

# Town of Pine Ridge

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



## JULY 12, 2022 REGULAR SCHEDULED TOWN COUNCIL MEETING AGENDA

### **6:45 P.M. - Town Council Work Session**

6:45 P.M. – 6:47 P.M. Review of Administrative Department Reports

6:47 P.M. – 6:50 P.M. Review of Police Department Administrative Reports

6:50 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) Chief's Forum from 6:00pm to 6:30pm on July 28, 2022
- b) Council Quarterly Work Session from 6:45pm to 7:45pm on July 28, 2022
- c) PRPD Back to School Supply deadline August 5th
- d) American Legion Auxiliary School Supply on August 6, 2022

### **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. June 14, 2022 Regular Scheduled Council Meeting

### **Old Business**

1. Finance Committee Recommendation & Council Vote on RFP 2022-01z: Comprehensive Plan Update

### **New Business**

1. Consideration of Resolution 2022-13: Allocation of ARPA Funds
2. Consideration of November 2022 Council Meeting date change: from November 8 to November 1
3. Consideration of Covid-19 Employee Leave for 2022/2023 fiscal budget
4. Consideration of Annual Renewal of Donation Policy: Request between Council meetings
5. Consideration of Memorandum of Agreement – Department of Juvenile Justice

**Citizen's Comment Time – (email to [skyzer@townofpineridgesc.com](mailto:skyzer@townofpineridgesc.com) by 5pm on 7/11/2022)**

**ADJOURN**

TOWN OF PINE RIDGE  
BUDGET REPORT

FOR THE TWELVE MONTHS ENDING JUNE 30, 2022

Budget	Total Annual Budget	Current Month Actual	Year to Date Actual	Year to Date %
<b>REVENUES</b>				
BUSINESS LICENSE	123,000.00	8,079.29	91,037.70	74.01
FINES AND PENALTIES	89,000.00	10,382.91	21,550.21	24.21
S.C. AID TO SUBDIVISION	50,179.00	0.00	36,397.31	72.53
MASC - COURT FINES	1,000.00	0.00	1,084.14	108.41
MASC - ADMIN FEES	500.00	0.00	100.00	20.00
OFF-DUTY EMPLOYMEN	0.00	0.00	100.00	0.00
DOMINION	132,000.00	138,722.72	138,722.72	105.09
SANITATION	430.00	0.00	334.20	77.72
ZONING	5,000.00	100.00	1,802.00	36.04
SPECTRUM/CHARTER	19,500.00	0.00	15,166.02	77.77
MASC - BL	166,000.00	168,645.27	175,529.81	105.74
BELLSOUTH/DIRECT TV	5,000.00	0.00	3,065.91	61.32
TNC ASSESSMENT	100.00	27.31	76.10	76.10
FUND BALANCE	74,700.00	0.00	0.00	0.00
GRANT INCOME-BPVP	0.00	0.00	1,928.89	0.00
AMERICAN RESCUE PLA	0.00	0.00	291,762.12	0.00
INTEREST INCOME	450.00	164.11	536.43	119.21
FILING FEES	110.00	0.00	110.00	100.00
SRO GRANT	0.00	13,502.20	13,502.20	0.00
SCINRF-REFUND	0.00	0.00	478.01	0.00
MC-BOND ESTREATMEN	4,000.00	0.00	0.00	0.00
SUNDRY	50.00	0.00	86.38	172.76
<b>TOTAL REVENUES</b>	<b>671,019.00</b>	<b>339,623.81</b>	<b>793,370.15</b>	<b>118.23</b>
<b>EXPENSES</b>				
ADM. TRAINING	700.00	0.00	446.00	63.71
OFFICE SUPPLIES/PRINTI	5,500.00	1,021.01	5,341.83	97.12
ADM. TECH SUPPORT	2,500.00	2,553.75	2,653.74	106.15
ZONING TECH SUPPORT	6,000.00	0.00	0.00	0.00
ACCOUNTING	12,000.00	0.00	10,000.00	83.33
LEGAL	6,000.00	92.00	2,236.00	37.27
PAYROLL SERVICES	1,500.00	126.10	1,506.65	100.44
INSURANCE & BONDING	20,000.00	0.00	42,874.87	214.37
BANK CHARGES	150.00	0.52	2.26	1.51
MILEAGE	500.00	85.58	188.72	37.74
POSTAGE	500.00	37.33	500.00	100.00
UTILITIES	16,500.00	1,384.10	13,922.12	84.38
TELEPHONE	7,180.00	937.61	6,124.14	85.29
INTERNET SERVICES	2,200.00	179.97	2,119.64	96.35
ELECTION EXPENSE	1,500.00	0.00	1,684.58	112.31
PUBLIC NOTICES	500.00	0.00	322.98	64.60
DUES	1,450.00	0.00	1,445.36	99.68
BUILDING & MAINTENA	18,500.00	3,714.40	20,192.34	109.15
NPDES PERMITS	8,100.00	20.00	5,424.53	66.97
PINE RIDGE WEB SITE	1,755.00	0.00	1,755.00	100.00
BUILDING PURCH/RENO-	74,700.00	0.00	10,000.00	13.39
EQUIPMENT	500.00	0.00	0.00	0.00
CAPITAL IMPROVEMENT	5,000.00	0.00	0.00	0.00
DONATIONS	6,500.00	0.00	4,044.65	62.23
CHRISTMAS TREE LIGHT	1,550.00	0.00	1,014.94	65.48
MEALS AND MEETING -	500.00	63.60	114.96	22.99
SUNDRY	50.00	0.00	0.00	0.00
REPAIR&MAINT	9,000.00	377.36	11,075.85	123.07
GAS AND OIL	8,500.00	2,744.98	9,016.47	106.08
PD TECH SUPPORT	2,500.00	276.25	1,092.00	43.68
POLICE DEPT.SUPPLIES	1,700.00	167.88	1,503.86	88.46
DUES	300.00	0.00	0.00	0.00
1033 PROGRAM	500.00	0.00	0.00	0.00
EQUIPMENT	500.00	0.00	0.00	0.00

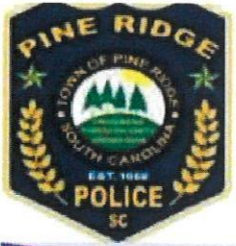
pending year-end audit

TOWN OF PINE RIDGE  
BUDGET REPORT

FOR THE TWELVE MONTHS ENDING JUNE 30, 2022

Budget	Total Annual Budget	Current Month Actual	Year to Date Actual	Year to Date %
VEHICLE INSURANCE	5,000.00	0.00	7,499.24	149.98
UNIFORMS	2,000.00	172.92	1,379.30	68.97
PD EMPLOYMENT CONS	0.00	0.00	12,172.50	0.00
PD EMPLOYMENT EXPEN	0.00	0.00	3,231.00	0.00
COMMUNITY RELATION	500.00	0.00	184.05	36.81
LAWTRAK LICENSE	4,010.00	0.00	3,963.00	98.83
TRAINING & MEALS	1,300.00	0.00	20.46	1.57
SALARIES - JUDGES	7,001.00	0.00	7,055.60	100.78
JURY FEES	252.00	0.00	0.00	0.00
INDIGENT DEFENSE	800.00	0.00	0.00	0.00
COURT SUPPLIES	300.00	13.84	370.85	123.62
DETENTION FEES	100.00	0.00	0.00	0.00
COURT TRAINING	2,235.00	0.00	2,189.61	97.97
COURT ASSESSMENTS	34,000.00	5,165.76	11,480.65	33.77
COURT DEFENSE ATTOR	2,000.00	0.00	1,500.00	75.00
VA - TRAINING	1,300.00	0.00	0.00	0.00
VA - PAYROLL	8,000.00	0.00	2,070.60	25.88
VA - STATE FUND	4,000.00	359.93	871.13	21.78
VA - OTHER EXPENSES	800.00	0.00	208.76	26.10
VA - SOFTWARE	2,500.00	0.00	0.00	0.00
PAYROLL	236,315.24	14,109.42	184,050.80	77.88
TAXES - PAYROLL	21,000.00	(1,512.71)	17,119.65	81.52
PART-TIME CLERICAL	19,000.00	982.65	13,053.80	68.70
PART-TIME POLICE	20,000.00	2,194.50	8,019.50	40.10
OFF-DUTY EMPLOYMEN	0.00	0.00	104.00	0.00
TOWN: COVID-19 LEAVE	0.00	0.00	711.60	0.00
WORKMEN'S COMPENSA	3,000.00	0.00	3,420.00	114.00
EMERGENCY PAID SICK	0.00	0.00	1,576.00	0.00
RETIREMENT-POLICE	23,460.92	3,608.44	16,456.58	70.14
RETIREMENT-ADMIN.	17,500.40	3,412.50	15,142.05	86.52
SRO PROGRAM	0.00	8,289.04	52,439.70	0.00
GROUP LIFE	675.00	133.82	581.99	86.22
HEALTH INSURANCE	29,000.00	8.98	30,622.50	105.59
AMERICAN RESCUE PLA	0.00	21,858.67	173,932.94	0.00
<b>TOTAL EXPENSES</b>	<b>670,884.56</b>	<b>72,580.20</b>	<b>728,031.35</b>	<b>108.52</b>
<b>NET INCOME</b>	<b>\$ 134.44</b>	<b>\$ 267,043.61</b>	<b>\$ 65,338.80</b>	<b>48,600.71</b>

pending year-end audit



Pine Ridge Police  
Department presents  
our annual

# Back to School

## Supply Drive

Bring all items to Pine Ridge Town Hall at  
2757 Fish Hatchery Road by August 5th

Items requested: expo markers,  
lysol wipes, pencils, colored  
pencils, glue sticks, ziplock bags

Helping students and teachers have the items they need for the  
upcoming school year



# American Legion Auxiliary

*A Community of Volunteers Serving Veterans,  
Military, and their Families*

American Legion Auxiliary Congaree Unit 90  
4069 Edmund Highway  
West Columbia, SC 29170

RECEIVED

JUN 23 2022

Town of Pine Ridge

June 20, 2022

Dear Mayor Davis and Town Council Members,

As the President of the American Legion Auxiliary Congaree Unit 90 and a classroom teacher of 29 years, I would like to share information with you about our Congaree and Wood Elementary Tools for Schools Bash that I hope you will be interested in participating in. On Saturday, August 6, 2022, from 10:00 AM until 12:00 PM, we are going to host the event at the South Congaree Arena located at 395 Oak St, West Columbia, SC 29172. This will be for families of elementary-aged children enrolled at Congaree Elementary and Herbert A. Wood Elementary. The purpose of the event is to provide the students with their school supplies before school begins on August 15. The South Congaree-Pine Ridge Branch Library has partnered with us as a drop-off location to collect school supplies throughout the summer.

For the day of our event, I am currently working with Lexington District Two's Family Service Coordinator, Janice Scarbary, to provide families with on-site services and/or information about family services that may be available to them. Organizations and businesses interested in participating in this event may bring a table to set up their displays and materials. For example, the library will be setting up a display about their programs and signing families up for library cards. We would love for Pine Ridge's Town Council to be represented at our Congaree and Wood Elementary Tools for Schools event!

If you can attend or have questions, please contact me. I look forward to hearing from you.

All the best,

Dr. Tamela D. Jett

ALA Congaree Unit 90 President  
803-315-8468 (cell)  
tdjett@gmail.com

# TOWN OF PINE RIDGE

## Town Council Minutes

### Regular Scheduled Work Session

### June 14, 2022

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

Council Member(s) absent: Councilwoman Sturkie  
Mayor Davis announced that Councilwoman Sturkie was not working due to working at the voting poles. He thanked her for her service there.

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

#### **6:45 P.M. – Town Council Work Session**

Mayor Davis opened the work session at 6:45 P.M.

#### **6:45 P.M. Review of Administrative Department Reports**

Mayor Davis asked Council if there were any questions regarding the Administrative Department Reports and there were none.

#### **6:46 P.M. – 6:47 P.M. Review of Police Department Administrative Reports**

Chief Neeley stated that over the past three days there were 10 calls for service where reports were written. There were 209 citations executed and 31 community contacts and 1 arrest was made.

He mentioned that the new Police Department website was up and running and mentioned the extensive work by the Clerk of Court to make that happen.

Equipment quotes came in for some outdated equipment that we are looking to replace over the next couple of months; tasers, body cameras/only 4 working. The department is looking to replace 2 Digital Ally in car cameras in cars that they will be keeping. Once the new vehicles arrive, around October, those will have new cameras.

# TOWN OF PINE RIDGE

## Town Council Minutes

### Regular Scheduled Work Session

### June 14, 2022

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There is still one full time vacancy, 1 part time vacancy, and 1 part time victim advocate position. There are applications for these positions.

Chief Neeley asked if there were any questions from Council at this time? There were none.

Mayor Davis thanked Chief Neeley for his vigilance and that he had received comments from citizens regarding the visibility of his officers in the community.

#### **6:48 P.M. Council Standing Committee Reports**

- a) Finance Committee – Chair Davis & Member Dinkins -Nothing
- b) Property & Recreation Committee – Chair Sturkie & Member Simms – Nothing
- c) Employee Grievance Committee – Chair Dinkins & Members Lewie & Sturkie – Nothing

#### **6:49 P.M. Information Council Discussion**

- a) Chief's Forum from 6:00pm to 6:30pm n July 28, 2022
- b) Council Quarterly Work Session from 6:45pm to 7:45pm on July 28, 2022
- c) Midland baseball & softball – received 2 plaques from baseball

Mayor Davis asked Council if there was anything further. With nothing more, Mayor Davis closed the Work Session at approximately 6:50 P.M.

# TOWN OF PINE RIDGE

## Town Council Minutes

### Regular Scheduled Council Meeting

### June 14, 2022

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6:50 P.M. Town Council Meeting

1. Call to Order

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

Absent: Councilwoman Sturkie. Mayor Davis informed Council that Councilwoman Sturkie was absent due to volunteering to work at the voting poles.

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

2. Invocation

Councilman Dinkins led those assembled in prayer.

3. Pledge of Allegiance

Mayor Davis led the Pledge of Allegiance

4. Freedom of Information Act Compliance

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

Approval of Minutes

1. June 14, 2022 Regular Scheduled Council Meeting

Councilman Dinkins made the motion to approve the June 14, 2022 Town Council Minutes as submitted. Councilwoman Lewie seconded the motion, which was unanimously approved.



# TOWN OF PINE RIDGE

## Town Council Minutes

### Regular Scheduled Council Meeting

### June 14, 2022

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#### Old Business

1. Consideration of Ordinance 2022-07: Proposed adoption of 2022/2023 Budget  
\*\*Second Reading

Mayor Pro-Tem Simms made a motion to approve Ordinance 2022-07: Proposed adoption of 2022/2023 Budget. Councilman Dinkins seconded the motion, which was unanimously approved.

2. Town Clean-up Day

Councilwoman Lewie thanked everyone who came out to help with the Town Clean-up Day. She acknowledged, "Keep the Midlands Beautiful" and "Palmetto Pride", as well as the Council members and Ms. Susan for their assistance.

They spent three hours and picked up 27 bags of trash and several large items. There were several people that stopped to thank the workers for their hard work.

Councilwoman Lewie stated that she hoped that the next Clean-up Day will be just as successful.

Mayor Davis stated that he was sure it was just an over sight, but he wanted to acknowledge the hard work of Councilwoman Lewie's husband that came out and helped so much. He took all of the bags and trash to the dump.

#### New Business

1. Finance Committee Donation update: MDYB All-Stars

Mayor Davis stated that the Finance Committee has been given the authority by Council to approve donation requests that occur between meetings, particularly those that are time sensitive. The Finance committee approved the \$300.00 donation to support the Midlands players selected for All Stars.

# TOWN OF PINE RIDGE

## Town Council Minutes

### Regular Scheduled Council Meeting

### June 14, 2022

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#### 2. Finance Committee Recommendation & Council Vote on RFP 2022-01z: Comprehensive Plan Update

Mayor Davis stated that the town is required to update its Comprehensive Plan with regularity and the last time it was updated was in 2011. It cost the town about \$15,000.00. The bid we received was for \$35,000.00. It is the recommendation of the Finance Committee and our Purchasing Agent, that we rebid it.

Councilwoman Lewie made the motion that we rebid RFP 2022-01z. Councilman Dinkins seconded the motion, which was unanimously approved.

#### 3. Finance Committee Recommendation & Council Vote on RFP 2022-02s: Digital Message Sign Board

Mayor Davis stated that at the last Council Meeting we voted to seek bids on a Digital Sign to replace our current sign out front. The Digital Sign would enable us to more effectively communicate information to the public. What the town has now is limited, based on the space that you see. With the new sign we would be able to announce any defense, any emergencies or anything related to public information. We received a total of four bids ranging \$36,592.00 to \$41,478.00. The low bid of \$36,592.67 came from RSH Sign Group. They were extremely responsive to answering questions and following back up with our Purchasing Agent with questions she had.

It is the recommendation of the Finance Committee that we utilize RSH Sign Group for the construction of our digital sign and that the cost of the sign and all related expenses be paid for with the ARPA funds.

Mayor Pro-Tem Simms made a motion to use RSH Sign Group for the Construction of the digital sign and that the cost of the sign and all related expensed be paid for with the ARPA funds. Councilman Dinkins seconded the motion, which was unanimously approved.

# TOWN OF PINE RIDGE

## Town Council Minutes

### Regular Scheduled Council Meeting

### June 14, 2022

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#### 4. Property & Recreation Committee Recommendation & Council vote on RFP 2022-031: Landscaping for 2022

The most recent landscaping company ran into some difficulties and we had to secure the services of another company to finish out the year. It is time to rebid the Landscaping for 2022.

Mayor Pro-Tem Simms stated that the town received three bids for RFP 2022-031: Landscaping for 2022. P&R's recommendation would be to accept the bid from Simple Cuts. Not only because they had the lowest bid but they are a local company. Their bid was for \$6,850.00 plus optional(s) of \$200.00 for a total of \$7,050.00

Councilman Dinkins made the motion to use Simple Cuts for RFP 2022-031: Landscaping for 2022. Councilwoman Lewie seconded the motion, which was approved unanimously.

#### 5. School Resource Officer (SRO) job description

Chief Neeley stated that he and the Town Administrator, Mrs. Miller, came together and created the (SRO) job description, which is in the Council packets.

Councilwoman Lewie made a motion to accept the (SRO) job description as submitted. Councilman Dinkins seconded the motion, which was unanimously approved.

#### 6. Consideration of Resolution 2022-12: Allocation of ARPA Funds

Mayor Davis advised Council that any funds spent through this grant would be done by Resolution. Resolution 2022-11, was expense request 1 and this resolution follows that up.

Payroll taxes for the Premium pay were inadvertently left out of the total provided in Resolution 2022-11.

# TOWN OF PINE RIDGE

## Town Council Minutes

### Regular Scheduled Council Meeting

### June 14, 2022

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Former Chief Williams was given his service weapon for his retirement from the department after one year. This will replace that weapon.

Councilwoman Lewie made a motion to approve Resolution 2022-12: Allocation of ARPA Funds. Councilman Dinkins seconded the motion which was unanimously approved.

Councilman Dinkins asked if the Digital Sign would be one of the items that would be paid for with these funds.

Mayor Davis answered, yes, and stated that anytime we use these funds for expenditures, there should be a very clear paper trail and that we are good stewards of these funds.

#### 7. Adjourn to Executive Session

- a) Personnel matters: Discussion of employment, appointment, compensation, promotion, demotion, discipline, or release of an employee, or a public body or the appointment of a person to a public body. 30-4-71 (s) (1)

Councilman Dinkins made a motion that Council adjourn to executive session where they will discuss personnel matters covered under State law 30-4-70 (a)(1), which allows for the discussion of employment, appointment, compensation, promotion, demotion, discipline, or release of an employee, or a person regulated by a public body or the appointment of a person to a public body. Councilwoman Lewie seconded the motion, which was unanimously approved.

Mayor Davis stated that Council was now adjourned to executive session.

# TOWN OF PINE RIDGE

## Town Council Minutes

### Regular Scheduled Council Meeting

### June 14, 2022

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#### 8. Reconvene to Regular Session

Mayor Davis stated that the Chair would entertain a motion to reconvene to regular session.

Councilwoman Lewie made the motion to reconvene to regular session. Councilman Dinkins seconded the motion, which was unanimously approved.

Mayor Davis stated that for the record, there were no votes taken during the executive session.

#### 9. Possible Actions by Council in follow up to Executive Session

Councilman Dinkins made a motion that Council adopt a new salary range for Pine Ridge Town employees. Mayor Pro-Tem Simms seconded the motion, which was unanimously approved.

#### Citizen's Comment Time

Mayor Davis asked the Municipal Clerk, Mrs. Kyzer, if there were any emailed comments. There were none.

**TOWN OF PINE RIDGE**  
**Town Council Minutes**  
**Regular Scheduled Council Meeting**  
**June 14, 2022**

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**Adjourn**

With no further business to discuss, Councilman Dinkins made a motion to adjourn, which was seconded by Councilwoman Lewie. With Council's unanimous approval, Mayor Davis adjourned the meeting at 7:32 P.M.

Respectfully Submitted,

\_\_\_\_\_  
Susan C. Kyzer, Municipal Clerk

APPROVED:

\_\_\_\_\_  
Daniel D. Davis, Mayor

Date: \_\_\_\_\_

**A RESOLUTION AUTHORIZING ALLOCATIONS FOR FUNDING WITH THE CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS THROUGH THE AMERICAN RESCUE PLAN ACT.**

**WHEREAS**, the American Rescue Plan Act of 2021 (ARPA) appropriated funding to States for distribution to non-entitlement units of local government (NEUs); and

**WHEREAS**, the Town of Pine Ridge is a NEU as defined by ARPA; and

**WHEREAS**, Fund 123, American Rescue Plan Fund, was established for receipt of the Town's allocation as well as expenditures, as appropriated by Town Council in accordance with guidance adopted by the U.S. Department of Treasury; and

**WHEREAS**, the Town received the first tranche of funding totaling \$291,762.12 in November 2021, with the second tranche of \$291,762.12 expected in the fall of 2022; and

**WHEREAS**, Town Council adopted Resolution 2022-08, obligating State and Local Fiscal Recovery Funds (SLFRF) funds for use under revenue loss replacement; and

**WHEREAS**, expenditure of SLFRF funds is required to be approved by Town Council via resolution; and

**WHEREAS**, on May 17, 2022, Council approved Resolution 2022-11, for the expenditure of \$160,599.95 in SLFRF funds; and

**WHEREAS**, on June 14, 2022, Council approved Resolution 2022-12, for the expenditure of \$3,562.33 in SLFRF funds; and

**WHEREAS**, on June 14, 2022, Council approved RFP 2022-02s for \$36,592.67 in SLFRF funds; and

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council hereby designates the following allocations and amount of funding for the Town through the American Rescue Plan Act proceeds:

1. Digital Message Board Informational Sign (RFP2022-02s)	\$ 36,592.67
Total of ARPA expenditure request 3	\$ 36,592.67
Balance of non-allocated ARPA Funds	\$382,769.29

**DONE, RATIFIED AND ADOPTED BY THE MAYOR AND COUNCIL OF THE TOWN OF PINE RIDGE, SOUTH CAROLINA, ON THIS 12<sup>TH</sup> DAY OF JULY, 2022.**

\_\_\_\_\_  
Mayor Daniel D. Davis

\_\_\_\_\_  
Councilmember Floyd W. Dinkins III

\_\_\_\_\_  
Mayor Pro-Tem Scott N. Simms

\_\_\_\_\_  
Councilmember Elizabeth S. Sturkie

\_\_\_\_\_  
Councilmember Melissa A. Lewie