

Town of Pine Ridge

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



July 9, 2019 TOWN COUNCIL MEETING AGENDA

Town Council Work Session

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 Administrative 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. June 11, 2019 Regular Scheduled Council Meeting

Old Business

1. Estates at Indigo Bond Estimate to repair infrastructure
2. Indigo Place Bond Estimate to repair infrastructure
3. Courtyards at Rockford Place Bond Estimate to repair infrastructure
4. Town Hall/PD upfit: Council/Court Chamber Furniture - RFP19-03
5. Lexington County FY19 "C" Fund
6. Ordinance 2019-25 Zoning/Land Development *2nd Reading
7. Employee Cost of Living Adjustment

New Business

1. Municipal Clerk job description
2. Donation Policy: Request between Council meetings renewal
3. Committee Appointments by Mayor for fiscal year 2019/2020:
 - a) Finance Committee - Chair & member
 - b) Administrative Liaison – 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
4. Memorandum of Agreement – Department of Juvenile Justice
5. Resolution 2019-27: Master Fee Schedule for 2019/2020
6. Midland Football & Cheerleading Sponsorship (donation)
7. Additional PRPD telephone
8. Back to School Drive 2019
9. Adjourn to Executive Session: Receipt of legal advice relating to claims against the Town and other matters covered by attorney-client privilege (SC Law 30-4-70 (a)(2))
10. Reconvene to Regular Session
11. Possible Actions by Council in follow up to Executive Session

Citizen's Comment Time

ADJOURN

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Work Session
July 9, 2019



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

Staff present: Town Administrator, Mrs. Miller, Clerk of Court, Ms. Brittany Burns and
Patrolman Swanson

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

Written Administrative Department reports were included in the Council packets. Mayor Wells asked Council if they had any questions for the Clerk of Court about her monthly report, but they did not. Mayor Wells stated that the Town Administrator's report was pending but he would like to point out the tinted gray areas on the year ending budget for June 30, 2019. The current ending balance is \$54,608.54 but those items tinted in gray represent pending payables and receivables that will be adjusted during the annual audit. Mayor Wells added that the gas report for police vehicles and monthly code violations report were included for Council's information. Council did not have any questions for Mrs. Miller.

6:47 P.M. – 6:49 P.M. Review of Police Department Administrative Report

Patrolman Swanson updated Council on the monthly statistics:

32 calls for service	0 arrests
20 reports written	21 community contacts
17 uniform traffic tickets	46 property checks
3 warning tickets	11 assists to other law enforcement agencies

Patrolman Swanson updated Council on some events that happened last month:

- Lieutenant Silano and K-9 Rens conducted a K-9 demonstration at the South Congaree-Pine Ridge Library for the Summer Reading Kick-off party.
- Lieutenant Silano and K-9 Rens has assisted the South Congaree Police Department several times.
- Patrolman Swanson interviewed with the WLTX Street Squad about the Blessing Box and the help it is providing.
- Patrolman Swanson and Clerk of Court, Ms. Burns, took Lieutenant Silano's former K-9, Keira, to visit the Pine Ridge-South Congaree Senior Center.
- Police Department will be collecting school supplies at Town Hall until August 12, 2019. The donations will be used by Congaree-Wood Early Childhood Center, Herbert A. Wood Elementary and Pine Ridge Middle School.
- Patrolman Swanson and Victims Advocate, Mrs. Frances Shealy, will attend the Neighborhood Watch that is being held at Charwood Baptist Church on July 11, 2019 at 6:30pm. Residents have been invited to help learn how to set up a Crime Watch within their subdivisions.

Mayor Wells asked Council if they had any questions for Patrolman Swanson, but they did not.

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Work Session
July 9, 2019



6:49 P.M. - 6:55 P.M. Informational Council Discussion

Mayor Wells introduced Mr. Dean Richardson of McGregor & Company, who is a Certified Public Accountant. Mayor Wells added that the Town's previous Certified Public Accounting firm is no longer performing municipal audits.

Mr. Richardson thanked Council for choosing his firm to assist with the Town's audit needs. He has already had an initial meeting with Mrs. Miller to get the ball rolling. However, he wanted to introduce himself to Council and see if they had any questions about the communication letter, which basically states the Town's and the Audit Firm's responsibilities during the audit. Mayor Pro-tem Davis stated that he was looking forward to establishing a working relationship with Mr. Richardson. Mr. Richardson stated that he enjoys what he does and has already discussed some things with Mrs. Miller that will help the Town. Mayor Wells thanked Mr. Richardson for speaking to Council.

Mayor Wells gave out information about the Neighborhood Crime Watch being held at Charwood Baptist Church on July 11th at 6:30pm and thanked the organizers from the Charwood residential subdivision outside of town limits for allowing us to participate and invite the town's residents.

Mayor Wells stated that an anonymous letter was received addressed to the Pine Ridge Mayor and Council. It was from a resident in South Congaree, thanking the Pine Ridge Police Department for their professional appearance and demeanor at the wreck they assisted the South Congaree Police Department with on July 26, 2019.

Mayor Wells stated that the lighting replacement of the old T-12's has been completed per the quote from Dominion that Council approved several months ago. All lights that are inside and outside the building, including the garage are now LED. Dimmable lighting fixtures were installed in the Council Chamber, pending separate installation of the dimmable switch. This will allow for better use of video and projection equipment, when needed at various Town meetings.

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

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
July 9, 2019



TOWN COUNCIL MEETING – 6:55 P.M.

CALL TO ORDER

Mayor Wells called the Town Council meeting to order at 6:55 P.M. with Mayor Pro-tem Davis, Councilman Dinkins, Councilman Simms and Councilwoman Sturkie present.

Staff present: Town Administrator, Mrs. Miller, Clerk of Court, Ms. Brittany Burns and
 Patrolman Swanson

INVOCATION

Councilman Simms 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. June 11, 2019 Regular Scheduled Meeting

Councilman Dinkins made a motion to approve the minutes of June 11, 2019, amending page nine, fourth paragraph, eighth sentence ending in the word “bugger” should be changed to “buffer”. Councilman Simms seconded the motion, which was unanimously approved.

OLD BUSINESS

1. Estates at Indigo Bond Estimate to repair infrastructure

Mayor Wells stated that this project is on target per County Councilman Todd Cullum as the engineering has been completed.

2. Indigo Place Bond Estimate to repair infrastructure

Mayor Wells stated that the County will begin to address this once the Oakhill Road project is completed.

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
July 9, 2019



3. Courtyards at Rockford Place Bond Estimate to repair infrastructure

Mayor Wells stated that this item is currently in litigation.

4. Town Hall/PD Upfit: Council/Court Chamber Furniture – RFP19-03

Mayor Wells stated that RFP19-03 was created as a design-build project, which will contain seven separate work areas to accommodate the membership of the town boards. RFP19-03 was advertised on SCBOS, July 3, 2019. Pre-proposal conference scheduled on July 18, 2019 at 10pm. Proposal deadline is August 30, 2019 at 4pm. Vendor selection will be on September 10, 2019 at 6:45pm.

5. Lexington County FY19 “C” Fund

Mayor Wells stated that in April of last year the Town submitted “C” Fund request to Lexington County to install sidewalks to news sports complex at 900 Pine Ridge Drive. Traffic count and an estimate included for concrete for the sidewalks, crosswalk & paving markings for a total of \$56,400.00. It was noted that the request did not include grading, dirt fill, curb, gutter or easement acquirement. In April of this year, the Lexington County Transportation Committee (CTC) approved \$25k. Mayor Wells stated that he asked County Councilman Todd Cullum for help on this as the town needs to know the total cost of the project before the Town approves. Mayor Wells stated we are still waiting on a reply from Lexington County.

6. Ordinance 2019-25 Zoning/Land Development *2nd Reading

Mayor Wells read aloud the title to Ordinance 2019-25.

Mayor Wells thanked the residents that serve on the Planning Commission and Board of Zoning Appeals. Board Members are volunteers that do not get paid for their time or service. Mayor Wells stated that he wanted to recognize the countless hours spent reviewing documents, conducting research and missing family time, in addition to working a full-time job. Mayor Wells added that a special appreciation is given to the Planning Commission’s due diligence in their recent review of the Zoning and Land Development Ordinance. Their hard work does not go unnoticed.

Mayor Wells asked Mrs. Miller to speak to Council about some corrections that need to be made.

Mrs. Miller stated that the Planning Commission had removed Section 1024 relating to non-motorized access and connectivity out of the Zoning and Land Development Regulations Ordinance. The Planning Commission discussed with those in attendance the responsibility of maintaining sidewalks within a new subdivision. Lexington County no longer maintains them, the Town does not have the funds to maintain them and if the HOA was to maintain them, it would raise the cost of HOA fees that would make the new subdivision undesirable.

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
July 9, 2019



Several sections referring to Section 1024 were accidentally left in the Zoning and Land Development Ordinance when presented to Council. Those sections need to be removed from the final approved ordinance:

1010.2 MINOR SUBDIVISION page 149

iv. Non-motorized Access and Connectivity

1011.2 MAJOR SUBDIVISION page 150

4)f. Non-motorized Access and Connectivity

1012.2 Group Development page 153

5) f. Non-motorized Access and Connectivity

1013.2 Site Plan Requirements for Mixed-Use Planned Developments page 155

11) f. Non-motorized Access and Connectivity

Mayor Wells called for Council discussion or any questions for Mrs. Miller. Council did not discuss the proposed amendments or have any questions for Mrs. Miller.

Councilman Simms made a motion to approve the second reading of Ordinance 2019-25 for the Zoning and Land Development Ordinance, removing Section 1010.2 (iv), Section 1011.2 (4-f), Section 1012.2 (5-f), Section 1013.2 (11-f). Councilman Dinkins seconded the motion.

Mayor Wells called for a vote. All members of Council voted to approve the second reading of Ordinance 2019-25, with exception to Councilwoman Sturkie who voted against it.

7. Employee Cost of Living Adjustment

Mayor Wells stated this item was put on hold at the June regularly scheduled meeting as he wanted to correct an error before being presented to Council. A Cost of Living Adjustment (COLA) is not merit or performance based. COLA is based on economic inflation and applies to all employees, which helps keep salaries as competitive as possible with other towns our size and limited income. Per the Municipal Association Compensation Survey, other towns our size are giving a COLA anywhere from 1.5% to 3%. The Town gave a COLA in 2011 at 2.5%, 2012 at 5% and 2015 at 3%.

Mayor Wells called for discussion.

Councilwoman Sturkie asked if this was for now or at the employees one-year anniversary. Mayor Wells replied that this is based on the new fiscal year and it would not be automatic as Council would need to approve for each fiscal year. Mayor Wells stated the COLA will include the part-time rate of pay. Mayor Pro-tem Davis stated this is something the town should do as it will impact our ability to attract and retain excellent employees particularly if we do not make adjustments to that entry level salary.

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
July 9, 2019



Councilman Dinkins made a motion to approve the 2% Cost of Living Adjustment, as submitted. Councilman Simms seconded the motion, which was unanimously approved.

NEW BUSINESS

1. Municipal Clerk job description

Mayor Wells stated that Council approved this position at the December 11, 2018, for a maximum of 20 hours per week with a \$13-\$17 per hour pay range.

Mayor Wells stated that the document included in Council's packet should read December 11, 2018 not 2019.

Councilwoman Sturkie stated that the document included in Council's packet should read a maximum of 20 hours not minimum.

Mayor Wells stated that the position was not advertised as a job description was needed. Mayor Wells asked Council if anyone had questions or comment about the submitted job description. Council did not have any questions or comments about the submitted job description.

Mayor Wells called for a motion to approve the job description.

Councilman Simms made a motion to approve the Municipal Clerk job description, as submitted. Councilman Dinkins seconded the motion, which was unanimously approved.

2. Donation Policy: Request between Council meetings renewal

Mayor Wells stated the authority for the Finance Committee to approve donation requests between Council meetings portion of the policy must be renewed annually.

Donation Policy:

Requests between Council meetings: 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 requests 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)

Councilman Dinkins made a motion to allow the Finance Committee to approve donation requests between Council meetings, in accordance with the Town's Donation Policy. Councilman Simms seconded the motion, which was unanimously approved.

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
July 9, 2019



3. Committee Appointments by Mayor for fiscal year 2019/2020:

Mayor Wells read aloud Town Ordinance § 1-309 Standing committees. The Mayor shall at the beginning of each fiscal year appoint or reappoint members to the following standing committees of council, to serve at the pleasure of the Mayor. Mayor Wells stated that he will reappoint the committees as they were appointed in July 2018.

- 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

4. Memorandum of Agreement – Department of Juvenile Justice

Mayor Wells stated that this is an annual agreement between the Town and 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 nine 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).

Mayor Pro-tem Davis made a motion to approve the Memorandum of Agreement with the Department of Juvenile Justice, as submitted. Councilwoman Sturkie seconded the motion, which was unanimously approved.

5. Resolution 2019-27: Master Fee Schedule for 2019/2020

Mayor Wells stated that the Town began the Master Fee Schedule in 2016 as a document that anyone can use to look up what the cost of various fees are. The majority of municipalities charge for plat and development approvals, which covers staff time for research and expenses associated with preparing documents for the Planning Commission meeting. The items below were added based on the Land Development Ordinance and research on other municipalities.

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
July 9, 2019



Zoning Verification/Compliance Letter	Each	35.00	
Zoning District Map - Color Legal	Each	15.00	
Exempt Sub-Divisions - PO	per Lot	25.00	
Re-Survey Plats - PO	per Lot	50.00	
Any Plat Requiring Planning Commission Approval	Base fee + per Lot	\$150.00 + \$8.00 per lot	
Minor Sub-Divisions - PC	Base fee + per Lot	\$150.00 + \$8.00 per lot	
Major Sub-Divisions - PC	Base fee + per Lot	\$150.00 + \$16.00 per lot	
Group Development - PC	Base fee + per Lot	\$150.00 + \$16.00 per lot	
Mixed Use Planned Development - PC	Base fee + per Lot	\$150.00 + \$16.00 per lot	
Mixed Use Planned Development - PC-Minor Change	Each	250.00	
Mixed Use Planned Development - PC-Major Change	Each	250.00	
Revised Plat Submissions - PC	Base fee + per Lot	\$75.00 + \$16.00 per lot	
Floodplain Development Review - FA	Each	250.00	
Floodplain Variance - BZA	Each	250.00	
Floodplain Appeal - Town Council	Each	250.00	

Mayor Wells asked if Council would like to discuss this item, which none did.

Councilman Dinkins made a motion to approve Resolution 2019-27 containing the Master Fee Schedule, as submitted. Councilwoman Sturkie seconded the motion, which was unanimously approved. Currently there is \$500.00 allocated in the 2019/2020 budget for Midland Football and Cheerleading

6. Midland Football & Cheerleading Sponsorship (donation)

Mayor Wells stated that since Midland Football & Cheerleading is now held in town and benefits our residents and those in the Midlands area, it conforms to the donation policy.

1. Projects/events that take place in the Town of Pine Ridge and the proceeds are used to provide a service or assistance to the Pine Ridge community. It is the Council's responsibility to determine the merit of each project/event and, it is the Council's prerogative not to fund a project/event or fund it up to \$500.00 with the discretion to go higher for special events (e.g. the Annual Soup Day). *(An example would be a golf tournament held at Charwood sponsored by a local group.)*
Added July 14, 2009

Councilwoman Sturkie made a motion to approve a donation of \$500.00 to sponsor one Midland Football & Cheerleading team. Councilman Simms seconded the motion, which was unanimously approved.

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
July 9, 2019



7. Additional PRPD telephone

Mayor Wells stated that office staff is unable to contact Patrolman Swanson unless they use Lexington County Dispatch, which is not recommended. Dispatch is for residents who need the assistance of an Officer and keeps track of an Officer once they have a call for their safety. Office staff needs to be able to speak to an Officer during their shift for various reasons. Through Verizon an additional telephone is \$44.86 per month for a smart phone, unlimited everything. Basic flip phone \$22.49+tax per month. The phones are free through the end of September. Monthly pricing is locked in on the State contract, which rarely changes.

Mayor Wells stated the floor is open for a motion or discussion of the item.

Councilwoman Sturkie made a motion to approve an additional smart phone in the amount of \$44.86 per month, for the Pine Ridge Police Department. Councilman Simms seconded the motion, which was unanimously approved.

8. Back to School Drive 2019

Mayor Wells stated this item was discussed in the work session by Patrolman Swanson and asked if he had anything additional to add.

Patrolman Swanson stated that the Police Department is collecting school supplies until August 12, 2019. The supplies can be dropped off at Town Hall during normal business hours.

9. Adjourn to Executive Session; Receipt of legal advice relating to claims against the Town and other matters covered by attorney-client privilege (SC Law 30-4-70 (a)(2))

Mayor Wells stated that the floor is open for a motion to adjourn to Executive Session: Receipt of legal advice relating to claims against the Town and other matters covered by attorney-client privilege (SC Law 30-4-70 (a)(2)).

Councilman Simms made a motion to enter into Executive Session. Councilwoman Sturkie seconded the motion.

To clarify the original motion, Councilman Dinkins made a motion that council go into executive session to discuss receipt of legal advice relating to claims against the Town and other matters covered by attorney-client privilege, in which this item is allowed by SC Code of Law, Section 30-4-70 (a)(2) AND to invite our Attorney Hayne Hodges for counsel.

Mayor Wells called for a vote. Council unanimously approved.

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
July 9, 2019



10. Reconvene to Regular Session

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

Councilman Simms made a motion to reconvene to regular session. Councilwoman Sturkie seconded the motion, which was unanimously approved.

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

Mayor Pro-tem Davis made a motion to proceed as recommended by the Attorney in executive session with the paying for the Town and Councilwoman Sturkie's share that was not paid by the Insurance Reserve Fund. Councilman Dinkins seconded the motion, which was unanimously approved.

Citizen's Comment Time

Mrs. Debra Arvay of Clubhouse Drive stated that she thought it was very interesting to watch the zoning policy changes go through as she had attended all but one of the meetings. She heard people criticizing the ordinances recently, but most of those people did not attend the meetings or read the provisions. Mrs. Arvay said there was a lot of work put into and felt like the Planning Commission did the best they could. The Planning Commission allowed Citizens to comment and took their concerns into account. For example, removing the sidewalks from the ordinance was something Mr. Lucas suggested as he said it was a problem for Developers. It was also very nice to see that when Citizens were concerned about the flag and access lots, the Planning Commission did some research and then came back with a compromise. Mrs. Arvay said the Planning Commission was really trying to listen and was impressed by that. Mrs. Arvay added that she did feel like the ordinances needed to be revised as every time she has seen a Town Council Agenda, there are three developments on there because of problems relating to the old ordinances. Mrs. Arvay understood the Ordinances needed to be updated and appreciated all the work Council and the Planning Commission put into it.

Mayor Wells thank Mrs. Arvay's for her comments. Mayor Wells added that if there are any problems with the new ordinances that Council is willing to send it back to the Planning Commission or Town Administrator for further research. It's just like anything in life, you are going to have gray areas and Council is prepared to correct them.

TOWN OF PINE RIDGE
Town Council Minutes
Regular Scheduled Council Meeting
July 9, 2019



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 7:37 P.M.

Respectfully submitted,

APPROVED:

Viki M. Miller, Town Administrator

Robert M. Wells, Jr., Mayor

Date: _____

APPROVED 8/13/2019