

# Town of Pine Ridge

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## OCTOBER 10, 2023 REGULAR SCHEDULED TOWN COUNCIL MEETING AGENDA

### **6:45 P.M. - Town Council Work Session**

6:45 P.M. – 6:46 P.M. Review of Administrative Department Report

6:46 P.M. – 6:47 P.M. Review of Police Department Administrative Report

6:47 P.M. – 6:50 P.M. Council Standing Committee Reports:

- a) Finance Committee-Chair Davis & Member Dinkins
- b) Property & Recreation Committee-Chair Sturkie & Member Simms
- c) Employee Grievance Committee-Chair Dinkins & Members Lewie & Sturkie

6:50 P.M. – 7:00 P.M. Informational Council Discussion:

- a) October 26, 2023: Council Quarterly Work Session from 6:45pm to 7:45pm
- b) November 7, 2023: Municipal Elections
- c) December 1, 2023: Annual Senior Center Luncheon

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

1. Call to Order
2. Roll Call and Determination of Quorum
3. Invocation
4. Pledge of Allegiance
5. Freedom of Information Act Compliance

### **Approval of Minutes**

1. September 12, 2023 Regular Scheduled Council Meeting

### **Old Business**

1. Christmas Parade & Tree Lighting
2. Proposed Police Department Policy Manual changes

### **New Business**

1. Re-advertisement of Municipal Clerk position
2. Re-advertisement of School Resource Officer position
3. Request for street light at Leander/Fish Hatchery & Chief Neeley recommendation
4. Consideration of 2024 Meeting and Holiday Schedule
5. Consideration of Financial Audit Services for fiscal year 2023/2024

**Citizen's Comment Time – (email to [vmiller@townofpineridgesc.com](mailto:vmiller@townofpineridgesc.com) by 5pm on 10/9/2023)**

**ADJOURN**

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Council members present: Mayor Davis, Mayor Pro-Tem Simms, Councilwoman Lewie, Councilman Dinkins and Councilwoman Sturkie

Staff present: Town Administrator, Mrs. Miller and Chief Neeley

**6:48 P.M. – Town Council Work Session**

Mayor Davis welcomed those in attendance, in person and on social media to the October 10<sup>th</sup>, 2023 Town Council work session and meeting.

**6:48 P.M. – 6:50 P.M. Review of Administrative Department Report**

Mayor Davis stated that the Administrative Department Reports were in the Council packets for review. He stated that there were approximately ten new code violations added to the list. He added that it is not the Towns' intention to be overly zealous in this area, however, homeowners need to ensure that they manage their property in such a way that displays a modicum of personal responsibility to themselves, the town and particularly their neighbors in proximity.

Mayor Davis asked if there were any questions by Council regarding the Administrative Department Report, and there were none.

**6:50 P.M. – 6:52 P.M. Review of Police Department Administrative Report**

Chief Neeley gave the following report for the month of September:

- 68 citations

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- 44 speeding citations
- 16 warning citations
- 11 calls for service
- 1 arrest
- 5 assists to other agencies
- 68 community contacts
- 21 property checks

Chief Neeley reported that the Town now has both Dodge Chargers and they are marked and on the road.

Chief Neeley added that several more code violations had been added recently and starting this week, the department will start citing those code violations for a court date for the month of November, in order to help speed up the process and encourage homeowners to make sure the property is cleaned up. If the property is cleaned up before they come to court, the code violations will be dismissed.

Mayor Davis thanked the Police Department and the Town Administration Department for staying on top of the code violations. He stated that the Town does get calls by concerned neighbors that want to be good neighbors, but are concerned about the condition of some properties.

**6:52 P.M. – 6:53 P.M. Council Standing Committee Reports:**

- a) Finance Committee – Member Dinkins stated there was nothing to report.
- b) Property & Recreation Committee – Chair Sturkie reminded everyone about the upcoming Christmas parade and tree lighting. She stated that the Ad-Hoc Committee would be meeting, probably quite often, between now and the end of November and they will be looking for vendors and parade entries.
- c) Employee Grievance Committee – Chair Dinkins stated there was nothing to report.

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**6:53 P.M. – 6:55 P.M. Informational Council Discussion**

Mayor Davis discussed the following:

- a) October 26, 2023: Council Quarterly Work Session - Mayor Davis stated he wasn't sure if there would be anything on the agenda, but will post something if that meeting will be held.
- b) November 7, 2023: Municipal Elections - Mayor Davis stated that there were two council seats available.
- c) December 1, 2023: Annual Senior Center Luncheon - Mayor Davis announced the agenda for that day would be a Magician for the seniors, and a visit from Mr. & Mrs. Claus. Also, the Towns' personnel are encouraged to participate, as they will be serving the lunch for them.

Mayor Davis asked Council if there was anything else to discuss. Hearing none, Mayor Davis closed the work session at 6:55 P.M.

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1. Call to order: Mayor Davis called the meeting to order at 6:55 P.M. with Mayor Pro-Tem Simms, Councilwoman Lewie, Councilman Dinkins and Councilwoman Sturkie present.

Staff present: Town Administrator, Mrs. Miller & Chief Neeley

2. Roll call and Determination of Quorum: Mayor Davis stated for the record, that a quorum had been established.
3. Invocation: Councilwoman Sturkie led those in attendance in prayer.
4. Pledge of Allegiance: Mayor Davis led the Pledge of Allegiance
5. Freedom of Information Act Compliance: Mayor Davis stated for the record, the town had met all of the requirements of the Freedom of Information Act.

**Approval of Minutes**

1. September 12, 2023 Regular Scheduled Council Meeting

Councilman Dinkins made the motion to approve the September 12, 2023 minutes, as submitted. Councilwoman Lewie seconded the motion, which was unanimously approved.

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**Old Business**

1. Christmas Parade & Tree Lighting

Mayor Davis updated Council with information stating that there were currently ten to twelve entries for the parade and was anticipating several more.

He stated that in regard to the Tree Lighting, materials for the children to make ornaments for the tree have started to be purchased. There will be games for the children along with writing letters to Santa.

He added that the forms of entertainment include several choirs, a middle school band and food trucks. He stated that they are finalizing a relationship with the hot chocolate provider and the Town will make this available to the citizens, as a token of appreciation, for those who come and enjoy the event.

They will start putting information out every other week to keep it fresh in everyone's minds and will bombard the media with updates as they come in. Congaree Baptist Church has graciously agreed to let us use space in their area for the parade once again, and for that we thank them.

2. Proposed Police Department Policy Manual changes

Mayor Davis stated that the Chief had worked on this and it has been approved by S.C. Department of Public Safety and S.C. Criminal Justice Academy. Council is waiting on the recommendation of the town attorney, which can be discussed at our next meeting.

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**New Business**

1. Re-advertisement of Municipal Clerk position

Mayor Davis stated that this is a part-time position, approximately twenty-one hours per week. The hourly rate of pay is between fifteen to twenty dollars per hour, based on experience, education, etc. Additional information can be found on the Town's website.

2. Re-advertisement of School Resource Officer position

Mayor Davis stated this is a full-time position, located at Wood Elementary. Position hours are Monday – Friday, 7 a.m. – 3 p.m., when school is in session. The pay range is between \$40k - \$45k. Additional information can be found on the Town's website.

Mayor stated to be clear that there is an officer currently serving on campus.

3. Request for street light at Leander/Fish Hatchery & Chief Neeley recommendation

Mayor Davis stated that there had been several requests from citizens about the darkness at the intersection of Leander and Fish Hatchery Road and that Chief Neeley was not opposed to the additional street light. Mayor Davis stated that the cost would be approximately \$25.00 per month. Council's policy has been to pay for street lights at intersections, with the recommendation from the Chief of Police.

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Councilman Dinkins made a motion to approve the installation of a light at the intersection of Leander and Fish Hatchery Road. Councilwoman Sturkie seconded the motion, which was approved unanimously.

4. Consideration of 2024 Meeting and Holiday Schedule

Mayor Davis advised Council that this schedule had been provided for them and for the record our Judge had approved the court dates.

The schedule consists of council meetings, quarterly work sessions, municipal court, planning, zoning and a list of the scheduled town holidays.

Councilwoman Lewie made the motion to approve the 2024 Meeting and Holiday Schedule. Mayor Pro-Tem Simms seconded the motion, which was unanimously approved.

5. Consideration of Financial Audit Services for fiscal year 2023/2024

Mayor Davis stated that each of the past two years the cost had gone up and are currently anticipating another increase. Since there is a little time, he wanted to take a look and see how much of an increase it might be and to check around for someone that might give us a better price. He stated that Council will look at this again at the November meeting.

**Citizens Comments**

Mayor Davis asked if there were any emailed comments and there were none. He then asked if there was anyone in attendance that had any questions or comments. There were none.



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**Adjourn**

With no further business to discuss, Councilwoman Sturkie made a motion to adjourn. Councilwoman Lewis seconded the motion. With Council's unanimous approval, Mayor Davis adjourned the meeting at 7:12 P.M.

Respectfully submitted,



Viki M. Miller, Town Administrator

APPROVED:



Daniel D. Davis, Mayor

Date: 14 Nov. 2023