

Town of Pine Ridge

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West Columbia, SC 29172
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September 13, 2022 REGULAR SCHEDULED TOWN COUNCIL MEETING AGENDA

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

- 6:30 P.M. – 6:45 P.M. Presentation by Ms. Nancy Ornduff, Empower Retirement: South Carolina Deferred Compensation Program through Public Employee Benefit Authority
- 6:45 P.M. – 6:47 P.M. Review of Administrative Department Reports
- 6:47 P.M. – 6:50 P.M. Introduction & Oath of Office for Sergeant Lynch
- 6:50 P.M. – 6:52 P.M. Review of Police Department Administrative Reports
- 6:52 P.M. – 6:55 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
- 6:55 P.M. – 7:00 P.M. Informational Council Discussion:
- a) October 11, 2022: RFP2022-05: Municipal Complex Ceiling Tile Replacement
 - b) October 11, 2022: RFP2022-06: Focal Wall Design & Town Hall Lobby
 - c) October 11, 2022: RFP2022-07: Codification Services, Publication and Supplement Services for the Town's Municipal Code

7:00 P.M. - Town Council Meeting

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Freedom of Information Act Compliance

Approval of Minutes

1. August 9, 2022 Regular Scheduled Council Meeting

Old Business

1. Consideration of Memorandum of Agreement – Department of Juvenile Justice

New Business

1. Consideration of Capital Assets Management Software
2. Fall Clean-up Event budget & update – October 15, 2022
3. Consideration of Agreement & Resolution 2022-14: A Resolution to bring the Town of Pine Ridge into the S.C. Deferred Compensation Program, as an Employer, under the provisions of S.C. Code annotated Sections 8-23-10 *et seq.* (the "Code").
4. Consideration of Christmas Tree Lighting & parade budget for 2022
5. Consideration of new commercial Christmas pole lights
6. Comprehensive Plan update
7. Consideration of Central Midlands (CMCOG) Planning/Zoning Technical Assistance
8. Police Department vehicles
9. Digital Message Board Sign

Citizen's Comment Time – (email to skyzer@townofpineridgesc.com by 5pm on 9/12/2022)

ADJOURN

TOWN OF PINE RIDGE
BUDGET REPORT
FOR THE TWO MONTHS ENDING AUGUST 31, 2022

Budget	Total Annual Budget	Current Month Actual	Year to Date Actual	Year to Date %
REVENUES				
BUSINESS LICENSE	126,000.00	1,540.08	2,907.07	2.31
FINES AND PENALTIES	125,000.00	12,938.06	28,141.80	22.51
S.C. AID TO SUBDIVISIONS	51,000.00	12,696.02	12,696.02	24.89
MASC - COURT FINES	1,000.00	0.00	0.00	0.00
MASC - ADMIN FEES	500.00	0.00	0.00	0.00
DOMINION FRANCHISE	138,000.00	0.00	0.00	0.00
SALE OF CAPITAL ASSETS	15,000.00	0.00	0.00	0.00
SANITATION FRANCHISE	450.00	113.70	113.70	25.27
ZONING	5,000.00	100.00	150.00	3.00
SPECTRUM/CHARTER FRANCHISE	20,000.00	5,291.60	5,291.60	26.46
MASC - BL	175,000.00	418.39	9,287.26	5.31
AT&T/DIRECT TV FRANCHISE	5,000.00	0.00	962.58	19.25
TNC ASSESSMENT	100.00	0.00	0.00	0.00
GRANT INCOME-DPS	81,135.00	0.00	0.00	0.00
INTEREST INCOME	450.00	313.85	546.17	121.37
MC-BOND ESTREATMENT	4,000.00	0.00	0.00	0.00
SUNDRY	100.00	48.00	48.00	48.00
TOTAL REVENUES	747,735.00	33,459.70	60,144.20	8.04
EXPENSES				
ADM. TRAINING	700.00	0.00	0.00	0.00
OFFICE SUPPLIES/PRINTING	5,500.00	142.18	665.76	12.10
ADM. TECH SUPPORT	2,500.00	0.00	0.00	0.00
ZONING TECH SUPPORT	6,000.00	5,500.00	5,500.00	91.67
ACCOUNTING	10,000.00	0.00	0.00	0.00
LEGAL	5,000.00	0.00	0.00	0.00
PAYROLL SERVICES	2,000.00	104.10	208.20	10.41
INSURANCE & BONDING	25,500.00	0.00	0.00	0.00
BANK CHARGES	150.00	0.78	1.02	0.68
MILEAGE	500.00	0.00	0.00	0.00
POSTAGE	500.00	0.00	0.00	0.00
UTILITIES	16,500.00	1,496.37	2,612.47	15.83
TELEPHONE	7,180.00	247.31	247.31	3.44
INTERNET SERVICES	2,200.00	179.97	359.94	16.36
PUBLIC NOTICES	500.00	0.00	43.30	8.66
DUES	1,450.00	0.00	0.00	0.00
BUILDING & MAINTENANCE	18,500.00	1,720.99	5,040.03	27.24
NPDES PERMITS	8,100.00	2,000.00	2,041.04	25.20
PINE RIDGE WEB SITE	1,755.00	0.00	0.00	0.00
CAPITAL IMPROVEMENT	5,000.00	0.00	0.00	0.00
DONATIONS	6,500.00	900.00	1,400.00	21.54
MEALS AND MEETING - COUNCIL	200.00	0.00	0.00	0.00
REPAIR&MAINT	5,000.00	319.90	406.52	8.13
GAS AND OIL	12,500.00	2,048.13	2,048.13	16.39
PD TECH SUPPORT	3,000.00	53.75	53.75	1.79
POLICE DEPT.SUPPLIES	1,200.00	8.84	8.84	0.74
DUES	300.00	0.00	0.00	0.00
1033 PROGRAM	500.00	0.00	0.00	0.00
VEHICLE INSURANCE	7,000.00	0.00	0.00	0.00

TOWN OF PINE RIDGE
BUDGET REPORT
FOR THE TWO MONTHS ENDING AUGUST 31, 2022

Budget	Total Annual Budget	Current Month Actual	Year to Date Actual	Year to Date %
UNIFORMS	2,000.00	0.00	0.00	0.00
PD EMPLOYMENT CONSULTANT	600.00	0.00	0.00	0.00
COMMUNITY RELATIONS	500.00	0.00	0.00	0.00
LAWTRAK LICENSE	4,010.00	0.00	0.00	0.00
TRAINING & MEALS	1,300.00	0.00	620.36	47.72
SALARIES - JUDGES	7,056.00	1,777.65	1,777.65	25.19
JURY FEES	252.00	0.00	0.00	0.00
INDIGENT DEFENSE	800.00	0.00	0.00	0.00
COURT SUPPLIES	300.00	161.97	161.97	53.99
DETENTION FEES	100.00	0.00	0.00	0.00
COURT TRAINING	2,235.00	0.00	729.04	32.62
COURT ASSESSMENTS	70,737.50	8,445.92	8,445.92	11.94
COURT DEFENSE ATTORNEY	2,000.00	0.00	375.00	18.75
VA - TRAINING	1,300.00	0.00	0.00	0.00
VA - PAYROLL	8,000.00	0.00	0.00	0.00
VA - STATE FUND	6,037.50	653.43	1,266.31	20.96
VA - OTHER EXPENSES	800.00	0.00	0.00	0.00
VA - SOFTWARE	2,500.00	0.00	0.00	0.00
PAYROLL	245,000.00	14,955.23	29,913.85	12.21
TAXES - PAYROLL	23,500.00	1,642.49	3,169.06	13.49
PART-TIME CLERICAL	20,000.00	1,350.25	2,328.05	11.64
PART-TIME POLICE	20,000.00	2,707.50	3,887.02	19.44
TOWN: COVID-19 LEAVE	0.00	0.00	322.60	0.00
WORKMEN'S COMPENSATION	5,800.00	0.00	0.00	0.00
RETIREMENT-POLICE	27,200.00	1,480.37	437.85	1.61
RETIREMENT-ADMIN.	19,800.00	1,373.37	592.47	2.99
SRO PROGRAM	81,135.00	5,335.34	9,943.74	12.26
GROUP LIFE	775.00	27.93	27.93	3.60
HEALTH INSURANCE	38,000.00	2,079.52	4,159.04	10.94
TOTAL EXPENSES	747,473.00	56,713.29	88,793.17	11.88
NET INCOME	\$ 262.00	(\$ 23,253.59)	(\$ 28,648.97)	(10,934.72)

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Town Council Minutes
Regular Scheduled Work Session
August 9, 2022

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

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

6:30 P.M. – Town Council Work Session

Mayor Davis welcomed those in attendance as well as those who were viewing electronically.

6:32 P.M. - Presentation by Ms. Angela Vandelay, Wood PLC & Ms. Taylor Brewer, LC Environmental Coordinator: Municipal Separate Storm Sewer Systems (MS4s) permit requirements by SCDHEC

Ms. Vandelay presented information to Council regarding Storm Water Management. She covered:

- What is the MS4 permit
- Why it is needed
- Requirements of the permit
- What the County contributes on your behalf
- The Town's obligation
- The Town's financial commitment

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The acronym MS4 stands for (Municipal Separate Storm Sewer System).

Mayor Davis asked if there would be an opportunity to give some input on the potential changes for the Consortium to speak on behalf of the towns?

Ms. Vandelay stated that it would go out on Public Notice and comments would be accepted.

Councilman Dinkins asked if a car wash would be considered an illicit discharge?

Ms. Vandelay answered it would not, if they were using bio-degradable soap.

She stated that, ideally, they could use a grassy area where it would infiltrate into the ground instead of run off into a storm-drain. She said that the County asking these groups to sell vouchers and take the cars to an actual car wash.

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Ms. Vandelay asked if there were any other questions.

Councilman Simms asked how State Facilities (Armory) play into affecting the Town if they don't comply?

Ms. Vandelay stated that someone at the County is working on this as well as herself.

The Town Administrator, Mrs. Miller also gave Council an example of TDML with high levels.

7:01 P.M. Review of Administrative Department Reports

Mayor Davis told members of Council to look through these reports and see if there were any questions for the staff.

Mayor Davis called Council's attention to several quotes that were received for some anticipated work.

1. Issue with Pest Control
2. Electrical work for our Digital Sign
3. Preparation for Senior Christmas luncheon

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Councilman Dinkins asked if the town needed to make a report of the dead birds that were around the Town Hall. The Town Administrator answered that we did not. They flew into the windows and broke their necks.

Mayor Davis asked if there were any further questions for the staff. There were none.

7:02 P.M. – Review of Police Department Administrative Report

Chief Neeley gave the following stats for the month of July:

- 16 calls for service
- 03 arrest
- 111 citations
- 37 warnings
- 23 community contacts

Chief Neeley updated Council regarding the new vehicles ordered. He stated that they were currently in production in Detroit. Hopefully they will be ready in October, 2022.

Chief Neeley noted that the PRPD won the Blow Fish Charity Game Jersey auction. His plan is to have the jersey framed and matted and displayed in the Pine Ridge Town Hall lobby.

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The Pine Ridge Police department also executed a “Back to School” supply drive for the Pine Ridge Middle School teachers in order for them to supply these items to students who might be in need of supplies as well as their own personal use in the classrooms.

Chief Neeley stated that several months ago he spoke about upgrading some of the departments equipment. The one item that he wants to upgrade is the Watchguard Camera System. He has two quotes to give to the Town Administrator for Council members to review.

7:07 P.M. – Council Standing Committee Reports

Mayor Davis asked chair or members of these committees to give their reports.

- a) Finance Committee – Chair Davis & Member Dinkins
There is an item that will be discussed under New Business.
- b) Property & Recreation – Chair Sturkie & Member Simms - Nothing at this time.
- c) Employee Grievance Committee – Chair Dinkins & Members Sturkie & Lewie – Nothing at this time.

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7:09 P.M. – Informational Council Discussion

Mayor Davis said that the Town received plaques from the Midland boys Dixie Youth Baseball and Midland Girls softball teams. They have been placed on the wall at the Pine Ridge Town Hall. He encouraged the citizens to come by and see them.

Mayor Pro-Tem Simms stated that he had an opportunity to walk down the sidewalk near Arborgate and the Fish Hatchery (DNR) and noticed that there were limbs and dead trees in that area that could create a hazard in the course of another storm. DMV was emailed on site and they came out and cut the dead tree that was leaning on the live tree.

Mayor Davis thanked Mayor Pro-Tem Simms for handling that matter and stated with nothing further to discuss, he closed the Work Session at approximately 7:11 P.M.

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
August 9, 2022

7:12 P.M. Town Council Meeting

1. Call to Order

Mayor Davis called the Regular Scheduled Town Council Meeting to order with Mayor Pro-Tem Simms, Councilwoman Lewie, Councilman Dinkins and Councilwoman Sturkie present.

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

2. Invocation

Councilwoman Sturkie led those assembled in prayer.

3. Pledge of Allegiance

Mayor Davis led those assembled in the Pledge of Allegiance.

4. Freedom of Information Act Compliance

Mayor Davis stated that, for the record, the town had met all the requirements of the Freedom of Information Act Compliance.

Approval of Minutes

1. July 12, 2022 Regular Scheduled Council Meeting
Councilwoman Lewie made a motion to approve the July 12, 2022 Regular Scheduled Council Meeting minutes as submitted. Councilman Dinkins seconded the motion, which was unanimously approved.

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
August 9, 2022

Old Business

1. Finance Committee Recommendation & Council Vote on RFP
2022-04: Comprehensive Plan Update

Mayor Davis stated that it had been discussed regarding updating the Comprehensive Plan which is required by law. He informed Council that there were three bids in their packets.

Two of the bidders said they would be willing to sit down with the administrative staff and Council members to negotiate prices and ask probing questions.

Councilman Dinkins made the motion to go with Benchmark and to set up a meeting to sit down with the Town Administrator and Council members to hopefully negotiate the price down and ask questions. Councilwoman Spires seconded the motion, which was approved unanimously.

2. Consideration of Memorandum of Agreement – Department of
Juvenile Justice

The Town Administrator, Mrs. Miller told the Mayor and Council that, due to an internal issue with DJJ, we are still waiting for their letter.

Mayor Pro-Tem Simms made the motion to table this item until a later date. Councilman Dinkins seconded the motion, which was unanimously approved.

TOWN OF PINE RIDGE
Town Council Minutes
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New Business

1. Finance Committee Donation update: Midland Football & Cheer

There is an donation policy that gives the Finance Committee the authority, on Council's behalf, to approve donations in between Council meetings. The Finance Committee received such a request and the Finance Committee approved a donation of \$500.00 for that group.

2. Donation consideration: MDYB Fall 2022

Councilwoman Sturkie made a motion to approve a donation in the amount of \$400.00 for the MDYB Fall 2022 (Fall Ball). Councilwoman Lewie seconded the motion, which was approved unanimously.

3. Donation consideration: Midland Girls Fall 2022

Councilwoman Lewie made a motion to approve a donation in the amount of \$400.00 for the Midland Girls Softball (Fall Ball). Councilman Dinkins seconded the motion, which was unanimously approved.

4. Donation consideration: Airport High School Cheerleading
Mayor Davis stated that since this is an outside entity, the normal amount given is \$100.00.

Councilman Dinkins made a motion to approve a donation in the amount of \$100.00. Councilwoman Sturkie seconded the motion, which was unanimously approved.

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5. Consideration of S.C. Public Depositor's Pool

Mayor Pro-Tem Simms made a motion to approve the S.C. Public Depositor's Pool. Councilman Dinkins seconded the motion, which was unanimously approved.

6. Consideration of 2022 Setoff Debt Collection Program through the Municipal Association of S.C.

Councilman Dinkins made a motion to participate in the 2022 Setoff Debt Collection Program. Councilwoman Sturkie seconded the motion, which was unanimously approved.

7. Consideration of Financial Audit Services for fiscal year 2022/2023

Councilwoman Lewie made a motion to approve Financial Audit Services by Rish & Enzastiga, CPA's for fiscal year 2022/2023. Mayor Pro-Tem Simms seconded the motion, which was approved unanimously.

8. Consideration of Fall Clean-up Event

After Council discussion, Mayor Davis recommended that Councilwoman and Chair Lewie be prepared to give Council a budget at the September Council meeting for this event.

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Citizen's Comment Time

Maria Urbanek, Brookfield Circle

Mrs. Urbanek recommended that the Town of Pine Ridge consider purchasing an I-pad or Laptop in order to hear and see better on social media. She also felt that the Town Administrator should have a better area to record the meetings and make her comments.

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 7:33 P.M.

Respectfully submitted,

Susan C. Kyzer
Municipal Clerk

APPROVED:

Daniel D. Davis, Mayor
Date: _____

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

RESOLUTION 2022-14

A RESOLUTION TO BRING THE TOWN OF PINE RIDGE INTO THE SOUTH CAROLINA DEFERRED COMPENSATION PROGRAM, AS AN EMPLOYER, UNDER THE PROVISIONS OF S.C. CODE ANNOTATED SECTIONS 8-23-10 *et.seq.* (the "Code").

At a meeting of the Town Council of the Town of Pine Ridge, County of Lexington, State of South Carolina, held at Pine Ridge Town Hall Council Chambers on the 13th day of September, 2022, the following RESOLUTION was offered:

RESOLVED, that the Town Council of the Town of Pine Ridge, County of Lexington, State of South Carolina, approved the inclusion of the employees of the Town of Pine Ridge, in the South Carolina Deferred Compensation Program under provisions of S.C. Code Annotated Sections 8-23-10 *et.seq.* (the "Code"), as amended from time to time, known as the Salary Deferral [401(k)] and Savings Profit Sharing Plan and Public Employee 457 Deferred Compensation Plan and Trust, [] will / [] will not allow its employees to make Roth Contributions to the Salary Deferral [401(k)] and Savings Profit Sharing Plan, [] will / [] will not allow its employees to make Roth Contributions to the Public Employee 457 Deferred Compensation Plan and Trust, and agrees to comply with the requirements of said Code and Rules and Regulations of the Deferred Compensation Commission, as may be amended from time to time. This action is to become effective on the 13th day of September, 2022.

The above RESOLUTION was passed by the Town Council of the Town of Pine Ridge.

STATE OF SOUTH CAROLINA
COUNTY OF LEXINGTON

I, Daniel D. Davis, Mayor of the Town of Pine Ridge, County of Lexington, State of South Carolina, do hereby certify that I have compared the foregoing with the original RESOLUTION passed by the Town Council of the Town of Pine Ridge, County of Lexington, State of South Carolina, at a meeting held on the 13th day of September 2022, on file in this office and duly recorded in the minute book, and that the same is a true copy thereof and whole of said original. I further certify that the full Town Council of the Town of Pine Ridge consists of five (5) duly elected members, and that, as above stated, _____ of said duly elected members voted in favor of the above RESOLUTION. IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Pine Ridge on the day of 13th day of September, 2022.

Daniel D. Davis, Mayor
Town of Pine Ridge
County of Lexington
State of South Carolina

Attest:

Susan C. Kyzer
Municipal Clerk