

Town of Pine Ridge

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February 13, 2018 TOWN COUNCIL MEETING AGENDA

Town Council Work Session

- 6:30 P.M. – 6:40 P.M. Public Hearing: Ordinance 2018-02 - 17/18 Budget Amendment
- 6:40 P.M. – 6:50 P.M. Public Hearing: Ordinance 2018-03 - Floodplain Amendment
- 6:50 P.M. – 6:52 P.M. Introduction of new Receptionist/Clerk of Court: Burns
- 6:52 P.M. – 6:54 P.M. Review of Administrative Department Report
- 6:54 P.M. – 6:56 P.M. Review of Police Department Report
- 6:56 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. January 9, 2018 Regular Scheduled Meeting

Old Business

1. Town 60th Anniversary in 2018
 - a) Fun on the Ridge update
 - b) Run on the Ridge 5k update
2. Town Hall/PD renovation project
3. Estates at Indigo Bond Estimate to repair infrastructure
4. Indigo Place Bond Estimate to repair infrastructure
5. Courtyards at Rockford Place Bond Estimate to repair infrastructure
6. Infrastructure Planning Goals 2018-2020
7. Police Department Fleet Maintenance

New Business

1. Resolution 2018-01 Certification of Jury Roll
2. Ordinance 2018-02 Proposed 17/18 Budget Amendment*1st reading
3. Ordinance 2018-03 Proposed Floodplain Regulations Amendment*1st reading
4. Mayoral Proclamation – 2018 March for Meals month
5. Friends of South Congaree-Pine Ridge Library presentation (donation)
6. Midland Girls Softball Sponsorship (donation)
7. HVAC Maintenance – Repairs needed
8. New Website proposal

Citizen's Comment Time

ADJOURN

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Council present: Mayor Wells, Councilman Dinkins, Councilwoman Sturkie and Councilman Simms present.

Staff present: Town Administrator Viki Miller, Interim Chief Powell and Patrolman Carswell

6:35 P.M. – 6:37 P.M. Public Hearing: Ordinance 2018-02-17/18 Budget

Amendment

Mayor Wells read aloud the title to Ordinance 2018-02 as required per Town Code § 1-406(d). Mayor Wells stated per our Auditor's advice, the budget is adjusted mid-year to reflect a more accurate budget. Mayor Wells stated that some of the changes were due to not receiving a submitted grant and various Council approved items since the budget was originally approved on June 20, 2017.

The Public Hearing notice was published in the Chronicle on 1/25/2018, 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 2018-02.

6:37 P.M. – 6:40 P.M. Public Hearing: Ordinance 2018-03 - Floodplain Amendment

Mayor Wells read aloud the title to Ordinance 2018-02 as required per Town Code § 1-406(d). Mayor Wells stated that the Town of Pine Ridge participates in the National Flood Insurance Program, in order to help our resident's save money, as they are required to purchase flood insurance if they live in flood zones. On March 31, 2016, the Town of Pine Ridge participated in the Lexington County Flood Insurance Study Preliminary DFIRM Community Coordination (PDCC) and Open House Meeting. The Open House meeting was an important part of the release of FEMA's Preliminary FIRM maps. The meetings were arranged as an open house/drop that individuals can go to for assistance. The State and FEMA were also participants in the meetings. An informational flyer was mailed to residents who had property in the flood zone. The State and FEMA handled the flood insurance, Appeals and Comments, engineering/study questions, and Hazard Mitigation Assistance. As a result of that meeting, we recently received a letter from FEMA stating that we are receiving new flood maps as a result of the Lexington County Flood Insurance Study. These panels will become effective on July 5, 2018. Before the maps become effective, we are required to adopt the new maps in our flood ordinance. Adopting the maps is a minimum requirement to participate in the National Flood Insurance Program. If we do not adopt the maps by this date, we will be automatically suspended from the program and those residents living in flood zones will be affected. SCDNR who assists with recommendation, advice and training for Floodplain Management has approved Ordinance 2018-03.

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The Public Hearing notice was published in the Chronicle on 2/8/2018, 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 2018-03.

6:40 P.M. – 6:41 P.M. Introduction of new Receptionist/Clerk of Court: Burns

Mayor Wells introduced Ms. Brittany Burns to Council as our new Receptionist/Clerk of Court.

6:41 P.M. – 6:42 P.M. Review of Administrative Department Report

Written Administrative Department reports were included in the Council packets.

6:42 P.M. - 6:43 P.M. Review of Police Department Report

Written Administrative Police Department reports were included in the Council packets. Mayor Wells stated that the Police Department is now on a staggered shift, which will provide more coverage for our residents.

6:43 P.M. - 6:45 P.M. Informational Council Discussion:

Town Council discussed the following:

- Richland County Sheriff Leon Lott spoke to Mayor Wells to get his approval for the Officers from LIVE PD to speak at the Pine Ridge Middle School Career Day.
- Meeting with Attorney Jahue Moore, who represents the Lot Store, LLC will be rescheduled.
- Mayor Wells thanked Interim Chief Powell and Councilwoman Sturkie for their work during the Amtrak train derailment on February 4th. Mayor Wells received a telephone call from Lexington County Chief Shockley with praise for Interim Chief Powell.

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

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2. Town Hall/PD renovation project

Mayor Wells reminded Council that this project was put on hold at the November 21st, 2017, meeting. Mayor Wells added that it was in the best interest of the town to put this item on hold until we have a resolution with several items on the agenda, which includes a possible lawsuit.

3. Estates at Indigo Bond Estimate to repair infrastructure

Mayor Wells stated that the surveyors were on Oak Hill Rd last week and he was told that a work order has been placed for the pothole that is at the top of the hill in Estates at Indigo. Unfortunately, this will be a work in progress to address ongoing issues with Estates at Indigo and Indigo Place and appreciates everyone's patience.

4. Indigo Place Bond Estimate to repair infrastructure

This item was included in the discussion under Item#3.

5. Courtyards at Rockford Place Bond Estimate to repair infrastructure

Mayor Wells stated that we had notified them back in December that their Freedom of Information request is ready and we have to reschedule the meeting that was previously set for February 9, 2018.

6. Infrastructure Planning Goals 2018-2020 *discussion

Mayor Wells stated that over the last four years, Council has established a short, medium and long-term goals which ended in 2017. Mayor Wells asked Mrs. Miller to schedule a work session in order to have more time to discuss some ideas.

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7. Police Department Fleet Maintenance

Mayor Wells obtained three quotes from local shops for routine maintenance. The prices range from \$46 to \$60, which includes the cost of gas mileage but does not take into account the Officer's time spent driving back and forth. The Town will remain purchasing tires from vendors who use the State contract.

Councilwoman Sturkie made a motion to approve the quote of \$54.15 from Pro Fleet of the Carolinas at 2542 Fish Hatchery Road as submitted for routine maintenance. Councilman Simms seconded the motion, which was unanimously approved by all members of Town Council who were present.

NEW BUSINESS

1. Resolution 2018-01 Certification of Jury Roll

Mayor Wells read aloud the title to Resolution 2018-01, which is required annually by SC Code of Laws §14-25-135. The Jury roll is prepared and purchased from the South Carolina Election Commission based on the rolls provided to them by Lexington County Election Commission.

Councilman Dinkins made a motion to approve Resolution 2018-01 as submitted. Councilwoman Sturkie seconded the motion, which was unanimously approved by all members of Town Council who were present.

2. Ordinance 2018-02 Proposed 17/18 Budget Amendment*1st reading

Mayor Wells read aloud the title to Ordinance 2018-02 and stated that the proposed budget reflects items that have been approved by Council since the beginning of the fiscal year such as the 1033 program, new HVAC unit, well for the sprinklers and reduced cost for landscaping.

Councilman Simms made a motion to approve Ordinance 2018-02 as submitted. Councilman Dinkins seconded the motion, which opened the item for discussion.

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Council discussed the following items:

- Vault @\$800.00 is not reflected in the proposed amended budget. We participate in the 1033 program, which we are required to secure the items that we obtain. This will also improve the current storage for evidence obtained during a case.
- Snowflakes are not reflected in the proposed amended budget. Several brackets are missing and four need to be looked at by an electrician to see why they are not working.
- Town sign at 2757 Fish Hatchery Road is not reflected in the proposed amended budget. When the Christmas decorations were taken down, the sign was smoking and the electrical turned off.
- Town Sign at Fish Hatchery/Pine Ridge Drive intersection is not reflected in the proposed amended budget. Former Mayor Busby had tried to pressure wash the paint and excess mortar stains. According to a representative at Sherwin Williams there is a paint that will match the brick. We need to get some quotes on repainting the sign.
- Mezzanine in the new garage is not reflected in the proposed amended budget. The additional storage is needed to bring back items stored offsite and to house Christmas decorations.

Mayor Wells called for a vote. All Town Council members present voted unanimously in favor of approving Ordinance 2018-02 as submitted.

3. Ordinance 2018-03 Proposed Floodplain Regulations Amendment*1st reading

Mayor Wells read aloud the title to Ordinance 2018-03 for the proposed amendments to the Floodplain Regulations. Mayor Wells stated the amendments are required by FEMA to participate in the National Flood Insurance Program and to accept the new flood panel maps which will become effective on July 5, 2018.

Councilman Dinkins made a motion to approve Ordinance 2018-03 as submitted. Councilman Simms seconded the motion, which was unanimously approved by all members of Town Council who were present.

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4. Mayoral Proclamation – 2018 March for Meals month

Mayor Wells read aloud the Mayoral Proclamation supporting the 2018 March for Meals month. Mayor Wells stated that he will be signing the Proclamation at the Senior Center on February 15th and delivering meals on March 20th.

Councilwoman Sturkie made a motion to approve the Mayoral Proclamation for the 2018 March for Meals month as submitted. Councilman Dinkins seconded the motion, which was unanimously approved by all members of Town Council who were present.

5. Friends of South Congaree-Pine Ridge Library presentation (donation)

Mayor Wells asked Mrs. Delores Gambrell of the Friends of the Library to give Council an update. Mrs. Gambrell went over various events that the library holds to include the Blood Drive on March 16th, Bake/Book Sale on March 30th and the Summer Reading Kick-off on June 4th. Mrs. Gambrell stated that donations to the library help fund additional programs that the County is not able to.

Councilwoman Sturkie made a motion to approve a donation of \$500.00 that is already allocated to the Friends of the Library in the 2017/2018 budget. Councilman Simms seconded the motion, which was unanimously approved by all members of Town Council who were present.

6. Midland Girls Softball Sponsorship (donation)

Mayor Wells stated that we received a request to sponsor Midland Girls Softball. Mayor Wells added that since Midland Girls Softball will now be in town, benefits our residents and those in the Midlands area, it conforms to the donation policy.

Councilwoman Sturkie made a motion to donate \$700.00 to Midland Girls Softball for sponsorship of two teams. Councilman Dinkins seconded the motion, which was unanimously approved by all members of Town Council who were present.

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7. HVAC Maintenance – Repairs needed

Mayor Wells stated that Comfort Services was awarded the HVAC maintenance bid for 2018. During their quarterly inspection, they recommended repairs on the following:

- Replacing contactor on #2 condenser.
- Replacing dual capacitor on #3 condenser.
- Replacing run capacitor and pulling/cleaning blower motor & wheel on #2 Air Handler.
- Replacing run capacitor on #4 Air Handler.
- Checking operations of all units.

Quoted \$862.67 for repairs

Councilman Dinkins made a motion to approve the HVAC Maintenance repairs totaling \$862.67 as submitted. Councilman Simms seconded the motion, which was unanimously approved by all members of Town Council who were present.

8. New Website proposal

Mayor Wells stated that the Town is in need of an updated website with the ability to post more information for residents on a timely basis. The Town Administrator received a quote from Team Logic IT, who currently handles our IT. In order to help cover the large start up fee, the cost will be split between the fiscal budget years. The Town Administrator will be working on creating a Request for Proposal (RFP) for Council to approve.

Citizen's Comment Time

Mrs. Doris Fletcher of 1305 Adkins Circle stated that she had missed several meetings as she had been sick. Mrs. Fletcher stated that she was thankful for new members of Council and was concerned about the floodplain ordinance. Mrs. Fletcher also spoke about attending the SCE&G meetings, the Public Service Commission and WISTV.

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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 7:42 P.M.

Respectfully submitted,

APPROVED:

Viki M. Miller, Town Administrator

Robert M. Wells, Jr., Mayor

Date: _____

APPROVED 3/13/2018