

# Town of Pine Ridge

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## December 11, 2018 TOWN COUNCIL MEETING AGENDA

### Town Council Work Session

- 6:30 P.M. – 6:35 P.M. 2017-2018 Audit Presentation by Mr. Chip Summers of Brodie, Summers, & Wilkes, LLP
- 6:35 P.M. – 6:40 P.M. Oath of Office for Interim-Chief Neeley
- 6:40 P.M. – 6:45 P.M. Introduction & Oath of Office for Lieutenant Silano
- 6:45 P.M. – 6:47 P.M. Review of Administrative Department Report
- 6:47 P.M. – 6:50 P.M. Review of Police Department Administrative Report
- 6:50 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. November 13, 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 Hall/PD upfit:
  - a) Council/Court Chamber Elevated Platform
6. Ordinance 2018-11: Amending Franchise Agreement with SCE&G – 2<sup>nd</sup> Reading
7. Ordinance 2018-12: Amending Franchise Agreement with MCEC – 2<sup>nd</sup> Reading
8. Ordinance 2018-13: Map Amendment for TMS#007833-01-009 – 2<sup>nd</sup> Reading

#### **New Business**

1. 2017-2018 Audit report - Council vote
2. RFP18-03 Cleaning of the Municipal Complex for 2019 P&RC Recommendation & Council vote
3. RFP18-04 Public Defender Services for 2019 PSC Recommendation & Council vote
4. RFP18-05 Landscape Maintenance for 2019 P&RC Recommendation & Council vote
5. RFP18-06 HVAC Maintenance Service & Repairs for 2019 P&RC Recommendation & Council vote
6. Proposed Clerk position

#### **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, Mrs. Viki Miller, Interim Chief Neeley, Lieutenant  
Silano, Victims Advocate Mrs. Frances Shealy and Clerk of Court, Ms. Brittany  
Burns.

**6:30 P.M. – 6:41 P.M. 2017-2018 Audit Presentation by Mr. Chip Summers of Brodie,  
Summers, & Wilkes, LLP**

Mr. Chip Summers presented Council with the final Audit for 2017-2018. Mr. Summers advised Council that the Town received the highest rating available for the fiscal year 2017-2018. Mr. Summers went over several pages with Council stating that although the town's net position is down, it is due to the purchase of the building and renovation costs in which both are considered an asset.

**6:41 P.M. – 6:42 P.M. Oath of Office for Interim-Chief Neeley**

Mayor Wells administered the Oath of Office to Interim-Chief Frankie Neeley with the assistance of the Interim-Chief Neeley's wife, Stacie.

**6:42 P.M. – 6:43 P.M. Introduction & Oath of Office for Lieutenant Silano**

Interim-Chief Neeley welcomed and introduced Lieutenant Vincent Silano to those in attendance. Interim-Chief Neeley administered the Oath of Office to Lieutenant Silano with the assistance of the Lieutenant's wife, Macey.

**6:43 P.M. – 6:44 P.M. Review of Administrative Department Report**

Written Administrative Department reports were included in the Council packets.

**6:44 P.M. – 6:46 P.M. Review of Police Department Administrative Report**

Interim-Chief Neeley updated Council on the November statistics:

21 calls for service

10 reports written

18 uniform traffic tickets

7 warning tickets

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Interim-Chief Neeley made the following statement to Council:

I wanted to advise Council of some information that I found out during the course of looking into some situations that we had with a recent article that was written in the Lexington Ledger by a former employee.

Some of the things I wanted to ensure that Council was aware of was some of the allegations that were made as far as unsecured evidence, unsecured NCIC files, and unsecured video evidence to traffic stops and body camera evidence and so on and so forth.

The article mentioned unsecured evidence in the evidence room. We have a room where we keep evidence. We have a secured locked wall locker with evidence for pending court cases. The article made it appear that the evidence was unsecured or it could be made in the possession of the Police Commissioner or anybody that was in that room. At no time was any evidence or any pending court cases or any cases we have coming up through general sessions ever in questions or ever comprised. The only thing that was in that room was a box of property from formers cases that had already been adjudicated that a prior Chief was going to make a static display from. As I said, those items were from cases that had already been adjudicated and disposed of.

As far as NCIC files, our NCIC files are located in the police department and they are under lock and key. The only person that has access to those files are myself and Lieutenant Silano.

Same thing with video evidence. The video evidence is on a grant computer that is protected by a user name and password. No one in front of me and no one behind me has any more access to those files than any citizen that comes in and talked to me in my office.

The files are locked twenty-four-seven, unless I am in the files, updating the files for my NICIC validations or Lieutenant Silano is in the files to update NCIC validations and so on and so forth.

I am the Administrator for video evidence. I am the only one that can issue passwords and nobody has access except myself and Lieutenant Silano who uses that computer to download video evidence from in-car cameras and our body cameras that we have at our department.

Pending any questions from Council, that is my statement.

No member of Council had any questions or comments.

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**6:46 P.M. - 6:52 P.M. Informational Council Discussion**

- A Kindness box has been donated by Midlands Blessing Box Project and is in the process of being built. The Kindness Box is where someone can donate or pick up non-perishable food at any time, no questions asked.
- Annual Senior Luncheon will be held at the Pine Ridge-South Congaree Senior Center on December 14<sup>th</sup> @11:30am.
- A drop in will be held with Mr. & Mrs. Claus on Thursday, December 20<sup>th</sup> from 3-5pm. Kids will be out of school.
- Jesus is His Name at the South Congaree Arena on December 14<sup>th</sup> through December 16<sup>th</sup>.
- Possible community internet exchange site. The parking lot area is video monitored and will increase the safety of the buyers and sellers.

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

APPROVED 1/8/2019

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TOWN COUNCIL MEETING – 6:52 P.M.

**CALL TO ORDER**

Mayor Wells called the Town Council meeting to order at 6:52 P.M. with Mayor Pro-tem Davis, Councilman Dinkins, Councilman Simms and Councilwoman Sturkie present.

Staff present:           Town Administrator, Mrs. Viki Miller, Interim Chief Neeley and Clerk of Court, Ms. Brittany Burns.

**INVOCATION**

Councilman Dinkins led those assembled in prayer.

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

**APPROVAL OF MINUTES**

1.     November 13, 2018 Regular Scheduled Meeting

Mayor Pro-tem Davis made a motion to approve the minutes of November 13, 2018, as submitted. Councilman Dinkins 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 stated that the final report has been completed and submitted to receive the Lexington County Grant in the amount of \$2,500.00 for year 2018/19.

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2. Estates at Indigo Bond Estimate to repair infrastructure

Mayor Wells stated that there were no updates at this time.

3. Indigo Place Bond Estimate to repair infrastructure

Mayor Wells stated that there were no updates at this time.

4. Courtyards at Rockford Place Bond Estimate to repair infrastructure

Mayor Wells stated that this item is ongoing and is being handled by the Town Attorney.

5. Town Hall/PD Upfit

- A) Council/Court Chamber Elevated Platform

Mayor Wells stated he has contacted a couple contractors and will continue to work on it.

6. Ordinance 2018-11: Amending Franchise Agreement with SCE&G - 2<sup>nd</sup> Reading

Mayor Wells stated the public hearing and first reading for Ordinance 2018-11 was held November 13, 2018. Mayor Wells added that the Town Attorney has asked Council to hold off approving the second reading of this ordinance until he is able to do some further research.

Councilman Dinkins made a motion to table Ordinance 2018-11, for second reading. Councilman Simms seconded the motion, which was unanimously approved by all members of Town Council who were present.

7. Ordinance 2018-12: Amending Franchise Agreement with MCEC - 2<sup>nd</sup> Reading

Mayor Wells stated the public hearing and first reading for Ordinance 2018-12 was held November 13, 2018. Mayor Wells added that the Town Attorney has asked Council to hold off approving the second reading of this ordinance until he is able to do some further research.

Councilwoman Sturkie made a motion to table Ordinance 2018-12, for second reading. Councilman Dinkins seconded the motion, which was unanimously approved by all members of Town Council who were present.

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8. Ordinance 2018-13: Map Amendment for TMS#007833-01-009 - 2<sup>nd</sup> Reading

Mayor Wells stated the public hearing and first reading for Ordinance 2018-13 was held November 13, 2018.

Councilman Simms made a motion to approve Ordinance 2018-13, as submitted. Councilman Dinkins seconded the motion, which opened the item up for discussion. Councilwoman Sturkie asked if this was to approve the rezoning of the Dollar General property. Town Administrator, Mrs. Miller stated that this was the second reading to rezone the property from C-1-Commercial (PD) to MU-Mixed Use and once the property owners are ready to begin their project, it will come back before the Planning Commission and Town Council. Councilman Simms stated that his motion was just to rezone the property and not to move forward with the development. Mayor Wells stated this is a second reading on the rezoning. Mayor Wells asked if there was any more discussion. Councilwoman Sturkie stated that she did not think Council needed to approve the rezoning until Council received more feedback from the Citizens. Mayor Pro-tem Davis stated that this is just to approve the rezoning and does not mean any development will occur. Mayor Pro-tem Davis stated that a presentation was given at the November Council meeting during the public hearing in which it was agreed that there would be restrictions that Council and several Citizens wanted. Mayor Pro-tem Davis stated that before any ground breaking would take place, they would still have to go through an approval process and the approval of the rezoning would not mean that a proposed development is a done deal. Councilwoman Sturkie said she thinks it makes things easier and Council needs to hear from the Citizens before they make a decision. Mayor Pro-tem Davis stated the Citizens will have another opportunity to be heard at the next step in the process. Mayor Wells added that per the Zoning Ordinance 521(l), the Planning Commission was required to initiate the rezoning of this property since no development has occurred within the required timeline. The Planning Commission Agenda for August 28, 2018, was mailed to all residents that have adjoining property, emailed and posted on Facebook. The Planning Commission recommended that the property be rezoned to Mixed Use (MU). The Planning Commission recommendation and the Public Hearing notification for the November 13, 2018, was mailed to all residents that have adjoining property. The public hearing notice was placed in the Chronicle on October 25, 2018, emailed to residents, posted on Facebook and two signs were placed on Pine Ridge Drive and Courtney Drive. Councilman Simms stated that there will be another opportunity for the public to speak prior to any development and this is only for approval of rezoning the property and no ground breaking will occur at this point. Mayor Pro-tem Davis stated that if the Developer does not meet all the criteria that Council set forth, then the project will not be approved. An unidentified citizen asked what the rezoning changes. Mrs. Miller stated that the C-1 zoning district is less restrictive than the Mixed-Use zoning district and includes residential use, which will create a buffer between the front of the property and the existing residential on Courtney Drive.

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Mayor Wells called for a vote. Mayor Wells, Mayor Pro-tem Davis, Councilman Dinkins and Councilman Simms voted in favor of approving the second reading of Ordinance 2018-13. Councilwoman Sturkie opposed the approval of the second reading of Ordinance 2018-13.

**NEW BUSINESS**

1. 2017-2018 Audit Report – Council Vote

This item was presented by the Auditor during the work session portion of the meeting.

Councilwoman Sturkie made a motion to approve the 2017-2018 Audit as submitted by Brodie, Summers & Wilkes, LLP. Councilman Simms seconded the motion, which was unanimously approved.

2. RFP18-03 Cleaning of the Municipal Complex for 2019 P&RC Recommendation & Council vote

Committee Member Sturkie stated that the Property & Recreation Committee recommends Jani-King for the cleaning of the municipal complex in the amount of \$330.00 per month.

Mayor Wells called for a vote on the Property & Recreation Committee recommendation. The bid award also includes an option to renew for a period of one year.

Mayor Pro-tem Davis made a motion to approve Jani-King for the cleaning of the Municipal Complex for 2019, in the amount of \$330.00. Councilman Dinkins seconded the motion, which was unanimously approved.

3. RFP18-04 Public Defender Services for 2019 PSC Recommendation & Council vote

Public Safety Police Commissioner Wells stated that the Public Safety Committee recommends Attorney Michael Pinilla for the indigent defense in the amount of \$400.00 per case for the calendar year 2019.

Mayor Wells called for a vote on the Public Safety Committee. The bid award also includes an option to renew for a period of one year.

Councilman Simms made a motion to approve Attorney Michael Pinilla for Indigent Defense Attorney for 2019, in the amount of \$400.00 per case. Councilman Dinkins seconded the motion, which was unanimously approved.

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4. RFP18-05 Landscape Maintenance for 2019 P&RC Recommendation & Council vote

Committee Member Sturkie stated that the Property & Recreation Committee recommends that Carolina Quality Landscaping is awarded the landscaping maintenance for April-October 2019 and January 2020, for the total amount of \$5,970.00.

Mayor Wells called for a vote on the Property & Recreation Committee's recommendation.

Councilman Dinkins made a motion to approve Carolina Quality Landscaping for maintenance from April-October 2019 and January 2020, in the amount of \$5,970.00. Mayor Pro-tem Davis seconded the motion, which was unanimously approved.

5. RFP18-06 HVAC Maintenance Service & Repairs for 2019 P&RC Recommendation & Council vote

Committee Chairman Simms stated that the Property & Recreation Committee recommends to award the bid to Cullum Services for the calendar year 2019 in the amount of \$1,120.00 for the annual maintenance and inspection fee, with an additional \$90.50 minimum service call rate.

~~Mayor Busby called for a vote on the Property & Recreation Committee recommendation. The bid award also includes an option to renew for a period of one year. (Amended during the January 8, 2019, Council meeting by Council vote.)~~

Mayor Wells called for a vote on the Property & Recreation Committee recommendation. The bid award also includes an option to renew for a period of one year.

Mayor Pro-tem Davis made a motion to approve Cullum Services for the calendar year 2019 in the amount of \$1,120.00 for the annual maintenance and inspection fee, with an additional \$90.50 minimum service call rate. Councilman Dinkins seconded the motion, which was unanimously approved.

6. Proposed Clerk position

Mayor Wells asked Mrs. Miller to present Council with the proposed Clerk position.

Mrs. Miller stated that she is asking Council to approve a part-time assistant to the Town Administrator position. As the town has grown over the years so has the increase in workload. Mrs. Miller stated that she is putting in numerous extra hours in order to keep up with deadlines. This has caused other important issues to be put on the back burner. Mrs. Miller is requesting a minimum of twenty hours per week with a \$13-\$17 per hour pay range. This position would not meet the minimum requirements to offer benefits. As proven over the last four years, it is important to be able to offer a wage in which the town can obtain and keep qualified individuals.

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Mrs. Miller stated she is no longer able to afford the time to teach an individual how to do the job and needs the individual to have the skills to hit the ground running. Mrs. Miller added that she would like to have someone that has Planning and Zoning experience as this takes up a lot of time with research, setting up educational classes, meetings and numerous other items that need to be addressed in a timely manner.

Councilman Dinkins made a motion to approve the Clerk position as part-time with a \$13-17 per hour pay range. Councilman Simms seconded the motion, which was unanimously approved.

**Citizen's Comment Time**

Mrs. Maria Urbanek of 106 Brookfield Circle was concerned about a stolen vehicle in the Arbogate subdivision and asked Council to consider installing cameras at various intersections, similar to what the City of Cayce has done.

Mrs. Jennifer Barrier of 1118 Pond Drive was concerned about recent allegations from former Police Department employees and asked Mayor Wells to step down as Police Commissioner.

Mrs. Anne Norris of 403 Pine Ridge Drive was concerned about building a Dollar General at the corner of Pine Ridge Drive and Courtney Drive. Mrs. Norris stated that this area should be for residential use only and the additional traffic will be dangerous for people walking and bring in an increase in crime and noise.

Mr. Rock Lucas of 4075 Bachman Road had a question as to who is able to speak to Council during meetings.

Mrs. Sherrin Russell of 636 Spruce Lane stated that for numerous years she had flooding issues which was corrected by Lexington County. Mrs. Russell stated that the focus needs to be on law enforcement and a Dollar General will bring an increase in crime.

Ms. Doris Fletcher of 1305 Adkins Circle stated that the property was purchased from her uncle who said he was promised that the land would remain residential. Ms. Fletcher was concerned about the people that have lived in town most of their life that didn't have money and how the new people coming in town was changing it with their money.

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**ADJOURN**

With no further business to discuss, Councilwoman Sturkie moved to adjourn, with a second by Councilman Dinkins. With the Council's unanimous approval, Mayor Wells adjourned the meeting at 7:19 P.M.

Respectfully submitted,

APPROVED:

Viki M. Miller, Town Administrator

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

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

APPROVED 1/8/2019