

# Town of Pine Ridge

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## October 9, 2018 TOWN COUNCIL MEETING AGENDA

### Town Council Work Session

- 6:30 P.M. – 6:45 P.M. Public Hearing: Ordinance 2018-10-MASC fees
- 6:45 P.M. – 6:50 P.M. Friends of South Congaree-Pine Ridge Library presentation
- 6:50 P.M. – 6:52 P.M. Review of Administrative Department Report
- 6:52 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. September 18, 2018 Rescheduled Regular 9/11/2018 Scheduled Meeting
- 2. September 19, 2018 Special Called Meeting

#### **Old Business**

- 1. Town 60<sup>th</sup> Anniversary update
- 2. Estates at Indigo Bond Estimate to repair infrastructure
- 3. Indigo Place Bond Estimate to repair infrastructure
- 4. Courtyards at Rockford Place Bond Estimate to repair infrastructure
- 5. Town Hall/PD upfit:
  - a) Council/Court Chamber Elevated Platform

#### **New Business**

- 1. Interim Police Chief Appointment
- 2. Resolution 2018-09: Authorize MASC as Claimant Agency for Setoff Debt Collection
- 3. Ordinance 2018-10: Adopt administrative fees for MASC Setoff Debt Collection
- 4. Agreement Concerning Electric Service Rights between Mid-Carolina Cooperative Inc. and SCE&G
- 5. RFP18-03 Cleaning of the Municipal Complex for 2019
- 6. RFP18-04 Public Defender Services for 2019
- 7. RFP18-05 Landscape Maintenance for 2019
- 8. RFP18-06 HVAC Maintenance Service & Repairs for 2019

#### **Citizen's Comment Time**

#### **ADJOURN**

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

Staff present: Town Administrator Viki Miller and Interim Chief Neeley

**6:30 P.M. – 6:31 P.M. Public Hearing: Ordinance 2018-10 MASC fees**

Mayor Wells read aloud the public notice and the title to Ordinance 2018-10. The Public Hearing notice was published in the Chronicle. Mayor Wells asked for anyone in opposition to speak: none did. Mayor Wells asked for anyone in support to speak: none did. Mayor Wells closed the public hearing for Ordinance 2018-10.

**6:31 P.M. – 6:35 P.M. Friends of South Congaree-Pine Ridge Library presentation**

Mrs. Delores Gambrell introduced Ms. Judith Simpson, Ms. Diana Baker and Ms. Tina Fiore. Mrs. Gambrell updated Council with various programs that are being done at the South Congaree-Pine Ridge Library.

**6:35 P.M. – 6:36 P.M. Review of Administrative Department Report**

Written Administrative Department reports were included in the Council packets.

**6:36 P.M. - 6:40 P.M. Informational Council Discussion**

- Mayor Wells stated Mr. Jerry Smith had contacted him to remind Council that the PRMS Car Show is scheduled for November 10<sup>th</sup>.
- Mayor Wells stated that someone had contacted the Town Hall about decorating the newly renovated signs and would like for the Property & Recreation Committee to contact them.
- Mayor Wells updated Council on the newly renovated signs and the ongoing leaching issue.
- Mayor Wells stated that the audio system has begun to be installed and should be completed prior to the November Council meeting. The camera & security system is complete.
- Mayor Wells read aloud a Thank You note from Ms. Doris Fletcher of Adkins Circle.
- Mayor Wells invited Council to an invitation only event held by the South Congaree-Pine Ridge Library on October 24<sup>th</sup> at 6pm.
- Councilwoman Sturkie who is a Member of the 60<sup>th</sup> Anniversary Celebration, wanted to remind everyone that the festival is this weekend, with free rides, softball canteen will be open in addition to food trucks, historical & DNR display at the town hall, entertainment all day on the stage with a concert beginning at 4:30pm.

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

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TOWN COUNCIL MEETING – 6:40P.M.

**CALL TO ORDER**

Mayor Wells called the Town Council meeting to order at 6:40P.M. with Mayor Pro-tem Davis, Councilman Dinkins, Councilman Simms and Councilwoman Sturkie present.

Staff present: Town Administrator Viki Miller 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. September 18, 2018 Regular Scheduled Meeting

Councilwoman Sturkie made a motion to approve the minutes of September 18, 2018, as submitted. Councilman Sims seconded the motion, which was unanimously approved by all members of Town Council who were present.

2. September 19, 2018 Special Called Meeting

Councilman Simms made a motion to approve the minutes of September 19, 2018, as submitted. Councilman Dinkins seconded the motion, which was unanimously approved by all members of Town Council who were present.

**OLD BUSINESS**

1. Town 60<sup>th</sup> Anniversary update

Anniversary Committee Chairman Dinkins updated Council on the following: Historical display at town hall, rides to be delivered Friday morning, all CWECC & Wood Elementary students have been notified of the festival via Lexington School District Two telephone call recording.

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2. Estates at Indigo Bond Estimate to repair infrastructure

Mayor Wells reminded Council that until the paving is completed, we are unable to address this issue.

3. Indigo Place Bond Estimate to repair infrastructure

This item is included in the discussion under Item#2.

4. Courtyards at Rockford Place Bond Estimate to repair infrastructure

Mayor Wells stated that this item is ongoing and being handled by the Town Attorney.

5. Town Hall/PD Upfit

- A) Council/Court Chamber Elevated Platform

Mayor Wells stated he has not had a chance to get around and take pictures of platforms that are ADA compliant. Mayor Wells added that he is also trying to get quotes on electrical for the lighting. However, he has encountered some difficulty as businesses are either too busy or the job is not big enough.

**NEW BUSINESS**

1. Interim Police Chief Appointment

Mayor Wells stated in accordance with Town Code §6-101, Patrolman Frankie Neeley was appointed as Interim Police Chief and administered the Oath of Office. This vote is for the official minutes of the town to show the appointment and confirmation by Town Council.

Mayor Pro-tem Davis made a motion to confirm the appointment of Patrolman Frankie Neeley as Interim Chief. Councilwoman Sturkie seconded the motion, which was unanimously approved by all members of Town Council who were present.

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2. Resolution 2018-09: Authorize MASC as Claimant Agency for Setoff Debt Collection

Mayor Wells read aloud the title to Resolution 2018-09 and stated that the Municipal Association of South Carolina (MASC) recently conducted a review of the Setoff Debt Ordinance program and updated their forms which we are required to update as well.

Councilwoman Sturkie made a motion to approve Resolution 2018-09, as submitted. Councilman Dinkins seconded the motion, which was unanimously approved by all members of Town Council who were present.

3. Ordinance 2018-10: Adopt administrative fees for MASC Setoff Debt Collection

Mayor Wells read aloud the title to Ordinance 2018-10 and stated the Municipal Association of South Carolina (MASC) recently conducted a review of the Setoff Debt Ordinance and made some contextual changes needed for participants to stay compliant with the Setoff Debt Collection Act and allow the association to act on their behalf to submit debts to the South Carolina Department of Revenue. The Town of Pine Ridge is an ongoing participant in the program which allows us to recoup some court debts. In order to remain in the program, the Town must adopt the Ordinance which was updated by MASC and must be approved as written. Our Attorney, Danny Crowe has reviewed the document and approved it as written.

Councilman Dinkins made a motion to approve Ordinance 2018-10, as submitted. Councilman Simms seconded the motion, which was unanimously approved by all members of Town Council who were present.

Mayor Pro-tem Davis stated that the Town has participated in the program for several years and believes it is well worth the participation based on funds we would not have received otherwise.

4. Agreement Concerning Electric Service Rights between Mid-Carolina Cooperative Inc. and SCE&G

Mayor Wells stated that the Town has Ordinances establishing the right of the Town to charge franchise fees to electricity providers within the Town to use the right of ways in the Town to deliver service. The two service providers for the Town of Pine Ridge are SCE&G and Mid-Carolina Electric Cooperative (MCEC). In the past there have been disagreements, even lawsuits, over which electric utility has the right to serve particular parcels within municipalities. In an effort to solve these issues, SCE&G & MCEC have worked closely to settle all outstanding electric service territory issues throughout the County. SCE&G & MCEC have reached an agreement that assigns electric service territory rights down to the parcel level; each parcel has been assigned to SCE&G or MCEC. They believe the agreement will aid future planning for electric utilities, and will reduce uncertainty for property owners and developers. The agreement

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will also help to minimize duplication of facilities in the future. They are asking the Town to adopt the municipal electric service territory map for Pine Ridge through official action by Council. They have established a two-step process that has already been successfully implemented in a number of municipalities. The first step will be the adoption of an Electric Service Rights Agreement (ESRA). SCE&G, MCEC and the municipality will all be parties to the ESRA. The ESRA will adopt the new municipal electric service territory map and provide a timeline for the adoption of new franchise agreements with SCE&G and MCEC. The second step will be the adoption of new franchise agreements between SCE&G, MCEC and Pine Ridge. Each new franchise agreement will include the municipal electric service territory map as an exhibit.

Councilman Dinkins made a motion to approve the Agreement Concerning Electric Service Rights between Mid-Carolina Cooperative Inc. and SCE&G, as submitted. Mayor Pro-tem Davis seconded the motion, which was unanimously approved by all members of Town Council who were present.

5. RFP18-03 Cleaning of the Municipal Complex for 2019

Mayor Wells stated the Town issues a Request for Proposal (RFP) for services as required by Town Code. In order to have the final approval before the annual January budget amendment, the deadline for proposals is Friday, November 30, 2018. Property & Recreation Committee will make a recommendation to Council on 12/11/2018. Town Council will choose the winning bid at the 12/11/2018 Council meeting.

Councilwoman Sturkie made a motion to approve the RFP18-03, as submitted. Councilman Dinkins seconded the motion, which was unanimously approved by all members of Town Council who were present.

6. RFP18-04 Public Defender Services for 2019

Mayor Wells stated the Town issues a Request for Proposal (RFP) for services as required by Town Code. In order to have the final approval before the annual January budget amendment, the deadline for proposals is Friday, November 30, 2018. Public Safety Committee will make a recommendation to Council on 12/11/2018. Town Council will choose the winning bid at the 12/11/2018 Council meeting.

Mayor Pro-tem Davis made a motion to approve the RFP18-04, as submitted. Councilman Simms seconded the motion, which was unanimously approved by all members of Town Council who were present.

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7. RFP18-05 Landscape Maintenance for 2019

Mayor Wells stated the Town issues a Request for Proposal (RFP) for services as required by Town Code. In order to have the final approval before the annual January budget amendment, the deadline for proposals is Friday, November 30, 2018. Property & Recreation Committee will make a recommendation to Council on 12/11/2018. Town Council will choose the winning bid at the 12/11/2018 Council meeting.

Councilwoman Sturkie made a motion to approve the RFP18-05, as submitted. Councilman Dinkins seconded the motion, which was unanimously approved by all members of Town Council who were present.

8. RFP18-06 HVAC Maintenance Service & Repairs for 2019

Mayor Wells stated the Town issues a Request for Proposal (RFP) for services as required by Town Code. In order to have the final approval before the annual January budget amendment, the deadline for proposals is Friday, November 30, 2018. Property & Recreation Committee will make a recommendation to Council on 12/11/2018. Town Council will choose the winning bid at the 12/11/2018 Council meeting.

Councilwoman Sturkie made a motion to approve the RFP18-06, as submitted. Councilman Simms seconded the motion, which was unanimously approved by all members of Town Council who were present.

**Citizen's Comment Time**

Ms. Morgan Harrell of SCE&G apologized for being late and told Council that SCE&G and MCEC are working closely together to realign territories by parcel rather than what was originally done in the 1960's, which has caused a lot of confusion and issues. Through the Agreement the respective territories will be defined and the revised ordinance for franchise fees will include MCEC. Ms. Harrell referenced the territory map on display in which MCEC only has parcels in town that back up to Old Dunbar Road.

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**ADJOURN**

With no further business to discuss, Councilwoman Sturkie moved to adjourn, with a second by Councilman Simms. With the Council's unanimous approval, Mayor Wells adjourned the meeting at 6:57 P.M.

Respectfully submitted,

APPROVED:

Viki M. Miller, Town Administrator

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Robert M. Wells, Jr., Mayor

Date: \_\_\_\_\_

APPROVED 11/13/2018