

# Town of Pine Ridge

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## August 14, 2018 TOWN COUNCIL MEETING AGENDA

### Town Council Work Session

- 6:30 P.M. – 6:45 P.M. Public Hearing: Ordinance 2018-05 Business License Amendment
- 6:45 P.M. – 6:50 P.M. Review of Administrative Department Report
- 6:50 P.M. – 6:55 P.M. Review of Police Department Report
- 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. July 10, 2018 Regular Scheduled Meeting

#### **Old Business**

1. Town 60<sup>th</sup> Anniversary update
2. Estates at Indigo Bond Estimate to repair infrastructure
3. Indigo Place Bond Estimate to repair infrastructure
4. Courtyards at Rockford Place Bond Estimate to repair infrastructure
5. Town Signs located at Fish Hatchery Road & Pine Ridge Drive
6. Town Hall/PD upfit:
  - a) Parking area in front of Town Complex
  - b) Parking area in front of Camp Moore/Styx

#### **New Business**

1. Midland Girls Softball Fall Sponsorship (donation)
2. Midland Boys Dixie Youth Baseball Fall Sponsorship (donation)
3. Ordinance 2018-05: Amend Business License Ordinance \*1<sup>st</sup> reading
4. Resolution 2018-06: Master Fee Schedule for 2018/2019
5. Pine Ridge-South Congaree Senior Center: Moving for Meals (donation)
6. Donation Policy: Request between Council meetings renewal
7. Resolution 2018-07: Waive BL for 60<sup>th</sup> Anniversary Celebration
8. PD computer replacement (IT)
9. RFP18-02: Solid Waste & Recycling Services
10. Adjourn to Executive Session: Discussion of personnel matters (SC Law 30-4-70 (a)(1))
11. Reconvene to Regular Session
12. Possible Actions by Council in follow up to Executive Session

#### **Citizen's Comment Time**

#### **ADJOURN**

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Council present: Mayor Wells, Mayor Pro-tem Davis, Councilman Dinkins,  
Councilman Simms and Councilwoman Sturkie

Staff present: Town Administrator Viki Miller, Chief Scott and Lieutenant  
Starkey

**6:31 P.M. – 6:33 P.M. Public Hearing: Ordinance 2018-05 Business License  
Amendment**

Mayor Wells read aloud the title to Ordinance 2018-05 as required per Town Code § 1-406(d). The Public Hearing notice was published in the Chronicle on 8/9/2018, emailed to residents and posted on Facebook. Mayor Wells asked for anyone in opposition to speak: none did. Mayor Wells asked for anyone in support to speak: none did. Mayor Wells closed the public hearing for Ordinance 2018-05.

**6:33 P.M. – 6:36 P.M. Review of Administrative Department Report**

Written Administrative Department reports were included in the Council packets. Mrs. Miller stated that the 2018 LUCA Census reports were completed and advised Council of changes in the report numbers since the previous report was submitted in 2008.

**6:36 P.M. – 6:40 P.M. Review of Police Department Report**

Written Administrative Police Department reports were included in the Council packets. Chief Scott went over the following with Council: July stats, follow up on calls Lexington County took, Code Violations, Media interview with Lexington Ledger & WISTV and the Canvas Event for Kids. Chief Scott commended Councilwoman Sturkie for her help in making National Night (NNO) Out such a huge success. Council discussed the NNO event.

**6:40 P.M. - 6:46 P.M. Informational Council Discussion**

Council discussed the following:

- Mayor Wells stated that he attended a meeting that was hosted by Pine Ridge Middle School for Senator Scott. Mayor Wells read aloud a thank you note from the Mayor of Batesburg-Leesville. Senator Scott wanted to touch base with Lexington County Mayors and see if he could offer any support on issues at the federal level. Mayor Wells assisted Senator Scott as the moderator of the meeting.
- Mayor Wells stated that the new website is scheduled to be running by the end of the month.
- MDYB President Steven Knight thanked Council and the Citizens of Pine Ridge for supporting the program. Mr. Knight specifically thanked Chief Scott, Ms. Burns, Mrs. Miller and Councilwoman Sturkie for various reasons. Mr. Knight stated that MDYB holds the title in the area for most World Championships at six. Mr. Knight also thanked his coaches in attendance, Mr. Michael Tyler and Mr. Charlie Broxton.

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- Mayor Pro-tem Davis updated Council on the Police Department Strategy Plan that he worked with Chief Scott on.

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

APPROVED 9/18/2018

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TOWN COUNCIL MEETING – 6:46 P.M.

**CALL TO ORDER**

Mayor Wells called the Town Council meeting to order at 6:46 P.M. with Mayor Pro-tem Davis, Councilman Dinkins, Councilman Simms and Councilwoman Sturkie present.

Staff present: Town Administrator Viki Miller and Chief Scott

**INVOCATION**

Mayor Pro-tem Davis led those assembled in prayer.

**Freedom of Information Act Compliance** – Public notification of this meeting has been published, posted, and mailed in compliance with the Freedom of Information Act.

**APPROVAL OF MINUTES**

1. July 10, 2018 Regular Scheduled Meeting

Mayor Pro-tem Davis made a motion to approve the minutes of July 10, 2018 as submitted. Councilwoman Sturkie seconded the motion, which was unanimously approved by all members of Town Council who were present.

**OLD BUSINESS**

1. Town 60<sup>th</sup> Anniversary update

Anniversary Committee Chairman Dinkins updated Council on the following: next Committee meeting is Thursday, August 16<sup>th</sup>, small sponsorship received from Nephron and payments from vendors, hoping to have a sponsor for the stage at about \$700.00. Chairman Dinkins added they were still looking for a band and would now be meeting twice a month since it is getting closer to the event.

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2. Estates at Indigo Bond Estimate to repair infrastructure

Mayor Wells stated that the County has cleaned the boxes and plans to have Oakhill Road paved by late summer. Mayor Wells added that until Oakhill Road is paved, we are unable to proceed any further with the County.

3. Indigo Place Bond Estimate to repair infrastructure

This item is included in the discussion under Item#2.

4. Courtyards at Rockford Place Bond Estimate to repair infrastructure

Mayor Wells stated that we do not have any updates.

5. Town Signs located at Fish Hatchery Road & Pine Ridge Drive

Mayor Wells stated that he met with AAA Sign Company to get a price on the repair and added that the metal lettering would be difficult to take off and put back on without messing it up. Mayor Wells stated he will continue to work on this project.

6. Town Hall/PD upfit:

- a) Parking area in front of Town Complex
- b) Parking area in front of Camp Moore/Styx

Mayor Wells stated that he would like to lump both projects into one as they both need to be addressed at the same time. Mayor Wells went over the quotes received with Council.

Councilman Dinkins made a motion to approve the quote from Seal-Maxx, Inc. for \$2,705.00 and Jackson Construction for \$2,500.00, as submitted. Councilman Simms seconded the motion, which was unanimously approved by all members of Town Council who were present.

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**NEW BUSINESS**

1. Midland Girls Softball Fall Sponsorship (donation)

Mayor Wells stated that Council has allocated \$350.00 for the Midland Girls Softball Fall program in the approved 2018/2019 budget.

Councilwoman Sturkie made a motion to send this item to the Finance Committee for final approval. Councilman Dinkins seconded the motion, which was unanimously approved by all members of Town Council who were present.

2. Midland Boys Dixie Youth Baseball Fall Sponsorship (donation)

Mayor Wells stated that Council has allocated \$350.00 for the Midland Boys Dixie Youth Fall program in the approved 2018/2019 budget.

Councilwoman Sturkie made a motion to send this item to the Finance Committee for final approval. Councilman Dinkins seconded the motion, which was unanimously approved by all members of Town Council who were present.

3. Ordinance 2018-05: Amend Business License Ordinance \*1<sup>st</sup> reading

Mayor Wells read aloud the title to Ordinance 2018-05 as required per Town Code § 1-406(d). Mayor Wells asked Mrs. Miller to advise Council as to why the update was needed. Mrs. Miller stated that the Municipal Association had recently updated their model ordinance in which most Municipalities use since the ordinance has already been through their attorney and contains the most up to day language required by law.

Councilman Dinkins made a motion to approve the first reading of Ordinance 2018-05, as submitted. Councilman Simms seconded the motion, which was unanimously approved by all members of Town Council who were present.

4. Resolution 2018-06: Master Fee Schedule for 2018/2019

Mayor Wells stated that we began the Master Fee Schedule in 2016 to document one place that contains all fees charged by the Pine Ridge Town Hall and Police Department. The Master Fee Schedule is based on a fiscal year and requires an annual approval from Council.

Councilman Simms made a motion to approve Resolution 2018-06, as submitted. Councilwoman Sturkie seconded the motion, which was unanimously approved by all members of Town Council who were present.

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5. Pine Ridge-South Congaree Senior Center: Moving for Meals (donation)

Mayor Wells stated that Council has allocated \$500.00 for the Pine Ridge-South Congaree Senior Center Moving for Meals in the approved 2018/2019 budget.

Councilman Dinkins made a motion to send this item to the Finance Committee for final approval. Councilwoman Sturkie seconded the motion, which was unanimously approved by all members of Town Council who were present.

6. Donation Policy: Request between Council meetings renewal

Mayor Wells stated that this is the annual renewal of the Finance Committee's authority to approve donation requests between Council meetings.

Councilwoman Sturkie made a motion to approve the authority for the Finance Committee to approve donation requests between Council meetings. Councilman Simms seconded the motion, which was unanimously approved by all members of Town Council who were present.

7. Resolution 2018-07: Waive BL for 60<sup>th</sup> Anniversary Celebration

Mayor Wells stated that Resolution 2018-07 was prepared to waive the normal business license fees for the 60<sup>th</sup> Anniversary Celebration.

Councilwoman Sturkie made a motion to approve Resolution 2018-07 as submitted. Councilman Dinkins seconded the motion, which opened the item for discussion.

Councilman Dinkins wanted clarification regarding the golf cart portion of the Resolution.

Mayor Wells called for a vote. All Town Council members present voted unanimously in favor of approving Resolution 2018-07, as submitted.

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8. PD computer replacement (IT)

Mayor Wells stated that the Police Department needs a new computer or refurbishment of the current one which has already had additional memory installed last year. Mayor Wells stated this item falls within Ordinance 4-504(10), which does not require competitive bidding. Mayor Wells added that because of FBI/SLED requirements, we have a limited supply of available agencies that are qualified to work in the Police Department and on their equipment. The only known other qualified vendor provided a quote that was well out the price range as they required a monthly service contract for the installation.

Councilwoman Sturkie made a motion to approve the quote from TeamLogicIT in the amount of \$1,435.50. Councilman Dinkins seconded the motion, which was unanimously approved by all members of Town Council who were present.

9. RFP18-02: Solid Waste & Recycling Services

Mayor Wells stated that we are at the end of our five-year contract with Advanced Disposal. Advanced Disposal sent the Town a letter notifying us that they will be unable to provide service at our current rate after 10/31/2018. RFP18-02 was created, advertised in the Chronicle and SCBOS. The deadline for submission will be 8/31/2018, in which Council will decide at the September meeting regarding the submitted proposals.

10. Adjourn to Executive Session: Discussion of personnel matters (SC Law 30-4-70 (a)(1))

Councilman Dinkins made a motion that Council go into executive session to discuss personnel matters, which is allowed by SC Code of Laws, Section 30-4-70 (a)(1). Councilwoman Sturkie seconded the motion, which was unanimously approved by all members of Town Council who were present.

11. Reconvene to Regular Session

Mayor Pro-tem Davis made a motion to reconvene to the regular meeting. Councilwoman Sturkie seconded the motion, which was unanimously approved by all members of Town Council.

Mayor Wells stated that no vote was taken in Executive Session other than to adjourn and resume the Regular meeting.

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12. Possible Actions by Council in follow up to Executive Session
- 1) Town Administrator Salary - Councilman Simms made a motion to allow the Finance Committee to make the necessary payroll adjustments for the Town Administrator as she exceeded her annual performance review. Councilwoman Sturkie seconded the motion, which was unanimously approved by all members of Town Council.
  - 2) Community Relations – Mayor Pro-tem Davis made a motion to create a line item in the budget for “Community Relations”, in the amount of \$500.00. Councilman Simms seconded the motion, which was unanimously approved by all members of Town Council.

**Citizen’s Comment Time**

No one in attendance chose to speak.

**ADJOURN**

With no further business to discuss, Councilwoman Sturkie moved to adjourn, with a second by Councilman Simms. With the Council’s unanimous approval, Mayor Wells adjourned the meeting at 8:02 P.M.

Respectfully submitted,

APPROVED:

Viki M. Miller, Town Administrator

\_\_\_\_\_  
Robert M. Wells, Jr., Mayor

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