town Administrator about this and she agreed.

Chief Neeley asked if there were any further questions. There were none.

6:51 P.M. – 6:52 P.M. Council Standing Committee Reports:

a) Finance Committee: Member Dinkins stated he had nothing to report.
b) Property & Recreation Committee: Chairwoman Sturkie stated she had nothing to report.
c) Employee Grievance Committee: Chairman Dinkins stated he had nothing to report.

6:52 P.M. – 6:53 P.M. Informational Council Discussion

a) August 8, 2023: Public Hearing & First Reading Ordinance 2023-10: Adoption of Comprehensive Plan
b) Notice of General Election filing for two Council seats opens 12:00 P.M., August 16, 2023 and closes 12:00 P.M., August 30, 2023 (during normal business hours)
c) September 12, 2023: RFP2023-01: Sanitation services for January 1, 2024 through December 31, 2029

Mayor Davis asked if any member of Council had anything to add. Hearing none, Mayor Davis closed the work session

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
July 11, 2023

1. Call to order: Mayor Davis called the meeting to order at 6:53 P.M. with Mayor Pro-Tem Simms, Councilman Dinkins, Councilwoman Sturkie and Councilwoman Lewie present.

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

2. Roll Call and Determination of Quorum:
   Mayor Davis stated for the record, that a quorum has 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 that for the record, the town had met all of the requirements of the Freedom of Information Act Compliance.

Approval of Minutes

1. June 13, 2023 Regular Called Council Meeting

Councilwoman Sturkie made the motion to approve the June 13, 2023 minutes, as submitted. Councilman Dinkins seconded the motion, which was unanimously approved.

2. June 20, 2023 Special Called Council Meeting

Councilman Dinkins made the motion to approve the June 20, 2023 minutes, as submitted. Councilwoman Lewie seconded the motion, which was unanimously approved.

Old Business
None

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
July 11, 2023

New Business

1. Consideration of Planning Commission Resolution 2023-09: Recommendation of adoption of the Comprehensive Plan

Mayor Davis explained that the Planning Commission met with Benchmark a couple of weeks ago at which time Benchmark presented information and gave the Planning Commission and the Public a chance to ask questions regarding the adoption and recommendation of the Comprehensive Plan. Mayor Davis read aloud the last few lines of Resolution 2023-09. "Adopted by a majority vote on the entire membership of Planning Commission on this 27th day of June, 2023." Mayor Davis stated that the Planning Commission's recommendation is that Council adopt the new Comprehensive Plan.

Mayor David added that there were several sessions where the public had an opportunity to ask questions and review the map.

Mayor Davis asked if there were any question by Council before the vote.

Councilwoman Sturkie said that she wasn't present for any of the sessions held by Benchmark and the Planning Commission and that she did not feel comfortable voting one way or the other and wanted to know if she could be sustained from voting.

Mrs. Miller explained that the Resolution is not for the adoption of the Comprehensive Plan, but for Council to accept the Planning Commission recommendation that Council approve the Comprehensive Plan. During the August meeting, a public hearing and first reading will be held in addition to a presentation by Benchmark Planning.

Councilwoman Sturkie stated she understood and was good with that.

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
July 11, 2023

Mayor Pro-Tem Simms made a motion to adopt Resolution 2023-09, with the recommendation of adopting the Comprehensive Plan. Councilman Dinkins seconded the motion, which was unanimously approved.

2. Consideration of Annual Renewal of Donation Policy: Request between Council meetings.

Mayor Davis stated that the Donation policy was developed several years ago, which gives the Finance Committee authority to approve donation requests between council meetings.

Councilwoman Sturkie made a motion to renew the current donation policy. Councilwoman Lewie seconded the motion, which was unanimously approved.

Citizen's Comment Time

Mayor Davis asked Mrs. Miller if there were any electronic questions. Mrs. Miller replied that nothing had been received.

Mayor Davis asked if there was anyone in attendance who whished to speak.

Katherine Senterfeit of Williams Circle spoke to Council about two properties she had concern about on Reynold Circle and Williams Circle. Chief Neeley stated he was aware of the situation and will continue to make sure progress has been made on the code violations.

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
July 11, 2023

Adjourn

With no further business to discuss, Councilwoman Sturkie made a motion to adjourn, which was seconded by Councilwoman Lewie. With Council's unanimous approval, Mayor Davis adjourned the meeting at 7:14 7:39 P.M.

Respectfully submitted,

Viki M. Miller, Town Administrator

APPROVED:

_____
Daniel D. Davis, Mayor

Date: _____

Town of Pine Ridge Comprehensive Plan

Town Council Meeting
& Public Hearing
August 8, 2023

Agenda

1. Purpose of the Comprehensive Plan
2. Planning Process Summary
3. Comprehensive Plan Review

PURPOSE OF THE COMPREHENSIVE PLAN

Purpose of the Plan

- Community Vision for the Future of Pine Ridge
- Guide for Land Use and Development throughout Town
- Guide for Capital Investments and Community Initiatives
- Compliance with the State's Comprehensive Planning Enabling Act
- Required Elements of the Comprehensive Plan:

Population	**Economic Development**
Natural Resources	**Cultural Resources**
Community Facilities	**Housing**
Land Use	**Transportation**
Priority Investment	**Resiliency**

PLANNING PROCESS SUMMARY

Project Timeline

- **Task 1 – Comprehensive Plan Workshop #1** (with Planning Commission
  - *October 25, 2022*
- **Task 2 – Conduct Survey and Background Research**
  - *October – December, 2022*
- **Task 3 – Comprehensive Plan Workshop #2**
  - *February 28, 2023*
- **Task 4 – Public Drop-In Meeting**
  - *May 23rd, 6 – 8 pm*

Project Timeline

- **Task 5 – Comprehensive Plan Workshop #3**
  - *April 25, 2023*
- **Task 6 – Comprehensive Plan Workshop #4**
  - *June 27, 2023*
- **Task 7 – Adoption Process**
  - *Planning Board Recommendation (June 27, 2023)*
  - *Town Council Public Hearing (August 8, 2023)*
  - *Town Council Adoption (TBD)*

COMPREHENSIVE PLAN REVIEW

TOWN OF PINE RIDGE

COMPREHENSIVE PLAN

BENCHMARK PLANNING

	% Change 2010-2020
040	12.6%
91	12.0%
7	5.0%

2010	2020
35,846	5,218,040
2,391	293,991
2,064	2,167

365,475

0 2035

0.0% OTHER

2% WORKED FROM HOME

Source: NOAA (2022)

Page: 63

Source: Town of Pine Ridge (2022)

ENT $

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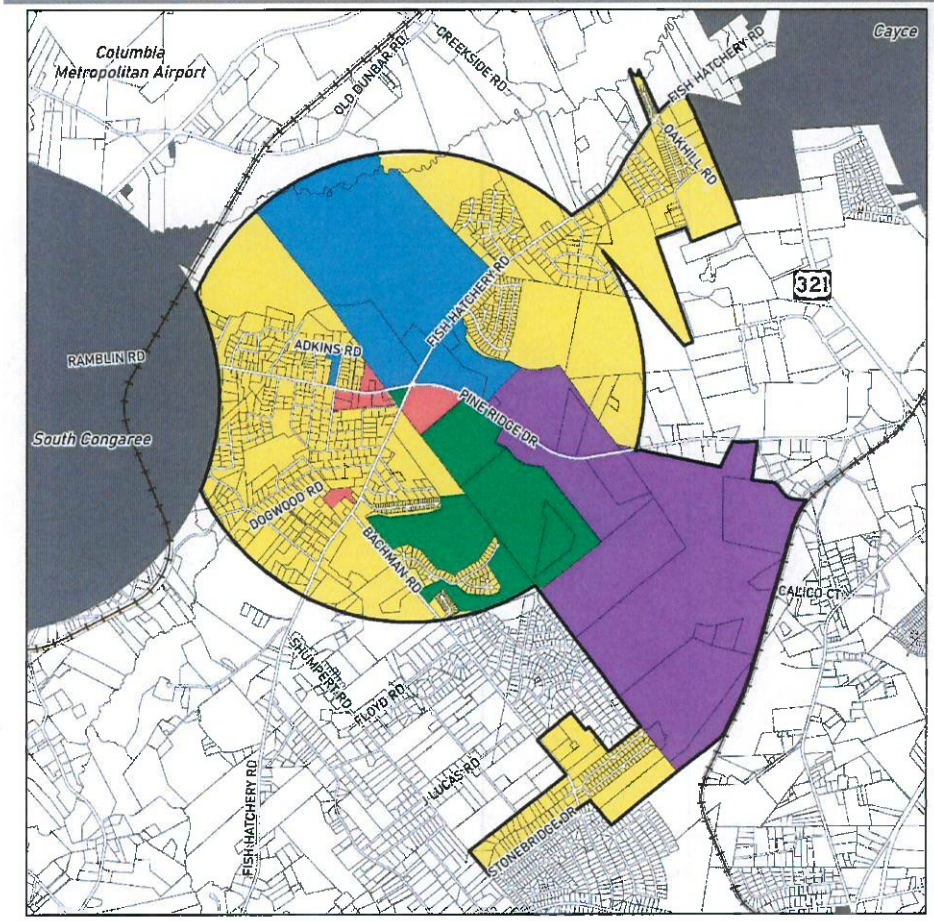
GUIDING PRINCIPLES

Guiding Principles

- Growth
- Public Spaces
- Utilities
- Town Services

Map 6.5: Future Land Use



LEGEND

- Pine Ridge Town Limits
- Major Roads
- Municipalities
- Residential
- Recreation
- Public/ Institutional
- Town Center / Commercial
- Industrial / Mining

FLU Categories

- **Residential:** Areas for residential development, primarily single family but allows for a variety of housing typologies.
- **Public Institutional:** Areas for public use such as Town Hall, schools, and the fish hatchery.
- **Town Center / Commercial:** Town Center / Commercial describes a space for commercial development within the Town, concentrated around the central intersection. Uses should focus on small scale retail and restaurants.
- **Recreation:** areas for public green space, recreational facilities, and amenities for a healthy and active community.
- **Industrial** : Land currently owned by Silica Sand or adjacent to industrial uses. New development in these areas should be focused on economic development and job opportunitie for residents.

IMPLEMENTATION STRATEGIES

Implementation Strategies

1. Utilize the Future Land Use Map to guide all major development and zoning decisions.

2. As the Town continues to grow, ensure that adequate government services are available to residents.

3. Consider pursuing and educational campaign on code enforcement and encourage residents to report properties which are ill-maintained.

4. Review the Town's Ordinance to ensure water and sewer connection requirements are meeting the Town's goals.

Implementation Strategies

5. Determine a long-term solution to the provision of public water and wastewater.

6. Coordinate with the Central Midlands Council of Governments and the South Carolina Department of Transportation to promote road maintenance and sidewalk provision.

7. Work with the Central Midlands Council of Governments and Lexington County to develop a parks, recreation, and trails plan.

8. Examine opportunities to expand beautification throughout the Town, particularly by working with the SCDOT and Dominion to improve existing projects.

Implementation Strategies

9. Develop a master plan for the Town owned property that is currently underutilized.

10. Examine opportunities to expand and improve the historical and recreational amenities related to Camp Styx at the parcel adjacent to Town Hall.

11. Explore regulations to preserve the pine tree coverage throughout Town.

12. Determine a strategy to develop a town center and attract small-scale commercial businesses to Pine Ridge.

Implementation Strategies

13. Consider opportunities to market the Town and help to strengthen its identity in the region.

14. Utilize the community survey results to identify a number of short-term improvements that will enhance residents' perceptions of their quality of life.

Town of Pine Ridge Comprehensive Plan

Town Council Meeting
& Public Hearing
August 8, 2023

STATE OF SOUTH CAROLINA	**)**	**ORDINANCE 2023-10**
COUNTY OF LEXINGTON	**)**	**ADOPTING THE**
TOWN OF PINE RIDGE	**)**	**COMPREHENSIVE PLAN**

AN ORDINANCE OF THE TOWN OF PINE RIDGE, SOUTH CAROLINA, TO ADOPT THE COMPREHENSIVE PLAN CONSISTENT WITH REQUIREMENTS THE SOUTH CAROLINA LOCAL GOVERNMENT COMPREHENSIVE PLANNING ENABLING ACT OF 1994.

WHEREAS, the Local Government Comprehensive Planning Enabling Act of 1994 (amended), codified as South Carolina Code Title 6, Chapter 29, requires a municipality to establish a Comprehensive Plan that is regularly updated, and the Comprehensive Plan must be comprised of certain defined elements; and

WHEREAS, the Town of Pine Ridge's Planning Commission, from October 2022 to June 2023, worked in concert with Town staff, Benchmark Planning and other stakeholders, engaged in a thorough review and update of the Town of Pine Ridge's Comprehensive Plan; and

WHEREAS, after numerous monthly meetings, solicitation of public input, and due deliberation, on June 27, 2023, the Planning Commission unanimously recommended to Town Council, by Planning Commission Resolution 2023-09, the approval of the updated Comprehensive Plan; and

WHEREAS, Town Council reviewed the Draft Plan, during its' regularly scheduled meeting on August 8, 2023, and solicited additional public input and comments at its meeting; and

WHEREAS, a public hearing, in accordance with S.C. Code §6-29-530, was held on August 8, 2023, for the purpose of allowing public input and review of the Comprehensive Plan.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Town of Pine Ridge, South Carolina, that the attached Comprehensive Plan is hereby adopted and shall become effective on and after its adoption.

Witness our hands and seals this 12th day of September 2023, at Pine Ridge, South Carolina.

Planning Recommendation: June 27, 2023
Public Notice Published: July 6, 2023
Public Hearing: August 8, 2023
First Reading: August 8, 2023
Second Reading: September 12, 2023

_____
Daniel D. Davis, Mayor

Attest:

_____
Viki M. Miller, Town Administrator

STATE OF SOUTH CAROLINA)
COUNTY OF LEXINGTON) **RESOLUTION 2023-11**
TOWN OF PINE RIDGE)

A RESOLUTION OF THE MAYOR AND COUNCIL FOR THE TOWN OF PINE RIDGE, SOUTH CAROLINA APPROVING THE LICENSE AGREEMENT FOR SIGNS AND BANNERS WITH DOMINION ENERGY SOUTH CAROLINA

WHEREAS, Dominion Energy South Carolina ("Licensor") is the owner of certain property or infrastructure facilities located within the Town of Pine Ridge("Licensee"); and

WHEREAS, the Licensee is a Municipality of the State of South Carolina and desires to install, maintain and/or operate Signs and/or Banners ("Signs & Banners Facilities") in and/or upon certain of Licensor's poles and/or property; and

WHEREAS, Licensor and Licensee desire to enter into this License Agreement to define the general terms and conditions which would govern their relationship with respect to particular sites at which Licensor may wish to permit Licensee to install, maintain and operate banners and/or signs on Licensor's poles; and

WHEREAS, Licensor has presented the Licensee with a License Agreement for Signs & Banners; and

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Town of Pine Ridge, South Carolina, in Council duly assembled, that:

Section 1. The License Agreement for Signs & Banners between the Town of Pine Ridge and Dominion Energy South Carolina is hereby approved.

Section 2. The Mayor is authorized to sign the License Agreement on behalf of the Town.

Section 3. The Town agrees to pay the Licensor a non-recurring charge of One Hundred Dollars per approved pole.

Section 4. This resolution is effective upon adoption.

ADOPTED this 8th day of August 2023.

Mayor Daniel D. Davis

Mayor Pro-tem Scott N. Simms

Councilmember Floyd W. Dinkins III

Councilmember Elizabeth S. Sturkie

Proposed Revision 1/2

Position Summary

Essential Functions/Responsibilities

1. **Administrative** **(40%)**
   - Assist in answering the telephone, forward calls to appropriate staff person, take messages as needed, and/or provide information and assistance to citizens as requested.
   - Greet and assist visitors, provide professional and courteous customer service at all times.
   - Adhere to the Town of Pine Ridge Complaint Policy, respond appropriately to citizen's concerns and/or complaints, as necessary direct citizens to the proper town or other appropriate government official for resolution
   - Responsible for receiving and responding to all requests for town documents or other town-controlled information subject to the Freedom of Information Act.
   - Prepare and distribute a yearly town hall schedule for all meetings, municipal court and official scheduled town hall office closings.
   - Maintain documentation of monthly inventory of office supplies, provide the Town Administrator with list of needed items, order items once list is approved.
   - Provide general administrative support by performing such duties as scheduling meetings and appointments, making travel and accommodation arrangements.
   - Perform routine clerical work as required, including but not limited to copying and filing documents, sending and receiving faxes and e-mails, entering and retrieving computer data, scanning documents, processing daily mail, maintaining logs and lists, etc. Operates a variety of equipment, including a computer, printer/copier, scanner, fax machine, telephone, calculator, recording devise, etc.
   - Schedule and coordinate all public hearings ensuring public notices are published timely, prepare citizen sign-in registration logs and makes available adequate public hearing materials for public participation at any and all town meeting.

2. **Zoning** **(30%)**
   - Collaborate with the Police Department to administer and enforce the town's zoning ordinances and regulations, ensuring compliance by individuals, businesses, and developers.
   - Contact possible code violators by postal mail sending violation letters as required by the zoning ordinance, work closely with the Police Department to ensure timely compliance, provide council with written updates during monthly meetings.

3. **Stormwater** **(15%)**
   Monitor and enforce the stormwater management program in accordance with the Town's NPDES MS4 permit.
   - Conduct dry weather sampling and obtain at least one stormwater sample per season as required by the Town's NPDES MS4 permit, investigate all results.
   - Investigate complaints on illicit discharges.
   - Attend the quarterly meeting of the Lexington Countywide Stormwater Consortium.
   - Prepare and deliver at least one educational presentation a year to students, HOA, local civic group, etc.

- Prepare annual Stormwater data report and submit to SCDHEC within required period.

4. **Floodplain** **(10%)**
   Monitor and enforce the Floodplain Management Program in accordance with Town Ordinance. Manage Flood loss reduction activities including updating flood maps, plans, and policies of the community, and any of the activities related to administration of the National Flood Insurance Program (NFIP).

5. **Other** **(5%)**
   - Responsible for assisting Lexington County Election Commission in town elections.
   - Performs other duties as requested by supervisor and Town Council.

Minimum Qualifications

TOWN OF PINE RIDGE, SOUTH CAROLINA
JOB DESCRIPTION

Title: Program Director
Department: Administrative
Reports to: Town Administrator

Date: May 9, 2023
Status: Part-time
FLSA status: Non-Exempt

GENERAL PURPOSE

Under limited supervision, this position performs multiple roles requiring a wide range of general and specific knowledge to function in the capacity of planning, zoning, floodplain and stormwater management.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list of tasks is illustrative ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

1. Planning/Zoning

- Manages and enforces all zoning and land development ordinances.
- Interprets and applies Town comprehensive plan, codes, ordinances and regulations pertaining to zoning and land use development.
- Acts as the primary liaison to the Planning Commission and Zoning Board of Appeals.
- Manages annual training to the Planning Commission and Zoning Board of Appeals.
- Prepares for and attends all Planning Commission and Zoning Board of Appeals meetings, and prepares minutes.

2. Stormwater

- Manages and enforces the stormwater management program in accordance with the Town's NPDES MS4 permit.
- Attends the quarterly meeting of the Lexington Countywide Stormwater Consortium.
- Prepares and delivers at least one educational presentation a year, to students, HOA, local Civic group, etc.
- Obtains at least one stormwater sample per season and investigates results.
- Investigates complaints on illicit discharges.
- Conducts dry weather sampling, as required by the Town's NPDES MS4 permit.
- Prepares for and submits annual Stormwater report to SCDHEC.

3. Floodplain

- Manages and enforces the floodplain management program in accordance with Town Ordinance.
- Flood loss reduction activities including updating flood maps, plans, and policies of the community, and any of the activities related to administration of the National Flood Insurance Program (NFIP).

4. Other Related Duties

- Provides technical assistance and information to citizens, property owners, land developers, staff members, Town officials, or other individuals regarding project issues, applicable ordinances, planning/development issues, and related issues; responds to questions/complaints and initiates problem resolution.
- Performs other duties as directed by Town Administrator.
- Assists with special projects and events as assigned.

TOWN OF PINE RIDGE, SOUTH CAROLINA
JOB DESCRIPTION

Title: Program Director
Department: Administrative
Reports to: Town Administrator

Date: May 9, 2023
Status: Part-time
FLSA status: Non-Exempt

ESSENTIAL SKILLS AND EXPERIENCE

- Requires a college degree in land-use planning, urban planning, zoning or public administration or at least three years' experience that provides the required knowledge, skills and abilities.
- Must possess a valid state driver's license.
- Must be bondable.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks require the ability to exert light physical effort in light work, but which may involve the lifting, carrying, pushing and/or pulling of objects or materials of light to medium weight. Tasks may require extended periods of time at a keyboard or work station. At least once a season, task will involve collecting a stormwater sample within the first thirty minutes of heavy rain.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from supervisors.

Language Ability: Requires the ability to read a variety of policy and procedure manuals, computer manuals, ordinances, etc. Requires the ability to enter data into computer and prepare records, reports, correspondence, etc., with proper format, punctuation, spelling and grammar, using all parts of speech. Must be able to speak with poise, voice control and confidence and to articulate information to others.

Intelligence: Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently with co-workers and the general public.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals, to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment and communications machinery.

Manual Dexterity: Requires the ability to handle a variety of items including computer keyboards, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Title: Program Director
Department: Administrative
Reports to: Town Administrator

Date: May 9, 2023
Status: Part-time
FLSA status: Non-Exempt

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress when confronted with an emergency or tight deadline.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to hear and understand communications through a telephone.

PERFORMANCE INDICATORS

Knowledge of Job: Is knowledgeable in the methods, policies and procedures of the Department and Town pertaining to specific duties of the Program Director. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge of the organization of the Town and of related departments and agencies. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Has knowledge in the areas of records management and other specific functions of the position. Has administrative, organizational, secretarial, customer service and clerical skills. Is able to coordinate specific administrative programs and projects as assigned. Has knowledge of modern office practices and equipment. Has knowledge of and skill in the creation and maintenance of efficient record-keeping systems. Has knowledge of proper English usage, vocabulary, punctuation and spelling; has knowledge of basic mathematics. Is able to use computers for word processing, graphic design, data processing and records management. Is able to type and take dictation accurately at a rate sufficient for the successful performance of assigned duties. Knows how to operate and maintain a variety of office equipment as necessary in the performance of daily activities. Is skilled in applying a responsible attention to detail as necessary in preparing reports and correspondence. Is able to read and interpret various materials pertaining to the responsibilities of the job. Is able to maintain confidentiality as required. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to use independent judgment in performing routine and non-routine tasks. Has the ability to plan, organize and prioritize daily assignments and work activities. Is able to offer assistance to fellow employees as necessary. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Is able to meet the public in a professional manner and provide information and assistance, representing Town government in a positive light at all times. Is capable of working under stressful conditions. Is able to effectively handle multiple assignments simultaneously. Knows how to react calmly and quickly in emergency situations.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides notice as required in the Employee Handbook with respect to scheduling vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and

acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

The statements contained in this job description reflect general details as necessary to describe principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relied or to equalize peak work periods. This is not an employment agreement or contract. The Town of Pine Ridge has the exclusive right to alter this job. The Town of Pine Ridge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town of Pine Ridge will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

_____ _____
Applicant Date

TOWN OF PINE RIDGE, SOUTH CAROLINA
JOB DESCRIPTION

Title: Municipal Clerk
Department: Administrative
Reports to: Town Administrator

Date: July 9, 2019
Status: Part-time
FLSA status: Non-Exempt

GENERAL PURPOSE

Under general supervision, provides a variety of routine and complex clerical and administrative work in the administration of the Town government.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list of tasks is illustrative ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

1. Administrative/Clerical

- Assists in answering the telephone, provide information and assistance as requested and/or forward call to appropriate staff person. Takes messages as needed.
- Assists in greeting and assisting visitors providing professional and courteous customer service at all times.
- Responds to inquiries and concerns from the public and takes necessary actions to see that concerns are addressed to the appropriate department.
- Handles the responsibility of the Freedom of Information Act compliance.
- Handles the responsibility of the Town of Pine Ridge Complaint Policy.
- Handles the responsibility of the Town of Pine Ridge Code Enforcement and works closely with the Code Enforcement Officer.
- Assists the Town Administrator with the Town's Zoning and Land Development Ordinance.
- Attends all meetings of the Town Council, Planning Commission and Board of Zoning Appeals.
- Prepares and/or processes a variety of documentation such as Council meeting packets, public notices, minutes of meetings, ordinances, resolutions, proclamations and reports. This includes a monthly clerical report for Council.
- Maintains recorded data of the meeting of Town Council, Planning Commission and Board of Zoning Appeals.
- Prepares, schedules and/or processes a variety of documentation for the Planning Commission and Board of Zoning Appeals meetings.
- Maintains memberships and terms of office of Council Committees, Planning Commission and Board of Zoning Appeals.
- Serves as custodian of the Town's official records, ensuring the proper maintenance, filing, safekeeping and destruction of all official municipal documents; prepares related reports.
- Responsible for maintaining and codification of the Code of Ordinances, rules and regulations.
- Coordinates the Town's records management program; notifies departments of retention schedules and processes requests for record destruction. Boxes up files and creates new files as needed.
- Established and maintains filing of Accounts Payable, Zoning Permits and Business Licenses.
- Prepares outdoor bulletin board and sign for Council meetings, as well as other department meetings when necessary.
- Receipts, organizes and maintains office supplies and provides the Town Administrator with monthly inventory list.
- Assists the Clerk of Court and public with Business License questions, issuance and annual renewals and works closely with the Business License Inspector.
- Attends trainings, meetings, seminars and/or workshops to enhance job knowledge and skills.
- Provides general secretarial, administrative and clerical support, performing such duties as scheduling meetings and appointments, making travel and accommodation arrangements, composing / typing correspondence, establishing and maintaining files, researching and compiling data, etc.

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- Prepares, types, processes, copies, files, submits and/or transmits various routine and confidential reports, records, memos, correspondence and other documents as required.
- Performs other routine clerical work as required, including but not limited to copying and filing documents, sending and receiving faxes and e-mails, entering and retrieving computer data, scanning documents, processing daily mail, ordering supplies, maintaining logs and lists, etc.
- Operates a variety of equipment, including a computer, printer, scanner, typewriter, fax machine, copier, telephone, calculator, tape recorder, etc.

2. **Other Related Duties**

- Performs other duties as directed by Town Administrator
- Assists with special projects and events as assigned.

MINIMUM TRAINING & EXPERIENCE

Requires a high school diploma or GED equivalent and four years of responsible secretarial and/or administrative work experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess a valid state driver's license. Must be bondable.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks require the ability to exert light physical effort in light work, but which may involve the lifting, carrying, pushing and/or pulling of objects or materials of light weight (up to 20 pounds). Tasks may require extended periods of time at a keyboard or work station.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from supervisors.

Language Ability: Requires the ability to read a variety of policy and procedure manuals, computer manuals, ordinances, etc. Requires the ability to enter data into computer and prepare records, reports, correspondence, etc., with proper format, punctuation, spelling and grammar, using all parts of speech. Must be able to speak with poise, voice control and confidence and to articulate information to others.

Intelligence: Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently with co-workers and the general public.

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Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals, to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment and communications machinery.

Manual Dexterity: Requires the ability to handle a variety of items including computer keyboards, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress when confronted with an emergency or tight deadline.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to hear and understand communications through a telephone.

PERFORMANCE INDICATORS

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TOWN OF PINE RIDGE, SOUTH CAROLINA
JOB DESCRIPTION

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_____ _____
Employee Date

_____ _____
Supervisor Date

The Town of Pine Ridge
2757 Fish Hatchery Road
West Columbia, SC 29172
(803)755-2500 - phone
(803)955-0605 - fax
Office hours M,T,Th,F 8-5pm & W 8-1pm