

# Town of Pine Ridge

2757 Fish Hatchery Road  
West Columbia, SC 29172  
Telephone (803) 755-2500  
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## OCTOBER 8, 2019 REGULAR SCHEDULED TOWN COUNCIL MEETING AGENDA Page 1 of 2

### Town Council Work Session

6:45 P.M. – 6:55 P.M. Friends of South Congaree-Pine Ridge Library presentation

6:55 P.M. – 6:56 P.M. Review of Administrative Department Report

6:56 P.M. – 6:57 P.M. Review of Police Department Administrative Report

6:57 P.M. – 7:00 P.M. Informational Council Discussion:

- a) Council Dais update
- b) 2019/2020 Budget Public Hearing & First Reading on November 12<sup>th</sup>
- c) Audit Presentation on November 12<sup>th</sup>
- d) Possible other updates/discussion from Council

### 7:00 P.M. - Town Council Meeting

#### Call to Order & Invocation

#### Freedom of Information Act Compliance

#### Approval of Minutes

1. August 13, 2019 Regular Scheduled Council Meeting
2. September 10, 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. Lexington County FY19 "C" Fund
5. Ordinance 2019-29 – Proposed amendments to Zoning & Land Development Ordinance, Article 10, Division 2, Section 1008.1, 1010.2, 1010.3 & 1010.4 \*\* Second Reading
6. Ordinance 2019-30 – Proposed amendment to Master Fee Schedule \*\* Second Reading
7. Ordinance 2019-32 – Proposed amendment to Business License Ordinance: Appendix B-Business License Schedule by NAICS code \*\* Second Reading

#### New Business

1. 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))
2. Reconvene to Regular Session
3. Possible Actions by Council in follow up to Executive Session
4. Possible rescheduling of November 12<sup>th</sup> Regular Scheduled Council Meeting to November 19<sup>th</sup>

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5. Consideration of Town Hall Use Policy
6. RFP18-03 Cleaning of the Municipal Complex for 2020 – option to renew for one year
7. RFP18-04 Public Defender Services for 2020 – option to renew for one year
8. RFP18-05 Landscape Maintenance for 2020 – review for revision to publish for bid
9. RFP18-06 HVAC Maintenance Service & Repairs for 2020 – option to renew for one year
10. Bulletproof Vest Partnership 2019 Award
11. Finance Committee Donation update: Midland Baseball
12. Finance Committee update: HVAC repair
13. PRMS G.O.L.D. Rush Sponsor (Donation)
14. Volunteer Appreciation Acknowledgement (Donation)
15. Town Christmas tree lighting & parade discussion
16. Annual Pine Ridge Senior Center Luncheon (Donation)
17. Board of Zoning Appeals – two openings
18. 2013 Chevrolet Tahoe repairs
19. Lieutenant job description revision

**Citizen's Comment Time**  
**ADJOURN**

APPROVED AS AMENDED 11/13/2019

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Council Present: Mayor Wells, Councilman Dinkins, Councilman Simms

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

**6:46 – 6:53 P.M. Friends of South Congaree – Pine Ridge Library**

Mrs. Delores Gambrell representing the Friends of the South Congaree – Pine Ridge Library gave a report as to what the library has been doing and how the donated money was being used for the good of the community.

**6:53 – 6:54 Review of Administrative Department Report**

Mayor Wells asked members of Council to look at submitted reports and if anyone has questions for Mrs. Miller he will revisit after Interim-Chief Neeley's report. Mayor Wells stated that the Administrator's monthly report for September and the Code Violation spreadsheet were not in the reports, that they should be in next month's reports.

**6:54 - 7:00 P.M. Review of Police Department Administrative Report**

Interim-Chief Neeley updated Council on monthly statistics:

18 calls for service	3 arrest
7 reports written	89 community contacts
16 traffic citations executed	7 assists to other law enforcement agencies
7 warning tickets	61 property checks

Interim-Chief Neeley updated Council:

- **Bulletproof Vest Partnership 2019 Award**  
The Department of Justice Bulletproof Vest Partnership Program has awarded the Department a little over \$1,935.00 for the seven vests that were purchased. This was almost half of the original purchase price for the vests.
- **Police Officer Position**  
Currently we have three applications for the vacant Police Officer positions that are under review. One is a Certified Class I Law Enforcement Officer, the other two are not.
- **Tahoe 2013**  
Lieutenant Silano's Tahoe went out of service, this is the Tahoe that the Town purchased from the State Surplus this year for the purpose of the new K-9 program. The town paid a little over \$13,000.00 for the Tahoe and another other \$16,000.00 was spent upfitting the Tahoe. It went out of service last week, cutting off when put in drive and reverse. It was taken to Pro-Fleet and they estimated that it needed about \$7,500.00 worth of repairs which included a rebuilt engine. It is being sent out for two more quotes so that three quotes can be given to Council.
- **Thanksgiving Initiative**  
The Department is trying to conduct a Thanksgiving Initiative. Last year during Christmas the Department adopted a family from the Airport Mobile Home Park. A family was recommended through the school. They were provided Christmas toys for the children and food for the family. Some of the things the Department is looking to do to combat these issues is having an opportunity to give back, to say thank you to the citizens of Pine Ridge for their support throughout

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the year. One of the objectives the Department is looking at is to create a whole complete meal kit including turkey and all of the traditional sides. This is a great opportunity to have some one-on-one contact with the residents.

This event will be held at the Pine Ridge Town Hall at a date to be determined. It is open to any resident of the town and any family that has children attending our schools. The public is welcome to come in and receive the donation meal and speak with the officers. Lt. Silano is working with Serve and Connect to get these boxes created.

Councilwoman Sturkie arrived at 6:59 pm

**7:00 – 7:01 Mayor Wells: Re-addressed Administrative Department Report**

Mayor Wells asked Council if there were any questions for the Town Administrator, Mrs. Miller, on her Administrative Department reports. Council stated there were no questions.

**7:01- 7:02 Informational Council Discussion**

- a) Council Dais update: Mayor Wells stated Council approved MAR Construction the design build under RFP19-03 on August 13, 2019. Microphones were installed this afternoon by Mayor Wells. There is a remaining balance available on the 30K budget approved by council on June 11, 2019, that could be used on audio visual equipment. Mayor Wells will obtain quotes for Council's approval at the next meeting.
- b) 2019/2020 Budget, Public Hearing & First Reading on November 12<sup>th</sup>. Mayor Wells reminded Council of the public hearing and first reading.
- c) Audit Presentation also to be on November 12<sup>th</sup>. Mayor Wells reminded Council of the Audit presentation

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

With nothing more to discuss, Mayor Wells closed the Work Session.

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TOWN COUNCIL MEETING – 7:02 P.M.

**CALL TO ORDER**

Mayor Wells called the Town Council Meeting to order at 7:02 P.M. with Councilman Dinkins, Councilman Simms, and Councilwoman Sturkie present.

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

**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. August 13, 2019 Regular Scheduled Meeting

Mayor Wells called for a motion to approve the minutes of August 13, 2019, as submitted. Councilman Dinkins made the motion and Councilman Simms seconded the motion, which was unanimously approved.

2. September 10, 2019 Regular Scheduled Meeting.

Mayor Wells called for a motion to approve the minutes of September 10, 2019, as submitted. Councilwoman Sturkie made the motion and Councilman Dinkins seconded the motion, which was unanimously approved.

**OLD BUSINESS**

1. Estates at Indigo Bond Estimate to repair infrastructure

Mayor Wells spoke with Lexington County Councilman Todd Cullum this week. A contract has been signed to pave Oak Hill before this paving season ends.

2. Indigo Place Bond Estimate to repair infrastructure

Mayor Wells spoke with Lexington County Councilman Todd Cullum this week. A contract has been signed to pave Oak Hill before this paving season ends.

3. Courtyards at Rockford Place Bond Estimate to repair infrastructure

Mayor Wells stated that this item is currently in litigation.

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4. Lexington County FY19 "C" Fund

Mayor Wells stated that Lexington County had approved funding to do sidewalks but that did not include monies for everything to complete the infrastructure, just the concrete. Council was under the impression that the County was going to do all the infrastructure, such as easements and grading.

Mayor Wells asked Council to consider removing this item from the agenda, unless anyone had any objections. A motion was made by Councilman Dinkins and a second by Councilman Simms, which was unanimously approved.

5. Ordinance 2019-29 – Proposed amendments to Zoning & Land Development Ordinance, Article 10, Division 2, Section 1008.1, 1010.2, 1010.3 & 1010.4 \*\*Second Reading

Mayor Wells read aloud the title to Ordinance 2019-29.

Mayor Wells stated that a motion and a second was needed to approve Ordinance 2019-29 for second reading. Councilman Simms made the motion and Councilman Dinkins seconded the motion. Mayor Wells asked for all those in favor, which was unanimously approved.

6. Ordinance 2019-30 – Proposed amendments to Master Fee Schedule \*\*Second Reading

Mayor Wells read aloud the title to Ordinance 2019-30.

Mayor Wells stated it will ease the burden of the Town Administrator for remembering to schedule the resolution annually. Any changes in fees will have to be approved through ordinance. The proposed changes in fees, are to reflect the ability for the planning official to handle two lots split which will not require the additional work that goes into a Planning Commission Meeting.

Mayor Wells asked for a motion and a second to approve Ordinance 2019-30 as submitted. Councilman Dinkins made the motion and a second by Councilwoman Sturkie, which was unanimously approved.

7. Ordinance 2019-32 – Proposed amendment to Business License Ordinance:  
Appendix B- Business License Schedule by NAICS code \*\* Second Reading

Mayor Wells read aloud Ordinance 2019-32

Mayor Wells called for a motion and a second to approve Ordinance 2019-32 as submitted. Councilwoman Sturkie made the motion and Councilman Dinkins seconded, which was unanimously approved.

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**NEW BUSINESS**

1. 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 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 to adjourn to Executive Session and to invite our Attorney Danny Crowe for counsel.

Councilman Dinkins made the motion and Councilwoman Sturkie seconded. Mayor Wells called for a vote, which was unanimously approved.

2. Reconvene to Regular Session

Mayor Wells stated that no vote was taken in Executive Session other than to adjourn and resume the regular meeting.

Councilman Simms made the motion to resume the regular meeting and Councilwoman Sturkie seconded. Council unanimously approved.

3. Possible actions by Council in follow up to Executive Session

Councilman Simms stated he would like to move to approve the agreement reached in mediation of the Lot Store case and authorize Town Representatives to do the necessary agreement that needs to be put into effect. Councilwoman Sturkie seconded the motion, which was unanimously approved.

4. Possible rescheduling of November 12<sup>th</sup> Regular Scheduled Council Meeting to November 19<sup>th</sup>.

Mayor Wells stated since the agreement was approved by Council it was necessary to move the Council meeting from November 12<sup>th</sup> to November 19<sup>th</sup>.

Councilman Dinkins made a motion to reschedule the meeting from November 12<sup>th</sup> to November 19<sup>th</sup>. Councilman Simms seconded the motion, which was unanimously approved.

5. Consideration of Town Hall Use Policy

Mayor Wells stated that the Town Attorney Danny Crowe has prepared a Town Hall Use Policy. The Town has never had one in place since we did not have a meeting space for the public. Previously, the current Council/Court room was rented out by the Pine Ridge Senior Center until an incident occurred. From then on, it was only rented for a limited use. The incident brought to our attention how easy it would be to access sensitive information that is housed in the Police Department, Administrative Offices

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and Clerk of Court's office. This is why anyone with a key to these offices, should have taken the CJIS test (Criminal Justice Information Services). Since the Senior Center left in December of 2015, we have had numerous calls over the years to rent the room or allow local civic clubs the use of the room. We have had ongoing renovations going on over the past year and still have a small list of things to do in order to complete the project. The Town has invested a lot in the new council/court dais, audio equipment and chairs.

Mayor Wells read aloud Resolution 2019-33 and stated the floor was open for a motion or discussion.

Councilman Dinkins made a motion to approve Resolution 2019-33, as submitted. Councilwoman Sturkie seconded, which was unanimously approved.

6. RP18-03 Cleaning of the Municipal Complex for 2020 – option to renew for one year

Mayor Wells stated that Jani-King was awarded the bid for 2019 at a rate of \$330.00 a month. The new price for 2020 will be an increase of \$25.00 a month for a total of \$355.00. Council awarded bid based on low bid, with the next closest being \$519.00 a month.

Council discussed the bid prices from last year and the quality of work the current company is providing.

A motion made by Councilman Dinkins to put cleaning of the municipal complex for 2020 out for bid again. Councilwoman seconded the motion, which was unanimously approved.

7. RFP18-04 Public Defender Services for 2020 – option to renew for one year

Mayor Wells stated the 2019 Indigent Attorney was awarded the bid for 2019 at a rate of \$400.00 per case. Attorney Mike Pinilla stated there will be no change in the price for 2020.

Councilwoman Sturkie made a motion to keep Attorney Mike Pinilla as Public Defender for 2020. Councilman Simms seconded the motion, which was unanimously approved.

8. RFP18-05 Landscape Maintenance for 2020 – review for revision to publish for bid

Mayor Wells asked why there was no option to renew. Mrs. Miller stated that there was no option to renew in the original RFP, so this one will have to go back out for bid. This form has been in place for a long time and needs to be reviewed to see if items should be added/removed.

Council discussed possible changes and the service the current company is providing.

Councilman Dinkins made a motion to table this item until the November Council Meeting, so that it can be reviewed. Councilwoman Sturkie seconded the motion, which was unanimously approved.

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9. RFP18-06 HVAC Maintenance Service & Repairs for 2020 – option to renew for one year

Mayor Wells stated the 2019 HVAC maintenance bid award for 2019 was Cullum Services, which they have confirmed there will be no changes in pricing for 2020.

Council discussed the quality of service the current company is providing.

Councilman Dinkins made a motion to renew Cullum Services for HVAC Service and Repairs in 2020. Councilman Simms seconded the motion, which was unanimously approved.

10. Bulletproof Vest Partnership 2019 Award

Mayor Wells stated this item was discussed in Work Session. Mayor Wells asked Interim-Chief Neeley if he had any further comments on this award and Interim-Chief Neeley stated that he had to send a request for payment of the award, which he would do this week. It normally takes 30/60 days to receive payment.

11. Finance Committee Donation update: Midland Baseball

Councilman Dinkins informed Council that a donation of \$400 had already been approved for Midland Baseball, in accordance with the Donation policy request between Council Meetings.

12. Finance Committee update: HVAC repair

Councilman Dinkins informed Council that the Finance Committee had received two diagnostic quotes and approved the lowest quote to Cullum Services of \$1,265.85 based on emergency services. The unit was out for a week during the hot temperatures.

13. PRMS G.O.L.D. Rush Sponsor (Donation)

Mayor Wells stated that Council had allocated \$150.00 in the 2019/2020 donation budget specifically for the Pine Ridge Middle School G.O.L.D. program.

Councilman Simms made a motion to approve the donation of \$150.00 to Pine Ridge Middle School. Councilwoman Sturkie seconded the motion, which was unanimously approved.

14. Volunteer Appreciation Acknowledgement (Donation)

Mayor Wells stated that since 2011, the Town had authorized a gift of appreciation for the volunteers on our Planning and Zoning Boards. In the 2019/2020 budget, Council approved a \$400.00 budget for this item.

Councilman Dinkins made a motion to confirm the allocated funds of \$400.00 for the Volunteer Appreciation Acknowledgement. Councilwoman Sturkie seconded the motion, which was unanimously approved.

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15. Town Christmas tree lighting & parade discussion

Mayor Wells stated that the total Tree Lighting budget is \$1200.00 and the Parade budget is \$350.00. Mayor Wells asked Council for their thoughts.

Councilman Dinkins said that he and Councilwoman Sturkie talked to several people about forming a Christmas committee to help them with these events. They will be meeting and get some ideas together. They will report back in the November Council Meeting. The Christmas tree lighting is set for Friday, Dec. 6<sup>th</sup> from 6-8 pm and the parade will be held on Saturday, Dec. 7<sup>th</sup> at 10 am.

16. Annual Pine Ridge Senior Center Luncheon (Donation)

Mayor Wells stated that Council has allocated \$1,000.00 for the annual Pine Ridge Senior Center Luncheon, which is on December 13th.

Councilman Dinkins made a motion to confirm the allocated funds of \$1000.00 for the annual Pine Ridge Senior Center Luncheon. Councilman Simms seconded the motion, which was unanimous.

17. Board of Zoning Appeals – two openings

Mayor Wells advised Council that there are two openings on the board. No openings on Planning Commission, but a waiting list would be great. Councilman Dinkins asked for clarification on whether the member had to be a resident. Mrs. Miller responded that board members must live in the Town.

18. 2013 Chevrolet Tahoe repairs

Mayor Wells stated this item was discussed in Work Session. Mayor wells stated that the vehicle was non-pursuit, drove by Probation Pardon & Parole Services. A quote was received to replace engine, which was \$7,305.00 and in the process of getting two more quotes. It'll be more expensive to purchase another vehicle and transfer all the equipment. Would like for Council to give approval to the Finance Committee to approve the repairs once all quotes have been submitted. Interim-Chief Neeley stated that Lieutenant Silano is still attending training for the K-9 in his personal vehicle with a kennel, but the dog is unable to work in the Impala. Mayor Wells stated he is trying to get the quotes as fast as he can but it is at the mercy of the vehicle repair shop.

Councilman Simms made a motion to get more quotes for the Chevy Tahoe. Councilwoman Sturkie seconded the motion.

Mrs. Miller asked for clarification of the motion.

Councilman Simms amended his original motion to allow the Finance Committee the authority to make a final decision on the repairs. Councilwoman Sturkie seconded the motion, which was unanimously approved.

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During the Approval of Minutes at the November 19<sup>th</sup>, 2019, Town Council Meeting:

**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.

19. Lieutenant job description revision

Mayor Wells stated that according to Town Attorney, Matt LaFave, with exception to the Police Chief all law enforcement should be NON-EXEMPT. See U.S. Department of Labor: Wage and Hour Division.

Councilman Dinkins moved to change the exemption status to Non-Exempt for the Lieutenant position. Councilman Simms seconded the motion, which was unanimously approved.

**Citizens Comment Time**

No one in attendance chose to speak.

**ADJOURN**

With no further business to discuss, Councilman Simms moved to adjourn, with a second by Councilman Dinkins. With the Council's unanimous approval, Mayor Wells adjourned the meeting at 7:47 P.M.

Respectfully submitted,

\_\_\_\_\_  
Susan C. Kyzer, Municipal Clerk

APPROVED:

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