

Town of Pine Ridge

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NOVEMBER 19, 2019 RESCHEDULED TOWN COUNCIL MEETING AGENDA

Town Council Work Session

- 6:30 P.M. – 6:45 P.M. Public Hearing Ordinance 2019-34: Zoning/Land Development Amendment
- 6:45 P.M. – 7:00 P.M. Public Hearing Ordinance 2019-35: Budget Amendment 2019/2020
- 7:00 P.M. – 7:15 P.M. Public Hearing Ordinance 2019-36: Map Amendment for Courtyards at Rockford Place subdivision
- 7:15 P.M. – 7:17 P.M. Review of Administrative Department Report
- 7:17 P.M. – 7:20 P.M. Review of Police Department Administrative Report
- 7:20 P.M. – 7:25 P.M. Informational Council Discussion

7:25 P.M. - Town Council Meeting

Call to Order & Invocation

Freedom of Information Act Compliance

Approval of Minutes

1. October 8, 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. RFP18-05 Landscape Maintenance for 2020 – review for revision to publish for bid
4. Town Christmas tree lighting & parade update

New Business

1. Oath of Office for newly elected members of Council
2. Election of Mayor Pro-tem
3. Planning Commission Recommendation: Text Amendment for a new Zoning District designated for property currently zoned PD-Planned Development District
4. Planning Commission Recommendation: Map Amendment#20191008 for Courtyard at Rockford Place subdivision
5. Ordinance 2019-34: Zoning/Land Development Amendment– 1st Reading
6. Ordinance 2019-35: Budget Amendment 2019/2020 – 1st Reading
7. Ordinance 2019-36: Map Amendment for Courtyard at Rockford Place subdivision – 1st Reading
8. Consideration of Employee Time Sheet Policy
9. Potential Candidates for Board of Zoning Appeals appointment (2)
10. Finance Committee Donation update: 22nd Annual L.C. Lucas Memorial Tournament
11. Finance Committee Donation update: Decoration of Town Signs
12. Carpet Council/Court room, lobby & hall quotes
13. Audio Council/Court room upgrades
14. Employee Service Recognition
15. 2020 Meeting and Holiday Schedule
16. PRPD Policy Manual revision Section 1, Chapter 4, Sub-section 3.0 Restrictions on the use of Department Vehicles
17. PRPD Policy Manual revision Section 4, Chapter 1, Sub-section 8.0 Probationary Status
18. Adjourn to Executive Session:
 - a) 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. 30-4-70 (a)(1))
19. Reconvene to Regular Session
20. Possible Actions by Council in follow up to Executive Session

Citizen's Comment Time

ADJOURN

**TOWN OF PINE RIDGE
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Council Present: Mayor Wells, Mayor Pro-Tem Davis, Councilman Simms and Councilwoman Sturkie.

Staff Present: Town Administrator, Mrs. Miller, Municipal Clerk, Mrs. Kyzer, Interim-Chief Neeley

*Note: Audio of this meeting is unavailable due to a malfunction of the system.

6:30 P.M. – 7:08 P.M. Public Hearing Ordinance 2019-34: Zoning/Land Development

Mayor Wells read aloud the public notice and the title to Ordinance 2019-34. Mayor Wells introduced the Town's Attorney, Danny Crowe who spoke on behalf of the Town.

Mayor Wells asked for those against Ordinance 2019-34, to speak. Several residents spoke but did not identify themselves.

Mayor Wells asked for those in favor of Ordinance 2019-34, to speak. No one in attendance chose to speak.

Mayor Wells closed the public hearing for Ordinance 2019-34.

7:08 P.M. 7:09 P.M. Public Hearing Ordinance 2019-35: Budget Amendment 2019/2020

Mayor Wells read aloud the public notice and the title to Ordinance 2019-35.

Mayor Wells asked for those against Ordinance 2019-35, to speak. No one in attendance chose to speak.

Mayor Wells asked for those in favor of Ordinance 2019-35, to speak. No one in attendance chose to speak.

Mayor Wells closed the public hearing for Ordinance 2019-35.

7:09 P.M. – 7:10 P.M. Public Hearing Ordinance 2019-36: Map Amendment for Courtyards at Rockford Place subdivision

Mayor Wells read aloud the public notice and the title to Ordinance 2019-36.

Mayor Wells asked for those against Ordinance 2019-36, to speak. No one in attendance chose to speak.

Mayor Wells asked for those in favor of Ordinance 2019-36, to speak. No one in attendance chose to speak.

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Mayor Wells closed the Public Hearing for Ordinance 2019-36.

7:10 P.M – 7:12 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 about the submitted reports. Council stated they did not. Mayor Wells stated that Mrs. Miller has been working with the auditor and was unable to complete her September & October Administrative Report.

7:12 P.M. – 7:14 P.M. Review of Police Department Administrative Report

Interim-Chief Neeley updated Council on the monthly statistics:

22 calls for services	5 warning tickets
16 reports written	7 assist to other law enforcement agencies
32 citations executed	39 community contacts

Interim-Chief Neeley updated Council:

- 2013 Tahoe – Repair vs. Replace
Interim-Chief Neeley stated the 2013 Tahoe has been repaired and the Town saved \$2,900.00, as it did not need a new engine.
- Stolen Four Wheelers/Trailer Incident
Mayor Wells asked Interim-Chief Neeley to update Council. Interim-Chief Neeley stated the County has provided a report which will be given to Mrs. Miller for the audit.

7:14 P.M. - 7:15 P.M. Informational Council Discussion

Mayor Wells stated that this is typically where Council has the opportunity to make any announcements, advise Council of events they have represented the town at or any items Council would like to be considered at the next scheduled meeting. Mayor Wells asked Council if they had anything to discuss. With nothing more to discuss, Mayor Wells closed the Work Session.

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TOWN COUNCIL Meeting – 7:15 P.M.

CALL TO ORDER

Mayor Wells called the Town Council meeting to order at 7:15 P.M. with Mayor Pro-Tem Davis, Councilman Simms and Councilwoman Sturkie present.

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

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. October 8, 2019 Regular Scheduled Meeting

Councilwoman Sturkie made the motion to approve the minutes of October 8, 2019 with an amendment to clarify that the actual price paid for the 2013 Tahoe was \$8,805.00. The Town paid \$3,500.00 for the 2008 Tahoe, as it already had lights and wiring installed. Councilman Simms seconded the motion, which was unanimously approved.

OLD BUSINESS

1. Estates at Indigo Bond Estimate to repair infrastructure

Mayor Wells stated he had asked Lexington County Councilman Todd Cullum for an update, but did not receive a reply.

2. Indigo Place Bond Estimate to repair infrastructure

Mayor Wells stated the County has stated that this will not be addressed until Oakhill Road has been paved.

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3. RFP18-05 Landscape maintenance for 2020 -review for revision to publish for bid.

Mrs. Miller reminded Council that they placed the item on the table in order to review and and make any changes at the October meeting.

Councilman Simms made the motion to remove this item off the table. Mayor Pro-Tem Davis seconded the motion and it was unanimously approved.

Councilman Simms made a motion to approve the RFP format, with the additional option to renew. Councilwoman Sturkie seconded the motion, which was unanimously approved.

4. Town Christmas tree lighting and parade update

Mayor Wells asked Councilwoman Sturkie to give an update on the Christmas Tree Lighting/Parade.

Councilwoman Sturkie stated that the Tree Lighting/Parade Committee decided to change the day and time of these events to Saturday, December 7th, 2019. The parade would begin at 4pm starting at South Congaree Baptist Church and continuing to the Midland Girls Softball Field where there will be a food truck available since this will be around supper time. The Tree Lighting would take place at 5 P.M. at Camp Moore/Styx area. Due to the change in dates, our Santa and Mrs. Claus had prior arrangements and the PRMS Band and Chorus would need to be rescheduled. Councilwoman Sturkie stated that the Tree Lighting/Parade Committee would be meeting again on Thurs, November 21st at 6:30 and also on December 5th.

NEW BUSINESS

1. Oath of Office for newly elected members of Council

Mayor Wells asked Councilwoman Sturkie and Mayor Pro-Tem Davis to come forward and be sworn in. Mayor Wells asked both to place their hand on the Bible and to repeat after him:

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I do solemnly swear (or affirm) that I duly qualified, according to the Constitution of this State, to exercise the duties of the office to which I have been elected and that I will, to the best of my ability, discharge the duties thereof, and preserve, protect and defend the Constitution of this State and of the United States. As Councilman/Councilwoman of the Town of Pine Ridge, I will equally, fairly, and impartially, to the best of my ability and skill, exercise the trust reposed in me and will use my best endeavor to preserve the peace and carry into effect according to law the purposes for which I have been elected. So, help me, God.

Both Councilwoman Sturkie and Pro-Tem Davis repeated the above oath and were officially sworn in.

2. Election of Mayor Pro-Tem

Mayor Wells read aloud Town Ordinance §1.104, that the Town Council shall, at the first meeting of the newly constituted council elect one of its members as Mayor Pro-Tem for a term of two (2) years who shall act as Mayor during the absence or disability of the Mayor or in case of a vacancy in the office of the Mayor.

Mayor Wells made the motion to elect current Mayor Pro-Tem Daniel Davis to another term as Mayor Pro-Tem. Councilman Simms seconded the motion, which was unanimously approved.

3. Planning Commission Recommendation: Text Amendment for a new Zoning District designated for property currently zoned PD – Planned Development District.

Mayor Wells stated the Planning Commission has submitted their recommendation to approve the proposed revision of the Zoning and Land Development Ordinance, that includes the addition of the new zoning district which has been submitted to Council under Ordinance 2019-34. This vote is only to accept the Planning Commission's recommendation as submitted to Council in the capacity of an advisory board.

Councilwoman Sturkie made a motion to accept the Planning Commission's recommendation, as submitted. Councilman Simms seconded the motion, which opened the item for discussion.

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Mayor Pro-Tem Davis asked Town Attorney, Danny Crowe about the items that the Planning Commission added.

Councilwoman Sturkie amended her motion to exclude the additional items. Councilman Simms seconded the amended motion, which was unanimously approved.

4. Planning Commission Recommendation: Map Amendment #20191008 for Courtyard at Rockford Place Subdivision

Mayor Wells read aloud the recommendation of the Planning Commission to approve the proposed amendment of the zoning map, which is submitted to Council as Ordinance 2019-36.

Mayor Pro-Tem Davis made the motion to accept the Planning Commission's recommendation, as submitted. Councilwoman Sturkie seconded the motion, which was unanimously approved.

5. Ordinance 2019-34: Zoning/Land Development Amendment - 1st Reading

Mayor Wells read aloud Ordinance 2019-34.

Councilman Simms made the motion to approve the 1st reading of Ordinance 2019-34, as submitted. Councilwoman Sturkie seconded the motion, which was unanimously approved.

6. Ordinance 2019-35: Budget Amendment 2019-2020 - 1st Reading

Mayor Wells read aloud Ordinance 2019-35. Mayor Wells asked Mrs. Miller to update Council as to why the Budget Amendment is being proposed. Mrs. Miller stated that per S.C. State Law 5-9-40, Council must adopt a balanced budget. In addition, the budget reflects previously approved expenditures and is based on the average of the last four months.

Mayor Pro-Tem Davis made the motion to approve the 1st Reading of Ordinance 2019-35, as submitted. Councilman Simms seconded the motion, which was unanimously approved.

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7. Ordinance 2019-36: Map Amendment for Courtyard at Rockford Place subdivision 1st Reading

Mayor Wells read aloud Ordinance 2019-36. The Planning Commission is recommending that Town Council amend the Official Zoning Map by approving all lots within the subdivision currently known Courtyards at Rockford Place located on Long Iron Court be changed from PD (Planned Development District) to LPD (Legacy Planned Development District).

Councilwoman Sturkie made the motion to approve the 1st Reading of Ordinance 2019-36, as submitted. Mayor Pro-Tem Davis seconded the motion which was approved unanimously.

8. Consideration of Employee Time Sheet Policy

Mayor Wells read aloud the proposed Time Sheet Policy. Mayor Wells asked Mrs. Miller to address Council as to how this item came about. Mrs. Miller stated that the time sheet policy is needed so that everyone is aware of the deadline for time sheets on payroll weeks, which will reduce wasted hours tracking down time sheets.

Councilwoman Sturkie made the motion to approve the Employee Time Sheet Policy and Mayor Pro-Tem Davis seconded the motion, which was unanimously approved.

9. Potential Candidates for Board of Zoning Appeals appointment (2)

Mayor Wells asked Mrs. Miller if she would tell us about the two potential candidates for the Zoning Board of Appeals. Mrs. Miller stated that Gerald C. Arvay and Maria Urbanek had submitted applications to the Board of Zoning Appeals, as a volunteer. Mayor Wells then called for a motion and a second.

Councilwoman Sturkie made a motion to appoint Mr. Arvay and Mrs. Urbanek to the Board of Zoning Appeals. Councilman Simms seconded the motion, which was unanimous.

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10. Finance Committee Donation update: 22nd Annual L.C. Lucas Memorial Tournament.

Mayor Wells asked Mayor Pro-Tem for an update. Mayor Pro-Tem Davis stated the Finance Committee approved the donation in the amount of \$100.00 on 10/22/19.

11. Finance Committee Donation update: Decoration of Town Signs

Mayor Wells asked Mayor Pro-Tem Davis for an update. Mayor Pro-Tem Davis advised Council that the Finance Committee approved up to \$350.00 for reimbursement of expenses to decorate the Town signs, with submitted receipts on 10/22/19.

12. Carpet Council/Court room, lobby and hall quotes

Mayor Wells advised Council that 3 vendors had submitted their pricing. This will be expensed under the building renovation fund line item. Mayor Wells stated that a motion and a second was needed to approve the project.

Councilman Simms made the motion to approve Floor Boys in the amount of \$5,035.56. Mayor Pro-Tem Davis seconded the motion, which was unanimously approved.

13. Audio Council/Court Room upgrades

Mayor Wells updated Council in detail the three (3) bids for the Audio Council/Court Room upgrade. This will be expensed under the building renovation fund line item. Mayor Wells stated that a motion and a second is needed to approve the project.

Mayor Pro-Tem Davis made a motion to approve Sound & Images in the amount of \$5,446.94. Councilwoman Sturkie seconded the motion. The vote was approved unanimously.

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14. Employee Service Recognition

Mayor Wells stated that Council has annually used this time of year to recognize staff contributions to the town in the form of a Christmas bonus. A motion and second is needed to approve and send to the Finance Committee.

Councilman Simms made the motion and Councilwoman Sturkie seconded. The vote was unanimously approved.

15. 2020 Meeting & Holiday Schedule

Mayor Wells stated that on an annual basis, Town Council approves a "Meeting & Holiday Schedule" for the upcoming calendar year. We are required by law to publish the calendar at the beginning of every calendar year. The court dates have been confirmed by Judge Whittle. Mayor Wells stated that a motion and a second is needed to approve the schedule.

Councilwoman Sturkie made the motion and Pro-Tem Davis seconded the motion which was unanimously approved.

16. PRPD Manual revision, Section 1. Chapter 4, Sub-section 3.0: Restrictions on the use of Department Vehicles

Mayor Wells asked Interim-Chief Neeley to expand on the policy restrictions for Department vehicles.

Interim-Chief Neeley stated that this section of the policy was generic and did not include items that the department currently has in place. Interim-Chief Neeley read aloud the proposed PRPD Policy, Section 1, Chapter 4, sub-section 3.0.

Department vehicles are to be used to conduct business of the Town and its operations. Employees shall not operate Department vehicles for the purpose of conducting private business of enterprise or

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any other personal use. Employees are permitted personal use of the vehicle during the course of a scheduled shift for a permitted meal break.

Only regular full-time employees who live within thirty miles of the Town of Pine Ridge may take home Department vehicles, with the permission of the Chief of Police or his/her designee. Employees shall not permit Department owned vehicles to be driven or operated by non-members of the Department, except as authorized by the Chief of Police or his/her designee.

Employee shall not use tobacco products in Department owned vehicles.

Any employee on PTO, or any other type of leave exceeding 48 hours, will not keep possession of the take home vehicle during such extended leave. The vehicle shall be parked in a secure location on Town property as directed by the Chief of Police. The exception to this will be a three-day weekend that includes one day of PTO or a Holiday.

Councilwoman Sturkie made a motion to approve the changes in Section 1, Chapter 4, sub-section 3.0. Mayor Wells seconded the motion, which was unanimously approved.

17. PRPD Policy Manual revision, Section 4, Chapter 1, Sub-section 8.0, Probationary Status

Mayor Wells asked Interim-Chief Neeley to update Council.

Interim-Chief Neeley stated that this proposal would reduce the amount of time that is considered probationary from one year to six months. It was originally six months but changed by former Chief Parker to one year. Employees can accrue PTO (Paid Time Off) but cannot use it until the one-year period is up, which creates a hardship on the employee.

Mayor Wells stated that the one-year probationary change in the PD manual will match up with the Employee Handbook probationary period of six months. Although the PD employees use the additional policy which covers specific law enforcement situations in depth, both the Administrative and Police Department must adhere to the Employee Handbook.

Mayor Pro-Tem made a motion to approve the changes in Section 4, Chapter 1, Sub-section 8.0. Councilwoman Sturkie seconded the motion, which was unanimously approved.

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18. Adjourn to Executive Session: Personnel matters

Mayor Wells stated that no action may be taken in executive session and a unanimous vote is required to go into executive session. Mayor Wells stated that the floor is open for a motion and a second to adjourn to Executive Session.

Councilwoman Sturkie made a motion that Council go into executive session to discuss personnel matters as allowed by S.C. 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. Mayor Pro-Tem Davis seconded the motion, which was unanimously approved.

19. Reconvene to Regular Session

Mayor Wells stated no votes were taken during Executive Session other than to adjourn and resume the meeting. Mayor Wells called for a motion and a second to reconvene to regular session.

Councilwoman Sturkie made the motion and Councilman Simms seconded, which was unanimously approved.

20. Possible Actions by Council in follow-up to Executive Session

a) Chief of Police

Mayor Pro-Tem Davis made a motion to allow the Public Safety Committee to execute the final decision in hiring of the Police Chief position. Councilman Simms seconded the motion and it was unanimously approved.

b) Advisor to the Chief of Police

Mayor Pro-Tem Davis made a motion to allow the Public Safety Committee to hire an Advisor to assist the Chief of Police for a time period to be determined. Councilwoman Sturkie seconded the motion and it was unanimously approved.

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21. Petition against House Bill H4431 – proposed revision of State Law on Business Licensing

Mayor Wells stated the Town had received a letter signed by several Municipalities asking for support against House Bill H 4431. Most smaller municipalities are dependent on Business Licensing for income. House Bill H 4431 will have a huge impact on the town's operating budget.

Mayor Pro-Tem Davis made a motion to support the petition against House Bill # 4431. Councilwoman Sturkie seconded the motion, which was unanimously approved.

Citizens 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 8:11 P.M.

Respectfully Submitted,

Susan C. Kyzer, Municipal Clerk

APPROVED:

Robert M. Wells, Jr., Mayor

Date: _____

APPROVED 12/10/2019