

# Town of Pine Ridge

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IN ACCORDANCE WITH GOVERNOR MCMASTER'S EXECUTIVE ORDER ON SOCIAL DISTANCING, THERE WILL ONLY BE TEN CITIZENS ALLOWED IN COUNCIL CHAMBERS. THE PUBLIC IS ENCOURAGED TO EMAIL WRITTEN COMMENTS TO THE MUNICIPAL CLERK AT [skyzer@townofpineridgesc.com](mailto:skyzer@townofpineridgesc.com)

**JULY 14, 2020**  
**REGULAR SCHEDULED**  
**TOWN COUNCIL MEETING**  
**AGENDA**

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### **Town Council Work Session**

- 6:30 P.M. – 6:40 P.M. 2018-2019 Audit Presentation by Mr. Dean Richardson of McGregor & Company, LLP  
6:40 P.M. – 6:50 P.M. Presentation by Ms. Denise Holland of the Susan Crandall Agency  
6:50 P.M. – 6:52 P.M. Review of Administrative Department Report  
6:52 P.M. – 6:54 P.M. Review of Police Department Administrative Report  
6:54 P.M. – 7:00 P.M. Informational Council Discussion

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### **7:00 P.M. - Town Council Meeting** **Call to Order & Invocation**

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### **Freedom of Information Act Compliance**

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### **Approval of Minutes**

1. June 9, 2020 Regular Scheduled Council Meeting

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### **Old Business**

1. Estates at Indigo Bond Estimate to repair infrastructure
2. Indigo Place Bond Estimate to repair infrastructure
3. Vehicle Maintenance issues update
4. Body Camera issues update
5. 2018-2019 Audit report - Council vote

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### **New Business**

1. Donation Policy: Request between Council meetings renewal
2. Committee Appointments per Town Code §1-309 for fiscal year 2020/2021:
  - a) Finance Committee - Chair & member
  - b) Administrative Committee - Chair & member
  - c) Public Safety Committee-Police Commissioner & member
  - d) Public Utilities & Health Committee-Chair & member
  - e) Property and Recreation Committee-Chair & member
  - f) Employee Grievance Committee-Chair & 2 members
  - g) Central Midlands Regional Planning Council of Governments Representative
  - h) Lexington Water & Sewer Commission Representative
3. Memorandum of Agreement – Department of Juvenile Justice
4. Resolution 2020-25: 2019 Codification of Ordinances
5. Political Sign Ordinance discussion on sending to Planning Commission for research
6. Resolution 2020-26: Encourage Face Coverings in Public Places
7. Adjourn to Executive Session for Personnel Matters: 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. SC Code of Laws §30-4-70 (a)(1)
8. Reconvene to Regular Session
9. Possible Actions by Council in follow up to Executive Session

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**Citizen's Comment Time – (email to [skyzer@townofpineridgesc.com](mailto:skyzer@townofpineridgesc.com))**

**ADJOURN**

**TOWN OF PINE RIDGE**  
**Work Session Minutes**  
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6:33 P.M. – Town Council Meeting

**CALL TO ORDER**

Mayor Wells called the Town Council Work Session to order at 6:33 P.M., with Mayor Pro-Tem Davis, Councilman Simms, Councilwoman Sturkie, and Councilman Dinkins present.

Staff present: Town Administrator, Mrs. Miller and Municipal Clerk, Mrs. Kyzer and Interim-Chief Silano.

**6:34 – 6:35 P.M. P.M. 2018-2019 Audit Presentation by Dean Richardson of McGregor & Company, LLP**

Mayor Wells advised Council that Mr. Richardson of McGregor & Company, LLP would not be able to attend the Town Council Meeting due to health issues. There will be a Special Council Meeting to present the audit for approval on July 30<sup>th</sup>, 2020 in order to meet the deadline of July 31, 2020.

**6:35 P.M. - 6:36 P.M. Presentation by Ms. Denise Holland of the Susan Crandall Agency**

Ms. Holland of the Susan Crandall Agency informed Council members that she brought her director, Mr. Dave Finney to present the information about employee insurance to Council. Mr. Finney asked how many full-time employees the Town employed. Mayor Wells the asked Mrs. Miller, the Town Administrator, who informed Mr. Finney that there were three full-time employees at this time. Mr. Finney informed Council that the minimum number of full-time employees was five. He excused himself and Ms. Holland and left the Town Council Meeting.

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**6:36 P.M. - 6:37 P.M. Review of Administrative Department Reports**

Written Administrative Department Reports were provided to Council for review.

Mayor Wells asked Council to review the reports and if there were any questions, Mrs. Miller and Mrs. Kyzer were available. Council had no questions or comments regarding the Administrative Department Reports.

Mayor Wells stated that the Town Administrator, Mrs. Miller, had given him some notes on the budget. The Town received a check from Dominion for Franchise fees and there was a 10% reduction (\$13,741.89), without any advanced knowledge. Dominion indicated that the reduction was from the Tax Cuts and Jobs Act of 2019, as well as the Public Service Commission's mandated rate reduction. This affected the Franchise Fee check amount for the Town of Pine Ridge.

Mayor Wells read aloud a letter from the Municipal Association of SC.

It reads as follows:

By now all of you have received the large June disbursement for the Insurance Tax Collection Program.

This year, because of COVID-19, there was a delay in receiving data and money for this program. The SC Department of Insurance is working from home as well as most of the insurance companies who pay the tax. The Association made the decision to extend the penalty deadline from May 31 to June 30, to accommodate these situations.

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Many of you have contacted me because the money you received this disbursement was lower than the same time last year. There are several companies who have not yet paid this year and several million in taxes still due.

The next disbursement is scheduled for August 11. Please let me know if you have any questions.

Manager for Collection Programs

**6:37 P.M. – 6:42 P.M. Review of Police Department Reports**

Interim-Chief Silano gave his verbal report to Council:

32 Calls for Service	Felon in possession of a firearm
8 Incident Reports generated	
37 Traffic stops	K9 Track for Swansea PD was
9 Citations	was successful
1 Business License violation	
3 Assisting other agencies (All K9)	
1 Arrest (DUS 3 <sup>rd</sup> /subs)	

Notable Incidents

K9 Vehicle search for South Congaree yielded:

162 Grams of Crystal Meth (Trafficking)

38.5 Grams of Marijuana (PWID)

\$1,500.00 seized by South Congaree

- K9 Rens was the recipient of a ballistic vest from Protecting K9 Heroes.
- No applications have been received for the Chief position, as of July 10<sup>th</sup>.
- Vehicles with dash cam issues will begin being brought to West Chatham for evaluation of system and /or wiring issues on July 15<sup>th</sup>.

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- Town has quote for replacement body camera already, as well as information regarding replacement batteries. Numbers of cameras remain the same as last month.
- LIDAR quotes have been submitted to the Town Administrator for review. LIDAR would greatly improve the ability of officers to enforce speeding in the town. LIDAR will allow us to remove the disadvantage of narrow roadways to run radar and LIDAR is vehicle specific. LIDAR will allow officers to remain off roadway which is safer and it will allow us to catch more violators due to people knowing where our vehicles can be to effectively run radar.
- The “Shop with A Cop” Grant has been submitted and Walmart is in the process of reviewing.

**6:42 P.M. – 6:45 P.M. Informational Council Discussion**

- Mayor Wells reported to Council that our Landscape Maintenance was being done by one man, Mr. Ricky Hollis, and when he first started, he was unsure about the entire scope of the contract. Mayor Wells went over the RFP with Mr. Hollis and he is now keeping up with the job so far.
- Mayor Wells also wanted to remind Council of the upcoming July 30<sup>th</sup> Audit Presentation by Dean Richardson with McGregor & Company. The final date to have the paperwork in is July 31<sup>st</sup>.
- Councilwoman Sturkie asked if the previous applicants for Police Chief would be considered? Mrs. Miller stated that if a previous applicant was interested in reapplying that they would need to write a letter informing us of their wish to do so. Councilwoman Sturkie stated that she had been asked that question and if anyone had shown an interest in the position. Mrs. Miller stated that she had two completed applications, which were from Illinois and Nevada. Mrs. Miller reminded Council that the deadline for submitting applications is July 24<sup>th</sup> at five o’clock.

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- Mayor Wells stated that during the Executive Session, that those in attendance, including town employees will need to leave the building. Council is unable to social distance in the conference room and it is packed with chairs, tables and the little old town hall model that was in the Council Chambers before it had to be rearranged due to Governor McMasters orders on social distancing.

At this time, Mayor Wells closed the Work Session.

Approved 8/11/2020

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6:46 P.M. – Town Council Meeting

**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, Mrs. Miller, Municipal Clerk, Mrs. Kyzer and Interim-Chief Silano.

**INVOCATION**

Councilman Dinkins led those assembled in prayer.

**FREEDOM OF INFORMATION ACT COMPLIANCE**

Mayor Wells stated that public notification of this meeting has been published, posted and mailed in compliance with the Freedom of Information Act.

**APPROVAL OF MINUTES**

1. June 9, 2020 Regular Scheduled Council Meeting

Mayor Wells asked Council to review the minutes and if there were any questions or comments that Mrs. Kyzer was available.

Mayor Pro-Tem Davis made a motion to approve the June 9<sup>th</sup>, 2020 minutes, as submitted. Councilman Dinkins seconded the motion, which was unanimously approved.

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**OLD BUSINESS**

1. Estates at Indigo Bond Estimate to repair infrastructure

Mayor Wells stated that work has begun, however, with the rain there have been delays. Mayor Wells spoke with Todd Cullum with Lexington County and he was unable to furnish Council with any updates.

2. Indigo Place Bond Estimate to repair infrastructure

Mayor Wells stated that the winning bidder is currently in the process of working on the infrastructure on Oakhill before paving can begin. Once the paving is completed, the County will review the ongoing infrastructure issues.

3. Vehicle Maintenance issues update

Interim-Chief Silano stated that he, Officer Neeley and Officer Hale would be taking the vehicles, to West Chatham starting tomorrow to have them checked out one at a time. If they rule out electrical issues on the cameras, then he would move forward contacting Digital Ally. Interim-Chief Silano was not sure if Digital Ally still carried the in-car cameras.

Vehicle	Issue
Light Bar Impala	<ol style="list-style-type: none"> <li>1. Driver side panel loose under door;</li> <li>2. Ticking noise from dash (approx 60 secs);</li> <li>3. Dash Cam records but does not save</li> </ol>
Slick Top Impala	<ol style="list-style-type: none"> <li>1. Camera Mount is broken</li> </ol>
Marked Tahoe	<ol style="list-style-type: none"> <li>1. Tire sensor gauge is shorted</li> <li>2. Dash Cam SD slot will not open as of 3/4/2020</li> </ol>
Chief Tahoe	<ol style="list-style-type: none"> <li>1. In car camera display will not turn on screen, but it records; as of 3/4/2020.</li> <li>2. Cage was removed &amp; re-installed by Silano &amp; Neeley.</li> <li>3. Driver/passenger side window tint</li> </ol>
K9 Tahoe	No issues to report as of 3/4/2020
Pickup Truck	Unknown

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4. Body Camera issues update

Interim-Chief Silano stated that he is in the process of getting a quote for the replacement batteries for the Body Cams. He added that he has the quote for purchasing 5 new cameras and should have it to Mrs. Miller this week.

<b>BODY CAMERA INVENTORY</b>	
<b>SERIAL#</b>	<b>MFR</b>
VHC2-008870 - PARKS	WATCHGUARD
VHC2-003862 - SILANO	WATCHGUARD
VHC2-009288 - NEELEY	WATCHGUARD
VHC2-008874 - HALE	WATCHGUARD
VHC2-007837 – UNASSIGNED	WATCHGUARD
VHC2-008795 – UNASSIGNED	WATCHGUARD
VHC2-008883 – UNASSIGNED	WATCHGUARD
VHC2-009017 - UNASSIGNED	WATCHGUARD
VHC2-007892 – NOT FOUND	WATCHGUARD
UNKNOWN – LOCATED	DIGITAL ALLY
UNKNOWN - LOCATED	DIGITAL ALLY

Mrs. Miller asked Interim-Chief Silano to update Council on the donation of an “active shooter” vest that was donated by the company In-Vest. Interim-Chief Silano stated that this was the second or third vest that they donated to the Pine Ridge Police Department and the cost of a vest is between \$1000-\$2000.

5. 2018-2019 Audit Report – Council Vote

Mayor Wells reminded Council that there will be a Special Called Council Meeting on July 30<sup>th</sup> since Mr. Richardson could not attend the meeting due to health issues.

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**New Business**

1. Donation Policy: Request between Council meetings renewal

Mayor Wells stated that the authority for the Finance Committee to approve donation requests between Council meetings, under the Donation Policy must be renewed annually.

The Finance Committee has been given the authority by Council to approve donation requests, following the guidelines of the donation policy, which may fall outside of the regular council meeting schedule.

The authority to approve donation request without the consideration of Council must be renewed during each fiscal year budget hearing and approved as part of each fiscal year's budget approval process. The Finance Committee shall report to Council at the next scheduled Council meeting any & all donation requests or approvals. *(Council approved this addition on September 11, 2012)*

Councilwoman Sturkie made a motion to renew the authority of the Finance Committee to approve donation requests within the guidelines of the Donation Policy. Councilman Simms seconded the motion, which was unanimously approved.

2. Committee Appointments for fiscal year 2020/2021

Mayor Wells stated that he is keeping the Committee appointments the same for the fiscal year 2020/2021:

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- a) Finance Committee - Chair Davis & Member Dinkins
- b) Administrative Liaison – Chair Wells & Member Simms
- c) Public Safety Committee-Police Commissioner Wells & Member Davis
- d) Public Utilities & Health Committee–Chair Dinkins & Member Sturkie
- e) Property and Recreation Committee–Chair Simms & Member Sturkie
- f) Employee Grievance Committee-Chair Davis & Members Sturkie & Dinkins
- g) Central Midlands Regional Planning Council of Governments Representative - Simms
- h) Lexington Water & Sewer Commission Representative - Sturkie

3. Memorandum of Agreement – Department of Juvenile Justice

Mayor Wells stated that this is an annual agreement between the Town and South Carolina Department of Juvenile Justice (SCDJJ), where we agree to pay the per diem rate of \$50.00 per day for any juvenile that we take to the detention facility. This rate is stated in SC Code of Laws 63-19-1610. In the last ten years, the Town has only paid \$100.00 for the incarceration of juveniles. There is an additional program that is run at no cost to the Town, Detention Alternative Placement Program (DAP).

Mrs. Miller stated that she knew this agreement would be coming and she wanted to make sure that the item wasn't left off the agenda. However, because the agreement hadn't been received, Mrs. Miller notified Council by email that the item would need to be voted on at the next scheduled meeting under Old Business.

Mayor Pro-Tem Davis made a motion to table the Memorandum of Agreement from SCDJJ. Councilman Dinkins seconded the motion, which was unanimously approved.

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4. Resolution 2020-25: 2019 Codification of Ordinances

Mayor Wells stated that this is the annual codification of ordinances, required by law. Codification is the process in which the Town Administrator takes all ordinances passed by Council and place them in their respective Ordinances and provide Council with validation that this has been completed. The codified ordinances were emailed to Council on 7/6/2020. The website will be updated with the codified ordinances when the Clerk of Court returns.

A motion was made by Councilman Simms to approve Resolution 2020-25: 2019 Codification of Ordinances and Councilman Dinkins seconded the motion, which was unanimously approved.

5. Political Sign Ordinance discussion on sending to Planning Commission for research.

Mayor Wells stated that during the June 2<sup>nd</sup> meeting, Council briefly discussed the sign ordinance pertaining to political signs. Although there were no formal complaints submitted; former Mayor Busby emailed Mrs. Miller his complaints that campaign signs were of illegal size and some were placed in the right-of-way. The Police Department was emailed on 6/8/2020 about the informal code enforcement complaint and given the ordinances. The signs were picked up by the candidates' campaign people after 6/9/2020, but the remaining two candidate signs remained until the runoff was over on 7/23/2020. The winning runoff candidate still had two signs in town, in which Councilman Simms has contacted to pick up.

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The question was, does the County or other Municipalities have size requirements? Also, since we already have code enforcement issues...doesn't this add to the problem? Mrs. Miller prepared a spreadsheet for Council showing the County and other Municipalities requirements. Mrs. Miller discovered during the research that the sign ordinance relating to specific topics does need to change due to a legal case that stated we cannot have different rules based on the content of the sign.

Mayor Wells called for a motion and second to send this item to the Planning Commission for further review.

Councilman Dinkins made the motion to send the Sign Ordinance to the Planning Commission for further review. Councilwoman Sturkie seconded the motion, which was unanimously approved.

6. Resolution 2020-26: Encourage Face Coverings in Public Places

Mayor Wells stated that with the ongoing rise in COVID-19 cases and surrounding Municipalities passing ordinances on requiring the use of face masks, Mrs. Miller is proposing a Resolution for the encouragement to wear face coverings in public.

Mayor Wells read aloud a statement from Mrs. Miller reminding Council that Ordinances are law, which need enforcement and that since we already have code enforcement issues that the Town doesn't need to create something else that won't be enforced. A Resolution is a statement or recommendation from Council that needs no enforcement. The proposed Resolution was looked at and approved by our Town Attorney.

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Council discussed the following regarding Resolution 2020-26:

- Councilwoman Sturkie said that she feels that we need to stay out of the “face mask” business.
- Mayor Wells stated that it is exactly how he thinks, but that is what this Resolution will do. This does not put any teeth in it but it’s not like we are saying we haven’t done anything. We are trying not to be a copy-cat but this is serious and we know it’s serious, but wanted to know how Council would like to proceed.
- Councilwoman Sturkie stated she feels that we don’t need to do anything.
- Mayor Wells then asked if you can make a motion to not do anything? Then Councilman Dinkins said you need to move and vote. Mrs. Miller added that Council would not vote if they were not in favor of the Resolution.
- Mayor Pro-Tem Davis stated that given that it’s not in an Ordinance format, it certainly would not hurt to go on record, for the Town to recommend that people act safely.
- Councilwoman Sturkie made the comment that she just thinks that we need to just let people take responsibility and for our small government not to get in the middle of that.
- Mayor Pro-Tem Davis stated that we do things all throughout the year, where we encourage people to be responsible.
- Councilwoman Sturkie stated that the Town does but in her opinion that this whole “mask thing” has been run into the ground.
- Councilman Simms then stated that we encourage people to drive like their children live here. We see that sign as we drive through our town. It’s not a law, it’s an encouragement. I think it’s good that we encourage people to engage in healthy behavior, as we have this pandemic going on. We would not be doing this otherwise.

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Councilman Simms made a motion to approve Resolution 2020-26, as submitted. Councilman Dinkins seconded the motion, with Mayor Wells calling for a vote. The vote was 4-1 with Councilwoman Sturkie opposing.

Councilwoman Sturkie stated for the record, she was not saying not to be safe, but just saying that people need to take responsibility for themselves.

7. Adjourn to Executive Session for Personnel Matters: 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. SC Code of Laws §30-4-70 (a)(1)

Councilman Simms made a motion that council go into executive session to discuss personnel matters, as allowed by SC Code of Laws, Section 30-4-70 (a)(1), which includes 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.

Councilman Dinkins seconded the motion, which was unanimously approved.

Mayor Wells stated that since Council wasn't able to social distance in the room they use for Executive Session and would have to ask everyone in attendance to leave the building during this session.

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8. Reconvene to Regular Session

Mayor Wells stated that it was now 7:20 P.M. and Council was ready to reconvene to Regular Session.

Councilman Dinkins made the motion to reconvene to Regular Session. Councilman Simms seconded the motion, which was unanimously approved.

Mayor Wells stated that no votes were taken during Executive Session other than to adjourn and resume the meeting.

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

Mayor Wells stated that there are no actions to be taken by Council.

**Citizen's Comment Time-(email to [skyzer@townofpineridgesc.com](mailto:skyzer@townofpineridgesc.com))**

Mayor Wells asked if anyone in attendance wished to speak during Citizens Comment Time.

Mrs. Kyzer, Municipal Clerk read the following letter dated July 14, 2020 which was faxed over at 3:04 P.M. from Mrs. Judith Cooper-Basamania.

Good Evening Mayor Wells, Council Members, Interim-Chief Silano and Neighbors.

My name is Judith L. Cooper-Basamania. I reside at 1525 Coolbrook Drive, Pine Ridge, SC.

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First, I would like to apologize for incorrect information given at the last Council Meeting. Since that time, I spoke with an analyst (named Jimmy) at the S.C. Department of Insurance. He stated “there isn’t a State Insurance Law or Regulation requiring a person to carry rental dwelling insurance, when an owner moves out of their home and rents it. However, it is an Insurance Industry requirement. If a property is rented out without rental dwelling coverage, and there is a loss, there is no coverage. Contractually a Homeowners Policy can not be applied. Also, a lender/bank may take issue to a home being rented if there is a mortgage on it.”

My main concern about a person renting their home is that they ensure the property upkeep. The owner and renters need to be held responsible by code enforcement when necessary. When a property owner refuses to communicate with their renters regarding issues’ they need to be held responsible. Just collecting rent isn’t being a landlord.

Furthermore, it is required by the Town of Pine Ridge for a person renting their home to acquire a Business License. This is money for the Town. It hasn’t been enforced unless the property owner contacts the Town Hall. When it is known that a homeowner has rented their property the Town should be notified. If not by an owner then a neighbor. The Town can research whether the property own has obtained the license or needs to be contacted. I’ve talked with many people in Pine Ridge that know of a property owner hasn’t obtained a license and the property they rent has several violations. Just complaining doesn’t get the job done. Time to step up and help make the town you live in better. When good people turn their backs:

- Properties are not kept up
- Property values decline
- Renters are not getting a safe place to live
- Good people move out
- Crime increases

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In closing I would like to thank the Town of Pine Ridge Council, Clerk and Administration as well as Interim-Chief Silano for their assistance. I know the agenda for this meeting was packed. I urge the Council to continue to look into this issue and to address it at a Town Meeting.

Thank you for time and consideration!  
Judith L. Cooper-Basamania

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Mrs. Maria Urbanek of Brookfield Circle stated that she was grateful to live in the Town of Pine Ridge, especially over the past two months. She had seen a lot of stuff going on all over this Country and felt safe in her little Town.

**ADJOURN**

Mayor Wells called for a motion to adjourn.

With no further business to discuss, Councilman Simms moved to adjourn, with a second by Councilman Dinkins. With Council's unanimous approval, Mayor Wells adjourned the meeting at 7:32 P.M.

Respectfully Submitted,

\_\_\_\_\_  
Susan Kyzer, Municipal Clerk

APPROVED:

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

Approved 8/11/2020