

Town of Pine Ridge

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May 14, 2019 TOWN COUNCIL MEETING AGENDA

Town Council Work Session

6:30 P.M. – 6:45 P.M. Public Hearing: Ordinance 2019-25 Zoning/Land Development

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:

- a) Finance Committee update: Ordinance 2019-26 Public Hearing 2019/2020 Budget
- b) Blessing Box update
- c) Stock the Pantry for Non-Profit Animal Shelters update
- d) Peace Officers Memorial Day: May 15, 2019

7:00 P.M. - Town Council Meeting

Call to Order & Invocation

Freedom of Information Act Compliance

Approval of Minutes

1. April 9, 2019 Regular Scheduled Council Meeting
2. April 16, 2019 Special Council Meeting
3. April 25, 2019 Special 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:
 - a) Council/Court Chamber Furniture
5. RFP19-01: Municipal Lighting P&RC Recommendation & Council vote

New Business

1. Ordinance 2019-25 Zoning/Land Development *1st Reading
2. Ordinance 2019-26 2019/2020 Budget *1st Reading
3. RFP19-02 Financial Audit Services
4. Lexington County Municipal Judge Agreement for Bond & other Judicial Duties
5. Lexington County Municipal Judge Agreement
6. Lexington County FY19 "C" Fund
7. Victims Services: Voyager Software Agreement
8. Finance Committee Donation update: Midland Girls Softball
9. Business License Inspector/Code Enforcement Officer

Citizen's Comment Time

ADJOURN

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

Staff present: Town Administrator, Mrs. Miller, Clerk of Court, Ms. Burns and Chief Neeley

6:30 P.M. – 6:31 P.M. Public Hearing: Ordinance 2019-25 Zoning/Land Development

Mayor Wells stated that the Pine Ridge Planning Commission was unable to complete review & give a formal recommendation to Council for the Zoning & Land Development Ordinance. Therefore, the public hearing and first reading that was scheduled for May 14th has been rescheduled to June 11th. Because the May 14th Agenda had already been set, the public hearing and first reading were required to remain on the agenda, but no public comments or council votes will be taken.

6:31 P.M. – 6:32 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 Ms. Burns or Mrs. Miller. Mayor Wells stated that Mrs. Miller was unable to complete her monthly Administrative report but did include the budget for May.

6:32 P.M. – 6:33 P.M. Review of Police Department Administrative Report

Chief Neeley updated Council on the March statistics:

23 calls for service	2 arrests
9 reports written	22 community contacts
24 uniform traffic tickets	2 property checks
10 warning tickets	6 assists to other law enforcement agencies

Chief Neeley stated that he does have someone in mind for the proposed part-time Business License Inspector/Code Enforcement Officer position. Wednesday, May 15th is Peace Officers Memorial Day and this week is National Police Week. In commemoration of National Police Week, Chief Neeley's wife, Stacy and daughter, Alexis, brought in cake for everyone to enjoy.

6:33 P.M. - 6:39 P.M. Informational Council Discussion

- a) Finance Committee update: Ordinance 2019-26 Public Hearing 2019/2020 Budget -
Mayor Pro-tem Davis stated that the proposed budget wasn't able to be completed in time to publish the public notice. The Finance Committee has approved to hold the public hearing prior to the second reading, which will be on June 11th. State law only requires that a public hearing be held prior to the final adoption of the budget. This will avoid the need for a Special Meeting as the 2019/2020 budget must be adopted before 7/1/2019, when the new budget year begins.
- b) Blessing Box update – Ms. Burns stated that the Blessing Box is where people can donate or pick up non-perishable food at any time, no questions asked. Take what you need, leave what you can. Mayor Wells picked up and installed the Blessing Box. Ms. Burns added that it has been packed with donations by the public and will be an asset to our community and school children.

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- c) Stock the Pantry for Non-Profit Animal Shelters update – Ms. Burns stated that in honor of our new K9 Rens, National Pet Month and a recent occurrence where someone brought in an injured pet to Town Hall, the community has been asked to donate food, blankets and supplies that will be delivered to a non-profit animal shelter.
- d) Peace Officers Memorial Day: May 15, 2019 – Mayor Wells stated that in honor of Peace Officers Memorial Day, Town Council approved the Proclamation for Peace Officers Memorial Day on April 9, 2019. The flags will be flown at half-staff in commemoration. In 1962, President Kennedy proclaimed May 15th as National Peace Officer Memorial Day and the calendar week in which May 15 falls, as National Police Week. Established by a joint resolution of Congress in 1962, National Police Week pays special recognition to those law enforcement officers who have lost their lives in the line of duty for the safety and protection of others.

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

APPROVED 6/11/2019

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TOWN COUNCIL MEETING – 6:39 P.M.

CALL TO ORDER

Mayor Wells called the Town Council meeting to order at 6:39 P.M. with Mayor Pro-tem Davis, Councilman Dinkins and Councilman Simms present.

Staff present: Town Administrator, Mrs. Miller, Clerk of Court, Ms. Burns and 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. April 9, 2019 Regular Scheduled Meeting

Councilman Dinkins made a motion to approve the minutes of April 9, 2019, as submitted. Councilman Simms seconded the motion, which was unanimously approved.

2. April 16, 2019 Special Council Meeting

Mayor Pro-tem Davis made a motion to approve the minutes of April 16, 2019, as submitted. Councilman Dinkins seconded the motion, which was unanimously approved.

3. April 25, 2019 Special Council Meeting

Mayor Pro-tem Davis made a motion to approve the minutes of April 25, 2019, as submitted. Councilman Simms seconded the motion, which was unanimously approved.

OLD BUSINESS

1. Estates at Indigo Bond Estimate to repair infrastructure

Mayor Wells stated that Lexington County is currently working to address shoulder issues on Oakhill Road and should be on target to complete paving.

2. Indigo Place Bond Estimate to repair infrastructure

Mayor Wells stated that the County has stated that nothing can be done until the Oakhill Road project is completed.

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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

A) Council/Court Chamber Platform

Mayor Wells stated that as soon as time allows, this item will receive more research.

5. RFP19-01: Municipal Lighting P&RC Recommendation & Council vote

Mayor Wells stated that he met with SCE&G/Dominion about both of their programs. The most beneficial program to the town would replace the existing obsolete lighting, in the amount of \$2,551.57 versus the highest bid at \$48,500.00. The proposals and bid tabulations have been sent to the Property & Recreation Committee for a formal recommendation.

Councilman Simms as Chairman of the Property & Recreation Committee, made a motion to approve Dominion/SCE&G's quote in the amount of \$2,551.57 to replace all existing obsolete lighting on the town property. Mayor Pro-tem Davis seconded the motion, which was unanimously approved.

NEW BUSINESS

1. Ordinance 2019-25 Zoning/Land Development *1st Reading

Mayor Wells stated that the Pine Ridge Planning Commission was unable to complete review & give a formal recommendation to Council for the Zoning & Land Development Ordinance. Therefore, the public hearing and first reading that was scheduled for May 14th has been rescheduled to June 11th. Because the May 14th Agenda had already been set, the public hearing and first reading were required to remain on the agenda, but no public comments or council votes will be taken.

2. Ordinance 2019-26 2019/2020 Budget *1st Reading

Finance Chairman, Mayor Pro-tem Davis went over the proposed budget as follows:
Business License revenues increased 15%, based on current budget
Revenue Enhancement decreased 36%, great program-did not want to overestimate
60th Anniversary decreased 100%, event has passed
Expenses have been cut 9.59% based on current spending
Public Hearing will be held on June 11, 2019 at 6:30pm

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Mayor Wells stated that the floor was open for a motion to approve Ordinance 2019-26, an Ordinance to adopt the 2019-2020 Fiscal Year Budget.

Councilman Simms made a motion to approve the first reading of Ordinance 2019-26, as submitted. Councilman Dinkins seconded the motion, which was unanimously approved.

****Mayor Wells asked Council to re-visit OLD BUSINESS: ITEM#5****

5. RFP19-01: Municipal Lighting P&RC Recommendation & Council vote

Mayor Wells stated that he forgot to mention that the SCE&G/Dominion Representative told him that for a building the size of town hall, we should see a savings of \$100 to \$125 a month. Councilman Simms asked if this savings was reflected in the 2019/2020 budget. Finance Chairman Mayor Pro-tem Davis answered that it was not reflected in the 2019/2020 budget as Council annually does a mid-year budget adjustment to reflect numbers more accurately.

NEW BUSINESS

3. RFP19-02 Financial Audit Services

Mayor Wells stated that the Town's current audit firm, Brodie, Summers & Wilkes, will no longer be doing municipal audits and the Town will need a new audit firm. RFP19-02 was advertised on 4/8/2019 in SC Business One Stop (SCBOS). All proposals are due by 5/31/2019 at 5pm. The Finance Committee will make a recommendation and Council will vote at the 6/11/2019 Council meeting.

4. Lexington County Municipal Judge Agreement for Bond & other Judicial Duties

Mayor Wells stated that the Lexington County Chief Court Administrator has notified the town that the agreement that was signed on November 12, 2010, needs to be updated. Due to the additional demand, there is an increase of \$600.00 for both the Bond Court Judge and Municipal Judge which has been reflected in the 2019/2020 budget.

Councilman Dinkins made a motion to approve the Supportive Municipal Judge Agreement for Bond and other Judicial Duties with the Town of Pine Ridge, as submitted. Mayor Pro-tem Davis seconded the motion, which was unanimously approved.

5. Lexington County Municipal Judge Agreement

Mayor Pro-tem Davis made a motion to approve the Supportive Municipal Judge Agreement with the Town of Pine Ridge, as submitted. Councilman Simms seconded the motion, which was unanimously approved.

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6. Lexington County FY19 “C” Fund

Mayor Wells stated that the opening day last year at the new ballfield was chaotic. Since the ballfield does not have enough parking spaces, they made arrangements to park at the National Guard and Emergency Management Division. With families walking up and down the road all day without sidewalks or crosswalks, it could prove to be very dangerous. Our County Councilman, Mr. Todd Cullum, suggested to send a letter requesting Lexington County “C” Funds to help build the sidewalks and crosswalks. The letter was submitted April 26, 2018 with a traffic count for the roads around the multi-sport complex. Also included was an estimate 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. The Town received an award notification on April 15, 2019, in the amount of \$25,000.00. Just based on the estimate that was received last year, the town would pay \$31,400.00, plus the cost of engineering, grading, easements, curb and gutter. Mayor Wells estimated the cost to the town would be around \$100,000.00 and would like to get more of an idea as to what the actual cost would be before Council agrees to proceed with the project.

7. Victims Services: Voyager Software Agreement

Mayor Wells stated per the SC Legislature 2016-2017 Act, Proviso 93.35, that as long as the Town spends AT LEAST 90% of the Victim Assistance Fines, Fees and Assessment Funds collected during a fiscal year on eligible expenses related to providing direct victim services to crime victims, we can carryforward ALL of the funds from previous years (regardless of the years collected). However, if the Town does not spend AT LEAST 90% of the Victim Assistance Fines, Fees and Assessment Funds collected during a fiscal year, then any remaining funds from this fiscal year as well as any carryforward funds from prior fiscal years (regardless of the years collected) will be required by the Proviso to be submitted to the SC Victim Assistance Program. We would only then be allowed to carryforward 10% of the funds collected this fiscal year or \$25,000, whichever is higher.

Mayor Wells asked Ms. Burns to present this item to Council. Ms. Burns stated that she saw the news story on the new victim services notification system that the Newberry County Sheriffs Department was implementing. The system provides a way to reach victims electronically. When an officer is on the scene of a crime which requires the use of a victim form, the officer will use their lap top to enter a secure portal and complete a victim form. The victim will then sign the form once all the information is entered. A copy of the victim form is sent by text and/or email to the victim while the officer is still there. The victim also receives information on their rights as a victim, important contact telephone numbers for additional resources, and how to register to receive notifications from SAVIN, which is the South Carolina Statewide Automated Victim Information and Notification System, on their phone and in their email. This software will make it easier on the victim and officer to keep up to date with developments in cases. Ms. Burns added that the victims’ funds that the town collects every year and is required to spend on victims, will fund the cost of the software.

Mayor Wells asked if the town was renting or buying the software. Mrs. Miller replied that we are purchasing the rights to use this software on an annual basis for up to twenty-five users.

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Finance Chairman, Mayor Pro-tem Davis asked if this was an eligible item to use victims' funds for. Mrs. Miller replied that because it provides a direct service to the victim, it would qualify to be paid with victim funding.

Chief Neeley added that this would provide better services to our local victims instead of sending the funds the town collected to the state, which will be used state-wide for victim services. Chief Neeley discussed the difficulty he has experienced in getting touch with victims and believes this will create more communication.

Ms. Burns stated that Newberry County Sheriff's Department was the first in the state to offer this service and the town will be the first small Municipality to do so. There is a push to use an electronic notification system in the magistrate and municipal courts.

Councilman Dinkins asked if the \$2,500.00 was for twenty-five users. Ms. Burns replied that twenty-five users would be more than enough as it would be the Chief, the Officer's, Victims Advocate and herself using the software.

Councilman Dinkins made a motion to approve the Voyager Software Agreement in the amount of \$2,500.00 for up to twenty-five users from the Victim's Funding. Mayor Pro-tem Davis seconded the motion, which was unanimously approved.

8. Finance Committee Donation update: Midland Girls Softball

Mayor Wells read aloud the donation policy concerning requests between Council meetings:

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 was renewed by Town Council on July 10, 2018.

Mayor Pro-tem Davis stated a payment in the amount of \$300.00 was approved by the Finance Committee on May 7, 2019.

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9. Business License Inspector/Code Enforcement Officer

Mayor Wells stated that Chief Neeley spoke about this position earlier in the meeting. The position is being proposed to help the Police Department enforce the business license and town codes. Depending on qualifications (Class 1) of the applicant, the pay range would be \$15.00 per hour to \$17.30 per hour (current Class 1) for a maximum of 20 hours per week, with no benefits. An additional \$15k was added to the part-time police budget for the 2019/2020 budget year.

Councilman Dinkins made a motion to approve the Business License Inspector/Code Enforcement Officer job description and pay range, as submitted. Mayor Pro-tem Davis seconded the motion, which was unanimously approved.

Citizen's 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 7:05 P.M.

Respectfully submitted,

APPROVED:

Viki M. Miller, Town Administrator

Robert M. Wells, Jr., Mayor

Date: _____